



ARCHITECTURAL  
CONSERVANCY  
ONTARIO

**Architectural Conservancy Ontario  
Minutes – Board of Directors Meeting  
Saturday April 23, 2022 @ 10:00 am  
By teleconference**

**Present:** Diane Chin (Chair), Kae Elgie, Ted Cobean, Deb Crawford, Tammy Dewhirst, David Emberly, Bill Greaves, Shannon Kyles, Karen Lang, Don MacIntosh, Ian MacKay, Bernice Norton, Eben Rawluk, Marlee Robinson, Marg Rowell, Marc Seguin, Alex Sostar, and Mary Walton

**Staff:** Will Coukell (COO) and Tai So

### 0. Greetings, Introduction

- The Chair called the meeting to order at 10:02 am.
- Land acknowledgement.
- No conflicts of interest.

### 1. Approval of Agenda

**Moved** by David Emberly, **seconded** by Bernice Norton **that** the agenda be approved. **CARRIED.**

### 2. Consent Agenda

- 2022-2023 Board Executive Committee Bios
- ACO Branch appointees to Provincial Board 2022-2023
- Compliance Checklist

### 3. Adoption of Minutes January 21, 2023 Board Meeting

**Moved** by Kae Elgie, **seconded** by Don Macintosh **that** the adoption of minutes of the January 21, 2023 Board Meeting be approved **Moved** by Kae Elgie, **seconded** by Don Macintosh **that** the adoption of minutes of the January 21, 2023 Board Meeting be approved, typos in item 7 (meet and Alex MacKinnon's name), removed annually from 7h and change on to in in 7j. **CARRIED.**

- Bill Greaves abstained - he did not view the minutes prior to the meeting

### 4. Business Arising from the Minutes

- None

### 5. Chair's Report

- Chair said the follow up email from Bonnie Lysk's office did not contain feedback or a report, it was to reaffirm that there was a meeting, and they have received ACO's information
- Kae Elgie asked if there were any possibilities for an ally or common cause with Ontario Not-for-Profit, and wondered who was in attendance. Diane indicated that in that

meeting, most of the attendees were individuals from agencies that did not discuss heritage.

- Chair will send list to Kae Elgie and said that she was disappointed that there was no mention of Heritage, and said there were a lot of people and not much time for questions

## **6. COO's Report**

- Kae Elgie asked about Agency Agreements and found it was interesting to know what is happening in the province
- COO said that some have closed: Old Berlin Town, Kitchener and Queens Park Heritage District, we are also looking at closing Bay/Cloverhill due to inactivity.
- New include Mindemoya Old School and Woodfield
- Shannon Kyles said that a developer has bought 2 heritage buildings in Dundas and asked if they should proceed with Heritage paperwork at this point?
- Chair said we don't know what is going happen with heritage district changes, there are meetings upcoming with ministry to get updates with heritage district
- Kae Elgie and COO suggested to start the paperwork now and changes can be accommodated as needed

## **7. Committee Reports**

### **7a - Ad hoc Policy Review Committee**

- Kae Elgie said the goal is to compile an ACO Policy Manual which will be reviewed every 3 years, a few of the executives requested paper copies of the manual, the request will be considered

### **7b - Ad hoc Social Media Policy Committee**

- Bill Greaves said that the policy has implications of more work, redistribution of work or scope of work that staff do, this should be discussed in the strategic plan but is concerned about the timeline
- Kae Elgie said that staff priorities are complicated, we need to get advice from HR and be mindful of the organizational structure and HR considerations, COO is the only employee that the board interacts with
- Chair added that changing job descriptions is something COO would oversee, and lawyers may need to get involved in negotiating a new job description of an employee
- Bill Greaves plans on reaching out to branches to get feedback

### **7c - Ad hoc Awards Committee**

Diane reported that the committee met and decided to go ahead with the awards event and to keep the same number of awards.

- Marlee Robinson said she was contacted by media and received lots of recognition after she won an ACO Award

- This year the venue is less expensive and in a smaller space, it will be held at Enoch Turner Schoolhouse located at 106 Trinity Street in Toronto
- In 2019 there were 150 people in attendance and in 2021 there were only 68
- Kae Elgie would like to see the staff time estimates spent on the awards
- Chair said the awards are unique in recognizing volunteer work
- COO said the awards will continue to be shared on social media – YouTube videos, media releases are sent out by Alex Mackinnon
- Tammy Dewhirst said past winners mention winning an ACO award when in the media and the awards provide publicity benefits

#### **7d - Ontario Place Ad hoc Committee**

- Kae Elgie asked: What was the topic of discussion at the East York and Toronto Council where you deputed? Where does it fit into ACO's efforts to ensure the cultural heritage of Ontario Place is conserved?
- Bill Greaves responded: City Staff report on review of OP application from Therme and IO...submitted for information. City has political and limited legal leverage over provinces plans.
- Kae Elgie asked: What was the scope -- and implication/importance -- of the Waterfront Toronto review? How does it/ could it contribute to ACO's efforts to conserve the cultural heritage of Ontario Place?
- Bill Greaves responded: Design Review by Waterfront Toronto panel of experts. Advisory. Influential group.
- Kae Elgie asked: What social media platforms are OP4ALL active on?
- Bill Greaves responded: twitter, Instagram, tik tok, facebook, newsletter
- Kae Elgie asked: How would we follow them if we wanted to? Is signing up for their emails the simplest, best thing to do?
- Bill Greaves responded: Do a search on each platform under "Ontario Place for All", their accounts will come up. You can sign up to their newsletter on their website.

#### **7e - Governance and Nominating Committee**

- Kae Elgie said that most urgent recruitment is for Vice Chair, Corporate Secretary and one vacant Director at large posts and suggested reading the bio's from branch chairs that are in the Consent Agenda in Dropbox

#### **7f - Finance**

Motions for today's meeting:

Whereas, the organization's Finance Policies provide that the Chief Operating Officer with assistance from the Bookkeeper will prepare an annual budget for the provincial office for recommendation by the Finance & Audit Committee to the ACO Board for Approval; and

Whereas, the ACO Board approves the provincial office budget annually, prior to the beginning of the fiscal year if possible; and

Whereas, the Finance and Audit Committee on March 2, 2023 moved that the draft provincial office budget attached hereto as Appendix A be recommended to the ACO Board for approval; and

Whereas, the Executive Committee on March 8, 2023 moved that the draft provincial office budget be recommended to the ACO Board for approval;

Be it resolved, that the ACO Board of Directors recommend that the draft provincial office budget be approved.

- No objections
- Bill Greaves voted in favour as long as ACO is committed to the strategic plan to put ACO on a financially stable path and acknowledging that ACO is not on one now

**Moved by** Eben Rawluk. **Seconded by** Ted Cobean. Carried.

#### **7g - Government and Community Relations**

- June 17 is the Ontario Heritage Conference
- See report for details

#### **7h – HR**

- Chair met with someone who may join and Chair the HR committee

#### **7i - Education**

- Alex Sostar said there are no updates

#### **7j - Policy Committee**

- Report in DropBox, Policy Chair was not in attendance, no discussion

### **11. Branch Reports and Discussion**

- Tammy Dewhirst said the event - Saving Walkerville Town Hall will not be taking place during Jane's Walk, Chair, Kae Elgie and Marlee Robinson are impressed with the work that Windsor-Essex is doing
- Don Macintosh said Cobourg will have a couple of Jane's Walks
- Shannon Kyles said that Hamilton will have Door Opens May 6 and 7
- Mary Walton discussed the Avon Crest Hospital...a report was requested for the minutes, Mary Walton will comply, and report will be uploaded to DropBox after meeting

### **12. Other Business**

- Catherine Nasmith and Doug Evans had asked for an item to be added to the agenda, but as they were both not in attendance, it was tabled.

**13. Meeting Evaluation**

- Kae Elgie said It was good

**14. In Camera session**

- None requested.

**15. Adjournment**

- Meeting adjourned moved by Diane Chin at 11:59 am.

**Actions**

- Chair will email Ontario Not-for-Profit attendance list to Kae Elgie
- Stratford branch will file a report with Tai