



ANNUAL REPORT



2022

HERITAGE COMMISSION
WORK PLAN



OVERVIEW

The Heritage Commission unanimously adopted its Annual Work Plan at its regular meeting on January 18, 2022.

The 2022 Annual Work Plan is the first Work Plan created since the formation of the new Heritage Commission in early 2021.

A total budget of \$10,000 was allocated to the five projects identified in the 2022 Work Plan.

PROJECT STATUS

Project Title	Status	Notes
1. Volunteer Development for Commission Members	<input checked="" type="checkbox"/> Completed, and ongoing	Throughout 2022 the Heritage Commission worked with the staff liaison to access webinars on 5 topics of interest. The Heritage BC conference sold out in advance, and no members of the Commission were able to attend. Funded and led by Corporate Services, Heritage Manual and training session with Lui Carvello were completed.
2. Heritage-Related Websites and Resources	<input checked="" type="checkbox"/> Completed.	Members of the Commission compiled a list of relevant websites and resources, and shared the list with Heritage Commission and Foundation members. The list was also provided for updating websites with new appropriate links.
3. Update and Expand the Community Heritage Register	<input checked="" type="checkbox"/> Initiated in 2022, partially completed.	This project was initiated in 2022 with the support of staff and a summer planning student from Vancouver Island University (funded through the Department's operating budget). To date, staff have identified properties with remaining heritage potential from Stark's book <i>Oak Bay's Heritage Buildings: More Than Just Bricks and Boards</i> . A letter has been drafted to reach out to properties inviting their voluntary inclusion in the CHR. The project will continue into 2023.
4. Heritage Best Practices Review	<input type="checkbox"/> Not initiated.	Due to constraints on staffing resources the project was not started, and no funds were spent on this project in 2022.
5. Heritage-Related District Website Updates	<input checked="" type="checkbox"/> Initiated in 2022, partially completed.	Members of the Heritage Commission identified District website content that requires updating, either due to incorrect information or to improve messaging and information provided to the public. Changes to the website will be made in 2023.

KEY ACHIEVEMENTS

- ✔ Participated in 5 Heritage BC webinars
- ✔ Created volunteer orientation manual/training
- ✔ Research/inventory existing Stark properties
- ✔ New heritage resources distributed
- ✔ Completed & initiated first ever Heritage Commission Work Plan

FINANCIAL IMPACT

The Heritage Commission requested a total of \$10,000 to implement its Work Plan in 2022.

The \$7,500 allocated to support the Heritage Best Practices Review was not utilized in the 2022 year. Other costs to support initiatives completed in 2022 were funded through department operating budgets (Community Building & Planning and Corporate Services).

