

2024 Committee Work Plan DRAFT

Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2024
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 and necessary updates made to existing policies and by-laws.
5. Coordinate Doors Open	1. Committee to coordinate event participants / activities	Planning: Jan. - Aug. 2024 Event: Sept. 2024	Event planning complete and event carried out. Doors Open 2024 successfully completed
6. Comment on relevant planning and	1. Review of relevant planning and development applications and provide comments through the Chair	Ongoing	Number of development applications with comments provided.

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development applications.	2. Staff communicate comments to Planning staff		
7. Undertake designation of the Scugog River as a cultural heritage landscape	1. Undertake research on the history and significance of the site 2. Brainstorm methods of public engagement and education 3. Implement public education	Jan.-December 2024 (Ongoing from 2023)	Implementation of public information strategy.
8. Participate in Heritage Inventory	1. Undertake field surveys of heritage properties	Ongoing	Number of properties surveyed.
9. Undertake condition assessments of individually designated properties	1. Undertake field surveys of individually designated properties	January – December 2024 (ongoing from 2023)	Photo documentation undertaken for Part IV designated properties
10. Assist with implementation of Bill 23.	1. Review Ontario Heritage Act changes. 2. Provide recommendations to staff and Council on implementation strategy. 3. Assist with education and outreach.	January – December 2024 (ongoing from 2023)	Strategy for implementation of Bill 23 implemented. Education and outreach undertaken.
11. Assist with the development of the Archaeological Master Plan	1. Participate in education sessions and public information centres 2. Provide feedback on AMP development	January – December 2024	Feedback provided on Archaeological Master Plan drafts.
12. Undertake public outreach and education	1. Assist staff with the development of public outreach and education initiatives 2. Participate in outreach	January – December 2024	Workshops and other public education undertaken.
13. Initiate Bobcaygeon Market Square HCD Study and investigate other potential HCDs.	1. Determine boundaries of potential Bobcaygeon HCD 2. Work with staff to conduct public outreach 3. Brainstorm other areas with HCD potential.	January – December 2024	Bobcaygeon Market Square HCD study initiated. Areas identified as having HCD potential.