



Municipal Heritage Committee Report

Report Number: KLMHC2025-026

Meeting Date: April 17, 2025

Title: **Changes to Committee Terms of Reference**

Description: Overview from staff of changes to Committee Terms of Reference related to closed session meetings and subcommittees

Author and Title: Emily Turner, Economic Development Officer – Heritage Planning

Recommendations:

That Report KLMHC2025-026, **Changes to Committee Terms of Reference**, be received; and

That the presentation from staff be received for information.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Committee of the Whole Meeting of March 4, 2025, staff brought forward a report recommended amendments to Terms of Reference for committees across the City, including for the Osprey Heritage Awards. The proposed amendments were intended to address specific issues within the committee terms of reference particularly around awards and subcommittees.

With regard to awards, the staff report recommended that the three committees that administer awards (the Municipal Heritage Committee, the Environmental Advisory Committee and the Accessibility Advisory Committee) have their terms of reference be amended to allow them to move into closed session to review awards nominations and make recommendations regarding award winners. This amendment is intended to provide consistency across the three committees in the awards review process and provide confidentiality for the nominees.

With regard to subcommittees, the staff report recommended that the ability to have subcommittee or working group meetings be removed from committee terms of reference. The rationale for this that subcommittee meetings are not transparent and open to the public in the same way as regular committee meetings.

Council discussed these proposed amendments at the March 4 Committee of the Whole and March 18 Council meeting. At the March 18 meeting, Council adopted the following resolution:

CR2025-075

Moved By Councillor Perry

Seconded By Councillor Warren

That Report CLK2025-003, **Terms of Reference Update for Advisory Committees, Boards and Task Forces**, be received;

That the Terms of Reference for all Advisory Committees, Boards and Task Forces be updated to remove the establishment of working groups or subcommittees, and the holding of working meetings, from the mandate of each group;

That the Terms of Reference for the Kawartha Lakes Accessibility Advisory Committee, be amended to permit the holding of closed session, pursuant to

s.239(2)(b) of the Municipal Act, 2001, for the consideration of nominations that are submitted for the Accessibility Awareness Recognition Awards Program;

That the Terms of Reference for the Kawartha Lakes Environmental Advisory Committee be amended to permit the holding of closed session, pursuant to s.239(2)(b) of the Municipal Act, 2001, for the consideration of nominations, that are submitted for the Bee A Hero Awards Program and the Environmental Hero Awards Program;

That the Term of Reference for the Kawartha Lakes Municipal Heritage Committee be amended to permit the holding of closed session, pursuant to s.239(2)(b) of the Municipal Act, 2001, for the consideration of nominations that are submitted for the Osprey Awards Program;

That the Terms of Reference for the Kawartha Lakes Accessibility Advisory Committee, the Kawartha Lakes Environmental Advisory Committee and the Kawartha Lakes Municipal Heritage Committee be amended to require that Staff report to Council, in closed session, to provide recommended award recipients to Council for consideration and approval with regard to the Accessibility Awareness Recognition Awards Program, the Bee A Hero Awards Program, the Environmental Hero Awards Program and the Osprey Awards Program; and

That Staff in the Clerk's Office be directed to report back to Council by the end of Q2, 2025, with the options that are available for working groups, sub-committees or working meetings held by Advisory Committees, Boards and Task Forces, within their terms of reference, and that the options be transparent, require membership to be accounted for and require appropriate record keeping.

Carried

As a result, the Committee now has a defined awards review process and will no longer be able to hold subcommittee meetings. To review these changes and provide an overview and impact, staff from the Clerk's Office will provide a presentation to the Committee and facilitate a discussion on these changes.

Rationale:

The presentation and discussion of the amendments to the Terms of Reference will provide an opportunity for the Committee to ask questions about these changes and next steps with regard to the subcommittee and awards structures.

Discussion of specific subcommittee work and its implementation going forward will be discussed under the cover of a separate staff report.

Other Alternatives Considered:

There are no recommended alternatives.

Financial/Operation Impacts:

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

Consultations:

Clerk's Office

Attachments:

N/A

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services