



City of
Peterborough

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

FROM: Erik Hanson, Heritage Resources Coordinator

MEETING DATE: May 14, 2013

SUBJECT: Report PACAC13-017
PACAC By-Law Update

PURPOSE

A report to recommend that the current By-law enabling the Municipal Heritage Committee be updated to reflect the Committee's current operations.

RECOMMENDATIONS

That the PACAC approve the recommendations outlined in Report PACAC13-017, dated May 14, 2013 of the Heritage Resources Coordinator as follows:

- a) That PACAC approves the changes to its enabling by-law as outlined in the draft By-law attached as Appendix A, and;
- b) That PACAC request staff to forward the By-law to Council under cover of a staff report recommending its passage.

BUDGET AND FINANCIAL IMPLICATIONS

There are no direct budget or financial implications resulting from this report.

BACKGROUND

The current By-law defining the operations of PACAC was passed by Council in 2006 and reflected the first updates to the operations of the Committee since its creation in 1975. At that time the mandate, function, composition and operation of the Committee was more clearly articulated than it had been in the 1975 By-law. In the last seven years, several more aspects of committee business have changed. It was decided by the Committee in the spring of 2013 that those changes should be formally recognized in the By-law.

There are four main changes in the proposed By-law amendments:

- a) For many years, given the close working relationship between the two groups, the Peterborough Historical Society (PHS) has had a representative attend PACAC meetings. This practice was not recognized in the 2006 By-law and has become problematic as the way in which meetings are conducted becomes more formalized. The proposed By-law increases the size of the Committee by one member and stipulates that a member of the PHS be appointed by Council as a voting member of PACAC. The only restriction is that the PHS representative cannot hold office on PACAC.
- b) The offices of treasurer and corresponding secretary have been eliminated. The treasurer position was needed when PACAC held bank accounts outside of the City's financial operations. Now that all financial transactions occur as part of the financial accounting of the City the treasurer position is unnecessary. The corresponding secretary was needed prior to the creation of the Heritage Preservation Office (HPO) when there was no City staff to receive mail or process correspondence on behalf of the Committee.
- c) A number of changes have been made to bring the Committee's conduct into conformity with City operations: the By-law now references the Heritage Preservation Office, not a specific position; the Committee now follows the City's Procedural By-law, and; the reasons for dismissal from the Committee have been clarified.

With this update to the PACAC By-law will have both formally recognized its current practices and brought them into conformity with City process and procedures.

Submitted by,

Erik Hanson
Heritage Resources Coordinator

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Attachments:

Appendix A – Revised Draft By-law