



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:** January 5, 2017

**Subject:** Report PACAC17-005  
Designation and Permitting Sub-Committee

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## **Purpose**

A report to recommend that the PACAC expand the mandate of the Designation Sub-Committee and appoint a Chair and two additional members to this re-constituted sub-committee.

## **Recommendations**

That the Peterborough Architectural Conservation Advisory Committee approve the recommendations outlined in Report PACAC17-005, dated January 5, 2017 of the Heritage Resources Coordinator, as follows:

- a) That the PACAC expand the mandate of the Designation Sub-Committee to include the review of relevant Heritage Permit Applications;
- b) That the Designation Sub-Committee be reconstituted as the Designation and Permitting Sub-Committee; and
- c) That the PACAC appoint a Chair and two additional members to this re-constituted sub-committee.

## **Budget and Financial Implications**

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

## Background

Section 8.1 of the enabling By-law for the PACAC, #15-003, states that the “PACAC may, from time to time, establish sub-committees, of not fewer than three (3) people, with such terms of reference as PACAC considers desirable.”

For the last decade, the PACAC has constituted annually a Designation Sub-Committee tasked with the review and evaluation of properties against the committee’s established criteria for designation under Part IV of the **Ontario Heritage Act**.

It is anticipated that this re-constituted sub-committee would continue its role in the evaluation of properties for individual designation, but would also assume a role, as applicable, in the Heritage Permit application process.

At its meeting of October 6, 2016, the PACAC passed a motion to “endorse the resource guides developed in support of the Heritage Permit application process for designated properties.” There are currently 127 properties in the City of Peterborough designated under Part IV of the **Ontario Heritage Act**. In accordance with Part IV, Sections 33 and 34 of the **Ontario Heritage Act**, the approval of the municipality is required in order to perform certain alterations, construction, or demolition on any part of an individually designated property.

With the passage of By-law 16-099 on September 12, 2016, enabling The Avenues and Neighbourhood Heritage Conservation District, the Heritage Preservation Office assumed responsibility for an additional 344 properties, which will be governed by the requirements of Part V of the **Ontario Heritage Act**. Under Part V, Section 42 of the **Ontario Heritage Act**, the approval of the municipality is required in order to perform certain alterations, construction, or demolition on any part of a designated property other than the interior. This approval is granted in the form of a Heritage Permit.

In the case of Heritage Permit applications for both individually designated properties, and properties that form a part of a Heritage Conservation District, the PACAC may review these applications as a part of the application process, depending on the scope of a proposed alteration.

In order to streamline the review process, it is recommended that, when applicable, applications for Heritage Permits come to the Designation and Permitting Sub-Committee for a full review and comment. This approach will enable applications to be processed more expediently, given the ability of the sub-committee to meet outside of the regularly scheduled monthly meetings for the PACAC. Recommendations of the Designation and Permitting Sub-Committee would then be brought forward to the full committee for final approval.

Submitted by,

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