

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

Place: Caretaker's Cottage

Time: December 4th, 2025, 7:00 p.m.

Present: Katherine McHarg, Susan Layard, Brenda Willows, Brian Buttery, Malcolm Pike, Lydia Bell-Gradon, Tom Cruickshank

Regrets: Greg Cooper, Jenny Wadds, Patsy Beeson

Guests: Laura Antonik

Meeting Chair: Katherine McHarg

Minutes taken by: Susan Layard

CALL TO ORDER: 7:00 p.m.

LAND ACKNOWLEDGEMENT:

DECLARATION OF CONFLICT OF INTEREST: None

AGENDA:

**MOTION: To approve the agenda of this meeting.
(Tom/Malcolm) CARRIED**

MINUTES:

**MOTION: To approve the minutes of the November 6th, 2025 meeting
(Lydia/Brian) CARRIED**

BUSINESS ARISING FROM MINUTES: None

CORRESPONDENCE:

- Thank you note from the Port Hope Library for assistance with a book launch
- Thank you note from TCS students for providing a project for their Week Without Walls programme

CHAIRS' REPORT:

- Congratulations to Brian, Blaise and all volunteers for spectacular November Auction which raised over \$15,000
- Information given regarding ACO Inc.'s Transition Year

**MOTION: To approve the payment of \$11,526 to the ACO Inc. Provincial Office
for our 2025 Audit, Bookkeeping and Insurance costs.
(Susan/Brian) CARRIED with two abstentions**

**MOTION: To postpone this year's Annual Meeting to the Spring of 2026 after the decision
regarding ACO Inc.'s future structure is made.**

(Susan/Lydia) CARRIED

TREASURER'S REPORT: Brenda Willows

- A written report regarding the November Auction proceeds was circulated. Brenda noted that \$15,600 was raised

COMMITTEE REPORTS

ADVOCACY: Susan Layard

Highlights include:

- At a Special Council meeting, the developer of the former MTO lands noted that they will apply to have the old CNoR station designated
 - OLT Case Management Conference for 65 Ward Street will take place on January 16th, 2026
- A small committee of ACO members is trying to find a potential owner for the File Factory which is currently for sale

AUCTION COMMITTEE: Brian Buttery

- Committee is very pleased with the November Auction: more people attended and bid, the Tag Sale was a hit and Queenie's food was excellent.
- New items are now being accepted for our next auction, but a date hasn't been set

EDUCATION: Katherine McHarg

- TCS project complete and very successful - lead student wants to do it again next year
- Walking Tours - downtown tours could be capped due to crowded conditions on the sidewalks, new Saints and Sinners tour coming for next year

MARKETING/COMMUNICATIONS:

- Laura noted the following statistics for our website:
 - 7000 unique users with an average of 3 minutes on the site
 - 18,000 page views: About Us, Auction, Walking Tours, Newsletters, Penryn Park were popular
- Laura will research the cost of a Word Press update which needs to be done

MEMBERSHIPS: Lydia Bell-Gradon

- Current membership: 532

NEWSLETTER: Patsy Beeson

- Patsy was unable to attend the meeting but sent a written report saying that the deadline would be January 16th, 2026
- Potential articles:
 - Barn Study: Tom Cruikshank
 - Auction: Brian Buttery
 - Perhaps something on architectural features

OTHER BUSINESS: Our next meeting will be held on January 8th at Tom's house, 53 Corbett Street.

MEETING CONCLUDED: 8:27 p.m.