

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

**Place:** ZOOM  
**Time:** Thursday, February 5, 2026, at 7p.m.  
**Present:** Katherine McHarg, Susan Layard, Brenda Willows, Lydia Bell-Gradon, Tom Cruickshank, Malcolm Pike, Brian Buttery, Susan Carmichael

**Regrets:** Greg Cooper, Jenny Wadds

**Guests:** Laura Antonik

**CALL TO ORDER:** 7:05 p.m.

**LAND ACKNOWLEDGEMENT-**

**DECLARATION OF CONFLICT OF INTEREST:** None

**AGENDA:**

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

**MINUTES:**

**MOTION:** to Approve Minutes of January 8, 2026  
(Brenda/Lydia) **CARRIED**

**BUSINESS ARISING FROM MINUTES:** none

**CORRESPONDENCE:** Connect Group request for ACO participation at an event in April.

**CO-CHAIR'S REPORT: Susan Layard**

- Awards Committee and Annual Meeting Committee to be established
- Update on the schedule for upcoming Provincial Meetings
- Thank you to the Board for their continued support

**TREASURER'S REPORT: Brenda Willows via email**

Highlights include:

- Draft Statements for year end December 31, 2025 – with bank balance of \$59,240 and Investments of \$224,229.
- Outstanding items from Provincial Office are the Bank Charges and Membership dues

**MOTION:** To approve the 2025 Financial Statements as presented with outstanding items  
(Brenda/Brian) **CARRIED**

- Draft Budget for 2026 presented included less revenue and higher costs as compared to 2025 (plan for 1 Auction and more grants committed for 2026)

**MOTION:** To approve the Budget as presented.  
(Brenda/Lydia) **CARRIED**

## **COMMITTEE REPORTS:**

- **Advocacy – Susan Layard**
  - Provided an update on 65 Ward St., File Factory, Carlyle Condos, CN Station, School on Pine St. N. Metcalfe Terrace
  - Susan L. will prepare a letter to Rod Stewart and HopeTowns agreeing with the Accessibility study for the Heritage district.
  
- **ACO Matters -Patsy Beeson via Katherine McHarg**
  - Draft completed
  
- **Auction – Brian Buttery**
  - Chapel full of items
  - Auction date to be determined
  
- **Education – Katherine McHarg via email**
  - Report included an updated list of Walking Tours and proposed Lectures for the Fall/Winter of 2026
  
- **Grants – Susan Carmichael – No Report**
  
- **Marketing/Communications - Laura Antonik**
  - Maintenance work on website has started
  
- **Membership- Lydia Bell-Gradon**
  - Follow-up on renewals continues
  
- **OTHER BUSINESS**
  - None

**MEETING CONCLUDED: 7:45 pm**

**NEXT MEETING: Thursday March 5, 2026**

Minutes recorded by Susan Carmichael