

## APPENDIX B

### PROJECT DESCRIPTION

#### **Municipal Cultural Plan**

The City of Peterborough will develop a Municipal Cultural Plan to ensure that along with economic, social and environmental factors, cultural factors are considered when the City makes decisions. The project will involve: an inclusive community consultation process; mapping and profiling the City's cultural assets; and creating cross-cultural and cross-sectoral partnerships to integrate cultural planning with other City operations (i.e. land use planning).

This Agreement covers the period outlined below in the timeline of activities.

### TIMELINE OF ACTIVITIES

Date	Milestones	Outputs
April - May 2010	<ul style="list-style-type: none"><li>- Update cultural map and build profiles of cultural assets</li></ul>	<ul style="list-style-type: none"><li>- Cultural profile of the community, including a mapping system and database of cultural assets, both tangible and intangible.</li></ul>
May 2010	<ul style="list-style-type: none"><li>- Release of request for proposals (RFP) seeking a consultant</li><li>- Contract MCP Researcher</li></ul>	<ul style="list-style-type: none"><li>- RFP</li><li>- MCP Researcher installed</li></ul>
June 2010	<ul style="list-style-type: none"><li>- Cultural mapping data integrated into the City's AMANDA database (a database that is shared with other City divisions and departments, including Building and Planning)</li></ul>	<ul style="list-style-type: none"><li>- Reports that require combining cultural mapping data with data from other departments</li><li>- Arts, Culture &amp; Heritage Division staff trained in AMANDA</li><li>- Agreements with other City divisions and departments regarding sharing of information</li></ul>
June 2010	<ul style="list-style-type: none"><li>- Selection of consultant (approval from City Council)</li></ul>	<ul style="list-style-type: none"><li>- A qualified consultant to lead the Community Consultation and Capacity Review</li></ul>
July – November 2010	<ul style="list-style-type: none"><li>- Community consultation sessions</li><li>- Review of the capacity of the Arts, Culture &amp; Heritage Division and Advisory Council</li></ul>	<ul style="list-style-type: none"><li>- Community engagement in cultural planning</li><li>- Input from a diverse group of stakeholders</li></ul>
December 2010 –	<ul style="list-style-type: none"><li>- Preparation of report with recommendations outlining the</li></ul>	<ul style="list-style-type: none"><li>- A unified vision of cultural prosperity</li></ul>

January 2011	municipality's role in enhancing cultural prosperity	<ul style="list-style-type: none"> <li>- Recommendations for improving the structure of the Arts, Culture &amp; Heritage Division and Advisory Committee</li> <li>- A defined mission for the Arts, Culture &amp; Heritage Division</li> </ul>
February 2011 - March 2011	<ul style="list-style-type: none"> <li>- Final presentations of the Consultant's report to:               <ul style="list-style-type: none"> <li>o Arts, Culture &amp; Heritage Advisory Committee</li> <li>o Peterborough Architectural Conservation Advisory Committee (Municipal Heritage Committee)</li> <li>o Arenas, Parks &amp; Recreation Advisory Committee</li> <li>o General Public</li> <li>o City Council</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Draft of Municipal Cultural Plan</li> </ul>

Note: The consultant's report will be submitted to the Ministry of Tourism and Culture as part of the final report. Final copy of the City's municipal cultural plan will be submitted post approval by Peterborough City Council.