

# **Peterborough Architectural Conservation Advisory Committee Meeting Agenda**

**February 6, 2020**

**5:00 p.m.**

**Auditorium, Community Services Office**

**210 Wolfe Street**

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Confirmation of Minutes</b>	
2.a January 2, 2020	1 - 5
<b>3. Appointments</b>	
3.a Vice Chair	
3.b Heritage Designation Sub-Committee	
3.c Insurance Workshop Sub-Committee	
3.d Citizens' War Memorial Advisory Committee	
<b>4. Disclosure of Pecuniary Interest</b>	
<b>5. Consent Agenda - 6.b, 6.c, 6.d</b>	
<b>6. Reports and Communications</b>	
6.a 2020 Action Plan Report PACAC20-010	6 - 9
6.b PACAC 2020 Budget Report PACAC20-004	10 - 12
6.c Trent Canal Development Heritage Impact Assessment Report PACAC20-012	13 - 14
6.d January Heritage Preservation Office Report Report PACAC20-011	15 - 18

7. **Other Business**
8. **Next Meeting - March 5, 2020**
9. **Adjournment**



Peterborough Architectural Conservation Advisory Committee minutes  
of January 7, 2020

**Confirmation of Minutes**

Moved by Councillor Clarke

**That the November 7, 2019 minutes be approved.**

Carried

**Disclosure of Pecuniary Interest**

Debbie Keay, declared an interest in Report PACAC20-003 - November and December Planning Circulations, specifically with File SPC-981 - 754 Water Street, as they are a client of her employer.

**Consent Agenda**

No items were passed as part of the Consent Agenda.

**Reports and Communications**

The Chair advised that Report PACAC20-009 would be dealt with first.

Application for Demolition - Portion of a Listed Property

Report PACAC20-009

Moved by Councillor Clarke

**That the PACAC approves the recommendations outlined in Report PACAC20-006, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:**

- a) **That the PACAC review the application for demolition of a portion of the Listed property known municipally as 107 Park Street North, and;**
- b) **That the PACAC support the recommendation of staff that the smokestack on the former Canadian General Electric (CGE) factory site may be demolished, and;**
- c) **That PACAC support the recommendation of staff that the CGE site remain a listed property, and;**
- d) **That staff be directed to forward PACAC's recommendations to Council.**

Carried

Councillor Clarke left the meeting at 5:20 p.m.

Peterborough Architectural Conservation Advisory Committee minutes  
of January 7, 2020

Heritage Preservation Office Presentation

Report PACAC20-007

Moved by Debbie Keay

**That the Peterborough Architectural Conservation Advisory Committee approves the recommendation outlined in Report PACAC20-007, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:**

**That the presentation from the Heritage Preservation Office staff be received for information.**

Carried

Orientation for Boards and Committees Presentation

Report PACAC20-008

Moved by Jayne Spearin

**That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC20-008, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:**

**That the presentation from Clerk's Office staff be received for information.**

Carried

2019-2020 Year in Review and Action Plan

Report PACAC20-005

The Chair indicated that a list of action items for completion in 2020 will be brought back in February for final approval.

Addition of Properties to the Heritage Register for 2020

Report PACAC20-006

Moved by Elizabeth King

**That the PACAC approves the recommendations outlined in Report PACAC20-006, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:**

- a) **That the PACAC consider which areas to focus the next set of listings for the Heritage Register; and,**
- b) **That the PACAC provide Staff with direction regarding ongoing listings for 2020.**

Peterborough Architectural Conservation Advisory Committee minutes  
of January 7, 2020

- c) That staff focus on East City, South of Hunter Street, as the focus for listings for 2020.**

Carried

November and December Planning Circulations

Report PACAC20-003

Due to Debbie Keay's previously declared conflict, she did not discuss or vote on this item.

Moved by Councillor Clarke

**That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC20-003, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:**

**That the PACAC receive and provide comment on Planning circulations received in November and December 2019.**

Carried

January Heritage Preservation Office Report

Report PACAC20-001

Moved by Jayne Spearin

**That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC20-001, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:**

**That the report with respect to the activities of the Heritage Preservation Office for November and December 2019 be received for information.**

Carried

**Other Business**

Moved by Dennis Carter-Edwards

**That the 2020 PACAC meeting schedule be amended to change the September meeting date from the 3rd to 10th, 2020.**

Carried

Peterborough Architectural Conservation Advisory Committee minutes  
of January 7, 2020

**Adjournment**

Moved by Debbie Keay

**That this meeting adjourn at 7:19 p.m.**

Carried

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Kendra Sedgwick, Chair

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Stewart Hamilton, Chair



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**To:** Members of the Peterborough Architectural Conservation Advisory Committee (PACAC)

**From:** Erik Hanson, Heritage Resources Coordinator

**Meeting Date:** February 6, 2020

**Subject:** Report PACAC20-010  
2020 Action Plan

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## **Purpose**

A report to recommend that the PACAC develop its annual Action Plan for 2020.

## **Recommendation**

That the Peterborough Architectural Conservation Advisory Committee approves the recommendation outlined in Report PACAC20-010, dated February 6, 2020 of the Heritage Resources Coordinator, as follows:

That based on the objectives of its Strategic Plan, the PACAC identify and approve a list of action items for completion in 2020.

## **Budget and Financial Implications**

There are no budgetary or financial implications associated with the recommendation.



## Background

At its meeting of May 1, 2014, the PACAC undertook a facilitated workshop in support of the first phase of the Committee's Strategic Plan review process. Staff reviewed and summarized this material and prepared updated strategic directions for consideration by the committee at its meeting of June 4, 2015. Subsequently a sub-committee was struck to prioritize the Strategic Plan initiatives and report back to Committee. The sub-committee made several recommendations and the PACAC approved the strategic plan on December 3, 2015.

At that time the committee also began an annual process of identifying and approving a list of action items to be completed during the following year. These items were reviewed and updated in both 2018 and 2019 to continue to guide the committee's focus and initiatives.

Based on the objectives of the Strategic Plan, staff is recommending that the PACAC develop an Action Plan for 2020. At a later date in 2020, the PACAC may wish to review its Strategic Plan and associated Action Items to make any necessary updates.

Submitted by,

Erik Hanson  
Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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Attachments:  
Appendix A: Draft PACAC 2020 Action Plan

## **PACAC Draft 2020 Action Plan Arising out of Strategic Plan Objectives**

### **1. Advise Council on heritage matters pursuant to the *Ontario Heritage Act***

- Continue to participate in Official Plan review
- Continue dialogue with members of the Committee of Adjustment
- Track Planning Advisory Committee activities
- Annual “report-out” to Council on PACAC activities and state of heritage
- Communicate with individual councillors on heritage issues as requested
- Encourage Council to seek PACAC’s advice on heritage issues early in the planning and development process

### **2. Increase awareness of heritage conservation through networking platforms**

- Re-activate newsletter as an on-line publication
- Heritage Hunt
- Participate in Peterborough Pulse
- Doors Open
- Insurance Workshop
- Support ongoing development of heritage walking tour
- Work with DBIA on vision for the downtown
- Develop presence in public media – newspaper column based on heritage designation briefs

### **3. Advise and support the Heritage Preservation Office**

- Provide support for students/interns and their projects
- Engage new groups ie: retired engineers’ group for expert advice/engagement

#### **4. Participate in activities that develop the knowledge and ability of the members**

- Conference Attendance (Community Heritage Ontario; National Trust for Canada)
- Examine potential for hosting a conference in Peterborough

#### **5. Other Ideas**

- Encourage presentations based on planning circulations
- Pursue study/inventory of stained glass windows in city



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**To:** Members of the Peterborough Architectural Conservation Advisory Committee (PACAC)

**From:** Erik Hanson, Heritage Resources Coordinator

**Meeting Date:** February 6, 2020

**Subject:** Report PACAC20-004  
PACAC 2020 Budget

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## **Purpose**

A report to recommend that the PACAC approve the 2020 budget.

## **Recommendation**

That the Peterborough Architectural Conservation Advisory Committee approves the recommendation outlined in Report PACAC20-004, dated February 6, 2020 of the Heritage Resources Coordinator, as follows:

That the PACAC approve the budget allocations, as outlined in Appendix A of Report PACAC20-004.

## **Budget and Financial Implications**

An allocation of \$17,500 has been proposed for the Committee's operations by the City for 2020. It is expected that another \$9,200 will be obtained through fundraising and a potential grant for student funding, bringing the total overall budget for 2020 to \$26,700.

## Background

The PACAC has operated with a Council approved budget since its inception in 1975. Over the years the size of the budget has varied based on the committee's activities and special projects undertaken. Between 2004 and 2013, the City allocated \$5,000 to support Doors Open Peterborough and \$5,000 to cover the operational expenses of the committee. The costs for any special projects the committee wished to undertake were expected to be funded from a reserve account holding revenue from committee activities. Senior staff indicated several years ago that the City would not consider increasing the operational budget for the committee until the surpluses had been depleted.

With the commitment to several projects in 2013 and 2014, the committee identified that it was expending the majority of its reserves. This included a commitment to a commemoration of the life of Martha Kidd which is now in progress as the Story Map and walking tour project. In the spring of 2013, the Chair of the PACAC met with the Director of Community Services who agreed to support a budget increase to help cover the cost of special projects undertaken annually by the committee, such as the Heritage Hunt and Heritage Week activities. Starting in the 2014 budget year, the committee began receiving an additional \$5,000 annually for special projects. At this time, the annual budget was also indexed to the annual inflation rate.

This year, PACAC's budget will amount to \$26,700. This includes \$17,500 allocated by the City and an expected fundraising and grant revenue amount of \$9,200. The proposed expenditures for the committee in 2020 are attached.

Submitted by,

Erik Hanson  
Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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Attachments:  
Appendix A: 2020 PACAC Budget

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**2020 PACAC Budget**

<b>Account Number</b>	<b>Title</b>	<b>2020</b>
101 610 6025-6075	Salary and Overhead	<b>\$7,700.00</b>
101 610 6410	Advertising and Publicity	<b>\$1,000.00</b>
101 610 6430	Postage	<b>\$500.00</b>
101 610 6520	Doors Open	<b>\$7,000.00</b>
101 610 6521	Special Projects	<b>\$5,800.00</b>
101 610 7005	Office Supplies	<b>\$600.00</b>
101 610 7006	Plaques	<b>\$1,200.00</b>
101 610 7050	Photocopies	<b>\$100.00</b>
101 610 8215	Membership and Subscriptions	<b>\$100.00</b>
101 610 8220	Training and Development	<b>\$2,700.00</b>
	<b>Total Expenses</b>	<b><u>\$26,700.00</u></b>



City of  
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**To:** Members of the Peterborough Architectural Conservation Advisory Committee (PACAC)

**From:** Erik Hanson, Heritage Resources Coordinator

**Meeting Date:** February 6, 2020

**Subject:** Report PACAC20-012  
Trent Canal Development Heritage Impact Assessment

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## **Purpose**

A report to provide the PACAC with a Heritage Impact Assessment (HIA) for 349 Parkhill Road East.

## **Recommendation**

That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC20-012, dated February 6, 2020 of the Heritage Resources Coordinator, as follows:

That the Heritage Impact Assessment completed for the proposed multi-unit residential development at 349 Parkhill Road East, Peterborough Ontario, be received for information.

## **Budget and Financial Implications**

There are no budgetary or financial implications associated with the recommendation.

## Background

At its meeting of October 4, 2018, the committee passed a motion expressing concern regarding the design of a proposed apartment complex at 349 Parkhill Road East, adjacent to the Trent Severn Waterway National Historic Site. The Planning Division subsequently requested that the developer provide a Heritage Impact Assessment to address the Committee's concerns. Branch Architecture has completed the HIA and it is being provided to the committee, for information, as Appendix A of this report.

Submitted by,

Erik Hanson  
Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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Attachment:  
Appendix A: Trent Canal Development HIA



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**To:** Members of the Peterborough Architectural Conservation Advisory Committee (PACAC)

**From:** Erik Hanson, Heritage Resources Coordinator

**Meeting Date:** February 6, 2020

**Subject:** Report PACAC20-011  
January Heritage Preservation Office Report

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## **Purpose**

A report to advise the PACAC on the monthly activities of the Heritage Preservation Office (HPO) for the month of January.

## **Recommendation**

That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC20-011, dated February 6, 2020 of the Heritage Resources Coordinator, as follows:

That the report with respect to the activities of the Heritage Preservation Office for January 2020 be received for information.

## **Budget and Financial Implications**

There are no budgetary or financial implications associated with the recommendation.

## Background

**Insurance Workshop** – A sub-committee of PACAC to be formed to undertake the planning and execution of this workshop in early 2020

**Doors Open 2020** – Doors Open Peterborough is registered for the 2020 program through the Ontario Heritage Trust. The Doors Open Steering Committee is working on developing the theme and securing sites for Doors Open 2020, which will take place Saturday, May 2, 2020.

**Young Canada Works** - The HPO has made application to the YCW summer student grant program for two positions. One to complete research for the walking tour app and one to work in the Geomatic Division to finish the development and undertake testing of the app.

**School Improvement Review** – HPO staff was invited to tour Prince of Wales and Queen Mary Schools to review proposed renovations to the interiors. The school board is seeking to improve the performance of classroom space while maintaining the heritage character of the spaces.

**Insurance Brokers Presentation** – The Heritage Resources Coordinator gave a presentation to the Peterborough Insurance Brokers Association providing an overview of the heritage designation process and the challenges of insuring historic buildings.

**Heritage Permitting Process** – The HPO is working with the Building and Planning Divisions to fully integrate the heritage permitting process into the City's land use planning and permitting software.

## Correspondence

Notice of work on Upper West Canal Bank Peterborough Lift Lock

Submitted by,

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Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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Appendix A- Upper West Canal Bank Rehabilitation Peterborough Lift Lock

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# Info-Work

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## **Upper West Bank Rehabilitation - Peterborough Lift Lock *Trent-Severn Waterway National Historic Site***

**Peterborough, Ontario, January 24, 2020** – Parks Canada would like to inform the public that infrastructure work on the Upper West Bank at the Peterborough Lift Lock along the Trent-Severn Waterway National Historic Site, has begun.

### **The Scope of Work**

The upper west canal walls will be reinforced with steel to prevent water leakage from the canal and a drainage system will be installed to manage any additional water. Additionally, the gabion baskets on the upper west bank will be replaced with rip rap slopes, very similar to what now exists north of McFarlane street. Overall, this project along with future work on the Peterborough Lift Lock will ensure long term sustainability and increase the overall safety for operators and visitors alike.

The main scope of work is scheduled to be complete by April 2020, however workers will be on site until late spring for restoration activities, such as hydro-seeding and asphalt reinstatement.

### **What to Expect**

- Regular construction noise and additional construction traffic is to be expected.
- A temporary road closure may be necessary to connect drainage systems. Specific details will be provided when they become available.

Parks Canada is leading important infrastructure work along the Trent-Severn Waterway National Historic Site to ensure safe, high-quality experiences for visitors by improving heritage, visitor, waterway, and highway assets located within national historic sites, national parks, and national marine conservation areas.

For up-to-date news on infrastructure work along the Trent-Severn Waterway, please visit [www.parkscanada.gc.ca/TSWinfrastructure](http://www.parkscanada.gc.ca/TSWinfrastructure). For questions about this project, please contact us at [Ont.TrentSevern@pc.gc.ca](mailto:Ont.TrentSevern@pc.gc.ca) and include “Peterborough Lift Lock Bank” in the subject heading.

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### **Information:**

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