

Heritage Oshawa Budget and Work Plan Submission

Rationale

The 2023 Heritage Oshawa Committee work plan is generally an amendment of the 2022 work plan with a few additions and some respect to the upcoming Oshawa 2024 Centennial Anniversary. The additions focus on the Committee assisting staff and council with the planning and implementation of policy pursuant to the Ontario Heritage Act.

In review of the Committee's 2022 targets and spend, then rationalized against our 2023 anticipated goals and needs, the total budget ask is for **\$33,800**. The Committee reviewed the last few years of spend to try and reconcile the ask, it became apparent that given the COVID-19 pandemic and resultant health measures, many of the planned expenditures were infeasible, and the expected spend could not be attained. As those limitations have been lifted, and with the upcoming Oshawa 2024 Centennial, the committee does not see the increase as ambitious but as reasonable for the goals we have set.

Listed below is a breakdown of the proposed spend, by account within the Committee's budget.

11653 – Civic awards and mementos

- The Committee anticipates the need for tokens of good will promoting Oshawa's heritage as part of the 2024 anniversary celebrations, these will include pins, pens, coasters etc.
- These will be purchased as part of a bulk buy and procured through appropriate transparent means
- The ask is for **\$1,000**

20000 – Office Materials

- It has become apparent recently during our events that there is a need for a durable folding/collapsible display tent.
- The tent will provide shade to our participants and protection to our display and people during inclement weather
- The committee will be looking for appropriate off the shelf solutions where Heritage Oshawa can be printed on the tent for ease of identification
- The ask is for **\$2,500**

21000 – Printing and Reproduction

- In anticipation of the 2024 Anniversary the committee is looking to have brochures printed and readily available during late 2023 events and through 2024
- These brochures will explain the importance of Oshawa's heritage and the efforts the city is making to ensure heritage is respected
- These brochures should also highlight key achievements that should be known and celebrated by the general public
- The ask remains the same as 2022 for **\$1,500**

43000 – Professional and Technical

- The committee intends on procuring 3-5 heritage research reports in 2023
- It is understood that a research report typically cost \$5000 each
- The ask is for **\$25,000**

46000 – Gas Mileage

- The Committee has reviewed the need for mileage and has also discussed the process in which this is recovered as an expense. It has become apparent that the policy is unclear to the committee and therefore the members have refrained or internalized the cost out of ignorance of the process when reimbursement could have been recovered. The Committee will be actively utilizing the cities expense policy and forms to track and recover said costs when on Heritage Oshawa's business moving forward.
- There are 8 members in the Committee, a tank of gas in a typical car is \$100, with travel around the city and potential excursions to other districts the ask is for **\$600**.

47000 – Seminars and Training

- The committee sent a delegate to the Ontario Heritage Conference in Brockville this year and it became very apparent that these conferences are a wealth of information and a place where new policies, procedures and best practices can be explored and then leveraged to make Heritage Oshawa a better, more effective tool for our city.
- The Committee is looking to send at least two members to these events in 2023, particularly given that 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 **\$3,000** broken down as such per person;
 - 3 days 2 nights stay at a reasonable hotel - 2x\$250 - \$500
 - 3 days of quality meals at \$200 per day – 3x\$100 - \$300
 - Travel to and from (train/car/bus) at \$100 each way - \$200
 - Conference and seminar fees - \$500

48000 – Memberships and dues

- The ask remains the same as 2022 - **\$200**

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

2023 Heritage Oshawa Budget

Program: 120 – ADVISORY COMMITTEES OF COUNCIL				
Location: 403 – Heritage Oshawa Advisory				
Committee Account	Description	2022 Approved	2023 Requested	Comments on Projected
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	
Total Expenses		\$ 15,500.00	\$ 33,800.00	
Total Revenues		\$ -	\$ -	
Total Budget		\$ 15,500.00	\$ 33,800.00	