

### Kawartha Lakes Municipal Heritage Committee Work Plan Tool

Committee Name:	Kawartha Lakes Municipal Heritage Committee
Work Plan for Year:	2018
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement of Success
1. Continue to process eligible properties for designation, heritage permit applications and other heritage enquiries.	1. Application recommendations by committee, advertising, drafting of by-laws and Council approval, response to enquiries	Year round	Number of applications, permits and enquiries successfully completed or responded to.
2. Continue updating designation by-laws to ensure they are consistent with the requirements of the Ontario Heritage Act	1. Create a prioritized list of designation by-laws that need to be amended and identify site visits required 2. Notifying property owners 3. Complete by-law amendments in batches of 25 -30 4. Prepare report and submit a "bundle" of proposed by-law amendments to council	Ongoing until complete	Report to Council
3. Continue distribution of plaques for designated properties including entry signage for the 2 heritage Conservation Districts	1. Following the approval of heritage designation by-law, plaques ordered 2. Arrange for presentation of plaques in accordance with established protocol	Ongoing	Plaques delivered
4. Implement a Kawartha Lakes Heritage Awards Program	1. Complete program and order award plaques 2. Coordinate with existing Kawartha Lakes awards program to integrate heritage awards 3. Implement the program	January 2018 March 2018 April 2018 Dec. 2018	Program draft completed. Award Plaques purchased and received. Program liaison completed Awards Program launched
5. Pending Council's approval, implement a 'Properties of potential heritage value or interest' section to the Heritage Register	1. Prepare preliminary list of properties that are at risk of being demolished and that could be considered for Part IV designation 2. Prepare and present Council Report	January – February 2018  March 2018	List compiled and maintained  Council approves 'listed properties' section in Heritage Register
6. Hold a Doors Open Event for 2018	1. In partnership with the Heritage Network, plan the 2018 Doors Open even 2. Implement the event	September / October 2018	Event successfully held
7. Continue to update the list of heritage contractors and tradespeople	3. Monitor regional contractor and restoration activity to continue updating the list.	ongoing	List updated