

# HTG-24-50

## Heritage Oshawa 2025 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

(source: Heritage Oshawa Terms of Reference 1.0 Mandate)

	<p><b>Designation and Preservation</b>                      Heritage Oshawa , By-law 54-2023                      Heritage Oshawa Advisory Committee Terms of Reference, 2.0 Goals and Objectives                      Advisory Committees of Council Policy and Procedure (Items 12.3 and 14.1)</p>	<p><b>Actions</b></p>
<p><b>1</b></p>	<p>By-law 54-2023                      5-B) Advise Council on means of conserving heritage properties, landscapes and districts;                      5-G) Provide recommendations to the Council on properties, landscapes and districts considered by Heritage Oshawa worthy of heritage designation.                      Heritage Oshawa Advisory Committee Terms of Reference, 2.0 Goals and Objectives                      2.3) Advise Council on means of conserving heritage properties and districts                      2.6) Provide recommendations to the Council on properties worthy of heritage designation</p>	<p>(a) Select new properties for research reports                      (b) In consultation with staff, review previously prepared research reports and recommend properties or districts to be considered for designation.                      (c) Evaluate properties to be included in the Heritage Oshawa Inventory.</p>
<p><b>2</b></p>	<p>By-law 54-2023                      5-E) Prepare and maintain an inventory of cultural heritage resources including buildings, structures, landscapes, and other elements which are considered by Heritage Oshawa to be of cultural heritage value or interest.                      Heritage Oshawa Advisory Committee Terms of Reference, 2.0 Goals and Objectives                      2.2) Prepare and maintain a list of heritage resources including buildings, structures, and</p>	<p>In coordination with Staff and Council, provide updated heritage information pertaining to the City’s online and print versions of the City of Oshawa Register of Properties of Cultural Heritage Value or Interest.                      Use all tools, means and methods available to bolster and support the information in the Heritage Oshawa Data Base and the Heritage Oshawa Inventory.</p>

	<p>other elements which are considered to be of cultural heritage value or interest including heritage conservation districts.</p>	
<p><b>3</b></p>	<p>By-law 54-2023</p> <p>5-D) Establish criteria for the evaluation of properties of cultural heritage value or interest.</p> <p>Heritage Oshawa Advisory Committee Terms of Reference, 2.0 Goals and Objectives</p> <p>2.1) Establish criteria to evaluate properties of cultural heritage value or interest</p>	<p>Evaluate properties to be included in the Inventory using the Property Evaluation System.</p>
<p><b>4</b></p>	<p>By-law 54-2023</p> <p>5-A) 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>5-C) Advise and assist Council on current heritage conservation programs, regulations and legislation.</p> <p>5-F) Review development applications associated with cultural heritage resources and provide recommendations to staff and/or Council, as appropriate.</p> <p>Heritage Oshawa Advisory Committee Terms of Reference, 2.0 Goals and Objectives</p> <p>2.4) Review development applications associated with cultural heritage resources and provide recommendations to Council</p> <p>2.5) Advise and assist Council on current heritage conservation programs, regulations and legislations</p> <p>2.8) Advise and assist Council on all matters related to cultural heritage, including but not limited to buildings and structures, cultural heritage landscapes and archaeological sites.</p>	<p>When requested by Staff and/or Council:</p> <p>(a) Review city reports and applications involving matters of heritage preservation and heritage conservation districts. Information to include, but not limited to, City Committee applications, demolition permit applications, and applications for alterations to properties on the Register and within the Inventory.</p> <p>(b) Support staff and Council in the implementation of policy and procedures of the Ontario Heritage Act.</p> <p>(c) Implement Heritage Oshawa responsibilities under the Ontario Heritage Act.</p>

	Education and promotion	Actions
5	<p>By-law 54-2023</p> <p>5-H) Promote public awareness, stewardship in heritage conservation and knowledge of cultural heritage resources within the City and heritage conservation issues through programs and activities.</p> <p>Heritage Oshawa Advisory Committee Terms of Reference, 2.0 Goals and Objectives</p> <p>2.7) Increase public awareness and knowledge of cultural heritage resources within the city and heritage conservation issues through programs and activities</p>	<p>Serve as a resource for residents, community groups and Council by,</p> <ul style="list-style-type: none"> <li>(a) Work with Staff to develop a Heritage Oshawa outreach program to notify property owners of the interest in the potential designation of their property, the benefits of the designation and obtain formal permission to do further research, including searches and reports <i>M</i></li> <li>(b) Contribute to media releases commemorating and celebrating designated properties, including a description of properties and the heritage features.</li> <li>(c) Participate in Heritage related events throughout the city and present heritage-related talks, workshops, and other events as appropriate. Participate in the commemoration of City anniversaries and promote Heritage Committee events.</li> <li>(d) Increase public awareness and knowledge of cultural heritage and heritage resources within the city through programs, activities, and promotion, e.g., Heritage Property Tax Reduction Program, designation, etc.</li> <li>(e) Assist in authoring language for Heritage Oshawa plaques</li> <li>(f) Participate in plaque presentations involving elected officials for designated properties and celebrate designations and historical matters</li> <li>(g) Engage various community groups, develop relationships and search for collaborations between stakeholders.</li> <li>(h) Celebrate the 30<sup>th</sup> anniversary of Heritage Oshawa</li> </ul> <p>Strike working groups, and through the city, engage professionals and materials as</p>

		<p>required to support the ongoing efforts of Heritage Oshawa by:</p> <p>(a) Undertake training as requested by Heritage Oshawa that promotes understanding and the work of Heritage Oshawa (Onlands, Bill 23/Heritage Act, etc.)</p> <p>(b) Learn, understand and work with city staff to describe the various incentives and grants available through all levels of government. Function as a resource to describe, assist, and direct those avenues available to take advantage of the same as it pertains to heritage buildings, revitalizations, and historic neighbourhoods.</p>
	<p><b>Administrative</b></p>	<p><b>Actions</b></p>
<p><b>6</b></p>	<p>Advisory Committees of Council Policy and Procedure (Items 12.3 and 14.1)</p> <p>12.3 Annual Reporting Requirements.</p> <p>Within the first quarter each year, Advisory Committees will submit to Council a summary of the previous year's accomplishments as well as a final year-end financial statement comparing actual expenses against the approved budget. This report will be distributed to Council via the Information Package.</p> <p>14.1 Budget and Work Plan</p> <p>The fiscal year of the Advisory Committee will be the calendar year. Based on the timing requirements of Finance Services, Advisory Committees will prepare an annual work plan submission, which will include a work plan and budget for the upcoming year, including any requests for operating and capital funding. Budget requests must relate to the Advisory Committee Mandate and be supported by project descriptions.</p>	<p>Prepare budget submission and work plan for 2026 and with assistance from staff , prepare 2025 annual report be submitted to council.</p>

<p>This submission will be submitted to Finance Services for inclusion in the annual budget for Council approval. Once approved by Council, the work plan cannot be modified by the Advisory Committee without subsequent Council approval. Operating budgets, if not expended by year-end, will be returned to the City's general fund. Capital funds may be carried over for the specific project for a maximum of two years. The City will track Advisory Committee expenditures and revenues in a separate expense and revenue account for each committee. All purchases must adhere to the City of Oshawa Purchasing By-law.</p>	
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## 2025 Heritage Oshawa Budget and Work Plan Submission

### Rationale

The 2025 Heritage Oshawa Committee work plan is generally an amendment of the 2024 work plan with a few additions/deletions. We are also preparing for the upcoming Heritage Oshawa - 30th Anniversary, a significant milestone that requires additional resources. The submission focuses on the Committee assisting staff and Council with planning and implementing policy pursuant to the Ontario Heritage Act.

**Reviewing the Committee's 2025 targets and spending, the total budget ask is \$74500.**

Below is a breakdown of the proposed spending by category within the Committee's budget.

### Civic Awards and Mementos - \$4500

- The Committee anticipates the need for tokens of goodwill promoting Oshawa's heritage. These may include but are not limited to, buttons/pins, pens, coasters, hand flags, keychains, thumb drives, etc.
- **The ask is for \$2,000**
- Designation Plaques - to maintain a working stock of 10. 10 x \$200 per plaque = \$2000.00
- **The ask is for \$2000.**
- 30<sup>th</sup> Anniversary Heritage Award – Recognition Flyer and award “gift.” “Gift” and gift criteria are to be determined at the workgroup level.
- **The ask is for \$500.**

### Office Materials - \$700

- Monies to cover members' personal office stock, paper, printer ink, etc.
- **The ask is for \$600**
- Purchase several plastic brochure holders to keep information from being blown around by the wind at outreach functions.
- **The ask is for \$100**

### Printing and Reproduction - \$1000

- In anticipation of the 2025 Heritage Committee 30<sup>th</sup> Anniversary, the Committee is looking to have a new brochure designed and printed early in the year. The brochure will be distributed at outreach functions.

- **The ask is for \$1000**

#### Food - \$500

- For reimbursement for food purchased by member participants at official events
- Based on anticipation of at least two members attending at least ten events, typically 8 hours per event. One meal = \$20.00 x 2 people x 10 events = \$400 plus an extra \$100 for overage.
- **The ask is for \$500**

#### Professional and Technical - \$45000

- The committee intends on requesting staff to procure at least five heritage research reports in 2025
- We anticipate research report fees to increase to approximately \$9000.00 per report
- Research reports will only be ordered if the property is city-owned or when the property owner has provided consent to the city to the research being done.
- **The ask is for 5 x \$9000**

#### Gas Mileage - \$1000

- The Committee will actively utilize the city expense policy and forms to track and recover mileage costs when on Heritage Oshawa's business.
- Gas to cover the expense of travelling to and from seminars will also be included in this category.
- **The ask is for \$1000**

#### Seminars and Training - \$21500

- The committee sent two delegates to the Ontario Heritage Conference in Gravenhurst this year, and it is apparent these conferences are a wealth of information and a place where new policies, procedures and best practices can be explored and leveraged to make Heritage Oshawa a better, more effective tool for our city.
- The Committee is looking to send at least two members to at least three events in 2024. It is common for these conferences to include multiple sessions running concurrently. Multiple attendees would result in additional information being brought back to the Committee.
  - **The ask is for 6 x 3000.00 - \$18000.**
    - The request includes three nights' hotel stay, three days of meals, conference and seminar fees, and highway tolls. Mileage will be collected under the Gas Mileage category.

- The Committee are still looking to be trained on the Bill 23/Amended Heritage Act. For two years, the committee have been looking for staff to provide guidance. We are looking to have staff retain an expert facility to attend a special scheduled committee meeting to review the act and how it applies and impacts the committee's work.
- **The ask is for \$3500.00.**
- 48000 – Memberships and dues - \$300
- Membership and dues- **\$300**
- **The ask is for \$300**