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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:** July 7, 2020

**Subject:** Report PACAC20-017  
Delegated Authority

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## **Purpose**

A report to recommend that the PACAC delegate authority for approving heritage grants to staff.

## **Recommendations**

That the Peterborough Architectural Conservation Advisory Committee approve the recommendations outlined in Report PACAC20-017, dated July 7, 2020 of the Heritage Resources Coordinator, as follows:

- a) That the PACAC temporarily delegate authority to Heritage Preservation Office staff to approve Heritage Conservation District (HCD) Grant Applications based on Grant Guidelines as outlined in the Application Package (Appendix A) until December 31, 2020, and;
- b) That the temporary delegation of authority may be extended at the committee's discretion.

## **Budget and Financial Implications**

There are no budgetary or financial implication associated with the adoption of the recommendations.

## Background

On June 27, 2016, Council adopted the Plan for the Avenues and Neighbourhood Heritage Conservation District. At that time, Council also approved a Preservation Incentive Program for owners in the district, providing matching grants up to \$5,000 for eligible restoration work. For a project to be eligible, it must be directed toward the conservation or restoration of heritage attributes cited in the District Plan. Typical projects include the conservation of original windows, the restoration of decorative trim, and the restoration of an original porch or veranda. Routine maintenance is not an eligible expense. The grant is administered by the Heritage Preservation Office which reviews the applications and prepares a recommendation report for the PACAC's approval.

With the shutdown of City facilities due to the COVID-19 pandemic, the heritage committee has been unable to meet regularly. While the gradual reopening of commerce is seeing the construction season begin in earnest, many grant applications for this year have been delayed as contractors struggle to provide quotes required for complete applications. The HPO is estimating that three to five applications will be submitted over the next month and there is no certainty that the committee will be able to meet again before September. In an effort to fast-track the approval and construction of grant eligible projects, staff is recommending that temporary delegated authority be given to the HPO to approve grants for the remainder of 2020. The report also allows for the committee to extend the delegation of approvals to staff beyond that date if it so wishes.

Submitted by,

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Heritage Researcher

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Attachments:

Appendix A: Heritage Conservation District Grant Guidelines