



Municipal Heritage Committee Report

Report Number: KLMHC2021-05
Meeting Date: February 4, 2021
Title: **Municipal Heritage Committee Terms of Reference**
Description: Amendment of the Municipal Heritage Committee's Terms of Reference
Author and Title: Emily Turner, Economic Development Officer, Heritage Planning

Recommendation(s):

That Report KLMHC2021-05, **Municipal Heritage Committee Terms of Reference**, be received;

That the composition of the Committee be amended to include eleven members of the public and one Council representative; and

That this recommendation be forwarded to Council for approval.

Background:

The Municipal Heritage Committee is governed by a Terms of Reference document which is approved and adopted by Council. The Terms of Reference identify the roles and responsibilities of Committee members, guide Committee's activities, establish its makeup, and govern its operations. They are attached as Appendix A.

The Committee's Terms of Reference were last amended in 2018 to change its name from Heritage Victoria to the Kawartha Lakes Municipal Heritage Committee and to make changes to the Committee's role and composition to reflect the designation of the two new heritage conservation districts in the City. At that time, the Committee's composition was changed so that two of the available positions for members of the public were reserved for representatives from the two heritage conservation districts.

The Committee discussed its composition at its meeting of January 14, 2021. The Committee requested that staff bring forward a report outlining the potential to make changes to the composition of the Committee in its Terms of Reference.

Rationale:

The two positions on the Committee reserved for representatives from the City's heritage conservation districts are challenging to fill. While an existing committee member has been assigned as the representative for Downtown Lindsay, the Oak Street position remains vacant with little interest from the community. At present, staff are turning away qualified applicants from the Committee while this position remains vacant. These applicants would be qualified to serve as members of the general public on the Committee but cannot be appointed because of the requirement that this position be assigned to a representative of the Oak Street HCD. It is possible that, in future, the Downtown Lindsay position may also remain vacant should the committee member who has been appointed to this role no longer wish to serve on the committee.

Further, as the City identifies and designates additional HCDs, positions on the Committee will have to be reserved for representatives of HCDs. This has the potential to remove positions from general members of the public that may end up not being filled. It will also require the Terms of Reference to be amended each time a new HCD is designated.

To solve this issue, the composition of the Committee could be changed to be comprised of eleven members of the public along one Council representative. The number of Committee members would stay the same, but would allow all positions for members of the public to be available for any applicant when and if they become vacant.

Other Alternatives Considered:

There are no recommended alternatives.

Financial/Operation Impacts:

There are no financial or operational impacts resulting from the recommendations from this report.

Consultations:

Clerk's Office

Attachments:

Appendix A – Municipal Heritage Committee Terms of Reference



Municipal Heritage
Committee Terms of f

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