



HTG-23-21
Memorandum

Economic and Development Services Department

Date: March 16, 2023

File: 12-04

To: Heritage Oshawa

From: Harrison Whilsmith, Planner A
Economic and Development Services Department

Re: **Heritage Oshawa 2023 Work Plan and Q1 Budget Update**

Attachment 1 is the Heritage Oshawa 2023 Q1 Budget Update.

Attachment 2 is the Heritage Oshawa 2023 Work Plan.

If you have any questions please contact Harrison Whilsmith at 905-436-3311, extension 2697 or hwhilsmith@oshawa.ca.

Harrison Whilsmith, Planner A
Policy

HW/

Attachments

2023 Heritage Oshawa Q1 Budget Update

Program: 120 - ADVISORY COMMITTEES OF COUNCIL

Location: 403 - Heritage Oshawa Advisory

Account	Description	2023 Approved	2023 Projected	2023 Actuals	Comments on Projected
11653	Civic Awards and Mementos	\$1,000	\$0	\$0	Pins, pens, small Heritage Oshawa swag
20000	Office Materials and Supply	\$2,500	\$0	\$0	Heritage Oshawa branded foldable display canopy
21000	Printing and Reproduction	\$1,500	\$0	\$0	Printing of 2024 Centennial brochures
43000	Professional & Technical	\$25,000	\$0	\$0	Five heritage research reports @ \$5000 each
46000	Gas Mileage	\$600	\$0	\$0	
47000	Seminars and Training	\$3,000	\$0	\$0	\$1500 per person for 3 days, 2 nights 2 delegates should be attending
48000	Memberships and Dues	\$200	\$200	\$0	National Heritage Trust, Community Heritage Ontario, Ontario Historical Society
Total Expenses		\$33,800	\$200	\$0	
Total Revenues		\$0	\$0	\$0	
Total Budget		\$33,800	\$200	\$0	

Heritage Oshawa 2023 Work Plan

Mandate: to advise and assist Council on all matters relating to the preservation and promotion of cultural heritage resources within the city of Oshawa.

	Designation and preservation	Actions to be Taken	Timing and Status
	A	B	C
1	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>Provide recommendations to the Council on properties worthy of heritage designation. Advise Council on means of conserving heritage properties and districts.</p>	<p>(a) Select new properties for research reports.</p> <p>(b) Each month, select a previously prepared research report for consideration, in consultation with staff.</p> <p>(c) Make recommendations for designation to council based on research report outcome.</p>	Ongoing
2	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>Prepare and maintain a list of heritage resources including buildings, structures, and other Elements which are considered to be of cultural heritage value or interest including heritage conservation districts.</p>	Update the online and print versions of the City of Oshawa Register of Properties of Cultural Heritage Value or Interest and the Heritage Oshawa Inventory, in coordination with staff.	Ongoing
3	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>Establish criteria to evaluate properties of cultural heritage value or interest.</p>	Evaluate properties and Heritage Conservation Districts, to be included in the Inventory.	Ongoing
4	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>(a) Review development applications involving matters of heritage preservation and provide recommendations to Council.</p> <p>(b) Advise and assist Council on current heritage conservation programs, regulations and legislation.</p>	<p>Review development applications, demolition permit applications, and applications for alterations to properties on the Register and within the Inventory and document demolitions or alterations.</p> <p>(a) Develop plan for documentation process with assistance from staff.</p>	Ongoing

		<p>(b) Support Staff and council in the implementation of policy and procedures of the Heritage Act.</p> <p>(c) Implement Committees responsibilities pursuant to the Ontario Heritage Act.</p>	
5	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>Advise and assist Council on all matters relating to cultural heritage including, but not limited to, buildings and structures, cultural heritage landscapes and archaeological sites.</p>	<p>Monitor cultural heritage issues by creating action plans to establish and maintain cultural heritage issues as required.</p>	Ongoing
	Education and promotion	Actions to be taken	Timing and Status
6	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>(a) Increase public awareness and knowledge of cultural heritage resources within the city and heritage conservation issues through programs and activities.</p> <p>(b) Provide information and promotion of heritage issues such as Heritage Property Tax reduction program, designations, Windfields Legacy program. Assist in authoring of language for heritage plaques.</p> <p>(c) Review and update the City's heritage-focused web pages as support to staff.</p> <p>(d) Participate in plaque presentations involving elected officials for designated properties and celebrate designations and historical matters</p>	<p>Serve as a resource for residents, community groups and Council by,</p> <p>(a) Developing an outreach program which includes methodology for promotion and communication</p> <p>(b) Undertaking "Heritage Inventory" signage to be added to various neighbourhoods.</p> <p>(c) Creation/updating of city webpages focused on heritage issues, eg. Windfields Farm Legacy Program.</p> <p>(d) Contributing to media releases commemorating and celebrating designated properties, including a description of properties and the heritage features. Special events attended by Heritage Oshawa and elected officials where appropriate.</p>	Quarterly

7	Participation in events such as Heritage Week (Feb.), Swing into Summer, Peony Festival (June), Canada Day (July), Doors Open (Sept.), Heritage Showcase (Nov.), the presentation of heritage-related talks or workshops, and others as appropriate. Commemoration of City anniversaries, promotion of Committee events.	(a) Perform Community Outreach by participating in community and local events. (a) Engage various community groups, develop relationships and search for collaborations between stakeholders	Quarterly
8	Where directed by Council, work to leverage resources from various stakeholders.	(a) Implement programs and activities to increase public awareness and knowledge of heritage conservation issues. (b) Invite community stakeholders to Committee to discuss collaboration with Heritage Oshawa	Quarterly
	Administrative items	Actions to be taken	Timing and Status
9	Advisory Committee Policy and Procedure (Item 12.3 and 14.1)	Prepare budget submission and work plan for 2024 and prepare 2023 annual report with assistance from staff.	Fall 2023