

**ARCHITECTURAL CONSERVANCY ONTARIO  
PORT HOPE BRANCH  
MINUTES OF MEETING**

**Place:** Caretaker's Cottage  
**Time:** Thursday, June 6, 2019 at 7:00 p.m.  
**Present:** Julie Mavis, Bruce Bowden, Matt Desbarbieux, Ted Holmes, Moya McPhail, Marielle Lambert, Susan Layard, Phil Carter, Anna Gray, Ian MacKay, Hugh Parker  
**Regrets:** Susan Carmichael  
**Guests:** Patsy Beeson, Derek Hulbert, Joan Tooke

**CALL TO ORDER:** 7:00 p.m.

**DECLARATION OF CONFLICT OF INTEREST:** None

**AGENDA:**

**MOTION:** to Approve Agenda with Addition to Other Business – under new business add Garden Tour  
(Moya / Matt) **CARRIED**

**MINUTES:**

**MOTION:** to Approve Minutes of May 2, 2019  
(Bruce / Marielle) **CARRIED**

**BUSINESS ARISING FROM THE MINUTES:** None

**CORRESPONDENCE:**

- Email from Peggy Bennett to say that 28 Bedford, which is designated, has been purchased by the PHAI. The correspondence has been passed to the Advocacy Committee for consideration.

**CHAIR'S REPORT: Julie Mavis**

- Julie spent two days with Hugh Parker and the ACO's auditors.
- Is it time to have an Administrator to help support the Board with its activities
- Rosie's cottage will most likely will be demolished this demonstrates the urgency of listing buildings on the Heritage Registry
- At a recent Heritage Conference in Goderich one of the breakout sessions was on Barn Quilt Trails and their impact on tourism. They would like our Barn Quilt Trail to be added to the other six already on their website
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**TREASURER'S REPORT: Hugh Parker**

- A 6-month financial report will be presented to the Board in July
- The recent audit was a valuable learning experience, and thank you to Julie for being present

## COMMITTEE REPORTS

- **ANTIQUES & ARTIFACTS: Joan Tooke/Ted Holmes**
  - Joan presented a wrap-up report on the auction held on April 28 (copy attached)
  - Ted reported that he had been in contact with the new Auction co-chairs, Sharon Hancock and Peter Duck, and he and Julie will be meeting with them on June 13<sup>th</sup> to discuss how the Board can support their efforts. The first committee meeting will be on July 11<sup>th</sup> and Ted will attend.
  
- **ADVOCACY: Susan Layard/Bruce Bowden**
  - Have asked Stephen Henderson for a cost estimate to move Rosie's Cottage
  - The Mayor reacted favourably to using Kings Field as a temporary home for Rosie's Cottage – as long as no taxpayer money is spent
  - Phil will bring the issue of Rosie's Cottage not being designated to the HPH and also request that the demolition permit be delayed or rescinded
  - Susan will phone Mason Homes to determine if the June 4<sup>th</sup> deadline for the ACO to react can be extended
  
- **COMMUNICATIONS: Marielle Lambert**
  - She has met with Adam at Cats Media and now knows how to use Mail Chimp
  
- **EVENTS: Marielle Lambert**
  - No report
  
- **FUND RAISING: Anna Gray/Moya McPhail**
  - Tour in France – 22 signed up
  - Planning for a second trip in the Fall of 2020
  - There will be a fund raiser for the Opera House on Sept 22 with Mary Lou Fallis at the United Church, with a reception at the McBride's
  - Little Station fundraiser netted \$2,000
  
- **GOVERNANCE: Ian MacKay**
  - No report
  - FYI – Forming an ad hoc group to look at the need for admin support
  
- **MEMBERSHIP: Anna Gray**
  - Emails have been sent to everyone on the renewals list
  - There is an ongoing question of 'honorary' membership – how does the system work, and who qualifies. Anna will create a draft policy regarding the guidelines for honorary membership status
  
- **NEWSLETTER/BUS TOUR/DISCOVERY: Patsy Beeson**
  - Newsletter – deadline: mid-August
  - The next bus tour will be handled by the Cobourg ACO and will be to Hamilton
  - Tom Cruckshank will be presenting a talk on Hamilton Township on Oct 22
  - The Arthur Williams Discovery Tour was very successful with 30 paying guests
  
- **NEXT GEN: Derek Hurlburt**
  - No report

- **NOMINATIONS: Bruce Bowden**
  - The committee is seeking advice on whether to submit nominations for some or all of 5 of the 12 ACO Provincial awards:
  - 1. AK Sculthorpe Award for Advocacy, 2. The Peter Stokes Reesor Award, 3. The Phil Oberman Award For Adaptive Reuse, 4. The Mary Millard Award for Special Projects, 5. The Public Education and Engagement Award.
  - The consensus of the Board was to go forward with all five.
  
- **OPERA HOUSE PROJECT –Julie Mavis**
  - Julie has received a draft donation form from RBC which has been forwarded to ACO Central
  - A recent property evaluation by the bank will determine the amount of the charitable receipt
  
- **PROJECTS: Phil Carter**
  - Several projects are being discussed:
    - Windows for the Orange Hall (on the parking lot side of the building)
    - Brick repairs to Ian Everdale’s home
  - The proposed expansion work at the Capitol Theatre does not qualify as restoration
  - Hugh will investigate what paperwork is required by the auditors for the initiation of each separate project
  - Hugh proposed a Motion:

“That the Letter of Understanding between the ACO Port Hope Branch and the Municipality of Port Hope regarding the Town Park (Fairgrounds) Gate restoration project dated January 17, 2018, be extended to December 31, 2019.”

Moved by Hugh Parker, Seconded by Bruce Bowden. **CARRIED**
  
- **PROPERTY:**
  - Caretaker’s Cottage:
    - Supply line to the toilet was leaking. Repaired
    - Ants have been reported around the sink. Bait traps to be placed
  - Chapel:
    - The town recently gave the Chapel the street address of 112 Toronto Road
    - Painting will continue
  
- **SCHOLARSHIPS: Matt Desbarbieux**
  - No Report
  
- **OTHER BUSINESS: Moya McPhail**
  - Moya reminded everyone of the Garden Tour this Saturday, June 15<sup>th</sup>

**MEETING CONCLUDED: 8:40 pm**

**NEXT MEETING: Thursday July 4, 2019 at 7:00pm**

Minutes recorded by Ted Holmes