



Committee of the Whole Report

Report Number: ED2021-010
Meeting Date: March 9, 2021
Title: **Municipal Heritage Committee Terms of Reference**
Description: Proposed amendments to the Kawartha Lakes Municipal Heritage Committee Terms of Reference
Author and Title: Emily Turner, Economic Development Officer – Heritage Planning

Recommendation(s):

That Report ED2021-010, **Municipal Heritage Committee Terms of Reference**, be received;

That the proposed changes to the Kawartha Lakes Municipal Heritage Committee Terms of Reference, as outlined in Appendix A, be adopted; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

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.

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 (HCDs) 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 and the potential to eliminate the heritage conservation district representative positions. 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.

Staff provided a report to the Municipal Heritage Committee at its meeting of February 4, 2021 outlining potential changes to the committee composition. The proposed changes to the Committee composition would eliminate the two dedicated positions for representatives from the two HCDs and replace them with two positions that could be filled by general members of the public. The amended terms of reference, with the changes tracked, are attached to this report as Appendix A. The Committee passed the following motion:

KLMHC2021-012

Moved By W. Bateman

Seconded By W. Peel

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.

Carried

This report addresses that direction.

Rationale:

The two positions on the Committee reserved for representatives from the City's heritage conservation districts are challenging to fill. At present, the Oak Street position remains vacant with little interest from the community. There has also been no interest in the Downtown Lindsay position, although an existing member of the Committee who owns property in downtown Lindsay has been assigned to fill this position. Staff are turning away qualified applicants from the Committee while the Oak Street 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 due to the precedent set by the current committee composition. 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, staff and the Municipal Heritage Committee are recommending that the composition of the Committee be changed to include eleven members of the public along with one Council representative. The number of Committee members would stay the same, but would allow all positions, with the exception of the Council position, to be available for any qualified applicant if and when they become vacant. Individuals who own property or businesses in the City's heritage conservation districts would be welcome to fill these positions but the positions would not be reserved.

At present, the Municipal Heritage Committee has limited decision making power with regard to the City's HCDs, as approval for the majority of alterations to heritage properties within the districts are delegated to staff. In order to ensure that input is received from owners of properties located in HCDs for decisions which will have a specific impact on one or more of the City's districts, staff are recommending that

informal working groups or subcommittees be established to address specific matters as they arise. This would include consultation with the Downtown Lindsay BIA on matters related to downtown Lindsay. These working groups would be established as needed and would provide input and advice to the Municipal Heritage Committee. An amendment regarding the formation of subcommittees, including working groups with representatives of the City's heritage conservation districts, has also been added to the terms of reference. The Committee already regularly forms subcommittees to forward its work plan and to investigate and address specific issues as they arise.

Other Alternatives Considered:

Council could choose not to make an amendment to the Committee's Terms of Reference and leave the composition of the Committee as is.

Alignment to Strategic Priorities

The development of an effective Municipal Heritage Committee contributes to the strategic priority of An Exceptional Quality of Life by supporting and promoting arts, culture, and heritage within the municipality. The Committee provides support, recommendations and outreach for heritage conservation in Kawartha Lakes.

Financial/Operation Impacts:

There are no financial or operational impacts as a result of the recommendation of this report.

Consultations:

Municipal Heritage Committee
Manager, Economic Development
Clerk's Office

Attachments:

Appendix A – Municipal Heritage Committee Terms of Reference with Proposed Amendments



Department Head email: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services