



**Council Member Motion
For the Committee of the Whole Meeting August 3, 2023**

To: Committee of the Whole **Date:** July 31, 2023
From: Mayor Alto and Councillor Dell
Subject: City Procedures Update – Heritage Alteration Delegated Development Permits

BACKGROUND

City Council continues to review and improve the City's governance procedures.

The City's Heritage Advisory Panel's purpose is to advise Council on heritage matters referred to the Panel.

Based on previous Council direction, as given several years ago, delegated approvals were expanded, so that all delegated Heritage Alteration Permits (DHAPs) are automatically referred to the Heritage Advisory Panel (HAP). These DHAPs are generally minor matters and their referral to the HAP adds time and is an obstacle to efficient processing of these application types. The need for referral to the Heritage Advisory Panel also requires staff resources to channel applications through this process.

Removing the automatic referral of DHAPs to the HAP will make their processing more efficient. Should staff or Council require additional advice on such matters, they may request that a Heritage Alteration Permit be directed to the Heritage Advisory Panel for review and guidance.

Clarifying this process now is timely, as new appointees to the Heritage Advisory Panel will shortly be offered an overview and orientation to their work.

RECOMMENDATION

That Council direct staff to no longer require that all DHAPs be referred to the Heritage Advisory Panel, while still allowing for such referral if requested to do so by staff or Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mayor Alto".

Mayor Alto

A handwritten signature in black ink, appearing to read "Councillor Dell".

Councillor Dell