



**City of
Peterborough**

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

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

Meeting Date: **December 3, 2015**

Subject: **Report PACAC15-041
Strategic Plan and Action Plan**

Purpose

A report to recommend that the PACAC review and adopt the updated draft of its Strategic Plan and develop a corresponding Action Plan for 2016.

Recommendations

That the Peterborough Architectural Conservation Advisory Committee approve the recommendations outlined in Report PACAC15-041, dated December 3, 2015 of the Heritage Resources Coordinator, as follows:

- a) That the PACAC adopt the updated Strategic Plan to guide the implementation of committee initiatives from 2016 onwards.
- b) That, based on the Strategic Plan, the PACAC identifies and approves a list of action items for completion in 2016.

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. At that meeting, the Committee passed the following recommendation:

That a sub-committee be struck, consisting of Catherine Dibben and Paul Lumsden, to prioritize the Strategic Plan initiatives and report back to Committee in September.

The sub-committee provided its initial report to the committee on September 3, 2015. In its report the sub-committee suggested several points for further discussion:

- That the Committee review the proposed mission statement;
- That the Committee clearly define what the audience is for the strategic plan;
- That the Committee compare the proposed draft with the 2014 summary looking for possible omissions that should be considered as additional objectives or supporting initiatives;
- That the Committee prioritize the objectives and determine the suitability of their supporting initiatives;
- That the Committee create an introduction (preamble) and an executive summary for the new document.

Following its review of the sub-committee's report, the PACAC approved the following recommendations:

- That the sub-committee meet with the HPO Office and the PACAC Chair to continue working on the Strategic Plan, and
- That the Committee Chair send an email to PACAC members with the strategic plan updates prior to it coming back before the Committee.

The sub-committee met with HPO staff on Tuesday, October 6 to discuss next steps in the strategic planning process, and have since provided an updated draft of the Strategic Plan (Appendix A) for review by PACAC members in advance of the meeting of November 5, 2015.

At the meeting of November 5, 2015, members of the PACAC reviewed and discussed the updated draft Strategic Plan, and passed the following motions related to it:

- That the PACAC receive the updated draft Strategic Plan for discussion
- That following its discussion the PACAC amend the Strategic Plan as directed by the Committee; and
- That the final version of the Strategic Plan be brought back to Committee in February 2016 for final approval by the Committee.

The sub-committee met with HPO staff on November 13th and following this meeting updated the draft Strategic Plan (Appendix A) in time for it to be brought back to the Committee for final approval at a meeting called by the Chair on December 3, 2015, rather than in February, 2016.

Staff will facilitate a planning exercise to provide the PACAC with an opportunity to review its initiatives from 2015 (Appendix B), and develop an Action Plan for 2016 that corresponds with the objectives outlined in the Strategic Plan.

Submitted by,

Erik Hanson
Heritage Resources Coordinator

Kathryn Matheson
Heritage Researcher

Contact Name:

Erik Hanson
Heritage Resources Coordinator
Phone: 705-742-7777 Ext. 1489
Toll Free: 1-855-738-3755
Fax: 705-748-8824
E-Mail: ehanson@peterborough.ca

Attachments:

Appendix A: Updated draft Strategic Plan
Appendix B: PACAC Year in Review