



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

November 13, 2024, 6:00 p.m.

Present: Councillor A. Pearson, Chair  
D. Kroeger  
K. Jaye  
S. Kloosterhof  
K. Simmons  
L. Wall  
C. Scatterty

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

#### 2.1 K. O'Hara re Heritage Awards

Councillor A. Pearson, Chair welcomed Karen O'Hara, and she provided a verbal delegation with respect to the addition of a heritage award category

into the civic awards program. A brief question and answer period ensued with respect to:

- How many awards are presented each year, K. O'Hara advised that there are 3 award categories, commercial, residential and research and education, with 1 recipient per category.
- Management of the heritage award nomination and selection process. K. O'Hara advised that the Heritage Port Hope Advisory Committee would like to continue managing the nomination process, vetting applications and selecting the award recipients, separate from the civic awards process.
- How both committees can align communication strategies to effectively relay information to the public regarding nomination intake and the selection process.
- The process of integrating the heritage awards into the civic awards program policy.

L. Wall joined the meeting at 6:02 p.m.

**Moved by** K. Simmons

**Seconded by** K. Jaye

That the Civic Awards Advisory Committee receive the delegation from Karen O'Hara regarding the heritage awards as information.

**CARRIED**

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

3.1 November 13, 2024

S. Kloosterhof joined the meeting at 6:05 p.m.

**Moved by** L. Wall

**Seconded by** D. Kroeger

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 October 16, 2024

**Moved by C. Scatterty**

**Seconded by K. Jaye**

That the minutes from the Civic Awards Advisory Committee meeting of October 16, 2024 be approved as circulated.

**CARRIED**

## 6. Business Arising

6.1 Database Update

D. Kroeger advised that he has not had the opportunity to update the database, J. Maidens proposed a January 31st deadline.

6.2 Appointment of Vice Chair

**Moved by C. Scatterty**

**Seconded by L. Wall**

Be it resolved that Kendra Simmons be nominated to the position of Vice Chair for the 2024-2027 Term of the Civic Awards Advisory Committee.

**CARRIED**

6.3 Timeline Review

J. Maidens provided an overview with respect to the civic awards timeline:

- The committee is on track to open nominations at the beginning of December. J. Maidens will notify the committee via email once the website has been updated and promotion for nomination submissions can begin.
- In January, the promotional campaign will ramp up with promotional content to remind and encourage the community to submit nominations.
- The nomination deadline is set for March 6, 2025. Following the deadline, the committee will hold an in-camera decision meeting to review nomination submissions and make recommendations for Council's approval.

- Following the decision meeting J. Maiden's team will issue nomination submission responses to the nominators and successful nominees. The committee will then work on ceremony planning and confirm decisions for entertainment.
- The ceremony is scheduled for May 1, 2025.
- Following the ceremony, the committee will meet for a debrief and break for summer.

#### 6.4 Ceremony Ideas

Councillor A. Pearson, Chair advised that he has been in contact with Rob Kempson, Artistic Director at the Capitol Theatre regarding potential entertainment opportunities. Further discussions to ensue at the next meeting.

### 7. Correspondence

#### 7.1 Annual Report Review

Councillor A. Pearson, Chair provided an overview with respect to the annual advisory committee report and asked the committee to provide comments and feedback.

### 8. Committee Business

None.

### 9. Council Referrals

None.

### 10. New Business

#### 10.1 Nomination OPEN Campaign Launch Plan

Discussion ensued with respect to the promotion plan and mailout list:

- The Port Hope Civic Awards website is being updated in preparation for nomination open on December 1.
- An email will be sent to the committee and Council that can be forwarded to any community contacts.
- Transit magnets will be installed on municipal busses starting in January.

- Entrance signs into Port Hope will display banners indicating that nominations for the civic awards will open in December.
- Magnet signs at the Town Park Recreation Centre and Canton Waste Transfer Station will feature messaging with respect to civic award nominations.
- Posters will be distributed by community living volunteers.
- A mailout is scheduled for January, J. Maidens requested that committee members review the mailing list and provide feedback and edits. C. Scatterty noted the lack of environmental groups on the list, she will connect with local organizations and provide contact information to J. Maidens.
- S. Kloosterhof will connect with local schools to circulate information about the civic awards and encourage nominations.
- Making a presentation to Council and conducting interviews on local radio and media outlets.
- A save the date will be issued to the MP, MPP and Council
- The communications team have created rack cards that will be distributed in the community.

K. Jaye left the meeting at 6:39 p.m.

#### 10.2 Discussion re Heritage Awards

Further discussion ensued regarding the heritage awards with respect to the decision meeting and nomination vetting process, and promotional strategies to ensure the community is well informed.

### 11. Next Meeting

11.1 December 9, 2024 at 6:00 p.m. via Zoom

### 12. Adjournment

The meeting was adjourned at 6:59 p.m.

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Councillor A Pearson, Chair

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E. McKerroll, Recording Secretary