

2020 Committee Work Plan	
Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2020
Approved by Council:	March 2020

Goal	Measurement Stages	Timeline	Measurement of Success
1. Process applications for designation and make recommendations to Council	1. Review applications for designation 2. Undertake research 3. Make recommendations to Council under the cover of a staff report	Ongoing	Number of designations.
2. Recommend properties for listing to Council	1. Identify properties for listing and complete research 2. Staff take MHC recommendation to Council	Ongoing	New listed properties are added to the Heritage Register
3. Review heritage permit applications for individually designated properties and relevant development applications.	1. Review of heritage permit applications and development applications and provide approvals and recommendations 2. Staff supply appropriate notices to property owners and/or recommendations of the committee to Council	Ongoing	Number of permits and development applications successfully completed and responded to.
4. Review Heritage Policy and provide recommendation to Council	1. Staff draft heritage policies 2. MHC reviews proposed policy and makes recommendations to Council	Ongoing	New heritage policies are adopted
5. 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	Ongoing	Plaques delivered
6. Continue to update the Heritage Register so it is consistent with Ontario Heritage Act	1. Staff to review and insert the recently designated properties in register with photos to bring it up to date	Ongoing	The Register is complete, consistent with the requirements of the Ontario Heritage Act and available on the City's website and in hard copies at Economic Development, the Clerk's Office and Building Division.
7. Coordinate Doors Open in collaboration with	1. Committee to coordinate event participants / activities	Jan. - Aug. 2020 Sept. 2020	Event planning complete and event carried out. Doors Open 2020 successfully completed

the Heritage Network and the Victoria County Historical Society			
8. Plan and Coordinate the 2020 Osprey Heritage Awards	Jan. – Sept. – plan event, collect applications, establish jury to select winners Oct. / Nov. Awards ceremony	Jan. – Nov. 2020	2020 Osprey Heritage Awards successfully completed
9. 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.