



**THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE**  
**COUNCIL MINUTES**

October 15, 2024, 6:30 p.m.

Present: Mayor Olena Hankivsky  
Councillor Les Andrews  
Councillor Todd Attridge  
Deputy Mayor Claire Holloway Wadhvani  
Councillor Vicki Mink  
Councillor Adam Pearson  
Councillor Darrell Toms

Staff: Candice White, Chief Administrative Officer  
David Baxter, Director, Finance  
Brian Gilmer, Director, Corporate Services  
Jason Williams, Director, Protective Services  
Shrishma Davé, Manager, Legislative Services / Clerk  
Emma McKerroll, Customer Service Assistant

*Minutes of the Regular Meeting of the Corporation of the Municipality of Port Hope held at 56 Queen Street, Port Hope, Ontario*

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**1. Call to Order**

The Council Meeting was called to order at 6:30 p.m.

1.1 Moment of Silent Reflection

1.2 Land Acknowledgement

Mayor Hankivsky read the Land Acknowledgement.

**2. Disclosure of Pecuniary Interest**

None declared.

**3. Closed Session**

None.

**4. Announcements, Updates and Recognitions**

Mayor Hankivsky provided updates regarding:

- 2025 Budget Community Engagement Survey and the pre-budget engagement drop-in on October 17 between 5:00 and 7:30 p.m.

- Ontario Public Library Week
- Announced the winners of the Mayor's Kids and Youth Art Contest

Councillor Andrews provided an update regarding fishing regulations on the Ganaraska River.

#### 4.1 Volunteer Firefighter Long Service Recognition

Mayor Hankivsky along with members of Council, Director of Protective Services/Fire Chief, Jason Williams, Deputy Chief Thompson and MPP David Piccini were in attendance and congratulated the volunteer firefighters on their years of service and presented them with certificates and pins.

### 5. Presentations

#### 5.1 Susan Jones Bouk and Gemma Sim, Library Board Members, Port Hope Public Library Board regarding Service Update

Susan Jones Bouk and Gemma Sim, Library Board Members, Port Hope Public Library Board were in attendance and provided a PowerPoint presentation.

**Resolution: 167-2024**

**Moved by** Councillor Andrews

**Seconded by** Councillor Mink

That the presentation by Susan Jones Bouk and Gemma Sim, Library Board Members, Port Hope Public Library Board regarding Service Update be received for information.

**Carried**

Presenters were excused at 7:07 p.m.

### 6. Deputations

None.

### 7. Correspondence

#### 7.1 Northumberland Inter-Municipal Task Force on Housing and Homelessness & Northumberland County regarding Homelessness 101, November 7th, 2024 Tour and Training

**Resolution: 168-2024**

**Moved by** Councillor Attridge

**Seconded by** Deputy Mayor Holloway Wadhwani

Whereas a Joint Meeting of Northumberland County Council and the seven member municipalities' Councils will take place on November 7, 2024, regarding the issue of homelessness, for the purpose of education and training; and

Whereas based on legal guidance and governance best practices, Northumberland County seeks a common Resolution adopted by each of the participating member municipalities' Councils;

Now Therefore Be It Resolved That Port Hope Council hereby authorizes Council's participation in the November 7th Homelessness 101 Joint Meeting; and

Further Be It Resolved That this Council authorizes the use of Northumberland County's Procedural By-law #39-2023, as supplemented by the special procedures for the day, for the purpose of the November 7th meeting; and

Further Be It Resolved That this Council authorizes the Northumberland County Clerk to be the presiding Clerk at the November 7th Joint Meeting; and

Further Be It Resolved That this Council authorizes special procedures for the sole purpose of facilitating the Joint Meeting on November 7th, including:

- That the official record of the meeting shall be kept by the County Clerk;
- That quorum for the meeting shall be '50% +1' of the total members of the participating councils (noting that County Councillors shall be counted only once, although they are members of both upper and lower tier councils);

That other procedures as are necessary by the venue may be used for the purpose of the November 7th meeting.

**Carried**

**8. Adoption of Minutes - Consent Agenda**

**Resolution: 169-2024**

**Moved by** Councillor Andrews

**Seconded by** Councillor Attridge

That Council Meeting minutes of September 24, 2024, Committee of the Whole Meeting minutes of October 1, 2024, Special Council Meeting minutes of October 2, 2024, Public Meeting minutes of October 8, 2024 and Special Council Meeting minutes of October 8, 2024 be approved as circulated.

**Carried**

8.1 Council Meeting Minutes of September 24, 2024

8.2 Committee of the Whole Meeting Minutes of October 1, 2024

8.3 Special Council Meeting Minutes of October 2, 2024

8.4 Public Meeting Minutes of October 8, 2024

8.5 Special Council Meeting Minutes of October 8, 2024

**9. Advisory Committee and Board Minutes - Consent Agenda**

**Resolution: 170-2024**

**Moved by** Councillor Toms

**Seconded by** Councillor Pearson

That Consent Agenda items 1 through 4 be received for information.

**Carried**

9.1 Ganaraska Region Conservation Authority Minutes of the Board of Directors September 19, 2024

9.2 Port Hope Heritage Business Improvement Area (HBIA) Board Meeting Minutes of August 28, 2024

9.3 Parks, Recreation and Culture Advisory Committee Meeting Minutes of June 26, 2024

9.4 Port Hope Police Services Board Meeting Minutes of July 25, 2024

**10. Items for Consideration**

10.1 Report FS-16-24 re: 2025 Post-Retirement and Amortization

**Resolution: 171-2024**

**Moved by** Councillor Pearson

**Seconded by** Councillor Attridge

WHEREAS Council at the Council meeting held on October 15, 2024 considered Staff Report FS-16-24 regarding Post Retirement Benefits and Amortization;

NOW THEREFORE BE IT RESOLVED THAT in accordance with Ontario's Regulation 284/09, the Staff Report from the Director, Finance regarding Post Retirement Benefits and Amortization be adopted by Council.

**Carried**

10.2 Report PS-14-24 re: Municipal Law Enforcement Supervisor and Fire Inspector Appointment

**Resolution: 172-2024**

**Moved by** Councillor Andrews

**Seconded by** Deputy Mayor Holloway Wadhwani

That Report PS-14-24 be referred to By-laws.

**Carried**

**11. Committee Reports and Recommendations**

11.1 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Correspondence from the Ganaraska Region Conservation Authority regarding Northumberland County Draft Growth Management Official Plan Amendment

**Resolution: 173-2024**

**Moved by** Councillor Attridge  
**Seconded by** Councillor Mink

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered correspondence from the Ganaraska Region Conservation Authority regarding Northumberland County Draft Growth Management Official Plan Amendment;  
NOW THEREFORE BE IT RESOLVED THAT the correspondence from the Ganaraska Region Conservation Authority regarding Northumberland County Draft Growth Management Official Plan Amendment be received for information.

**Carried**

- 11.2 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Meeting Notes of September 19, 2024 of the Northumberland Inter-Municipal Task Force on Housing and Homelessness

**Resolution: 174-2024**

**Moved by** Councillor Andrews  
**Seconded by** Deputy Mayor Holloway Wadhwani

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered meeting notes of September 19, 2024 of the Northumberland Inter-Municipal Task Force on Housing and Homelessness;  
NOW THEREFORE BE IT RESOLVED THAT the meeting notes of September 19, 2024 of the Northumberland Inter-Municipal Task Force on Housing and Homelessness be received for information.

**Carried**

- 11.3 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Report CS-13-24 re: 2024-2026 Committee of Adjustment Appointment

**Resolution: 175-2024**

**Moved by** Councillor Attridge  
**Seconded by** Councillor Pearson

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered Staff Report CS-13-24 regarding 2024-2026 Committee of Adjustment Appointment;  
NOW THEREFORE BE IT RESOLVED THAT Jerry Conlin be appointed for the remainder of the 2022-2026 Committee of Adjustment term or until a successor is appointed.

**Carried**

- 11.4 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Report CS-14-24 re: One Year Review of the Procedural By-law - Approach

**Resolution: 176-2024**

**Moved by** Councillor Toms

**Seconded by** Councillor Pearson

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered Staff Report CS-14-24 regarding One Year Review of the Procedural By-law - Approach;  
NOW THEREFORE BE IT RESOLVED THAT Council direct staff to proceed with community engagement regarding the one-year review of the Procedural By-law to solicit feedback from members of the public; and  
FURTHER that Council direct staff to bring back a report on recommended amendments to the Procedural By-law for Council consideration before December 2024; and  
FURTHER that Council direct staff to finalize and present the final 2025 Meeting Calendar for Council's review and approval before December 2024.

**Carried**

- 11.5 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Report DS-23-24 regarding Extension #5 of Draft Approval Request (AG SU35)

**Resolution: 177-2024**

**Moved by** Councillor Andrews

**Seconded by** Councillor Mink

WHEREAS Committee of the Whole at their meeting held on October 1, 2024 considered Staff Report DS-23-24 regarding Extension #5 of Draft Approval Request (AG SU35) and directed staff to bring forward a draft plan condition and additional clarification language considering the subwatershed study; and  
WHEREAS staff added Condition #25 as noted in Attachment #3, stating "A subwatershed study is being contemplated for the Osaca area, with timing unknown. Should the subwatershed study be completed by Oct 1, 2026, the applicants shall address any issues or concerns arising out of it.";  
NOW THEREFORE BE IT RESOLVED THAT Council approve the extension of the Draft Approval for Plan of Subdivision (File No. AG SU35) in Part Lot 28, Concession 5 in Osaca, for a three-year period from October 24, 2024 to October 24, 2027, subject to the updated/consolidated Draft Conditions as noted in Attachment #3.

**Carried**

- 11.6 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Report DS-24-24 re: Destination Marketing Service Review 2024

**Resolution: 178-2024**

**Moved by** Councillor Pearson

**Seconded by** Deputy Mayor Holloway Wadhvani

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered Staff Report DS-24-24 regarding Destination Marketing Service Review 2024;

NOW THEREFORE BE IT RESOLVED THAT Council receive Report DS-24-24 regarding Destination Marketing Service Review 2024 for information.

**Carried**

- 11.7 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Report FS-14-24 re: Prescribed Fees For Services

**Resolution: 179-2024**

**Moved by** Councillor Toms

**Seconded by** Councillor Pearson

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered Staff Report FS-14-24 regarding Prescribed Fees for Services;

NOW THEREFORE BE IT RESOLVED THAT staff be directed to post the Draft Fees and Charges schedule on the My Port Hope community engagement website, under the 2025 Budget page, for public awareness and to collect comments from the community; and

FURTHER that following community engagement, that a By-law be presented to Council to approve the Prescribed Fees for Services schedules effective January 1, 2025, and repeal By-law 74-2023.

**Carried**

- 11.8 Motion from Committee of the Whole Meeting, October 1, 2024 regarding Report PRC-11-24 re: 2024 Update to the Municipal Recreation Program Subsidy Policy

**Resolution: 180-2024**

**Moved by** Councillor Andrews

**Seconded by** Councillor Attridge

WHEREAS at the Committee of the Whole meeting of October 1, 2024 Council considered Staff Report PRC-11-24 regarding 2024 Update to the Municipal Recreation Program Subsidy Policy;

NOW THEREFORE BE IT RESOLVED THAT Council repeal the Recreation Program Subsidy/Fee Assistance Policy, passed on January 20, 2015 through Resolution 02/2015; and

FURTHER that Council approve the Municipal Recreation Program Subsidy Policy as attached hereto as Attachment 1.

**Carried**

- 11.9 Notice of Motion from the Committee of the Whole Meeting, October 1, 2024 regarding Free Public Transit for Youth

**Resolution: 181-2024**

**Moved by** Deputy Mayor Holloway Wadhvani

**Seconded by** Councillor Attridge

WHEREAS the Kawartha Pine Ridge District School Board's current busing policy does not provide busing to students within a 3.2 km radius of Port Hope High School; and

WHEREAS the lack of busing requires students to seek alternate and active non-motor vehicle transportation methods; and

WHEREAS the Municipality of Port Hope's urban roads system and urban landscape (i.e. ravines and river) restricts safe active non-motor vehicle transportation methods to Port Hope High School; and

WHEREAS the lack of busing and safe active non-motor vehicle transportation methods are deemed as barriers for Port Hope students to attend Port Hope High School; and

WHEREAS alternatively students choose busing to schools outside of their community; and

WHEREAS attending their community school will save students hundreds of hours a year commuting, enabling them to participate more in local and family activities and develop better social connections in their home community; and

WHEREAS an active community school is an important part of a sustainable, vibrant, and livable community; and

WHEREAS the Municipality of Port Hope offers public transit throughout its urban area; and

WHEREAS the Municipality of Port Hope's public transit system is not at capacity;

NOW BE IT RESOLVED THAT Council directs staff to consult with Port Hope High School and present to Council a plan for free public transit for Port Hope High School Students, including considerations for a public transit schedule that aligns with Port Hope High School's bell schedule and accommodates extracurricular activities at Port Hope High School, for consideration in the 2025 Annual Budget

**Carried**

## **12. Notice of Motions**

None.



**13. By-laws - Consent Agenda**

**Resolution: 182-2024**

**Moved by** Councillor Pearson

**Seconded by** Councillor Andrews

That leave be granted to introduce By-law 61-2024 to 63-2024 and to dispense with the reading of the by-law by the Clerk and that the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

**Carried**

13.1 61-2024 Amend By-law 54/2017 being a By-law to Regulate, Protect and Govern the Use of Parks, Recreation Areas and Park Facilities to Adjust and Continue Night Fishing Restrictions

13.2 62-2024 - Automatic Aid Agreement with the Corporation of the Township of Hamilton

13.3 63-2024 - Appointment of Municipal Law Enforcement Supervisor and Fire Inspector

**14. Confirmatory By-law**

14.1 64-2024 - Confirm the Proceedings of the Council Meeting of October 15, 2024

**Resolution: 183-2024**

**Moved by** Councillor Toms

**Seconded by** Councillor Pearson

That leave be granted to introduce a by-law and to dispense with the reading of the by-law by the Clerk to confirm the proceedings of the Council of the Municipality of Port Hope at its regular meeting held on October 15, 2024 and the same be considered read and passed and that the Mayor and Clerk sign the same and the Seal of the Corporation be thereto affixed.

**Carried**

**15. Adjournment**

Council Meeting adjourned at 7:55 p.m.

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Olena Hankivsky, Mayor

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Shrishma Davé, Clerk