



The Municipality of Port Hope

ANNUAL BOARD / ADVISORY COMMITTEE REPORT (REQUIREMENT OF BY-LAW 05/2021-ESTABLISHING MANDATE AND MEETING PROCEDURES FOR BOARDS/COMMITTEES)

Report may be completed by the Chair, or Secretary of the Board or Advisory Committee. Please include overall attendance records for all Board / Committee members. Please include names of all members, including those members who served partially throughout the term, and members of Council in the attendance summary (For example, total of 10 meetings for the year, member XYZ attended four meetings of 10). **Where a member has missed three (3) consecutive meetings, please identify accordingly as this would potentially disqualify a member for further eligibility to continue to serve on the Board / Committee.**

Report Period: 2021

Total Number of Meetings: 10

Board / Committee Name:
Accessibility Advisory Committee

Board / Committee Members
(including Council Rep(s)):

Number of Meetings Attended
(i.e. 7 of 10):

Selena Forsyth, Chair	10/10
John Bickle, Council Rep	9/10
Peter Hunt	8/10
Rhonda Cook	9/10
Sarah Orr	5/10
Shauna Elliott	5/10
Taylor Giannandrea	6/10
Zack Andrus	0/10 Membership on hold due to pandemic

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

Pedestrian Crosswalks

Peter Street and Ontario Street are commonly used streets that provide pedestrian access to commercial businesses, bus stops and nearby neighborhoods. They have been identified as streets with a heavy flow of traffic, creating safety challenges for pedestrians. The Municipality, in conjunction with the Accessibility Advisory Committee, implemented two

pedestrian crosswalks at these sites which incorporate flashing beacons that are push-button activated with audible alerts. The addition of these crosswalks increase accessibility for pedestrians and cyclists alike.

Transportation: Bus Shelters

Seven bus shelters have been installed around town including all of the long-term care facilities. Transit routes have been slightly re-routed to pass through the parking lots of the long-term care facilities to ensure easy access to the shelters.

Multi-Year Accessibility Plan

The Accessibility Advisory Committee reviewed and provided updates to the Northumberland County Multi-Year Accessibility Plan: 2022-2025. The multi-year accessibility plan outlines the County's strategy to prevent and remove barriers for individuals with disabilities when accessing goods, services, and facilities. This plan helps Northumberland County meet requirements under the Accessibility for Ontarians with Disabilities Act (AODA) and its Integrated Accessibility Standards Regulation (IASR).

Development Applications

The Committee reviewed and made recommendations on a number of development applications in town. This was done alongside Municipal staff in the Planning Department as well as the Works and Engineering Department.

porthope.ca Website Compliance

The Accessibility Advisory Committee reviewed the Municipal website, porthope.ca, to conform to the Province's compliance requirements and met the deadline to ensure compliance.

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

Town Park Recreation Centre Expansion Project

The Accessibility Advisory Committee is keen on being involved in the re-location of the Ruth Clarke Activity Centre for Seniors as part of the Town Park Recreation Centre Expansion Project. Committee members would like to continue to provide input on facility features as well as considerations to help meet accessible needs. This involvement is expected to occur throughout the duration of 2022 as the new build is underway.

Beach Access

The Committee aims to look into other options for a new accessible beach mat to provide ease of access to the beach for individuals with mobility needs.

Enhancements to the current mat would help those who utilize wheelchairs, walkers or strollers. This is targeted to be implemented in conjunction with the Port Hope Waterfront and River Walk Master Plan.

School Education Program

The Accessibility Advisory Committee will focus efforts on hosting an educational event for local students while navigating the Covid-19 protocols to ensure safety requirements. The Committee seeks to gather the adequate resources to deliver a virtual program to be presented in September 2022.

Information and Communication Standards: Website Accessibility

The Committee will continue to support Municipal efforts surrounding accessibility on the Municipality of Port Hope website, ensuring documents on webpages are compliant. This involvement is anticipated to be ongoing until complete.

Continued Review of Accessible Issues within the Municipality

The Committee strives to continue to review accessibility requirements within the Municipality, working closely with Municipal staff and community partners to ensure accessible needs are being met. This involves regular opportunities to provide input in the development of policies, procedures, service delivery and building design in accordance with AODA requirements.



Chair/Secretary Signature

January 28, 2022
Date

Rebecca Persaud (Recording Secretary)
Chair/Secretary Name (please print)



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Report Period: 2021

Total Number of Meetings: 3

Board / Committee Name:
Audit Committee

Board / Committee Members
(including Council Rep(s)):

Number of Meetings Attended
(i.e. 7 of 10):

L. Carr, Chair and Councillor	3/3
J. Lees, Councillor	3/3
C. Lannon, Member of Public	2/2

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

- Review of 2020 Audited Financial Statements
- Select Auditors for 2021/2022
- Review Quarterly Financial Reports
- Review Audit Findings Report
- Completed selection of new Audit Committee member

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

- Review Financial Statements
- Review Audit Findings Report
- Review Quarterly Financial Reports
- Policies/Procedures

Timeline: Four meetings total in the months of February, June, September, December

Original Signed by:
Cassidy Platt

January 28, 2022
Date

Chair/Secretary Signature

Cassidy Platt

Secretary Name (please print)

Additional Reporting Information you wish to communicate to your Council
(comments are limited to this page please):



The Municipality of Port Hope

ANNUAL BOARD / ADVISORY COMMITTEE REPORT

Report may be completed by the Chair, or Secretary of the Board or Advisory Committee. It should be completed as a summary of information contained in the Board /Committee's regular meeting minutes. Please include overall attendance records for all Board / Committee members. Please include names of all members, including those members who served partially throughout the term, and members of Council in the attendance summary (For example, total of 10 meetings for the year, member XYZ attended four meetings of 10). **Where a member has missed three (3) consecutive meetings, please identify accordingly as this would potentially disqualify a member for further eligibility to continue to serve on the Board / Committee.**

Report Period: 2020

Total Number of Meetings: 9

Board / Committee Name:

Civic Awards Advisory Committee

Board / Committee Members (including Council Rep(s)):

Number of Meetings Attended (i.e. 4 of 10):

Keri-Lee Kroeger (Chair)

9/9

David Kroeger

9/9

Sue Niles

7/9

Sandra Ging

7/9

Alex Byers

7/9

Wendy Meadows (Council)

7/9

List Top 3 Projects over the Reporting Period: *(Council has received regular meeting minutes, therefore point form is sufficient for the purposes of this report)*

- created an engaging virtual ceremony
- provided a new outstanding citizen award
- updated website with clear content to assist public with drafting complete nominations (saw a decrease in incomplete)

List Top 3 Objectives / Projects for the next year:

- committee will update recipient database and refine query search functions
- committee will plan to return to an in-person ceremony (covid pending)
- committee will create a new 'tips for a great nomination' video


Chair/Secretary Signature

December 9, 2021

Date

Keri Kroeger

Chair/Secretary Name (please print)

Additional Reporting Information you wish to communicate to your Council
(comments are limited to this page please):

Committee appreciates being invited to in-camera meeting to review nomination
recommendations alongside Council and would welcome the chance to do this again



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Report Period: Jan - Dec 2021

Total Number of Meetings: 10

Board / Committee Name: Committee of Adjustment

Board / Committee Members
(including Council Rep(s)):

Number of Meetings Attended
(i.e. 7 of 10):

Deputy Mayor Les Andrews	9
Marilyn Curson (Chair)	10
Louise Ferrie-Blecher (Vice-Chair)	10
Anita Blackwood	8
Lynn Brown	9
Ben Currelly	9

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

In 2021, the Committee of Adjustment reviewed a total of 14 minor variance applications and a total of 14 consent applications. This is more than double the number of applications received for both minor variance and consent for 2020 of which only 6 applications were reviewed for minor variance and 6 for consent.

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

The Committee of Adjustment continues to expect a high volume of minor variance and consent applications to review as experienced in previous years of 2020 and 2021 and will continue to meet on a monthly basis, as required.

A handwritten signature in cursive script, appearing to read "Mandy Kort", is shown within a light gray rectangular box.

Chair/Secretary Signature

Mandy Kort
Chair/Secretary Name (please print)

January 26, 2022

Date



The Municipality of Port Hope

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Report Period: 2021

Total Number of Meetings: 14

Board / Committee Name: Heritage Port Hope Advisory Committee

Board / Committee Members
(including Council Rep(s)):

Number of Meetings Attended
(i.e. 7 of 10):

<u>Karen O'Hara</u>	<u>12/14</u>
<u>Marie Jones</u>	<u>12/14</u>
<u>Patricia Doney</u>	<u>14/14</u>
<u>Gord Thompson</u>	<u>12/14</u>
<u>Deirdre Gardner</u>	<u>14/14</u>
<u>Rod Stewart</u>	<u>14/14</u>
<u>Les Andrews</u>	<u>13/14</u>

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

- In 2021, HPH created a Window Guideline Sub Committee and Community Engagement Sub Committee. The Listing Sub Committee continues.
- Drafting a Contractors List
- 7 pending designations
- 28 Heritage Applications
- Prepared a job description to lobby Council for a Heritage Planner
- Requested a tour of the property at 28 Bedford Street owned by CNL

- Looked at foundation at 228 Cavan Street, Councillor Lees provided the appropriate contact for a solution
- Agreed our Committee needs to be out in the community more, best to be proactive rather than reactive
- Staff: a few employees left employment at the Town of Port Hope, leading to a lack of communication in the latter part of the year, i.e., Financial Reports, Heritage Applications etc.

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

- Designations: 7 designations ongoing; take 6 months to complete. Want to present plaques to homeowners at their houses with Committee in attendance
-
- Heritage Applications: Review the By Law, review wording on Application, create a spreadsheet, track the work being applied for and follow up.
-
- Partnerships: ACO, Chamber, HBIA
-
- Education: Council, Staff, Members, real estate and sign companies
-
- Sub Committees: Ongoing
-
- Create a Semi-Annual Newsletter
-
- Review the HIAC Bylaw, request a meeting
-
- Look forward to working with all Staff (both current and new) and consultants; hopefully soon in person!

We were all faced with many challenges in 2021. Our Committee has worked very hard to "preserve our past", and we thank Council and Staff for your ongoing support!

Original signed by Janet Eby
Secretary Signature

February 7, 2022
Date

Janet Eby
Secretary Name (please print)



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Report Period: January to December
2021

Total Number of Meetings: 10

Board / Committee Name: Port Hope Public Library Board

Board / Committee Members
(including Council Rep(s)):

Number of Meetings Attended
(i.e. 7 of 10):

Jennifer Keyes	10 of 10
Kathy Dennis	9 of 10
Catherine Raby	8 of 10
Bob Wallace	10 of 10
Carol Ann Moore Ede	10 of 10
Will Lambert	8 of 10
Erin Coulter	8 of 9
Lyndsay Chapman	2 of 2
Laurie Carr	9 of 10
Liz Stewart	4 of 5

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

- Selection and implementation of a new integrated library system
- Completion of a multi-year financial plan
- Adoption of a fine free model of service
- Successful board member recruitment
- Continuous delivery of Covid appropriate in person and curbside library service
- Ongoing work of Friends of the Library resulted in two small fundraisers and a core group of volunteers to support the library's in person service
- Summer community survey input used to update strategic plan/goals

- Community book sale generated revenue of \$2000
- Receipt of a \$33,000 Canada Healthy Communities Initiative Grant for the Riverwalk Engagement Project which will allow for purchases and improvements to make the public library spaces safer and more accessible as well as provide digital solutions to address pandemic community needs

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year.

- Service delivery review of the library system
- Expansion of children's, youth and electronic resources
- Public service upgrades including community seating, study areas and IT workstations
- Continuation of accreditation process

Margaret Scott CEO.
Chair/Secretary Signature

December 23, 2021
Date

Margaret Scott
Chair/Secretary Name (please print)

Additional Reporting Information you wish to communicate to your Council
(comments are limited to this page please):

- 70,000 items circulated to date including print and electronic resources through limited in person and curbside service
- Issued 335 cards to new library members
- Presented 64 unique programs for an audience of about 650 in an ongoing effort to respond to community needs
- Council in conjunction with library senior staff should be planning for the future growth of Port Hope



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Report Period: 2021

Total Number of Meetings: 10

Board / Committee Name: Parks, Recreation and Culture Advisory Committee

Board / Committee Members (including Council Rep(s)):	Number of Meetings Attended (i.e. 7 of 10):
Ted Garrett	10 of 10
Faye Langmaid	9 of 10
Barb Pemberton	6 of 7
Charles Wickett	10 of 10
John Appleman	9 of 10
Liz Stewart	10 of 10
Lynda Deveau	4 of 6
Arlene Pettipas (RCAC Representative)	2 of 7
Judith O'Leary (RCAC Representative)	2 of 2
Councillor Wendy Meadows	9 of 10

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

- Welcomed two new PRC Advisory Committee members: Lynda Deveau from a cemetery perspective, and Judith O'Leary as the RCAC representative;
- Said goodbye to long standing PRC Advisory Committee members: Ed White, Barb Pemberton, and Arlene Pettipas;
- Invited and participated in the Port Granby Community Partners Dialogue;
- Active participation of PRC Advisory Committee member as a member of the Waterfront & Riverwalk Working Group;
- Continued working with Staff IRW the planning for Arboretum;
- Received delegations from the Friends of West Beach, Pump Track, and Pickleball, and supported the Rotary Club of Port Hope IRW the Rotary Centennial Project; and
- Established a Sub-Committee to assist PRC staff with future use of Caroline St

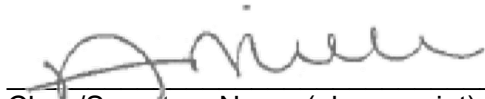
Rink after PHAI cleanup, as well as working with staff in planning for a Multi Purpose Sports Pad.

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

Focus Areas for 2022	Monthly Time Allocation
- Multipad (Outdoor Rink/Pickleball);	30 min
- Future use of Welcome Sports Field/facilities;	20 min
- Future use of King's Field;	15 min
- Future use of Caroline St. Rink;	10 min
- Investigate possibility of a Pump Track;	10 min
- Future of Pickleball and use of Tennis courts at TPRC;	20 min
- High Priority items from LSMP; and	10 min
- Other discussion points	30 min


Chair/Secretary Signature

December 6, 2021
Date


Chair/Secretary Name (please print)

Additional Reporting Information you wish to communicate to your Council
(*comments are limited to this page please*):

- Success of the Rose Quest Personal Care Community Cupboard after year long trial; and;
- Assistance provided to establish short term solution to noise problems at Welcome Tennis Courts.



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Report Period: 2021

Total Number of Meetings: 11

Board / Committee Name:
Port Hope Police Services Board

Board / Committee Members
(including Council Rep(s)):

Number of Meetings Attended
(i.e. 7 of 10):

Jeff Gilmer	11 of 11
John Hudson	11 of 11
Les Andrews	10 of 11
Laurie Carr	11 of 11
George Kallonakis	11 of 11

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

The Port Hope Police Services Board continued to meet virtually in 2021 as required by municipal COVID-19 policies. They continued to oversee the rollout of the goals set in the 2021-2023 Business Plan. The Board finalized all contracts with the Association. These contracts are good for the next four years will see the Service through to 2024. The Board had a Pay Equity study of the Service completed in 2021 and implemented all recommendations.

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

The Board and Port Hope Police Service will continue to work together towards the goals outlined in the 2021-2023 Business Plan and the Community Safety Well Being Plan. The Board anticipates the new Community Safety and Policing Act to come into force in 2022 and will focus on the study and implementation of the new Act. These tasks will be ongoing throughout the year and will not require any additional volunteers or resources.

Original signed by Sarah Giddings
Recording Secretary Signature

January 28, 2022
Date

Sarah Giddings
Secretary Name (please print)



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Report Period: 2021

Total Number of Meetings: 13

Board / Committee Name: Waterfront and Riverwalk Working Group

Board / Committee Members (including Council Rep(s)):	Number of Meetings Attended (i.e. 7 of 10):
Cory Harris (GRCA Representative)	12 of 13
Rowland Cave-Browne-Cave	12 of 13
Faye Langmaid (PRC Adv Representative)	13 of 13
Todd Attridge	5 of 5
Martha Grant	4 of 5
George Kallonakis	10 of 13
Dian Carlo	10 of 13
Marc Vermeire (previous member)	7 of 8
Gary Bowen (previous member)	1 of 2
Mayor Bob Sanderson	13 of 13
Deputy Mayor Les Andrews	12 of 13

Please provide a concise summary of the activities and accomplishments of the Board/Advisory Committee over the Reporting Period:

A facilitator was hired to assist with the drafting of the terms of reference for the Waterfront and Riverwalk Master Plan. The working group members were interviewed and provided input into the terms of reference by working with the facilitator over 2 months during which additional meetings were held to ensure that the terms of reference were ready for a proposal call.

The proposal call resulted in the hiring of a consultant to develop a master plan for the Waterfront and Riverwalk. The consultant has started work and will be reporting back to the Working Group.

The working group has also taken steps to have First Nations involved with the process, this relationship building is beginning.

The working group has met on-site to view the areas that improvements could occur in. This site walk included review of the concept and proposal from the Rotary Club for their 100th anniversary Legacy Project. Two members of the Working Group have provided further design ideas to the Rotary Club.

The working group has been briefed on the arboretum, the floodplain and its implications for development, the Lake Ontario Shoreline Management Plan (which outlines the dynamic beaches and hazard lands), the PHAI clean-up including timing and other aspects that will affect the master plan.

The working group values public input and has asked that it be a priority of the consulting study. In addition, members have been sharing ideas via a digital mural to brainstorm the interconnections with other areas and projects that are foreseen (e.g. Roadworks, Environmental Assessments).

Please provide a concise summary of the Board/Advisory Committee's focus areas for the following year including an estimated monthly timeline to assist in resource allocation of volunteers and to set Council expectation:

- Update about PHAI timing and clean-up.
- Looking for immediate projects that could provide a catalyst and momentum for the overall larger master plan.
- Investigation into having funds donated to the Waterfront and Riverwalk (e.g. a Foundation) to assist with long term implementation.
- Relationship building with First Nations and working on understanding the stories we share and how it has shaped the river and land.
- Working with the consultant and gathering additional public input into the master planning process.



Chair/Secretary Signature

2021.12.06

Date

Rowland Cave-Browne-Cave

Chair/Secretary Name (please print)