

2021 Committee Work Plan	
Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2021
Approved by Council:	

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.	1. Review of heritage permit 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.
7. Coordinate Doors Open in collaboration with the Heritage Network and the Victoria County Historical Society	1. Committee to coordinate event participants / activities	Jan. - Aug. 2021 Sept. 2021	Event planning complete and event carried out. Doors Open 2021 successfully completed
8. Plan and Coordinate the 2021 Osprey Heritage Awards	Jan. – Sept. – plan event, collect applications, establish jury to select winners Oct. / Nov. Awards ceremony	Jan. – Nov. 2021	2021 Osprey Heritage Awards successfully completed

9. Participate in Old Mill Heritage Conservation District development	1. Subcommittee participates in Old Mill Study development 2. Review of plan 3. Recommendations made to Council through staff report	Ongoing	Old Mill HCD Study is complete and presented to Council. HCD Plan is initiated.
10. Comment on relevant planning and development applications.	1. Review of relevant planning and development applications and provide comments through the Chair 2. Staff communicate comments to Planning staff	Ongoing	Number of development applications with comments provided.