



## Municipal Heritage Committee Report

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**Report Number:** KLMHC2025-014  
**Meeting Date:** February 6, 2025  
**Title:** **Municipal Heritage Committee Subcommittees**  
**Description:** Review of Municipal Heritage Committee subcommittees  
**Author and Title:** Emily Turner, Economic Development Officer – Heritage Planning

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### **Recommendation:**

**That** Report KLMHC2025-014, **Municipal Heritage Committee Subcommittees**, be received; and

**That** the Heritage Designated Properties Subcommittee and Scugog River Subcommittee be reformed for 2025.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

Under its terms of reference, the Municipal Heritage Committee is allowed to form subcommittees to address certain items of business. The subcommittees are generally formed by three to five members and meet outside the regular public meeting times. In general, subcommittees are formed to deal with matters such as the following:

- Special projects initiated by the Committee
- Provision of input to staff for larger ongoing heritage-related projects
- Providing comments on larger policy initiatives
- Events

Subcommittees must work within the Committee's terms of reference and existing work plan and undertake work that the Committee has jurisdiction over. While Committee members occasionally participate in other committees initiated outside of the heritage planning portfolio, the Committee may not form subcommittees to address issues outside of their mandate.

Subcommittees meet between the regular Committee meetings and report back to the Committee at large. They are required to take written minutes which must be provided to staff to include with the next meeting agenda. In addition to the minutes, subcommittees may also provide verbal updates on their actions at regular Committee meetings for information and discussion.

Subcommittees are dissolved at the end of a Committee term. They may be reformed with the new Committee to continue the work or may remain dissolved if the work is complete or the subcommittee no longer required. Subcommittees may also be formed and dissolved throughout the term of the Committee as they are needed.

At its meeting of January 9, 2025, the Committee reviewed its existing subcommittees and decided to re-form three of its subcommittee: the Outreach Subcommittee, the Scugog River Subcommittee and the Designated Properties Subcommittee. It passed the following resolution.

### **KLMHC2025-006**

**Moved By** S. McCormack

**Seconded By** I. McKechnie

**That** Report KLMHC2025-004, **Municipal Heritage Committee Subcommittees**, be received; and

**That** the Outreach Subcommittee, the Designated Properties Subcommittee, and the Scugog River Subcommittee be reformed for 2025.

**Carried**

The Outreach Subcommittee has typically undertaken the planning and execution of two events: Doors Open and the Osprey Heritage Awards. 2025 is an Osprey Heritage Awards year and the subcommittee will be working on that event this year. Committee members have volunteered for that subcommittee.

The other two subcommittees did not meet regularly in 2024. At the January 9 Committee meeting, staff suggested that a report be returned to the Committee with a summary of where each subcommittee was at, after which Committee members could volunteer for the subcommittee.

Subcommittees must have at least three members and cannot have enough members that quorum for the entire Committee would be achieved. As there are eleven members on the Committee as a whole, this means that there can be no more than five Committee members on a subcommittee.

### **Rationale:**

The following is a summary of the two subcommittees' work to date:

**Scugog River Subcommittee:** The Scugog River Subcommittee was formed to investigate and undertake the designation of the Scugog River as a cultural heritage landscape. The Committee has indicated that it would like to continue with this project for 2025.

To date, the subcommittee has done the following:

- Completed a walking survey of the Scugog River in Lindsay
- Identified key existing and demolished heritage assets and their histories
- Investigated potential avenues for public education and commemoration (plaquing, a walking tour, etc.)

When it last met, the subcommittee identified that it would like to focus on public education and commemoration before developing a plan for formal heritage protection. Next steps for this subcommittee will be to identify what commemoration and outreach activities it would like to do and execute them.

**Designated Properties Subcommittee:** The Heritage Designation Subcommittee was formed to undertake photography and assessments of the designated properties throughout the City. This is a large multi-year project which remains ongoing and falls within the work plan and mandate of the Committee.

This subcommittee did not meet in 2024. However, prior to this, it completed the following:

- Completed photography of some heritage designated City-owned buildings in Lindsay

Next steps for this subcommittee will be to complete the photography of other City owned designated buildings. This subcommittee may also want to consider taking baseline photographs of all of the City's designated properties, an idea which can be discussed in more detail with staff.

**Other Alternatives Considered:**

The Committee may choose to form any subcommittees it feels are required to complete its work plan as long as there is sufficient capacity to support them.

**Financial/Operation Impacts:**

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

**Consultations:**

N/A

**Attachments:**

N/A

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**Department Head:** Leah Barrie, Director of Development Services