



THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
COUNCIL MINUTES

November 5, 2024, 6:30 p.m.

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

Staff: Candice White, Chief Administrative Officer
David Baxter, Director, Finance
Jeanette Davidson, Director, Works and Engineering
Julia Snoek, Director, Parks, Recreation and Culture
Jason Williams, Director, Protective Services
Brian Gilmer, Director, Corporate Services
Shrishma Davé, Manager, Legislative Services / Clerk
Tania Wilson, Administrative Assistant

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

1. Call to Order

The Council meeting was called to order at 6:33 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:

- Municipal offices will be closed on the afternoon of November 7th for a corporate event and November 11th to observe Remembrance Day;
- Procedural By-law survey closes on Nov 11th and there are plenty of opportunities to provide input including sending emails to Council, the Clerk, or making deputations/presentations;
- Budget Survey has received 10% engagement from the community.

4.1 Mayor's Kids and Youth Art Contest Winners - "What I Love about Port Hope"

The following young residents were recognized with certificates for their submissions to the "What I love about Port Hope" Youth Art Contest:

- Brooke Hart
- Nolan Hickman-Morrissey
- Harper Stirling
- Simeon Terry
- Scarlett Terry
- Sydney Terry
- Leanna Michaud

5. **Presentations**

5.1 Jason Schmidt on behalf of Northumberland Pride regarding video summarizing achievements during the year

Jason Schmidt on behalf of Northumberland Pride was in attendance.

Resolution: 191-2024

Moved by Councillor Attridge

Seconded by Councillor Toms

That the presentation by Jason Schmidt on behalf of Northumberland Pride regarding video summarizing achievements during the year be received for information.

Carried

Presenter was excused at 6:54 p.m.

6. **Deputations**

6.1 Stephan Horn regarding Item 10.4, Report DS-26-24 re: Telecommunications Tower Protocol

Stephan Horn was in attendance and made a deputation.

Resolution: 192-2024

Moved by Councillor Andrews

Seconded by Deputy Mayor Holloway Wadhwani

That the deputation by Stephan Horn regarding Item 10.4, Report DS-26-24 regarding Telecommunications Tower Protocol be received for information.

Carried

Deputation was excused at 7:54 p.m.

7. Correspondence

- 7.1 Town of Cobourg Council regarding Police Service Future Opportunities, Collaboration and Merger Option Considerations from the October 10, 2024, Special Meeting (Councillor Pearson)

Detailed discussion ensued.

Moved by Councillor Pearson

Seconded by Councillor Andrews

Whereas the Council of the Municipality of Port Hope received correspondence from the Town of Cobourg regarding Police Service Future Opportunities, Collaboration and Merger Option Considerations; and

Whereas the Council of the Municipality of Port Hope believes that a strong and supported local police force is necessary to provide a more community specific approach to policing; and

Whereas the County of Northumberland has reviewed the potential for amalgamated police services through their consideration of the Report – Police Services Review at the September 18, 2024 meeting, and has not taken any further action on this subject;

Now Therefore Be It Resolved that the Council of the Municipality of Port Hope receives this correspondence for information and thanks the Town of Cobourg for bringing this matter forward for consideration; and

Further that the Council of the Municipality of Port Hope will take no further action on the subject of amalgamation and/or expansion of policing with the Town of Cobourg and the Township of Hamilton for the remainder of this term of Council; and

Further that a copy of this resolution be circulated to Northumberland County, Town of Cobourg and Township of Hamilton.

Defeated

Moved by Deputy Mayor Holloway Wadhwani

Seconded by Councillor Attridge

That the correspondence from the Town of Cobourg regarding Police Service Future Opportunities, Collaboration and Merger Option Considerations be received for information.

Defeated

Resolution: 193-2024

Moved by Councillor Andrews
Seconded by Councillor Pearson

That the motion to receive correspondence from the Town of Cobourg regarding Police Service Future Opportunities, Collaboration and Merger Option Considerations for information be reconsidered.

Carried

Resolution: 194-2024

Moved by Councillor Attridge
Seconded by Councillor Andrews

Whereas the Council of the Municipality of Port Hope received correspondence from the Town of Cobourg regarding Police Service Future Opportunities, Collaboration and Merger Option Considerations;

Now Therefore Be It Resolved that the Council of the Municipality of Port Hope receives this correspondence for information and thanks the Town of Cobourg for bringing this matter forward for consideration.

Carried

- 7.2 Susan Layard Co-Chair, ACO Port Hope Advocacy Committee regarding Proposed Property Standards By-law. (Councillor Attridge)

Resolution: 195-2024

Moved by Councillor Attridge
Seconded by Councillor Mink

That the correspondence from Susan Layard Co-Chair, ACO Port Hope Advocacy Committee regarding Proposed Property Standards By-law be received for information.

Carried

8. Adoption of Minutes - Consent Agenda

Resolution: 196-2024

Moved by Councillor Attridge
Seconded by Councillor Toms

That the Council Meeting minutes of October 22, 2024, the Committee of the Whole Meeting minutes of October 22, 2024 and the Special Council Meeting minutes of October 29, 2024 be approved as circulated.

Carried

- 8.1 Council Meeting Minutes of October 15, 2024
8.2 Committee of the Whole Meeting Minutes of October 22, 2024

8.3 Special Council Meeting Minutes of October 29, 2024

9. Advisory Committee and Board Minutes - Consent Agenda

Councillor Mink requested that item 9.5 be pulled for further discussion.

Resolution: 197-2024

Moved by Councillor Toms

Seconded by Councillor Attridge

That the Consent Agenda items 9.1; 9.2; 9.3; 9.4; 9.6; 9.7; 9.8; 9.9; 9.10 and 9.11 be received for information.

Carried

A brief discussion took place regarding Item 9.5 - Accessibility Advisory Committee Meeting minutes of September 12, 2024.

Resolution: 198-2024

Moved by Councillor Mink

Seconded by Councillor Pearson

That Consent Agenda item 9.5 be received for information.

Carried

- 9.1 Port Hope Public Library Board Meeting Minutes of June 19, 2024
- 9.2 Heritage Port Hope Advisory Committee Meeting Minutes of August 19, 2024
- 9.3 Environmental Advisory Committee Meeting Minutes of August 29, 2024
- 9.4 Civic Awards Advisory Committee Meeting Minutes of September 9, 2024
- 9.5 Accessibility Advisory Committee Meeting Minutes of September 12, 2024
- 9.6 Port Hope Public Library Board Meeting Minutes of September 16, 2024
- 9.7 Environmental Advisory Committee Meeting Minutes of September 19, 2024
- 9.8 Port Hope Heritage Business Improvement Area (HBIA) Board Meeting Minutes of September 25, 2024
- 9.9 Parks, Recreation and Culture Advisory Committee Meeting Minutes of September 25, 2024
- 9.10 Port Hope Police Services Board Meeting Minutes of September 26, 2024
- 9.11 Port Hope Public Library Board Meeting Minutes of October 8, 2024
- 9.1 Port Hope Public Library Board Meeting Minutes of June 19, 2024
- 9.2 Heritage Port Hope Advisory Committee Meeting Minutes of August 19, 2024

- 9.3 Environmental Advisory Committee Meeting Minutes of August 29, 2024
- 9.4 Civic Awards Advisory Committee Meeting Minutes of September 9, 2024
- 9.5 Accessibility Advisory Committee Meeting Minutes of September 12, 2024
- 9.6 Port Hope Public Library Board Meeting Minutes of September 16, 2024
- 9.7 Environmental Advisory Committee Meeting Minutes of September 19, 2024
- 9.8 Port Hope Heritage Business Improvement Area (HBIA) Board Meeting Minutes of September 25, 2024
- 9.9 Parks, Recreation and Culture Advisory Committee Meeting Minutes of September 25, 2024
- 9.10 Port Hope Police Services Board Meeting Minutes of September 26, 2024
- 9.11 Port Hope Public Library Board Meeting Minutes of October 8, 2024

10. Items for Consideration

- 10.1 Presentation by D. Baxter, Director, Finance regarding Long-Term Debenture Plan

Resolution: 199-2024

Moved by Councillor Pearson

Seconded by Councillor Toms

That the presentation by D. Baxter, Director, Finance regarding Long-Term Debenture Plan be received for information.

Carried

- 10.2 Verbal Update by D. Baxter, Director, Finance regarding Approval of 2024 Development Charges Background Study and Interest on Development Charges Policy

Resolution: 200-2024

Moved by Deputy Mayor Holloway Wadhwani

Seconded by Councillor Andrews

WHEREAS the Municipality of Port Hope has collected development charges from property developers to cover the costs of building infrastructure and public amenities needed to support new construction projects in accordance with the *Development Charges Act, 1997* for many years with regular reviews and amendments being made as required to maintain currency with Provincial Legislation changes; and

WHEREAS a Public Meeting was held on October 8, 2024 to present the 2024 Development Charges Background Study and proposed Development Charges By-law and receive a presentation regarding the same; and

WHEREAS comments provided by members of the public regarding the proposed content did not require further changes to the proposed Development Charges By-law; and

WHEREAS the proposed Development Charges By-law has been properly advertised and Council has satisfied its obligations under the *Development Charges Act, 1997*; and

NOW THEREFORE BE IT RESOLVED THAT Council determines that no further meeting related to the proposed Development Charges By-law review is required; and

BE IT FURTHER RESOLVED THAT Council hereby approves the 2024 Development Charges Background Study dated May 10, 2024, as amended, September 27, 2024, including the approval of the forecast of anticipated development and the underlying capital forecast and calculations; and

BE IT FURTHER RESOLVED THAT Staff are hereby authorized to include an annual amount in the Municipal Budget, as required based on anticipated and actual development charge exemptions, to be able to fund the development charge exemption as established in the proposed Development Charges By-law.

Carried

Resolution: 201-2024

Moved by Councillor Toms

Seconded by Councillor Attridge

WHEREAS a Public Meeting was held on October 8, 2024 to present the 2024 Development Charges Background Study and proposed Development Charges By-law and receive a presentation regarding the same; and

WHEREAS it is anticipated that at their meeting on November 5, 2024 Council will approve the 2024 Development Charges Background Study dated May 10, 2024, as amended, September 27, 2024, including the approval of the forecast of anticipated development and the underlying capital forecast and calculations; and

WHEREAS the current Development Charges By-law and the proposed new Development Charges By-law require that an Interest Policy be adopted by Council in order to establish a financial risk management framework for determining the interest rate that can be applied to Development Charges, as permitted under sections 26.1 and 26.2 of the *Development Charges Act, 1997*; and

WHEREAS the current Interest Policy was adopted by Resolution 60/2022, and following recent changes to legislation, an updated Interest Policy is required and recommended;

NOW THEREFORE BE IT RESOLVED THAT Council hereby adopts the Interest on Development Charges Policy (Attachment 1).

Carried

10.3 Draft 2023 Audited Financial Statements

Resolution: 202-2024

Moved by Councillor Attridge

Seconded by Councillor Pearson

WHEREAS the Municipal Act, 2001 requires that each municipality must appoint a licensed auditor to examine its financial records each fiscal year to ensure the municipality's financial statements are accurate, compliant with accounting standards, and that public funds are managed responsibly; and

WHEREAS the auditor's findings are to be presented to Council for consideration independently and from an unbiased perspective, contributing to transparency and accountability in municipal financial management; and

WHEREAS Council at the November 5, 2024 Council meeting considered the Draft 2023 Audited Financial Statements;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Draft 2023 Audited Financial Statements attached hereto as Attachment 1.

Carried

10.4 Report DS-26-24 re: Telecommunications Tower Protocol

Resolution: 203-2024

Moved by Councillor Toms

Seconded by Deputy Mayor Holloway Wadhwani

WHEREAS Council in Committee of the Whole dated August 6, 2024, considered Staff Report PD-19-24 regarding adopting a draft Telecommunication Tower Protocol Policy; and

WHEREAS Committee of the Whole directed staff to engage with members of the public to finalize the adopted Telecommunication Tower Protocol Policy in a manner that is in keeping with relevant Federal legislation under the Radiocommunication Act; and

WHEREAS following this further review, staff added a statement under Section 1 (Purpose) which states "To assist in ensuring that the process and ultimate decision-making protects the interests of the Port Hope community." as further described in Report DS-26-24;

NOW THEREFORE BE IT RESOLVED THAT Council approve the finalized Telecommunication Tower Protocol Policy as revised (Attachment 1).

Carried

10.5 Report WE-07-24 re: Ganaraska Region Conservation Authority
2025 Preliminary Budget

Resolution: 204-2024

Moved by Councillor Pearson

Seconded by Councillor Mink

That the proposed Ganaraska Region Conservation Authority
Budget be referred to 2025 Budget deliberations.

Carried

10.6 Report WE-08-24 re: 2024 Transit Review

Resolution: 205-2024

Moved by Councillor Attridge

Seconded by Councillor Pearson

1. That Council receive Report WE-08-24 for information; and
2. That the Rural ROLLS pilot project be cancelled at the end
of 2024; and
3. That the fees and charges by-law be amended to make the
fee for the special student pass free.

Carried

11. Committee Reports and Recommendations

11.1 Motion from Committee of the Whole Meeting, October 22, 2024
regarding Port Hope Public Library Board Budget Presentation

Resolution: 206-2024

Moved by Councillor Attridge

Seconded by Councillor Pearson

WHEREAS at the Committee of the Whole meeting of October 22,
2024 Council received a Budget presentation from the Port Hope
Public Library Board;

NOW THEREFORE BE IT RESOLVED THAT the presentation by
Margaret Scott, CEO / Chief Librarian regarding Port Hope Public
Library Board Budget be received for information; and

FURTHER that the Port Hope Public Library budget be provided
with a cap of 5%, 7%, and 9% and that the comparison between
those budget numbers be provided for Council consideration.

Carried

11.2 Motion from Committee of the Whole Meeting of October 22, 2024
regarding Report FS-17-24 re: Consideration of Rural LLRW, Urban
LLRW and Hydro Reserve Funds use in 2025 Budget

Resolution: 207-2024

Moved by Councillor Attridge

Seconded by Councillor Toms

WHEREAS at the Committee of the Whole meeting of October 22, 2024 Council considered Report FS-17-24 regarding Consideration of Rural LLRW, Urban LLRW and Hydro Reserve Funds Use in 2025 Budget;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to consider the use of Hydro Reserve Funds as a funding source for the Walton Phase 3 reconstruction project.

Carried

- 11.3 Motion from Committee of the Whole Meeting of October 22, 2024 regarding Report DS-25-24 re: Sign Variance – 20 Jocelyn Street

Resolution: 208-2024

Moved by Councillor Pearson

Seconded by Councillor Attridge

WHEREAS at the Committee of the Whole meeting of October 22, 2024 Council considered Report DS-25-24 regarding Sign Variance - 20 Jocelyn Street;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request for a Variance to By-law No. 17/2005, being a By-law Regulating Signs in the Municipality of Port Hope, for five signs on the interior lot and three signs on the front lot of 20 Jocelyn Street.

Carried

- 11.4 Motion from Committee of the Whole Meeting of October 22, 2024 regarding Report PRC-13-24 re: Location of New Port Hope Pump Park

Resolution: 209-2024

Moved by Councillor Andrews

Seconded by Councillor Pearson

WHEREAS at the Committee of the Whole meeting of October 22, 2024 Council considered Report PRC-13-24 regarding Location of New Port Hope Pump Park;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to proceed with the installation of the Port Hope Pump Park at the Town Agricultural Park.

Carried

12. Notice of Motions

- 12.1 Notice of Motion regarding Development of a County-Led Encampment Management Plan

Moved by Deputy Mayor Holloway Wadhvani
Seconded by Councillor Attridge

WHEREAS the Municipality of Port Hope recognizes that affordable housing and homelessness is a growing crisis and that a collaborative response is required;

NOW THEREFORE BE IT RESOLVED THAT Mayor Hankivsky, in her role as County Councillor, be directed to introduce a motion at Northumberland County Council, on behalf of the Municipality of Port Hope Council, calling for the development of a county-led encampment management plan that:

- a. provides for the human rights, health, and safety, of all residents and property owners;
- b. clarifies and defines the role of the upper tier as the regional service manager; and
- c. clarifies the complimentary roles and responsibilities of the lower tiers.

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be circulated to Northumberland County and all lower tier municipalities.

13. By-laws - Consent Agenda

Resolution: 210-2024

Moved by Councillor Pearson
Seconded by Councillor Toms

That leave be granted to introduce By-law 67-2024 to 68-2024 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 67-2024 - By-law for Prescribing Standards for the Maintenance and Occupancy of all Property Within the Municipality of Port Hope and to Repeal By-law 69-2006

13.2 68-2024 - Imposition of Development Charges

14. Confirmatory By-law

14.1 69-2024 - Confirm the Proceedings of the Council Meeting of November 5, 2024

Resolution: 211-2024

Moved by Councillor Pearson
Seconded by Councillor Attridge

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 November 5, 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 8:30 p.m.

Olena Hankivsky, Mayor

Shrishma Davé, Clerk