

Mission Statement

Pursuant to the *Ontario Heritage Act*, the Peterborough Architectural Conservation Advisory Committee (the PACAC) advises Council on heritage matters. It encourages an appreciation of local heritage and celebrates participation in its preservation. The PACAC promotes a climate of responsible Stewardship of the community's cultural heritage assets and aims to enhance the quality of life of all members of the community.

PACAC**Preamble**

Cultural heritage resources contribute to Peterborough’s identity and sense of history, as well as to the city’s economic potential and the quality of life of its inhabitants.

Heritage is threefold: built, cultural, and natural.

Properties of cultural heritage value or interest include buildings or structures, historical sites, cultural landscapes, and archaeological sites. These sites provide physical and cultural links to the original settlement of the area, by connecting the present to specific periods or events in history.

The PACAC was established by City Council as a Municipal Heritage Committee pursuant to the *Ontario Heritage Act, R.S.O.1990, C.O. 18* and appoints applicants from the city to multi-year terms of office.

The members of the PACAC have a mandate to promote heritage matters and to advise City Council, pursuant to the *Act*. They aim to support the framework outlined in the Official Plan for the protection and enhancement of the heritage resources within the city.

PACAC**Definitions**

Act – means the *Ontario Heritage Act, R.S.O. 1990, C.O. 18*;

PACAC – means the Peterborough Architectural Conservation Advisory Committee, being a municipal heritage committee under the *Act*;

Council – means the duly elected municipal council for the Corporation of the City of Peterborough;

Stewardship – means responsible management of something entrusted to one's care;

Heritage Preservation Office or HPO – means the branch of the Arts, Culture and Heritage Division mandated to encourage and enhance the protection of the City's heritage and archaeological resources;

DBIA – means the Downtown Business Improvement Area;

Village BIA - means the Business Improvement Area in the Village of Ashburnham.

PACAC

Executive Summary

This document, which serves as both the guiding and working paper for the PACAC, is comprised of three main parts:

1. The concise objectives of the PACAC, reflecting both the *Ontario Heritage Act* and By-Law Number 15-003 of the Corporation of the City of Peterborough *Being a By-law to establish a Municipal Heritage Committee*
 - these objectives will be the point of reference for establishing what the PACAC wishes to accomplish in the foreseeable future
 - these objectives of the PACAC will serve as a checkpoint for the PACAC to determine if they are exceeding their bounds in some situations or failing to fulfill their mandate in others
 - these objectives will be subject to annual review and change but may be modified at any time, if required
 - these objectives may also be modified if the terms of the *Ontario Heritage Act* or By-law Number 15-003 change
2. The action plan for the coming year or, in some cases, several years, reflecting the objectives and outlining the initiatives to be implemented by the PACAC
 - this plan will be created by all of the PACAC members
 - the Chair will determine if the members' suggestions are viable, given the length of time for implementation
 - this action plan will be subject to evaluation before a new plan is developed

3. The evaluation of the outcomes of the action plan

- will use tools for evaluation which may be quantitative and/or qualitative
- will be used to determine if the initiatives were effective
- will lead to discussion about extending the initiatives or curtailing them
- will lead to discussion about the creation of a new action plan
- will review the appropriateness of the initiatives

In addition, the document includes the mission statement of the PACAC, a preamble, the definitions of terminology used in the document, and the executive summary.

Timeline

- objectives will be subject to review at any time
- evaluation of the outcomes will take place at the November meeting, or, at the call of the Chair, at a special meeting before the end of the calendar year
- the action plan for the next calendar year will be developed and finalized by the end of the calendar year and provided to new members of the PACAC at their first meeting of the year

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

- recommend to Council the designation of properties of cultural heritage value or interest
- recommend to Council the study of potential heritage districts and landscapes, as resources permit
- advise Council on potential heritage issues arising from development applications, applications pursuant to the *Ontario Building Code Act*, and the *Official Plan of the Corporation of the City of Peterborough*

PACAC**Objectives****2. Increase awareness of heritage conservation**

- encourage members of the PACAC to be involved in the planning and execution of activities such as Doors Open, walking tours, the annual Heritage Hunt, thematic tours (e.g. stone houses) and other activities associated with heritage conservation awareness
- increase public awareness of the rôle, the effectiveness, and the activities of the PACAC

PACAC

Objectives

3. Advise and support the Heritage Preservation Office

- **advise the Heritage Preservation Office on all heritage matters brought to its attention**

PACAC

Objectives

- 4. Participate in activities that develop the knowledge and ability of the members**
 - **attend symposia, conferences, seminars, webinars, and other activities that provide professional development**
 - **serve on sub-committees of the PACAC**
 - **represent the PACAC on other committees of Council**

PACAC Evaluation of the Outcomes of the Action Plans

The following quotation offers examples of various means of evaluating the outcome of the action plans.

“It is important to take a step back and look at what your committee has been able to accomplish periodically and over the course of its mandate. Consider your committee’s accomplishments in both quantitative and qualitative terms. How many properties were designated? How many plaques were erected or heritage awards given? Was an important inventory undertaken or educational program established? How many people attended your Doors Open event? Did the committee work with any new groups or partners that they hadn’t worked with before? Did the media or the general public take a greater interest in heritage? Did the committee manage a particularly difficult heritage controversy? What was the outcome?”

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You’re Community, Your Heritage, Your Committee

A Guide to Establishing and Sustaining an Effective Municipal Heritage Committee

Ontario Heritage Tool Kit

Queen’s Printer for Ontario, 2006

Appendix A

PACAC

Action Plan

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

e.g. offer advice on the following heritage matters

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[past examples include PCVS, the Family Y, heritage designation of the Avenues, requests from owners of heritage properties, Mount St. Joseph, the County Gaol, etc.]

e.g. explore ways to improve the level of communication with Council

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[past examples – invitation to walkabout of the downtown or the village, an open Q and A session with councillors, PACAC presentation to initiate new councillors, etc.]

Appendix A

PACAC

Action Plan

Objective 2 Increase awareness of heritage conservation

e.g. explore ways to improve the level of communication with the DBIA and the Village BIA

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[past examples – a small heritage hunt for the members of the DBIA and the Village BIA, an explanation of the possible tax reductions from designation, the details of the façade improvement program, etc.]

e.g. improve communication with the community

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[past examples – seek a larger profile in the social media, more press releases, etc.]

Appendix A

e.g. improve communication with the tourism sector

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[past examples – provide heritage walking tour information, provide heritage maps, etc.]

e.g. improve communication with local developers

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[past example – recognize developers for good work]

Appendix A

PACAC

Action Plan

Objective 3 Advise and support the Heritage Preservation Office staff

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[past examples – advise on the designation of properties as being of heritage value, promote and support the need for the completion of a heritage tree policy, advise on Jackson Park, the Parkway, the St. Louis Street Urban Development, etc.]

Appendix A

PACAC

Action Plan

Objective 4 Participate in activities that develop the knowledge and ability of the members

e.g. use professional development money available to attend conferences, symposia and other similar activities

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[past examples – Doors Open symposium in Cobourg, Ontario Heritage Trust conference in Peterborough, etc.]

e.g. represent the PACAC on other committees of Council

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[past examples – PACAC rep to ACHAC, PACAC rep to Cenotaph Committee, etc.]

e.g. serve on sub-committees of the PACAC

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[past examples – Designation Committee, Communication Committee, Strategic Plan Committee, etc.]