



**Economic and Development Services Department**

**Date:** June 16, 2023

File: 12-03

**To:** Heritage Oshawa

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

**Re: 2024 Heritage Oshawa Work Plan and Budget Submission**

The purpose of this memo is to provide Heritage Oshawa with the opportunity to form a working group in order to prepare a 2024 Heritage Oshawa Work Plan and Budget submission.

Under Section 14.1 of the Advisory Committees of Council Policy and Procedure, Advisory Committees are required to prepare an annual work plan and budget submission for the upcoming year.

For reference, the approved 2023 Heritage Oshawa Work Plan and Budget submission is affixed to this memo as Attachment 1.

**Recommendation**

That, pursuant to Report HTG-23-49 dated June 16, 2023, a 2024 Heritage Oshawa Work Plan and Budget Working Group be created in order to prepare a 2024 Heritage Oshawa Work Plan and Budget submission and report back to the September 2023 meeting.

If you have any questions please contact Harrison Whilsmith at 905-436-3311, extension 2697 or [hwhilsmith@oshawa.ca](mailto:hwhilsmith@oshawa.ca).

A handwritten signature in blue ink that reads "H Whilsmith".

Harrison Whilsmith, Planner A  
Policy

Attachment

## 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.

	<b>Designation and preservation</b>	<b>Actions to be Taken</b>	<b>Timing and Status</b>
	A	B	C
<b>1</b>	<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
<b>2</b>	<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>	<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.</p>	Ongoing
<b>3</b>	<p>2.0 Goals and Objectives (By-law 2-2011)</p> <p>Establish criteria to evaluate properties of cultural heritage value or interest.</p>	<p>Evaluate properties and Heritage Conservation Districts, to be included in the Inventory.</p>	Ongoing
<b>4</b>	<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
	<b>Education and promotion</b>	<b>Actions to be taken</b>	<b>Timing and Status</b>
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
	<b>Administrative items</b>	<b>Actions to be taken</b>	<b>Timing and Status</b>
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

## 2023 Heritage Oshawa Budget

<b>Program: 120 – ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Location: 403 – Heritage Oshawa Advisory</b>				
<b>Committee Account</b>	<b>Description</b>	<b>2022 Approved</b>	<b>2023 Requested</b>	<b>Comments on Projected</b>
11653	Civic Awards and Mementos	\$ -	\$ 1,000.00	Pins, pens, small Heritage Oshawa swag
20000	Office Materials and Supply	\$ -	\$ 2,500.00	Heritage Oshawa branded foldable display canopy
21000	Printing and Reproduction	\$ 1,500.00	\$ 1,500.00	Printing of 2024 Centennial brochures
40000	Advertising	\$ 1,000.00	\$ -	
43000	Professional & Technical	\$ 12,000.00	\$ 25,000.00	Five heritage research reports @ \$5000 each
46000	Gas Mileage	\$ 300.00	\$ 600.00	
47000	Seminars and Training	\$ 500.00	\$ 3,000.00	\$1500 per person for 3 days, 2 nights 2 delegates should be attending
48000	Memberships and Dues	\$ 200.00	\$ 200.00	
<b>Total Expenses</b>		<b>\$ 15,500.00</b>	<b>\$ 33,800.00</b>	
<b>Total Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Total Budget</b>		<b>\$ 15,500.00</b>	<b>\$ 33,800.00</b>	