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**Date** December 7, 2020 **Report No.** 2020-556

**To** Chair and Members  
Brantford Heritage Committee

**From** Melanie Figueiredo,  
Committee Coordinator

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## 1.0 Type of Report

Consent Item ☐  
Item For Consideration ☒

## 2.0 Topic 2021 Meeting Dates of the Brantford Heritage Committee

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## 3.0 Recommendation

THAT the 2021 meeting schedule for the Brantford Heritage Committee  
BE APPROVED.

## 4.0 Purpose and Overview

The purpose of this report is to present the proposed 2021 meeting schedule to the members of the Brantford Heritage Committee.

## 5.0 Background

The Brantford Heritage Committee was formed under Section 28(1) of the Ontario Heritage Act, 1990. The Committee advises and assists Council with matters relating to Heritage within the City of Brantford.

The Heritage committee meets once every month to review applications under the Act. In 2019, meetings for 2020 were scheduled on the first Monday of every

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month due to changes to the Committee of the Whole – Community Development meeting schedule. This change presented new challenges, as holiday Mondays often fall on the first Monday of the month, which caused several meetings to be rescheduled.

To help mitigate the need to reschedule future meetings, the proposed dates for 2021 have been moved to the last Monday of the month. This will still allow Committee reports to be ratified by Council in a timely fashion while continuing with Monday meetings. However, the February date has been proposed to take place on Thursday, February 25 to accommodate City budget meetings that will be taking place throughout the month of February.

2020 meeting dates were also significantly impacted by the Covid-19 pandemic. At its meeting on March 24, 2020, City Council ratified By-law 39-2020 – *By-law to Enact Emergency Council Meeting Procedures*. The provisions of the by-law included the ability of the Mayor Chair or City Clerk to cancel any scheduled meeting during the declared state of emergency. This resulted in the cancellation of many scheduled meetings of various standing committees and advisory committees of Council, including the Brantford Heritage Committee. The City has not yet ended its Emergency Declaration, and as such, some meetings in 2021 may be subject to cancellation under this protocol as long as the Declaration is in effect.

At its meeting on October 27, 2020, City Council approved the continuation of virtual meetings until April 30, 2021. Depending on the decisions of City Council regarding virtual meetings after the approved April date, some proposed 2021 Brantford Heritage Committee meetings dates may be affected.

Regardless of circumstances in the forthcoming months, City staff will ensure that Committee members are kept up-to-date on Covid-19 impacts on City operations. In addition, efforts will be made to hold meetings in accordance with approved dates as much as possible, while taking the health and safety of all members and staff into consideration.



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Melanie Figueiredo,  
Committee Coordinator

Attachments (if applicable):

Appendix 'A' – Brantford Heritage Committee 2021 Meeting Schedule

**Appendix 'A'**

**Brantford Heritage Committee 2021 Meeting Schedule**

January 24, 2021

February 25, 2021\*

March 29, 2021

April 26, 2021

May 31, 2021

June 28, 2021

July 2021 – At the call of the Chair

August 2021 – At the call of the Chair

September 27, 2021

October 25, 2021

November 29, 2021

December 20, 2021

*\*February meeting moved to the last Thursday of the month to accommodate City budget meetings*