

PORT HOPE HERITAGE BUSINESS IMPROVEMENT AREA (HBIA)

Monthly Board Meeting Minutes

Wednesday, July 24, 2024 at 6:30 p.m.
Board Room, 5 Mill Street South, Port Hope, Ontario

Present: Chair Robin Dines
Dean Howlett
Bob Dodd
Councillor Todd Attridge

Staff: Andrew Wallen, Manager, Economic Development
Cheryl Carty, Administrator Port Hope HBIA

Absent with Regrets: Carolyn Scatterty
TJ Collina

1. Call to Order

The Port Hope HBIA meeting was called to order at 6.31 p.m.

2. Disclosure of Pecuniary Interest and the Nature Thereof

None declared.

3. Approval of Previous Minutes

3.1 HBIA Meeting Minutes of June 26, 2024

Moved by Dean Howlett
Seconded by Bob Dodd

Motion:

That the HBIA Board Meeting minutes of June 26, 2024 be approved as circulated with revision to Economic Development Division Report. All references to radio remote and magazine opportunities to be moved to “New Business”.

Carried

4. Chamber of Commerce Report

No Chamber of Commerce Report given.

5. Economic Development Division Report

Andrew Wallen provided an Economic Development Report to the HBIA Board. Discussion ensued.

- 300 Entries received to date for the Free Lunch program.
- HBO has wrapped filming for the year. Film Policy review underway, Economic Development currently gathering internal inputs and will review and share with partner groups when ready.
- Tourism Strategy underway, Economic Development will ensure HBIA is part of Tourism Strategy advisory group when ready to be shared.
- HBIA confirmed Bob Dobb will be representative for Tourism Strategy Advisory Group.
- Board requested update on construction progress and whether there is a contingency plan if delayed into Christmas season. Board also inquired as to whether or not there is a post-construction plan (eg/ribbon-cutting, street party). HBIA requested this information in order to help fill any gaps.
- Economic Development to report back on both items.

6. Council Report

Councillor Todd Attridge provided a Report to the HBIA Board. Discussion ensued.

- Councillor Todd Attridge advised that Heritage Port Hope committee has been re-established and motioned he become conduit between each as he sits on both boards and attends all meetings.

Motion:

That Councillor Todd Attridge act as representative for both HBIA and Heritage Port Hope in each organizations Board meeting.

Moved by Councillor Todd Attridge

Seconded by Dean Howlett

Carried

7. Items for Consideration

7.1 Budget Review

Motion 1:

That the Board recommends contributing \$2000 out of the HBIA operating budget to Rod Stewart for the Lamp Post Crests.

Moved by Councillor Todd Attridge

Seconded by Dean Howlett

Carried

Motion 2:

That the HBIA Board further supports the Shop, Dine and Show Program by increasing the initial budget contribution of \$2000 to a maximum of \$5000 for the program.

Moved by Bob Dodd

Seconded by Dean Howlett

Carried

7.2 Be Walton Campaign

- Board discussed “Cash Mobs” and agreed the program should be community-led versus included as an official HBIA activity.
- Board discussed permitting issue with Walton Hotel Stage, Member Bob Dodd to follow up with Max Chipman to rectify.

7.3 HBIA Board Member Roles and Committees

- Chairperson Robin Dines shared draft plan of structure and committees.
- Suggestion made that “Film” could sit under “Governance” committee and “Beautification” under “Promotions + Events” committee.
- Another suggested “Film” could also be included under “Promotions + Events”
- Board discussed HBIA media platforms and how access and control of those properties should work.

Motion 1:

That no one Board Member should have sole full control access of any HBIA media platforms.

Moved by Dean Howlett

Seconded by Bob Dodd

Carried

Motion 2:

That no person who is not a member of the HBIA board be granted access to any HBIA media platforms.

Moved by Councillor Todd Attridge

Seconded by Dean Howlett

Carried

Motion 3:

That the Board nominates member (to be named) to the Civic Awards Committee to represent the HBIA and their interests.

- Time did not permit discussion. Board agreed to move item to next Meeting Agenda.

Member Bob Dodd left meeting at 7:15pm. Quorum no longer met for remainder of meeting.

7.4 Financial Process

- Financial Process was recapped for the Board. Moving forward all costs must be shared and approved via an estimate before costs are incurred.
- All invoices require two Board Members signatures in order to be submitted for processing (ideally one of the two signatures is the Treasurer, when possible).

7.5 Brochures and Printed Materials

- Time did not permit discussion. Board agreed to move item to next Meeting Agenda.

7.6 HBIA Office Signage

- Board discussed need for HBIA office signage. Member confirmed that it did once exist and was removed.
- Cheryl Carty to check with Chamber of Commerce on reason for removal and whether old sign still exists.

8. New Business

- Save the Trees - Board agreed to have them appear at September Meeting to receive an update. Presentation to be limited to 10 minutes followed by a 5 minute Q&A.
- Thank You for Construction Workers - potential for free coffee event or vouchers, or construction ID discounts.
- Construction Greeters - Live way finders, potentially moving Gazebo to other end of Lent Lane.
- Santa Claus Parade - Need to discuss HBIA involvement - float?

9. Next Meeting

The next meeting will be on August 28, 2024 at 6:30PM at 5 Mill Street South.

10. Adjournment

Meeting was adjourned at 7:40PM.