



## THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE CIVIC AWARDS ADVISORY COMMITTEE MINUTES

September 9, 2024, 6:00 p.m.

Present: Councillor A. Pearson, Chair  
S. Kloosterhof  
K. Simmons  
L. Wall

Members Absent: D. Kroeger  
K. Jaye

Staff: J. Maidens, Events Coordinator  
E. McKerroll, Recording Secretary

*Minutes of the Civic Advisory Committee Meeting of the Corporation of the Municipality  
of Port Hope, held via Web Conference, Port Hope, Ontario*

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### **1. Roll Call/Quorum**

The meeting commenced at 6:02 p.m.

### **2. Delegations**

None.

### **3. Approval of Agenda**

3.1 September 9, 2024

**Moved by** L. Wall  
**Seconded by** K. Simmons

That the agenda be approved as circulated.

**CARRIED**

**4. Disclosure of Pecuniary Interest and the Nature Thereof**

None.

**5. Approval of Previous Minutes**

5.1 June 19, 2024

**Moved by** S. Kloosterhof  
**Seconded by** L. Wall

That the minutes from the Civic Awards Advisory Committee meeting of June 19, 2024 be approved as circulated.

**CARRIED**

**6. Business Arising**

6.1 Budget Update

J. Maidens advised that the operating budget has been spent, there are a few outstanding invoices, including the final invoice from 2 Blue Shirts which is anticipated to arrive within the next 2 weeks.

6.2 Database Update

Discussion ensued with respect to the civic awards database, J. Maidens advised that the spreadsheet containing recipient names has been sent to D. Kroeger and further updates will be provided at the next CAC meeting.

6.3 Policy Review

J. Maidens provided an overview of the civic awards program policy that was distributed to the committee for review during the summer recess and inquired whether the committee had any comments or revisions. Further discussions to ensue with respect to the policy at the next CAC meeting.

6.4 Confirm Ceremony and Decision Meeting Dates

Discussion ensued with respect to the decision meeting and ceremony dates, J. Maidens advised that once the 2025 Council and Committee of the Whole calendar is approved the dates can be confirmed. Further discussions to ensue at the next CAC meeting.

## **7. Correspondence**

### **7.1 Motion from Heritage Port Hope Advisory Committee re Heritage Awards**

**Moved by** K. Simmons

**Seconded by** L. Wall

That the Civic Awards Advisory Committee receive the motion from the Heritage Port Hope Advisory Committee regarding the addition of a heritage award category for information and further that the committee direct staff to invite the Heritage Port Hope Advisory Committee to make a delegation at the next Civic Awards Advisory Committee meeting scheduled for Wednesday October 16, 2024 at 6:00 p.m.

**CARRIED**

## **8. Committee Business**

### **8.1 Civic Awards Inventory**

J. Maidens advised that the civic awards inventory is in good standings but thank you cards from the civic awards committee need to be ordered.

### **8.2 2025 Timeline Review**

J. Maidens provided a brief overview of the 2025 Civic Awards timeline.

## **9. Council Referrals**

None.

## **10. New Business**

### **10.1 Appointment of Vice Chair**

It was the general consensus of the committee to defer the appointment of a vice chair to the next CAC meeting.

## **11. Next Meeting**

### **11.1 Monday, October 14, 2024 at 6:00 p.m. via Zoom**

It was the general consensus of the committee to reschedule the next Civic Awards Advisory Committee meeting to Wednesday October 16, 2024 at 6:00 p.m. via Zoom.

**12. Adjournment**

The meeting adjourned at 6:21 p.m.

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Councillor A Pearson, Chair

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E. McKerroll, Recording Secretary