

2025 Committee Work Plan DRAFT

Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2025
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement of Success
1. Process Part IV designations and make recommendations to Council	1. Identify priority list 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 on an as needed basis	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 Osprey Heritage Awards	1. Committee to coordinate event participants / activities	Planning: March – October 2025 Event: November/December 2025	Event planning complete and event carried out. Osprey Heritage Awards successfully completed

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6. 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.
7. Develop and implement a strategy for celebrating and protecting the Scugog River CHL	1. Undertake research on the history and significance of the site 2. Brainstorm methods of public engagement and education 3. Implement public education and commemoration.	Jan.-December 2025 (Ongoing from 2024)	Implementation of public information strategy.
8. Participate in Heritage Inventory	1. Undertake field surveys of heritage properties	Ongoing	Number of properties surveyed.
9. Undertake photo documentation of individually designated properties	1. Undertake field surveys of individually designated properties	January – December 2025 (ongoing from 2024)	Photo documentation undertaken for Part IV designated properties
10. Assist with implementation of provincial changes the Ontario Heritage Act	1. Review Ontario Heritage Act changes. 2. Provide recommendations to staff and Council on implementation strategy. 3. Assist with education and outreach.	January – December 2025 (ongoing from 2024)	Strategy for implementation of Bill 23 and other provincial direction implemented. Education and outreach undertaken.
11. Assist with the development and implementation of the Archaeological Management Plan	1. Participate in education sessions and public information centres 2. Provide feedback on AMP development 3. Provide feedback on AMP policies and implementation	January – December 2025	Feedback provided on Archaeological Management Plan drafts. Archaeological Management Plan implemented with new policies and public outreach.
12. Undertake public outreach and education	1. Assist staff with the development of public outreach and education initiatives 2. Participate in outreach activities	January – December 2025	Workshops and other public education undertaken.

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13. Develop new plaquing program	1. Determine parameters for new plaquing program 2. Work with staff to publicize program	January – December 2025	New plaque program launched
14. Develop a strategy for heritage property designation.	1. Review current designation processes and priorities. 2. Review strategies at other municipalities. 3. Develop recommendations for a heritage property designation strategy.	January – December 2025	New heritage designation strategy brought forward to Council for adoption.