

Staff Report 2024-0253

Meeting Date: May 6, 2024

Subject: Heritage Caledon 2024 budget update

Submitted By: Sally Drummond, Senior Heritage Planner, Strategic Policy Planning

RECOMMENDATION

That Table 1 – Proposed 2024 Heritage Caledon Committee Budget outlined in Staff Report 2024-0253 be approved.

REPORT HIGHLIGHTS

- The Terms of Reference for Heritage Caledon (the Committee) sets out that the Committee shall allocate its budget annually.
- The Committee’s past operating budgets have been used to support Committee-sponsored events and public outreach activities, participation in heritage training and educational opportunities, and related mileage expenses.
- It is recommended that the Committee allocate its budget accordingly.

DISCUSSION

Background

Heritage Caledon (the “Committee”) is the Town’s municipal heritage committee. Its purpose is to provide recommendations and advice to Council on matters which have a direct or indirect impact on cultural heritage resources within the Town of Caledon, pursuant to Parts IV and V of the *Ontario Heritage Act*. The Committee also works to promote and educate the community on local history, stewardship and conservation, establish partnerships with other historical groups, and recognize excellence in heritage conservation across Caledon.

Proposed Heritage Caledon Operating Budget Allocations

The Committee’s annual operating budget is \$5,000.00. As set out in its Terms of Reference, the Committee shall allocate its budget annually, following Council approval of the Town’s annual budget. The Committee may amend its budget allocations through a resolution as necessary.

The Committee’s past operating budgets have been used to support committee-sponsored events and public outreach activities, participation in heritage training and educational opportunities, and related mileage expenses.



Ongoing Initiatives/Events

Staff are aware of the following initiatives and events in which the Committee may be involved in 2024:

- Heritage Designation Prioritization Strategy
- Caledon Day
- Caledon's 50th anniversary celebrations
- Ontario Culture Days 2024
- Palgrave and Belfountain heritage walking tours
- Joint meeting of Peel heritage committees
- Designated heritage property plaque presentation
- Preparation for Belfountain's 2025 bicentennial celebration
- Heritage Caledon Award of Excellence Presentation

These initiatives and events may require the Committee to spend money on items such as, but not limited to, promotional materials, printing and advertising, poster design, honorariums, plaques, awards, catering, decorations, room rental, event insurance, and research fees.

Conferences / Training

Members of the Committee are encouraged to participate in various heritage-related conferences and workshops. In past years the Committee has had members attend the annual Ontario Heritage Conference (sponsored by Community Heritage Ontario, the provincial umbrella group for municipal heritage advisory committees) and other heritage-related workshops.

The 2024 Ontario Heritage Conference is scheduled for June 13-15 in Gravenhurst, Ontario. The registration cost per member is \$150 per day or \$325.00 for the full conference; accommodation rates start at \$250 + HST per night per member. Based on these rates, the average cost to attend the full conference would be approximately \$1,000 per member; this amount includes registration, accommodation for two nights, mileage and a per diem for meals not covered by the conference.

The 2024 National Trust - APT Joint Conference 'Building Bridges: Connecting Places, Cultures and Practices' is scheduled for November 12-16 in Montreal. Registration costs have not yet been posted, but are anticipated to be in the range of \$375 per person.

Members of the Committee who attend any conferences or training sessions are asked to provide a presentation to the Committee following the conference to share what was learned.

Mileage

Members of the Committee may claim mileage incurred for conducting site visits, attending events or conferences, visiting archives, and undertaking errands related to subcommittee and working group activities. Mileage shall be compensated in accordance with the Corporate Staff Expense Policy and at the current rate established by the Town in its annual budgeting process. The current rate is \$0.58/km. Members shall submit mileage expense claims to the Committee chair or vice chair for review and submission to Town staff for processing.

Development and implementation of the Town’s Bill 23 Heritage Designation Prioritization Strategy will require members of the Heritage Strategy Working Group to make various site visits and archival research trips as the strategy unfolds.

Budget Allocation

Heritage staff offer the following information to assist Heritage Caledon in the allocation of its 2024 operating budget. In consideration of the various ongoing initiatives, conferences and training and mileage, Table 1 provides a breakdown of the proposed budget allocations from the Committees operating budget.

Table 1: Proposed Heritage Caledon Committee Budget Allocations

	Budget Allocation
Ongoing Initiatives/Events <ul style="list-style-type: none">Including but not limited to promotional materials, printing and advertising, poster design, catering, honorariums, plaques, awards, decorations, room rental, event insurance, research fees	\$1,500.00
Conferences / Training <ul style="list-style-type: none">Registration, accommodation, meals	\$2,000.00
Mileage <ul style="list-style-type: none">Driving to site visits, conferences/workshops, archives, events, errands related to subcommittee/working group activities	\$1,500.00
Total	\$5,000.00

For comparison, Heritage Caledon’s 2023 committee expenses entailed \$1,288 for Conferences/Training and \$205 for Mileage.

FINANCIAL IMPLICATIONS

Heritage Caledon Committee 2024 Operating Budget



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The 2024 Heritage Caledon operating budget is \$5,000.00 and is to be expensed from account 01-02-405-44070-365-62353. The current balance is \$5000.00.

Heritage Special Events Budget

The 2024 Heritage Special Events budget is \$10,000 and is to be expensed from account 01-02-405-44070-365-62221. The current balance is \$6,286.78 following payment in March 2024 for the deferred Campbell's Cross bicentennial plaque. It is anticipated that these funds will be allocated to support expenses for such committee activities as the Town's 50th anniversary celebrations, designated heritage property owner gatherings, and public heritage workshops.

Other Monies Held by the Town for Heritage Caledon

Account 01-00-000-00000-000-20838 - Heritage Caledon (Town) entails monies raised by past Committee fundraising activities. The current balance is \$6,945.45 and is to be used at the Committee's discretion by means of Committee resolution.

COUNCIL WORK PLAN

Strategic Plan 2023-2035

Not Applicable; subject matter is not relevant to the strategic plan.

ATTACHMENTS

None.