

PORT HOPE HERITAGE BUSINESS IMPROVEMENT AREA (HBIA)

Monthly Board Meeting Minutes

Wednesday, October 23, 2024 at 6:30 p.m.
Committee Room, 2nd Floor, Town Hall, Port Hope, Ontario

Present: Chair Robin Dines
Bob Dodd
Dean Howlett
Carolyn Scattery
Teresa Brown
Councillor Todd Attridge

Staff: Andrew Wallen, Manager, Economic Development
Cheryl Carty, Marketing + Administration Port Hope HBIA

Guests: Sherry Zwetsloot, Port Hope Chamber of Commerce

1. Call to Order

The Port Hope HBIA meeting was called to order at 6:29 p.m.

2. Disclosure of Pecuniary Interest and the Nature Thereof

None declared.

3. Approval of Previous Minutes

Motion:

That the HBIA Board Meeting minutes of September 25, 2024 be approved as circulated.

Moved by Dean Howlett

Seconded by Carolyn Scattery

Carried

4. Save Our Trees Presentation

No presentation given. Will be rescheduled for a future Board meeting.

5. Chamber of Commerce Report

Sherry Zwetsloot provided a Chamber of Commerce Report to the HBIA Board. Discussion ensued.

6. Economic Development Division Report

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

7. Council Report

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

8. Items for Consideration

8.1 AGM

- Board discussed confirmed dates and potential location - Dec 9, Capitol Theatre (main theatre)
- Also discussed format and topics to be included: Board, Appointments, Highlights, 2024 budget versus actuals and proposed 2025 budget buckets. Will also highlight the HBIA's vision to continue to leverage and amplify existing events and programs
- Beautification - Board discussed the need to order planters for 2025 immediately

8.2 Halloween

- Update given on Trick or Treat Night, 65 businesses participating, one-way traffic flow well received so far
- Signs and volunteers engaged to help manage one-way directions

8.3 Candlelight Festival / Christmas

- Update was given on program, Board discussed fact that this event is the kick off to Christmas and also to celebrate construction completion
- Businesses being asked to stay open until 11pm for Moonlight Madness

8.5 HBIA Office Signage

- Office Signage Layout reviewed and approved by the Board

8. New Business

- ACO Garden Tour - HBIA had previously not been engaged. Perhaps something to piggyback onto
- Port Hope House Tour - 1st Saturday every October
- Bollywood - discussed potential to host annual event

9. Next Meeting

The next meeting will be on November 27, 2024 at 6:30PM in the Committee Room at Town Hall.

10. Adjournment

Meeting was adjourned at 7:26 PM.