

Municipal Heritage Advisory Committee - Report on 2022 Work Plan

ISSUE

The Standing Policy Committee on Planning, Development and Community Services requested Administration to report back on how the 2022 Work Plan, presented by the Municipal Heritage Advisory Committee, relates to Administration's work plan and where there may be gaps between the two.

BACKGROUND

The Standing Policy Committee on Planning, Development and Community Services, at its meeting on March 14, 2022, considered the [2021 Annual Report and 2022 Work Plan](#) from the Municipal Heritage Advisory Committee (Committee), where it was resolved:

"That Administration provide a high-level overview of Municipal Heritage Advisory Committee's work plan, including its alignment with staff work plans and the mandate of the committee."

CURRENT STATUS

The Municipal Heritage Advisory Committee is an advisory committee to City Council. The mandate of the Committee is set out in documentation, provided by the City Clerk's Office (see Appendix 1). The mandate of the Committee was reviewed as part of the Governance Review – Advisory Committees – Review of Terms of Reference process, with revisions effective January 1, 2019. An additional evaluation of the Terms of Reference was subsequently completed and approved by City Council in February 2022, and a review was recently completed as part of the Governance Review Process.

As outlined in the mandate, the Committee provides advice to City Council on a range of issues, as well as an annual report via the Standing Policy Committee on Planning, Development and Community Services (PDCS) and through their work plan outlines planned activities for the upcoming year.

Administration has two non-voting resource members who maintain ongoing dialogue with the Committee and attend regular meetings. Currently, the resource members are the City Archivist (City Clerk's Office) and the Heritage and Design Coordinator (Community Services – Planning and Development).

DISCUSSION/ANALYSIS

The Committee's activities can be undertaken on their own or in collaboration with Administration. This is determined depending on the activity and is impacted by factors such as:

- Direction to Administration from PDCS or City Council on an item;
- If the Committee requires or wants staff resources to assist; and

- Availability of staff resources to support the activity.

Approach to Work Plans

Administration and the Committee can work together on many items to achieve a common goal; however, the approach may differ, as may the priorities.

Administration

Administration has priorities set by PDCS and City Council. These include:

- Administering existing programs, which involves correspondence, customer service and financial management of the Heritage program on an ongoing basis.
- Providing necessary reports to the Committee and PDCS to bring forward policy or program changes or to respond to issues and requests for information from PDCS. Providing necessary reports to the Committee and PDCS as a regular course of business by Administration.

New actions are prioritized among existing files and activities and by considering any relevant existing direction (policy, bylaw or resolution).

Municipal Heritage Advisory Committee

Committee members may raise new items for discussion at any time and may choose to undertake new activities within their mandate. Reports from Administration on particular topics, such as Heritage Incentive applications, are received and considered. The Committee can also choose to submit correspondence to PDCS on items of concern or interest.

Subcommittees and working groups may be formed within the Committee's membership to address items on its work plan. Members of Administration are not required to be included in these subcommittees or working groups. The capacity of the Committee to address items on its work plan is determined by the individual Committee members and their ability to dedicate time and energy to the topics.

Joint Priorities

Considering the different approaches, capacities and mandates of the Committee and Administration, an overview of the 2022 Municipal Heritage Advisory Committee Work Plan is provided (see Appendix 2). The overview's intent is to provide further clarity around the Committee's work plan and its alignment with the existing work plan of Administration.

Administration submitted a proposed capital project for the 2023 Business Plan and Budget deliberations to advance several program priorities through a phased and dedicated project. Continued collaboration with the Committee to advance that project will be an important component of Administration's work plan and will advance several actions noted in the Committee's 2022 Work Plan.

OTHER IMPLICATIONS

There are no financial, policy, privacy or other implications as a result of this report. No further reporting is planned at this time.

APPENDICES

1. Municipal Heritage Advisory Committee Mandate
2. 2022 Municipal Heritage Advisory Committee Work Plan Review

REPORT APPROVAL

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