

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

**Place:** Zoom  
**Time:** Thursday, November 4, 2021 7p.m.  
**Present:** Bruce Bowden, Anna Gray, Ian MacKay, Hugh Parker, Katherine McHarg, Brenda Willows, Bill Bickle, Susan Layard, Laura Antonik, Lydia Svenningson, Phil Carter and Susan Carmichael

**Regrets:** None

**Guests:** Patsy Beeson, Marie Jones, Phil Goldsmith and Stephen Henderson

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

**LAND ACKNOWLEDGEMENT**

**DECLARATION OF CONFLICT OF INTEREST:** None

**AGENDA:**

**MOTION:** to Approve Agenda with the addition of Little Station and a reordering of items  
(Anna/Ian) **CARRIED**

**MINUTES:**

**MOTION:** to Approve Minutes of October 7, 2021  
(Hugh/Lydia) **CARRIED**

**CORRESPONDENCE:** None

**HPH: Marie Jones**

- CNL has requested the severance of the pond from 28 Bedford St. – new plans for the remediation of the Hunt ponds
- Letourneau Consulting will be providing key services within Port Hope's Planning Dept. with input to the Listing Project and Windows Policy
- 4 properties submitted for designation – Little Station, 10 Armour St. 18 Princes St. 48 Dorset St. E.
- Tom Dodds – Director of Community Development for Port Hope has resigned

**Little Station: Bruce Bowden**

- The building requires a new roof and some exterior building repair
- Stephen Henderson provided the Board with a number of options: Shingles, Steel plus stopping rafter rot
- It was agreed restoration should include costing a new roof in cedar shingles
- Work unlikely to be completed this year so building needs to be tarpaulined until spring

**CHAIR'S REPORT: Bruce Bowden**

- per Chair's Report distributed by email prior to meeting
  - Highlights included an update on Auction, Walton Street Reconstruction, Membership transition and Website updating.

**TREASURER'S REPORT: Hugh Parker**

- Distributed via email prior to meeting
- Estimated Year End Balance – Assets - \$487,900. – Liabilities -\$21,000 = \$466,900.

**FINANCE COMMITTEE– Hugh Parker**

- Distributed via email prior to meeting
- Highlights include: Commitment to Opera House of \$200,000. in restoration costs, ACOntario owes branch about \$2,200. in membership fees, tenant’s insurance quotations are being pursued for the Chapel and Caretaker’s Cottage, Auction contributed \$32,000. with a number of other issues outstanding, bank account will be moved to BMO at the end of year as requested by ACOntario.

**MOTION:** On or about December 31,2021 the balance of funds in the Branch general account at TD Canada Trust (account # 0314 7905-5209069) be transferred to its new general account at Bank of Montreal (account # 3062 8978-968) (Hugh/Anna) **CARRIED**

**MOTION:** That the signing officers for the BMO account be Bruce Bowden, Ian MacKay, Susan Carmichael, Brenda Willows together with ACOntario COO -Will Coukell and Board Chair – Diane Chin (Hugh/Ian) **CARRIED**

**MOTION:** The Branch accept Hugh Parker’s resignation as ACO Port Hope Treasurer effective January 1, 2022 and Brenda Willows be appointed acting Treasurer effective January 1, 2022 and Brenda Willows be nominated as Treasurer for the purposes of the election at the next Annual Meeting. (Hugh/Ian) **CARRIED**

**COMMITTEE REPORTS:**

- **COMMUNICATIONS/MARKETING: Bill Bickle, Laura Antonik**
  - Bill provided an article for ACO Matters on Tiny Homes: Municipalities need to change bylaws to accommodate Tiny Homes
  - Laura provided a slide show outlining the framework for building a new website – likely will take 6 to 8 months
- **“In Camera” Session**
- **OTHER BUSINESS**
  - None

**MEETING CONCLUDED: 9:30 pm**

**NEXT MEETING: Thursday December 2, 2021**

Minutes recorded by Susan Carmichael