

**Memorandum****Economic and Development Services Department****Date:** March 18, 2026

File: 12-03

To: Heritage Oshawa**From:** Harrison Whilsmith, Planner B
Economic and Development Services Department**Re: Acquisition of Heritage Research Reports**

The purpose of this memo is to provide Heritage Oshawa with the opportunity to select properties to potentially have heritage research reports procured for.

In recent years, Heritage Oshawa has provided a shortlist of around ten (10) properties that they believe might merit heritage designation. Heritage research reports inform the contents of a designation by-law including heritage attributes to be protected.

Where Heritage Oshawa has identified interest in a property that is privately owned, it is the City's current practice to send a letter to the owner asking for their consent to order a heritage research report. The Policy Advisor would inform Heritage Oshawa of any positive responses to these letters and provide an opportunity to expend funds for a heritage research report.

In the Professional & Technical account of the 2026 Heritage Oshawa Budget, there is a total of \$16,000 to be used for the procurement of heritage research reports. It is estimated that each heritage research report would cost approximately \$7,000 - \$8,000 to produce. Therefore, if the full amount of the Professional & Technical account of the 2026 Heritage Oshawa Budget was expended, two (2) heritage research reports could be procured.

In the event that Heritage Oshawa is interested in providing a shortlist of properties but is not prepared to do so at this time, it is recommended that this item be deferred to their next meeting scheduled for April 23, 2026.

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

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

Harrison Whilsmith, Planner B
Planning Services