

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

**March 4, 2021**

**5:00 p.m.**

**Electronic Meeting**

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Confirmation of Minutes</b>	
2.a. February 4, 2021	1 - 4
<b>3. Disclosure of Pecuniary Interest</b>	
<b>4. Appointments to Heritage Designation Sub-Committee</b>	
<b>5. Reports and Communications</b>	
5.a. 100th Anniversary of Hunter Street Bridge Report PACAC21-006	5 - 6
5.b. PACAC 2021 Budget Report PACAC21-005	7 - 9
5.c. February Heritage Preservation Office Report Report PAAC21-004	10 - 11
<b>6. Other Business</b>	
<b>7. Next Meeting - April 1, 2021</b>	
<b>8. Adjournment</b>	

## **Peterborough Architectural Conservation Advisory Committee Minutes (Electronic Meeting)**

February 4, 2021

Present           Dennis Carter-Edwards  
                      Councillor Clarke  
                      Stewart Hamilton  
                      Debbie Keay  
                      Elizabeth King  
                      Jayne Spearin (5:18 pm)  
                      Simon Terry  
                      Councillor Akapo

Staff               Erik Hanson, Heritage Resources Coordinator  
                      Karen Rennie, Manager Arts Culture & Heritage  
                      Kendra Sedgwick, Committee Coordinator  
                      Jennifer Guerin, Heritage Researcher  
                      Sheldon Laidman, Commissioner of Community Services  
                      Sadie Norrad, Administrative Assistant to Community Services  
                      Department

### **Call to Order**

The meeting was called to order at 5:02 p.m. by Kendra Sedgwick, Committee Coordinator.

### **Appointments**

The Committee Coordinator called for nominations for the Chair position.

Chair

Moved by Debbie Keay

**That Stewart Hamilton be appointed as Chair of PACAC for 2021.**

Carried

Vice Chair

Stewart Hamilton assumed the Chair and called for nominations for the Vice Chair position.

Moved by Stewart Hamilton

**That Dennis Carter-Edwards be appointed to Vice Chair of PACAC for 2021.**

Carried

Citizens' War Memorial Advisory Committee

Dennis Carter-Edwards volunteered to sit on the Citizens' war Memorial Advisory Committee.

Heritage Designation Sub-Committee

Elizabeth King volunteered to sit on the Heritage Designation Sub-Committee.

**Confirmation of Minutes**

Moved by Debbie Keay

**That the December 10, 2020 minutes be approved.**

Carried

**Disclosure of Pecuniary Interest**

Elizabeth King declared a conflict with Report PACAC20-030B, as she is employed by the County of Peterborough.

**Consent Agenda**

Moved by Elizabeth King

**That items 6.b and 6.c be approved as part of the Consent Agenda.**

Carried

January Heritage Preservation Office Report

Report PACAC21-002

Moved by Elizabeth King

**That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC21-002, dated February 4, 2021 of the Heritage Resources Coordinator, as follows:**

**That the report with respect to the activities of the Heritage Preservation Office for December and January of 2020/2021 be received for information.**

Carried

2021 Meeting Schedule

Report PACAC21-003

Moved by Elizabeth King

**That the PACAC approve the recommendation outlined in Report PACAC21-003, dated February 4, 2021 of the Heritage Resources Coordinator, as follows:**

**That the PACAC adopt the 2021 meeting schedule as presented in this report.**

Carried

Designation of 470 Water Street - The Peterborough County Courthouse

Report PACAC20-030B

Due to her previously declared interest, Elizabeth King did not discuss or vote on the matter.

Moved by Dennis Carter-Edwards

**That the Peterborough Architectural Conservation Advisory Committee approve the recommendations outlined in Report PACAC20-030B, dated February 4, 2021 of the Heritage Resources Coordinator, as follows:**

- a) That the Designation Brief for 470 Water Street, Peterborough, Ontario, as revised (attached as Appendix A), be received, and;**
- b) That the property at 470 Water Street be recommended to Council for designation pursuant to Part IV, Section 29 of the Ontario Heritage Act.**

At the meeting of February 4, 2021 c) was added as follows:

- c) That the letter dated February 3, 2021 from the County of Peterborough and +VG Architects be received for information.**

Carried

**Other Business**

1421 Lansdowne Street

Deborah Key declared a potential work conflict on this item and did not discuss or vote on the matter.

Moved by Councillor Akapo

**That staff review the building at 1421 Lansdowne Street West for its Heritage value and report back to Committee.**

Carried

**Next Meeting - March 4, 2021**

**Adjournment**

Moved by Debbie Key

**That this meeting adjourn at 5:31 p.m.**

Carried

Kendra Sedgwick, Committee Coordinator

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:** March 4, 2021

**Subject:** Report PACAC21-006  
100<sup>th</sup> Anniversary of Hunter Street Bridge

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## **Purpose**

A report to determine the interest and potential role of the PACAC in the commemoration of the 100<sup>th</sup> Anniversary of the Hunter Street Bridge.

## **Recommendations**

That the PACAC approve the recommendations outlined in Report PACAC21-006, dated March 4, 2021 of the Heritage Resources Coordinator, as follows:

- a) That the report be received for information and discussion, and;
- b) That the Chair be directed to advise the Trent Valley Archives that PACAC will participate in the recognition of the 100<sup>th</sup> Anniversary.

## **Budget and Financial Implications**

The Committee's annual budget provides funding for initiatives which support its commitment to increasing awareness of heritage conservation in Peterborough. The Committee is not pursuing the Heritage Tradeshow event this year; therefore funding is available for an alternative event. The last tradeshow event budget was \$3,000 which included \$2,000 for a Coordinator. This cost can be accommodated within the 2021 PACAC budget.

## Background

To commemorate the 100<sup>th</sup> Anniversary of the completion of the Hunter Street Bridge on August 2, 2021, The Trent Valley Archives (TVA) is producing a commemorative booklet and a video in partnership with YourTV. TVA approached the City to ask if it is interested in hosting an event on that day.

The Hunter Street Bridge is a contributing heritage attribute of the Riverside Park & Hunter Street Bridge Cultural Heritage Landscape which was designated by the City in 2019 and is recognized as a significant landmark in the City in its own right. The 100<sup>th</sup> Anniversary of the completion of the bridge would be an opportunity to organize an appropriate commemoration activity that would increase awareness of heritage conservation in Peterborough. The undertaking by the PACAC would constitute the extent of commemoration undertaken by the City relating to this milestone.

Submitted by,

Erik Hanson  
Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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

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

**Meeting Date:** March 4, 2021

**Subject:** Report PACAC21-005  
PACAC 2021 Budget

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## **Purpose**

A report to recommend that the PACAC approve the 2021 budget.

## **Recommendation**

That the PACAC approve the recommendation outlined in Report PACAC21-005, dated March 4, 2021 of the Heritage Resources Coordinator, as follows:

That the PACAC approve the budget allocations, as outlined in Appendix A of Report PACAC21-005.

## **Budget and Financial Implications**

An allocation of \$17,500 has been approved for the Committee's operations by the City for 2021. It is expected that another \$4,200 will be generated through fundraising. No federal grant money is shown in the PACAC 2021 budget although application has been made to the Young Canada Works program.



## 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. This year, PACAC's budget will amount to \$21,700. The proposed expenditures for the committee in 2021 are attached as Appendix A of this report.

Submitted by,

Erik Hanson  
Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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Attachment:

Appendix A: 2021 PACAC Budget

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**2021 PACAC Budget**

<b>Account Number</b>	<b>Title</b>	<b>2021</b>
	Salary and Overhead	\$7,700.00
	Advertising and Publicity	\$1,000.00
	Postage	\$500.00
	Doors Open	\$7,000.00
	Special Projects	\$2,000.00
	Office Supplies	\$600.00
	Photocopies	\$100.00
	Membership and Subscriptions	\$100.00
	Training and Development	\$2,700.00
	<b>Total Expenses</b>	<b><u>\$21,700.00</u></b>



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

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

**Meeting Date:** March 4, 2021

**Subject:** Report PACAC21-004  
February 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 February 2021.

## **Recommendation**

That the PACAC approve the recommendation outlined in Report PACAC21-004, dated March 4, 2021 of the Heritage Resources Coordinator, as follows:

That the report with respect to the activities of the Heritage Preservation Office for February 2021 be received for information.

## **Budget and Financial Implications**

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

## Background

**Doors Open 2020/21** – Doors Open Peterborough created a digital program for 2020/2021. The videos were launched in February and can be viewed on the Doors Open Ontario website. The committee plans to release videos throughout 2021 for the digital program.

**Young Canada Works** –The HPO has submitted an application to the program for a number of summer students to support HPO operations for the summer. The HPO is currently working on an application for a 6-month intern position to be filled in the fall.

**Downtown Heritage Conservation District** – The 2021 City budget includes funds for the completion of a heritage conservation district study for the historic commercial core of the city. HPO staff have begun preparing the Request for Proposals from consultants for the completion of the study. The PACAC will have a central role in the consultation process. A presentation to the committee will be made in March or April to provide an overview of the district process.

Submitted by,

Erik Hanson  
Heritage Resources Coordinator

Jennifer Guerin  
Heritage Researcher

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