

**Port Hope Heritage Business Improvement Area**  
Minutes of HBIA held Online February 22, 2023, at 6:30pm

**Attendees:**

**Present:** Martha Ciana, Kelly Winslow, T.J Collina, Bob Dodd, Todd Attridge Dean Howlett, Max Chipman, Lou Pamerter  
**Staff present** Jamie Byers HBIA Manager, Todd Davis, Andrew Whalen  
**Absent with regrets:** Lori Henderson, Scott Blaier, Beth Danks, Liz Edwards  
**Guests;** Jessica Dodd, Karen O'Hara was unable to join due to the link  
**Meeting called to order 6:30 pm Introductions.**

**Introductions**

**Approval of Agenda** – February 22, 2023

**MOVED BY:**Max Chipman,

**SECONDED BY** Dean Howlett

**Carried**

**Disclosure of Pecuniary Interest and the Nature Thereof** – none

**Approval Previous Minutes** –January 25th, 2023

**MOVED BY** Max Chipman

**SECONDED** Bob Dodd

**Be it resolved that this Committee approve the amended minutes of [January 2023 minutes],**  
**Carried**

**Chamber of Commerce Report** Jessica Dodd

- Chamber AGM is March 1<sup>st</sup>, 2023, at 1pm this is a virtual meeting.

**Heritage Port Hope Report** Karen O'Hara

- HPH awards are February 21<sup>st</sup> for Businesses, individuals and Contractors awards will be for 2021 and for 2022.

**Business arising none.**

**Planning and Economic Development Report: Andrew Whalen**

- the information gathered from the recent economic development focus groups will be shared with the steering committee by the third week in March, which will include Jamie Byers, she is on that committee Jamie will report back to the board , and (*the HBIA*) will be part of that group in this way.
- Once it moves forward the Draft Strategic Plan will be presented to council\_hopefully in late April to May and Andrew will keep us posted in advance.

**Council Report: Todd Attridge**

- AT the February 21st, 2023 Council Meeting, regarding Walton street reconstruction, council voted to go ahead with the Walton Street bump out at Lents Lane and thereby extending the sidewalk. This decision was mostly because of stormwater management issues. A silva cell concept to capture water and disperse it through several large trees is the plan, being sent back to engineers to deal with final preparations for below-surface issues, before it's sent out to tender. The above-ground issues, and choices for streetscape ideas (seating, beautification etc.) that will affect the HBIA will be brought to us before moving forward with it.

**Staff Report**

- Nothing new to report

### **Committee Implementation**

Since there are more active members available now, the board discussed and voted to combine and create three distinct committees: Programming, Governance and Communications.

**Programming Committee:** will include the planning and promotion of Special Events and Marketing. They will also promote the HBIA as a business and shopping area and will amplify some of the events that Port Hope residents and visitors could be made aware of in the downtown. This committee will also contribute ideas to the strategic plan.

This committee is Co-Chaired by Dean Howlett and Lou Pamerter with power to add to the committee. Additional sitting member T.J. Collina.

**Governance Committee:** will include Budget/Finance, Governing/Procedural Systems & By-Law, and Human Resources, This committee will also contribute ideas to, and be responsible for, compiling the strategic plan.

This committee is Co-Chaired by Max Chipman and T.J. Collina with power to add to the committee. Additional sitting member Kelly Winslow.

**Communications Committee:** will envelop the existing Beautification duties, with the addition of a Newsletter and be responsible for Surveying and Membership engagement. This committee will also contribute ideas to the strategic plan.

This committee is Co-Chaired by Martha Ciana and Bob Dodd with power to add to this committee.

We can change the titles of these committees, but it gives us a working platform for people to hop onto and start working.

MOVED BY T.J.Collina to implement the three committees as presently set out.

**SECONDED** by Martha, all in favour and passed.

It was suggested by Martha to invite Jamie as the Manager to help with history.

### **Budgetary Increase Denied**

Max added that we went before council to ask for an amended budget, but it was denied. Each of our committees needs to think about what they need as a whole so we can start to develop a new budget.

Jaime advised that the budget has to be done by April as it must get submitted to the Town's Finance committee and Town Council. The Governance Committee will meet and discuss and get back to the board at the next meeting.

### **Chair Report**

We sent a survey\* out to membership because Council asked to garner information from membership regarding what councilor Todd had discussed earlier (The Walton Street reconstruction) which was presented to council.

\*It should be noted for information back to our membership that the result of said survey had the majority of our membership in favour of no changes on Walton Street.

New Business

**Next Meeting –March 22, 2023, Town Hall Committee Room 6:30pm**

**Adjournment – adjourned at 8:00 pm**

**MOVED BY Martha Ciana**