2019 Committee Work Plan	
Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2019
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement of Success
1. Continue to process eligible properties for designation, heritage permit applications and other heritage items	1. Approval by committee and drafting of by-laws	Year round	Number of applications, permits and enquiries successfully completed or responded to.
2. Continue to distribute heritage designation plaques	1. Provide contact information 2. Committee to contact property owners 3. Arrange for distribution of plaques in accordance with established protocol	Year Round	Plaques delivered
3. Continue to update the Heritage Registry so it is consistent with Ontario Heritage Act and that it is publicly accessible.	1. Staff to review and insert the recently designated properties in registry with photos to bring it up to date 2. Staff to insert on City's website	Year Round	The Register is complete, consistent with the requirements of the Ontario Heritage Act and is now available on the City's website.
4. Coordinate Doors Open in collaboration with the Heritage Network and the Victoria County Historical Society	1. Committee to coordinate event participants / activities	Jan. - Aug. 2019 Sept. 2019	Event planning complete and event carried out. Doors Open 2019 successfully completed
5. Plan and Coordinate the 2019 Osprey Heritage Awards	Jan. – Sept. – plan event, collect applications, establish jury to select winners Oct. / Nov. Awards ceremony	Jan. – Nov. 2019	2019 Osprey Heritage Awards successfully completed
6. Recruit additional members for the Heritage Committee.	1. Continue to recruit for new committee members and advertise in the newspaper	Ongoing	Prospective committee members have applied to join Municipal Heritage Committee. Selection processes are underway.
7. Heritage property Photography	1. Identify missing/ dated register photos 2. Complete photography 3. Upload photos to Heritage Register	Jan. - December	- all register photos updated