



City of  
**Peterborough**

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

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

**Meeting Date:** December 8, 2016

**Subject:** Report PACAC16-043  
2017 Action Plan

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## **Purpose**

A report to recommend that the PACAC develop an Action Plan for 2017.

## **Recommendation**

That the Peterborough Architectural Conservation Advisory Committee approve the recommendation outlined in Report PACAC16-043, dated December 8, 2016 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 2017.

## **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, 2015.

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.

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 13, 2015, and following this meeting updated the draft Strategic Plan 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.

At its meeting of December 3, 2015, the PACAC approved the following recommendations:

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

Based on the objectives of the Strategic Plan (Appendix A), staff will facilitate a planning exercise to provide the PACAC with an opportunity to review its Action Plan (Appendix B) and resulting initiatives from 2016 (Appendix C), and to develop a corresponding Action Plan for 2017.

Submitted by,

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Attachments:  
Appendix A: PACAC Strategic Plan  
Appendix B: PACAC 2016 Action Plan  
Appendix C: PACAC Year in Review