

2022 Committee Work Plan - DRAFT

Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2022
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. Coordinate Doors Open	1. Committee to coordinate event participants / activities	Jan. - Aug. 2022 Sept. 2022	Event planning complete and event carried out. Doors Open 2022 successfully completed
6. Plan and Coordinate the 2022 Osprey Heritage Awards	1. Jan. – Sept. – plan event, collect applications, establish jury to select winners 2. Oct. / Nov. Awards ceremony	Jan. – Nov. 2022	2022 Osprey Heritage Awards successfully completed
7. 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.

Goal	Measurement Stages	Timeline	Measurement of Success
8. 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.
9. Undertake designation of the Scugog River as a cultural heritage landscape	1. Undertake research on the history and significance of the site 2. Write statement of significance 3. Make recommendation to Council	Jan.-December 2022 (Ongoing from 2021)	Designation of Scugog River as a cultural heritage landscape.
10. Participate in Heritage Inventory	1. Undertake field surveys of heritage properties	Ongoing	Number of properties surveyed.
11. Undertake condition assessments of individually designated properties	1. Undertake field surveys of individually designated properties	January – December 2022	Condition assessments created for Part IV designated properties