

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

Place: Caretaker's Cottage
Time: Thursday, June 8, 2023, 7p.m.
Present: Ian McKay, Katherine McHarg, Brenda Willows, Laura Antonik, Tom Cruickshank, Janet Eby, Bill Bickle, Jenny Wadds, Bruce Bowden, Susan Layard, and Susan Carmichael

Regrets: Lydia Svenningson, Phil Carter

Guests: Patsy Beeson

CALL TO ORDER: 7:00 p.m.

LAND ACKNOWLEDGEMENT-

DECLARATION OF CONFLICT OF INTEREST: None

AGENDA:

MOTION: to Approve Agenda
(Jenny/Tom) **CARRIED**

MINUTES:

MOTION: to Approve Minutes of May 4, 2023
(Jenny/Susan L.) **CARRIED**

BUSINESS ARISING FROM MINUTES: None

CORRESPONDENCE: Thank you note from Diane and Frank Steblaj for the Marion Garland Award

CHAIR'S REPORT: Ian MacKay

- Katherine and I have joined a Social Media Committee for ACOntario to form policies for branches.
- Provincial awards deadline is the end of the month for any submissions.
- Meeting with the municipality to determine if Little Station should be turned over to the town.

TREASURER'S REPORT – Brenda Willows

- Finance Committee has discussed and recommended the following:
 - Financial Planning- Currently branch has short term investments of \$270,000 and \$150,000 will be redeemed in June to cover the Everdell grant and the Little Station building repairs. It was agreed a reserve of \$100,000 will be maintained to cover ongoing operating expenses and fund unexpected projects.

MOTION: the Finance committee recommends that the branch attempt to maintain a reserve of \$100,000 to be used for special projects if they arise or to cover on-going operating costs if fundraising, donations, and memberships are insufficient to cover operating costs.

(Brenda/Susan L.) CARRIED

- Budget – was presented to the Board in March but not approved. Revised Budget provided to Board.

MOTION: The up-dated 2023 budget be approved as presented.

(Brenda/Bruce) CARRIED

- Procurement – Finance Committee recommends that when expenses are offset by revenue such as the Christmas party, it does not require Board approval. Governance document will be updated to include this recommendation.

COMMITTEE REPORTS:

- **Advocacy – Bruce Bowden/Susan Layard via email**

- Highlights include:
 - 65 Ward St.- On May 23 a closed meeting was held with Port Hope Council and Minister Paul Calandra – Long term Care and staff and MPP David Piccini and staff and Southbridge. The authorized description of this Closed Session was provided to all Board members. There were expectations that 65 Ward St. would come up at the recent Council meeting but was not on the agenda. The mayor did summarize what had happened regarding MZO. Southbridge has applied for a demolition permit and Staff will need to prepare a report that will go to HPH and then to Council for vote. No information regarding timing was given. ACO will continue advocate for the saving of the heritage building.
 - Next steps: to meet with Council members and the mayor.
 - Walton Street Reconstruction – Light standards are going to be refurbished.
 - Waterfront/Riverwalk Working Group - Port Hope Heritage Conservation Districts and Heritage Designations and Indigenous Heritage Culture has been added to the plan.
 - HPH Windows Policy – HPH recommendations was not passed at the COW meeting. Very few Councillors supported the recommended policy.

- **BBQ – Susan Carmichael**

- July 20th at Graham Pugh and Candy Shaw’s gardens –
 - Over 80 have responded to date.
 - All volunteers have been recruited.
 - Homeowner has asked all attendees sign a Liability Waiver – still deciding how this will be handled.

- **Communications/Marketing – Bill Bickle via email**

- Highlights include:
 - Committee supports Board and its committees and all the events over the year as well as the important partners.
 - Migrate the Walking Tour content from PHHF to the Education committee- to determine best solution.

- **Education- Katherine McHarg/Jenny Wadds via email**

- New committee- Tom Cruickshank, Marnie Bickle, Brian Buttery, and Patsy Beeson
- Walking Tours will be part of Education – strategy in development.
- Planning on Quarterly Lectures
- Developing a strategy

- **Fundraising – Ian MacKay**

- A huge thank you to Anna Gray and Moya McPhail for their past contribution on this committee.
- Anna is organizing this year’s trip to Italy which will contribute about \$4500.
- It was agreed a fundraising committee is not required but we need a Organizer of the annual ACO trip.

- **HPH –Marie Jones via email**

- Highlights include:
 - Heritage staff are giving consideration to the creation of a policy and procedures for Paint Palette

- Armour St and Dorset St. E plaque unveilings scheduled for June 4th
- Little Station – redesignation has become a challenge with the town owning the land and ACO owns the building.
- Listing Project under review due to the changes from Bill 23.
- Walton Street reconstruction – Light standards to be refurbished.
- 65 Ward St. – update listed in Advocacy report.

- **OTHER BUSINESS-** None

MEETING CONCLUDED: 8:40 pm

NEXT MEETING: Thursday July 6, 2023

Minutes recorded by Susan Carmichael