

HERITAGE COMMISSION PROPOSED ANNUAL 2023 WORK PLAN

BACKGROUND

Annual Work Plans are required for Advisory Bodies that are authorized (through their Terms of Reference or Establishing Bylaw) to undertake special projects or initiatives in support of their respective mandate.

The development of a Commission Work Plan is authorized in Heritage Commission Establishment Bylaw 4770:

8.3 The Commission may develop and submit an Annual Work Plan to Council for approval, in accordance with the Committee and Commission Policy.

a. Proposed projects, initiatives and volunteer development activities (conferences, workshops) contained within the Annual Work Plan should align with Council's current strategic priorities and other District plans and strategies, including the Oak Bay Heritage Plan and the Official Community Plan.

b. Council approval is required prior to implementation of the Annual Work Plan.

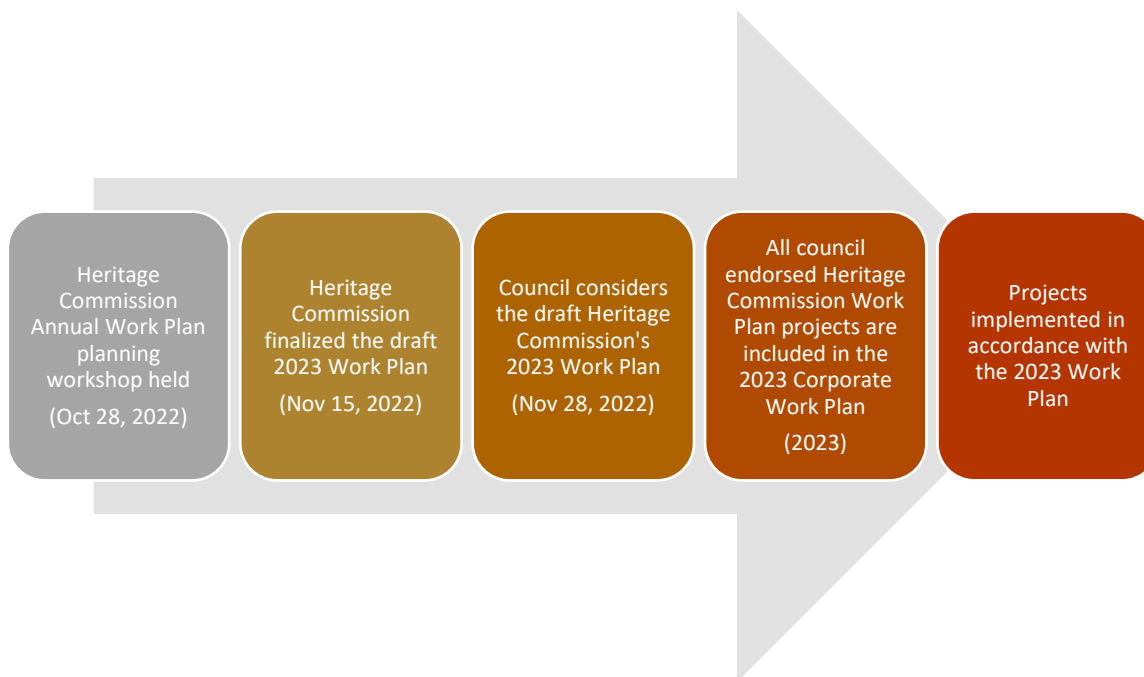
c. The Annual Work Plan may be amended, as required, with the approval of Council.

Bylaw 4770 further requires that the Commission prepare an Annual Report to Council:

8.4 If the Commission chooses to submit an Annual Work Plan to Council for approval, the Commission must also submit an Annual Report to Council in accordance with the Committee and Commission Policy. The Annual Report shall be completed in the form prescribed by the Corporate Officer, as may be amended from time to time, and shall include a description of the Commission's progress and achievements with respect to the activities proposed by the Commission and approved by Council in the Annual Work Plan.

These projects and initiatives are in addition to the Advisory Body's core duties as outlined in the Terms of Reference or Establishing Bylaw, and therefore require approval from Council. Inclusion of a project or initiative in an Annual Work Plan does not guarantee approval by Council - each proposed initiative will be evaluated within the context of the current Corporate

Plan and Council's strategic priorities, as well as operational and budgetary implications, organizational capacity, and available staff.



PROPOSED PROJECTS / INITIATIVES

The Heritage Commission 2023 Annual Work Plan mostly renews, extends, and expands upon the 2022 Annual Work Plan projects. A few of the identified 2022 initiatives are intended to be ongoing/annual projects (such as volunteer training), and several of the other projects were started in 2022 and will be completed in the 2023 year.

The Commission is respectfully requesting Council approval of a \$22,600 budget for its 2023 Work Plan projects, allocated as outlined under each specific initiative below. Approximately 482 staff hours (which is equivalent to roughly a 0.3 full time employee or approximately \$28,920 worth of staff time) would be required (between Building & Planning, Archives and Communications) to support the projects identified in the 2023 Annual Work Plan. This is in addition to the Heritage Commission members' volunteer time and effort, as well as 150 hours for a paid heritage consultant.

Most of the \$11,000 budget set aside for the 2022 Work Plan was not spent.

SPECIAL PROJECT / INITIATIVE #1	
Title of Special Project	Heritage Best Practices Review
Brief Description	<p>Through this initiative, Staff and the Commission will engage a contractor to assist in reviewing best practices in heritage stewardship in other BC Local governments, conduct a gap analysis for Oak Bay, and develop a tool kit and recommendations for heritage stewardship in Oak Bay. Areas of possible exploration include:</p> <ul style="list-style-type: none"> • Identification and monitoring • Heritage protocols for demolition & redevelopment

	<ul style="list-style-type: none"> • Designation process and approvals • Conservation planning and guideline development • Promotion and education, include signage, mapping, and information sharing • District owned heritage asset management • Partnerships and funding opportunities 						
<p>Is this project: (please check)</p> <p><input type="checkbox"/> New for the Coming Year</p> <p><input checked="" type="checkbox"/> Continued/Ongoing from Previous Year(s)</p> <p><input type="checkbox"/> Other (please specify: _____)</p>							
<p>Key Tasks & Timelines</p> <ul style="list-style-type: none"> • <i>List each key task and amount of time required for completion (# of weeks or months)</i> 	<ul style="list-style-type: none"> • Engage a contractor (preferably a professional heritage planner) to research heritage-related best practices in other BC local governments, conduct a gap analysis with respect to practices in Oak Bay, and develop a tool kit and recommendations to support staff, the Commission and Council for completion in 2023. 						
<p>Expected Completion</p> <ul style="list-style-type: none"> • <i>When does the Advisory Body expect to complete this project?</i> 	<p>Due to department capacity, staff were unable to engage external resources for this initiative in Q3 2022 as originally proposed. The project funds from 2022 are being reallocated to 2023. Staff anticipate that the project could be completed by the end of 2023.</p>						
<p>Financial Impact</p> <ul style="list-style-type: none"> • <i>How much funding is the Advisory Body requesting to complete this project?</i> 	<p>\$15,000 for the hired heritage expert / consultant to conduct research (review existing policies, interview staff, heritage commission, and Council members, review legislation, research other municipal practices), draft report with staff liaison, and present to Commission and Council. The consultant time for the project is anticipated to be approximately 150 hours total.</p>						
<p>Operational Impact</p> <ul style="list-style-type: none"> • <i>Type and amount of staff support required. (Also see Staff Input and Analysis below)</i> 	<p>There is a large operational impact to deliver this project, as staff will need to be involved in both guiding the project and providing information about current practices/process, etc. However, this project could significantly improve the District's heritage stewardship and have long lasting impacts on the organization by developing new and streamlined processes.</p> <table border="1" data-bbox="597 1520 1419 1829"> <tr> <td data-bbox="597 1520 873 1654">Director/Manager</td> <td data-bbox="873 1520 1068 1654">40 hours</td> <td data-bbox="1068 1520 1419 1654">Review project scope, consultant selection process, review reports, provide direction.</td> </tr> <tr> <td data-bbox="597 1654 873 1829">Staff Liaison (Planner)</td> <td data-bbox="873 1654 1068 1829">100 hours</td> <td data-bbox="1068 1654 1419 1829">Develop scope of work, work with consultant to provide direction and assist in research and report writing.</td> </tr> </table>	Director/Manager	40 hours	Review project scope, consultant selection process, review reports, provide direction.	Staff Liaison (Planner)	100 hours	Develop scope of work, work with consultant to provide direction and assist in research and report writing.
Director/Manager	40 hours	Review project scope, consultant selection process, review reports, provide direction.					
Staff Liaison (Planner)	100 hours	Develop scope of work, work with consultant to provide direction and assist in research and report writing.					

	Admin/other staff	30 hours	Support research by providing information about current practices.
	Total	170 hours staff time + additional volunteer time =\$10,200	
Alignment with Council's Strategic Priorities <ul style="list-style-type: none"> Indicate the Strategic Priorities that are supported by the project/initiative and include a brief explanation. 	Enhance and Promote Quality of Life and Sense of Place: Council is committed to “stewarding the community’s history, landscape, culture and amenities...”; this initiative supports stewarding the community’s history by providing a framework and tools to guide Oak Bay’s heritage stewardship planning and practices. Provide Service Excellence: The Best Practices Review will help identify opportunities to improve the District’s heritage practices, policies and procedures which aligns with improving organizational operations. The report will identify ways the District can increase the effectiveness of heritage planning and stewardship.		
Alignment with Advisory Body Mandate <ul style="list-style-type: none"> Indicate and briefly explain the ways in which the proposed project/initiative is aligned with the Advisory Body’s mandate. 	Bylaw 4770, the Commission’s establishing bylaw, specifically states that the Commission shall “... advise Council on a range of community heritage matters, including: <p style="text-align: center;"><i>3 c) Reviewing existing and proposed District plans, strategies or other regulatory initiatives for input and advice to Council pertaining to heritage conservation, including any planning initiatives related to Heritage Conservation Areas and the Oak Bay Heritage Plan</i></p> This project would also support several goals/actions identified in the 2013 Heritage Strategic Plan, including: <ul style="list-style-type: none"> Identify development control tools to protect streetscapes Continue to evaluate, register, and protect Heritage Buildings & Structures Review Heritage Protection policies Investigate enhanced conservation incentives for heritage building owners Develop stewardship policies and conservation plans for municipally owned heritage resources Continue to encourage inventory, research, and good conservation management 		

SPECIAL PROJECT / INITIATIVE #2	
Title of Special Project	Volunteer Development for Commission Members
Brief Description	<p>Identify and participate in training opportunities, workshops and webinars to support Commission members in their work.</p> <p>Opportunities identified to date include:</p> <ul style="list-style-type: none"> • Heritage BC webinars • Heritage BC annual conference • Invite special presentations/speakers
<p>Is this project: (please check)</p> <p><input type="checkbox"/> New for the Coming Year</p> <p><input checked="" type="checkbox"/> Continued/Ongoing from Previous Year(s)</p> <p><input type="checkbox"/> Other (please specify: _____)</p>	
<p>Key Tasks & Timelines</p> <ul style="list-style-type: none"> • <i>List each key task and amount of time required for completion (# of weeks or months)</i> 	<p>Training would be ongoing throughout the year, with opportunities identified and determined by the Commission with reference to available funding.</p> <p><i>Professional Development</i> will be a standing agenda item for Heritage Commission meetings. When time permits, or there are no referrals from Council or applications to consider, the Commission will take part in a Heritage BC webinar or other similar training activity.</p> <p>Two members of the Commission would be selected (by resolution) to attend the annual Heritage BC Conference, which is usually two-day event. The Commission has also asked that the Staff Liaison and the Council Liaison attend the conference, funded out of their own respective operating budgets.</p>
<p>Expected Completion</p> <ul style="list-style-type: none"> • <i>When does the Advisory Body expect to complete this project?</i> 	<p>Project is ongoing throughout the year.</p>
<p>Financial Impact</p> <ul style="list-style-type: none"> • <i>How much funding is the Advisory Body requesting to complete this project?</i> 	<p>\$2,000.00 is being requested to cover the cost of two Commission members attending the annual Heritage BC conference (\$350 per person for registration fee, and \$650 per person for accommodations).</p> <p>The District has access to free webinar training sessions provided through the Heritage BC membership.</p>
<p>Operational Impact</p> <ul style="list-style-type: none"> • <i>Type and amount of staff support</i> 	<p>Staff Liaison: Limited involvement. The staff liaison helps identify and book training opportunities, in collaboration with the Heritage Commission. The staff liaison also usually</p>

<p><i>required. (Also see Staff Input and Analysis below)</i></p>	<p>watched the webinars. Approximately 2 hours a month or 24 hours total annually (\$1,440).</p> <p>If the Staff Liaison is to attend the Heritage BC Conference in 2023, the Commission has asked that this be funded out of the department's operating budget.</p>
<p>Alignment with Council's Strategic Priorities</p> <ul style="list-style-type: none"> <i>Indicate the Strategic Priorities that are supported by the project/initiative and include a brief explanation.</i> 	<p>Enhance and Promote Quality of Life and Sense of Place: This will support Commission members to fulfill their mandate related to Oak Bay's heritage, as outlined in Bylaw 4770.</p> <p>Provide Service Excellence: Professional Development increases volunteers' engagement and increases their effectiveness in carrying out their mandate.</p>
<p>Alignment with Advisory Body Mandate</p> <ul style="list-style-type: none"> <i>Indicate and briefly explain the ways in which the proposed project/initiative is aligned with the Advisory Body's mandate.</i> 	<p>Heritage Commission Establishment Bylaw 4770, s. 8.3 a) permits volunteer development activities (conferences, workshops) to be included in the annual Commission Work Plan.</p> <p>Increased knowledge will assist the members to better fulfill their mandate in providing advice to Council, reviewing applications, and advancing other Heritage related projects.</p>

<p>SPECIAL PROJECT / INITIATIVE #3</p>	
<p>Title of Special Project</p>	<p>Update and Expand the Community Heritage Register</p>
<p>Brief Description</p>	<p>This project involves identifying additional properties to be included in the Heritage Register.</p> <p>This project was initiated in 2022. 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>. Staff have also drafted a letter to reach out to potential heritage properties inviting their voluntary inclusion in the Community Heritage Register (CHR).</p> <p>In 2023, staff will proceed with reaching out to the identified properties and other opportunities to encourage property owners to volunteer for inclusion in the CHR. Then staff and the Heritage Commission will bring forward properties for Council's consideration.</p>

<p>Is this project: (please check)</p> <p><input type="checkbox"/> New for the Coming Year</p> <p><input checked="" type="checkbox"/> Continued/Ongoing from Previous Year(s)</p> <p><input type="checkbox"/> Other (please specify: _____)</p>																	
<p>Key Tasks & Timelines</p> <ul style="list-style-type: none"> List each key task and amount of time required for completion (# of weeks or months) 	<ul style="list-style-type: none"> Send out letter to property owners, and undertake promotion of the CHR through newspapers ads. In addition to any properties that volunteer inclusion on the CHR, identify 10 high-priority properties for inclusion in the CHR. Conduct research and produce draft write-ups for all potential CHR properties. Provide recommendations to Council (by September 2023) and seek direction from Council as to preferences and process. Final write-ups for all approved properties (by end of 2023) 																
<p>Expected Completion</p> <ul style="list-style-type: none"> When does the Advisory Body expect to complete this project? 	<p>The Heritage Commission expects to identify 10 additional CHR properties by the fall of 2023, and complete write-ups for them by the end of 2023.</p>																
<p>Financial Impact</p> <ul style="list-style-type: none"> How much funding is the Advisory Body requesting to complete this project? 	<p>No additional funding is required for this initiative, beyond the required staff time.</p>																
<p>Operational Impact</p> <ul style="list-style-type: none"> Type and amount of staff support required. (Also see Staff Input and Analysis below) 	<table border="1"> <tr> <td>Director/Manager</td> <td>10 hours</td> <td>Review materials, reports, and provide direction.</td> </tr> <tr> <td>Staff Liaison (planner)</td> <td>100 hours</td> <td>Finalize research of known Stark properties. Send out letter to Stark parcels. Conduct research for selected parcels. Draft property write ups. Write Council reports.</td> </tr> <tr> <td>Admin staff (clerk)</td> <td>10 hours</td> <td>Send letters to property owners, and other support with research.</td> </tr> <tr> <td>Archives</td> <td>25 hours</td> <td>Support property research.</td> </tr> <tr> <td>Communications</td> <td>8 hours</td> <td>Support other outreach to property owners.</td> </tr> </table>		Director/Manager	10 hours	Review materials, reports, and provide direction.	Staff Liaison (planner)	100 hours	Finalize research of known Stark properties. Send out letter to Stark parcels. Conduct research for selected parcels. Draft property write ups. Write Council reports.	Admin staff (clerk)	10 hours	Send letters to property owners, and other support with research.	Archives	25 hours	Support property research.	Communications	8 hours	Support other outreach to property owners.
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Archives	25 hours	Support property research.															
Communications	8 hours	Support other outreach to property owners.															

	Total	153 hours + volunteer time =\$9,180
	<p>Note: Heritage Commission members will provide their own time and support for researching the 10 selected potential CHR parcels in 2023 and will help review the draft write-ups outside of regular meeting hours.</p> <p>Note: The initial supporting research of the Stark properties was advanced with the support of a summer student in 2022.</p>	
<p>Alignment with Council’s Strategic Priorities</p> <ul style="list-style-type: none"> Indicate the Strategic Priorities that are supported by the project/initiative and include a brief explanation. 	<p>Enhance and Promote Quality of Life and Sense of Place: Council is committed to “<i>stewarding the community’s history, landscape, culture and amenities...</i>”; this initiative supports stewarding the community’s history by helping to enhance Oak Bay’s heritage stewardship practices.</p>	
<p>Alignment with Advisory Body Mandate</p> <ul style="list-style-type: none"> Indicate and briefly explain the ways in which the proposed project/initiative is aligned with the Advisory Body’s mandate. 	<p>Bylaw 4770, the Commission’s establishing bylaw, specifically states that the Commission shall “... advise Council on a range of community heritage matters, including:</p> <p>(a) Reviewing and making recommendations to Council on the content and maintenance of the Community Heritage Register...” (S. 3.1(a))</p>	

SPECIAL PROJECT / INITIATIVE #4	
Title of Special Project	Heritage-Related District Website Updates
Brief Description	Review existing heritage-related content on the District of Oak Bay website to identify outdated or missing information. Develop corrections and updates to the website to ensure accurate and effective information is provided.
<p>Is this project: (please check)</p> <p><input type="checkbox"/> New for the Coming Year</p> <p><input checked="" type="checkbox"/> Continued/Ongoing from Previous Year(s)</p> <p><input type="checkbox"/> Other (please specify: _____)</p>	
Key Tasks & Timelines	<ul style="list-style-type: none"> Review heritage-related pages on the District website and inventory the information (completed in 2022) Identify possible outdated and missing information in collaboration with the Heritage Commission and Oak Bay
<ul style="list-style-type: none"> List each key task and amount of time required for completion (# of weeks or months) 	

	<p>Archives (partially completed in 2022 and will continue in early 2023)</p> <ul style="list-style-type: none"> • Develop new/correct content, update the website, and determine long term changes to be made to the existing website content (2023) • Develop additional educational information and links to help inform heritage property owners about obtaining and maintaining insurance • Implement changes to the District's website (2023) • Include a definition of heritage that is inclusive of indigenous people 															
<p>Expected Completion</p> <ul style="list-style-type: none"> • <i>When does the Advisory Body expect to complete this project?</i> 	<p>Initial website updates will be partially completed in 2023, to the current District webpage. Future updates will be incorporated with a website overhaul, at a later date.</p>															
<p>Financial Impact</p> <ul style="list-style-type: none"> • <i>How much funding is the Advisory Body requesting to complete this project?</i> 	<p>No funds are required for this initiative, as the project can be managed by existing planning, archives, and communications staff capacity within the annual work plan.</p>															
<p>Operational Impact</p> <ul style="list-style-type: none"> • <i>Type and amount of staff support required. (Also see Staff Input and Analysis below)</i> 	<p>While the scope of this project was initially anticipated to have minimal operational impact, upon further review of current website content the project will have a moderate operational impact.</p> <table border="1" data-bbox="597 1115 1419 1724"> <tr> <td>Director/Manager</td> <td>5 hours</td> <td>Review project and provide direction.</td> </tr> <tr> <td>Staff liaison (Planner)</td> <td>30 hours</td> <td>Work with Commission members, archives, and communications to update content and modernize heritage websites on District page.</td> </tr> <tr> <td>Archives</td> <td>20 hours</td> <td>Support updating content, with help for researching corrections.</td> </tr> <tr> <td>Communications</td> <td>30 hours</td> <td>Support content review, website updates, and provide expertise on mid-long term solutions.</td> </tr> <tr> <td>Total</td> <td colspan="2">85 hours + volunteer time =\$5,100</td> </tr> </table>	Director/Manager	5 hours	Review project and provide direction.	Staff liaison (Planner)	30 hours	Work with Commission members, archives, and communications to update content and modernize heritage websites on District page.	Archives	20 hours	Support updating content, with help for researching corrections.	Communications	30 hours	Support content review, website updates, and provide expertise on mid-long term solutions.	Total	85 hours + volunteer time =\$5,100	
Director/Manager	5 hours	Review project and provide direction.														
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Archives	20 hours	Support updating content, with help for researching corrections.														
Communications	30 hours	Support content review, website updates, and provide expertise on mid-long term solutions.														
Total	85 hours + volunteer time =\$5,100															
<p>Alignment with Council's Strategic Priorities</p>	<p>Provide Service Excellence: This initiative supports Council's strategic priority by helping ensure that the website information provided by the District is accurate and up to date.</p>															

<ul style="list-style-type: none"> Indicate the Strategic Priorities that are supported by the project/initiative and include a brief explanation. 	
<p>Alignment with Advisory Body Mandate</p> <ul style="list-style-type: none"> Indicate and briefly explain the ways in which the proposed project/initiative is aligned with the Advisory Body's mandate. 	<p>This initiative supports Goal 5 of the <i>Oak Bay Heritage Plan</i>:</p> <p>Goal 5: Celebrate Oak Bay's Unique History Actions:</p> <ul style="list-style-type: none"> Continue and enhance support for the Oak Bay Archives Continue and enhance support for the Oak Bay Heritage Commission and Heritage Foundation Continue to celebrate Oak Bay's unique sense of place and the promotion of local heritage themes <p>Although this initiative is not directly specified in the Commission's mandate, it is important to assisting Council achieve the goals of the <i>Heritage Strategic Plan</i>.</p>

SPECIAL PROJECT / INITIATIVE #5

Title of Special Project	Oak Bay Heritage News Stories
Brief Description	Heritage Commission members would create information articles for the Oak Bay newspaper (using a paid spot). The articles would cover Oak Bay related heritage stewardship stories to help advance discussion and education about different heritage topics, themes, and projects.
<p>Is this project: (please check)</p> <p><input checked="" type="checkbox"/> New for the Coming Year</p> <p><input type="checkbox"/> Continued/Ongoing from Previous Year(s)</p> <p><input type="checkbox"/> Other (please specify: _____)</p>	
<p>Key Tasks & Timelines</p> <ul style="list-style-type: none"> List each key task and amount of time required for completion (# of weeks or months) 	<ul style="list-style-type: none"> Heritage Commission members would decide upon topics during scheduled commission meetings. Outside of regular meetings the volunteer members would draft and review articles. Drafted articles would be reviewed and approved by staff. Communications staff would help coordinate the posting in the new paper, and cross posting online through social media channels.
Expected Completion	A few articles would be developed throughout the year and published, no more than one (1) article per quarter.

<ul style="list-style-type: none"> When does the Advisory Body expect to complete this project? 													
<p>Financial Impact</p> <ul style="list-style-type: none"> How much funding is the Advisory Body requesting to complete this project? 	<p>Up to \$2000 in total for 4 full size paid articles in Oak Bay news (\$250 - \$500 per paid space in newspaper). A link to the online articles would be cross posted on social media by the District and Heritage Commission members, to help generate and track discussion.</p>												
<p>Operational Impact</p> <ul style="list-style-type: none"> Type and amount of staff support required. (Also see Staff Input and Analysis below) 	<p>Minimal operational impact, as most of the article research and writing would be completed by the commission members.</p> <table border="1" data-bbox="602 636 1414 1108"> <tr> <td data-bbox="602 636 873 772">Staff liaison (Planner)</td> <td data-bbox="873 636 1073 772">20 hours</td> <td data-bbox="1073 636 1414 772">Review each article, provide limited research support and information.</td> </tr> <tr> <td data-bbox="602 772 873 873">Archives</td> <td data-bbox="873 772 1073 873">10 hours</td> <td data-bbox="1073 772 1414 873">Provide research support and information.</td> </tr> <tr> <td data-bbox="602 873 873 1041">Communications</td> <td data-bbox="873 873 1073 1041">20 hours</td> <td data-bbox="1073 873 1414 1041">Review and approve all content for publishing, help coordinate paid news articles with Oak Bay news.</td> </tr> <tr> <td data-bbox="602 1041 873 1108">Total</td> <td colspan="2" data-bbox="873 1041 1414 1108">50 hours + volunteer time =\$3000</td> </tr> </table>	Staff liaison (Planner)	20 hours	Review each article, provide limited research support and information.	Archives	10 hours	Provide research support and information.	Communications	20 hours	Review and approve all content for publishing, help coordinate paid news articles with Oak Bay news.	Total	50 hours + volunteer time =\$3000	
Staff liaison (Planner)	20 hours	Review each article, provide limited research support and information.											
Archives	10 hours	Provide research support and information.											
Communications	20 hours	Review and approve all content for publishing, help coordinate paid news articles with Oak Bay news.											
Total	50 hours + volunteer time =\$3000												
<p>Alignment with Council's Strategic Priorities</p> <ul style="list-style-type: none"> Indicate the Strategic Priorities that are supported by the project/initiative and include a brief explanation. 	<p>Provide Service Excellence: This initiative supports Council's strategic priority by helping to foster public engagement.</p>												
<p>Alignment with Advisory Body Mandate</p> <ul style="list-style-type: none"> Indicate and briefly explain the ways in which the proposed project/initiative is aligned with the Advisory Body's mandate. 	<p>This initiative is not directly specified in the Commission's mandate. However, this initiative supports aspects of Goal 5 of the <i>Oak Bay Heritage Plan (2013)</i>:</p> <p>Goal 5: Celebrate Oak Bay's Unique History Actions:</p> <ul style="list-style-type: none"> Continue and enhance support for the Oak Bay Heritage Commission and Heritage Foundation Continue to celebrate Oak Bay's unique sense of place and the promotion of local heritage themes 												

SPECIAL PROJECT / INITIATIVE #6	
Title of Special Project	Partner on the Oak Bay Heritage Lecture Series
Brief Description	The Heritage Commission would like to help support the Heritage Foundation's planned 6-part lecture series in 2023. The objective of this project is not to play a lead organizing role, but instead is to help share the cost of rentals and honorariums, and to help provide some staff administrative support when needed for logistics, billing, and promotion.
Is this project: (please check)	
<input checked="" type="checkbox"/> New for the Coming Year <input type="checkbox"/> Continued/Ongoing from Previous Year(s) <input type="checkbox"/> Other (please specify: _____)	
Key Tasks & Timelines	<ul style="list-style-type: none"> • A total of 6 lectures are planned for 2023 - three lectures in the spring and three lectures in the fall. • Staff and volunteer commission members would offer support with room booking (logistics and payment) in advance of each lecture. • Staff would provide support on poster printing and promoting each event.
Expected Completion	The six lectures would happen throughout the year and would conclude before December 2023.
Financial Impact	<p>Up to \$400 for the room and AVE equipment rentals (through Oak Bay Parks and Rec) and approximately \$200 honorarium for speakers, per each event.</p> <p>This would equal to \$3,600 for cost-sharing all six events.</p>
Operational Impact	Minimal operational impact, as the lecture series are mostly coordinated by the Heritage Foundation volunteers. Administrative staff support would be requested from time to time to help print posters, promote the lectures, book spaces, and process the cost for room rentals.
Alignment with Council's Strategic Priorities	Provide Service Excellence: This initiative supports Council's strategic priority by helping to foster public engagement.
<ul style="list-style-type: none"> • <i>Indicate the Strategic Priorities that are supported by the project/initiative and include a brief explanation.</i> 	

<p>Alignment with Advisory Body Mandate</p> <ul style="list-style-type: none"> • <i>Indicate and briefly explain the ways in which the proposed project/initiative is aligned with the Advisory Body's mandate.</i> 	<p>This initiative is not directly specified in the Commission's mandate. However, this initiative supports aspects of Goal 5 of the <i>Oak Bay Heritage Plan (2013)</i>:</p> <p>Goal 5: Celebrate Oak Bay's Unique History Actions:</p> <ul style="list-style-type: none"> • Continue and enhance support for the Oak Bay Heritage Commission and Heritage Foundation.
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In addition to the projects/initiatives proposed above for the 2023 Work Plan, members of the Commission expressed interest in inviting presentations to the Commission about heritage stewardship projects. For example, designating heritage trees or establishing new heritage conservation areas were identified as possible topics of discussion. Staff have not included a project related to this request because it is addressed in the [Committee and Commission Policy](#) and the [Heritage Commission Bylaw](#), which gives the Commission the ability to entertain presentations from subject matter experts or to receive other presentations:

Committee and Commission Policy:

17. Presentations to Committees or Commissions At the discretion of the Chair, a Committee or Commission may invite other persons to participate in making presentations to the Committee or Commission in order to benefit from additional knowledge or expertise, as 13 provided for in the Terms of Reference or Establishing Bylaw. Presentations must be scheduled in advance, prior to the agenda deadline and must not pertain to land use applications.

Heritage Commission Bylaw:

6.9 In accordance with the Committee and Commission Policy, the Commission may invite subject matter experts to a Commission meeting, to make presentations on specific matters under consideration by the Commission. In accordance with Section 10 of this Bylaw, any related fees or honorariums must be approved in advance by the by the Director of Building and Planning or by the Director of Financial Services.

Respectfully submitted,

Heritage Commission