



## 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:** Jan - Dec 2022

**Total Number of Meetings:** 11

**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)	11 of 11
John Bickle (former Council Rep)	8 of 9
Peter Hunt	10 of 11
Rhonda Cook	9 of 11
Sarah Orr	10 of 11
Shauna Elliott *Committee member has resigned due to personal reasons as of February 09 2023	6 of 11
Taylor Barrett	9 of 11
Jenette Davidson, Director Works and Engineering	9 of 11
Stephanie Byfield, Older Adult Activity Coordinator	10 of 11
Rebecca Persaud, Recording Secretary	10 of 11

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

In 2022, the Accessible Advisory Committee (AAC) faced various challenges due to COVID-19 restrictions. However, the committee still managed to provide valuable input on a number of master plans and site plans. For instance, the AAC submitted comments to the Waterfront and River Walk Masterplan with regards to accessible beach mats, reviewed site plans for the Justin Williams Hockey Training Facility, and provided feedback for accessibility components on the Municipal Election Plan. Despite the challenging circumstances, the AAC has also been preparing to safely deliver

the Schools Program, which involves recruiting community members with disabilities to speak to students about the challenges they face. The committee was able to develop a theme for this initiative, namely "what makes us different makes us special". Additionally, the AAC provided feedback on design plans for the Chalmers Park playground, and submitted commentary on the Walton Street Reconstruction and the Garden Hill Subdivision. Overall, despite the difficulties faced in 2022, the AAC remained active in providing guidance and recommendations on a range of plans and initiatives in order to promote accessibility within the Municipality of Port Hope.

**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 Accessibility Advisory Committee (AAC) plans to focus on two areas in the 2023 reporting year:

- (1) Education and Awareness
- (2) Community Connection

For each area, they have identified specific goals and activities to work on, including community outreach, reviewing policies, and recognizing compliance. The following are proposed initiatives with corresponding timeline for completion:

- **Education and Awareness - The Schools Program**  
The Schools Program has been a longstanding initiative run by the AAC. The program aims to raise awareness about disabilities at local elementary schools and involves recruiting community members with both physical and invisible disabilities to visit schools and give presentations to students about their experiences, challenges and accomplishments. Through these presentations, students are engaged and educated about disabilities and the challenges that people with disabilities encounter on a daily basis.

The AAC has faced numerous challenges in facilitating the Schools Program due to unprecedented barriers. The closure of schools resulting from the COVID-19 pandemic and strikes held by education workers have made it difficult for the AAC to navigate these circumstances. In light of these challenges and recognizing that school administration has had much to focus on, the AAC has opted to respect this challenging time by holding off on running the Schools Program during the 2022 reporting period.

As pandemic restrictions are being lifted and the possibility of strikes lessen, the AAC is committed to facilitating the Schools Program for the

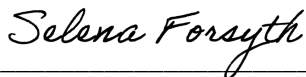
2023 year and aims to implement it in the Fall of 2023. The AAC will require participation from committee members as well as local community members with disabilities in order to run the program. The AAC also plans on partnering with Municipal staff, particularly staff in the transit division, to help coordinate transportation for any volunteers that require assistance.

- **Community Connection - Accessibility Recognition for Local Business**

Previously, the AAC had a practice of sending out certificates of accessibility recognition to local businesses that made changes to increase accessibility within their premises. Going forward, the committee members would like to bring this recognition back by proactively looking out for businesses that make such changes and provide them with recognition for their efforts towards accessibility. This is planned to occur throughout the 2023 reporting year and will involve participation from committee members.

- **Community Connection - Accessible Challenges**

In the past, the AAC organized an engaging activity for members of Council to participate in. This involved completing tasks around town, with specific barriers in place that were designed to raise awareness about the challenges faced by residents with disabilities. The AAC intends to revive this program, and the presence of a new council provides a perfect opportunity to engage with members while promoting accessibility. The AAC aims to organize this activity for the summer of 2023.



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Selena Forsyth, Chair

February 14, 2023



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Rebecca Persaud, Recording Secretary

February 14, 2023

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

The Accessibility Advisory Committee is looking forward to pursuing both familiar and new projects during the 2023 reporting year. As the COVID-19 restrictions gradually ease, the committee sees an opportunity to run programs and engage with the community in a safe manner. The committee acknowledges that the past year has been challenging for everyone and that accessibility may have been overlooked amidst the pandemic's demands. Therefore, the AAC is excited to reconnect with the community and continue its work towards promoting accessibility in Port Hope.

A new council term provides a fresh opportunity to discuss accessibility within the Municipality of Port Hope, and the AAC looks forward to working with council members to transform ideas into actions. The committee has always placed a high priority on collaborating with municipal staff to make accessibility a top priority and is eager to work to develop and implement programs that can benefit residents with disabilities, ranging from educational sessions to community engagement.

One of the AAC's initiatives in the past was recognizing local businesses for their efforts in making their premises more accessible. The AAC plans to reintroduce this program in the coming year and will proactively seek out businesses that make accessibility-related changes. Additionally, the AAC aims to revive an activity that involves challenges for council members to complete while simulating the barriers that individuals with disabilities face. This program has been successful in the past, and the AAC believes it can engage new council members while promoting accessibility within the community.

In summary, the AAC is excited to continue its work towards promoting accessibility in Port Hope, taking advantage of new opportunities and continuing its existing initiatives. The committee is confident that with the help of the council and the community, it can make the Municipality of Port Hope more accessible to all residents.



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**Report Period:** 2022

**Total Number of Meetings:** 2

**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	2/2
J. Lees, Councillor	2/2
C. Lannon, Member of Public	1/2

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

- Review of 2021 Audited Financial Statements
- Review Quarterly Financial Reports
- Review Audit Findings Report
- Review Procurement Policy

**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

Cassidy Platt  
\_\_\_\_\_  
Chair/Secretary Signature

February 23, 2023  
\_\_\_\_\_  
Date

C. Platt  
\_\_\_\_\_  
Chair/Secretary Name (please print)

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



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**Report Period:** Jan - Dec 2022

**Total Number of Meetings:** 10

**Board / Committee Name:** Civic Award Advisory Committee

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

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

Keri Kroeger, Chair	10 of 10
Alex Byers	7 of 10
Dave Kroeger	9 of 10
Sandra Ging	10 of 10
Sue Knox	9 of 10
Kendra Simmons, Chamber Rep	3 of 4
Wendy Meadows, Council Rep	6 of 8
Jeannie Maidens, Event Coordinator	10 of 10
Rebecca Persaud, Recording Secretary	9 of 10

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

The Civic Awards Advisory Committee oversees the Civic Awards Program and hosted the 2021 Civic Awards Ceremony in May of 2022, live on stage at the Capitol Theatre.

The Committee drafted the annual communication and marketing plan for Program initiatives (nomination launch + ceremony promotion); reviewed all submitted nominations and brought forward a recommended list of recipients to Council; issued all correspondence to nominees/nominators; planned all ceremony logistics and media relations.

The Committee also keeps the civic award recipient database updated and manages all inventory to support the Program and ceremony presentations (office supplies, award pins, sashes 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:**

The Civic Awards Advisory Committee oversees the Civic Awards Program and will host the 2022 Civic Awards Ceremony in May of 2023, live on stage at the Capitol Theatre.

The Committee is setting out to source a new award (locally made and inspired) for the Outstanding Citizen and exploring options for recording the ceremony to produce a follow-up digital asset (with footage for future promotion). Further, the Committee is looking at options for updating the recipient database and refining query search functions – support from Corporate Services Department may also be requested.

**2023 year Workflow Timeline:**

Committee meets the **third Thursday of each month at 6pm** (virtually)

December 1, 2022	Nominations open
Thursday January 19	Committee Meeting
Thursday February 16	Committee Meeting
Thursday March 2	<b>Nomination deadline</b>
Friday March 3	Committee members pick up nomination packages for review
Tuesday March 9	Nomination review/ <b>decision meeting</b>
Wednesday March 14	Recommendation report to SLT
Tuesday March 21	<b>Council approval</b>
Thursday March 16	Committee meeting
Thursday March 30	Send correspondence to all Nominators and Nominees
Friday April 14	Deadline for recipient photos (for inclusion in ceremony)
Thursday April 20	Committee Meeting
Friday April 28	Finalize all ceremony scripts and digital content
Wednesday May 3	Committee Meeting
Thursday May 4	<b>Ceremony</b>
Thursday May 18	Committee Meeting
Thursday June 15	Committee Meeting
<i>July-August</i>	<i>Break for summer hiatus</i>
Thursday September 21	Committee Meeting
Thursday October 19	Committee Meeting
Thursday November 16	Committee Meeting
Thursday December 21	Committee Meeting





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David Kroeger, Chair

February 17, 2023



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Jeannie Maidens, Event Coordinator

February 17, 2023



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Rebecca Persaud, Recording Secretary

February 17, 2023

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

The 2021 ceremony marked the first in-person event since the pandemic began. The event had a few modifications, such as individual snack boxes for refreshments and mandatory masking at the Capitol Theater in compliance with their regulations. Despite the various obstacles presented by Covid-19, the Civic Awards Advisory Committee successfully organized and executed an in-person awards ceremony (after two years of virtual production), bringing the community together to celebrate.

Looking ahead to the planning the of the 2022 ceremony (in May 2023), the committee anticipates fewer challenges now that Covid-19 restrictions have eased. It is evident that the Civic Awards Ceremony greatly highlights the important contributions of the community and the recognition provided at the ceremony is essential. The committee is excited to reunite the community again for an in-person celebration of their achievements, and thanks Council for their continued support.



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**Report Period:** Jan - Dec 2022

**Total Number of Meetings:** 6

**Board / Committee Name:** Committee of Adjustment

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

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

Louise Ferrie-Blecher (Chair)	5/6
Ben Currelly (Vice-Chair)	5/6
Anita Blackwood	2/6
Marilyn Curson	6/6
Lynn Brown	6/6

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

- Made decisions regarding applications for consent (6 in total) and minor variance (8 in total)

**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:**

- Continue to review and make decisions on consent and minor variance applications and will continue to meet on a monthly basis to hear applications when required



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Chair / Secretary Signature

Mandy Kort, Secretary-Treasurer

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Chair / Secretary Name (please print)

January 31, 2023

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Date



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**Report Period:** Jan - Dec 2022

**Total Number of Meetings:** 7

**Board / Committee Name:** Environmental Advisory Committee

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

**Number of Meetings Attended**  
:

Vicki Mink	6 out of 7
Mike Goldstein	7 out of 7
Janet Fishlock	6 out of 7
June Bartlett	6 out of 7
Andrew Oussan	6 out of 7
Wade Rowland	6 out of 7
Penny Nutbrown	6 out of 7

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

During our initial monthly meetings, April to June, the committee spent a significant amount of time becoming educated with the processes of committee work, setting goals and becoming more familiar with local environmental issues. We did not meet in August but when we resumed in September planning for the Tree Party (an educational event to be hosted by the committee in May, 2023, discussing and learning more about the Climate Action Plan and the Tree Policy became our main priorities in meetings and in the work done between meetings. We did not meet as a committee in December.

**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:**

Goal 1: To assess and if possible implement ways and means to consult the community as part of the creation of a climate action plan (we are aiming to have a working document by year's end);

Goal 2: To become better educated and informed regarding the Tree Policy, Tree Bylaws and ways to increase and care for the forestry in Wards 1 and 2, in particular how these goals could be tied to other initiatives such as the Water Revitalization plan. (by year's end);

Goal 3: To plan and effect a community event where participants can increase their knowledge and understanding of the role of trees in climate mediation (event will take place on May 13, 2023).

*Original Signed by Penny Nutbrown*

\_\_\_\_\_  
Chair / Secretary Signature

Penny Nutbrown

\_\_\_\_\_  
Chair / Secretary Name (please print)

January 31, 2023.

\_\_\_\_\_  
Date



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**Report Period:** Jan - Dec 2022

**Total Number of Meetings:** 9

**Board / Committee Name:** Port Hope Heritage Business Improvement Area

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

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

Martha Ciana	3 of 9 (joined Sept)
Kelly Winslow	8 of 9
Ed Hachey	4 of 9
Laura Henderson (Lori)	9 of 9
Beth Danks	8 of 9
Karyn Kennedy	8 of 9
Scott Blaier	8 of 9
Alex Byers	6 of 9
Daphne Grandville	5 of 9
Les Andrews	5 of 9

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

The Heritage Business Improvement Area has done beautification within the downtown. Adding decorations and other new ideas to Lent Lane to enhance the area. Hosted events and partnered with the Municipality in their events.

**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 HBIA is planning on doing a 4 year strategic plan this year as well as membership engagement initiatives. We would like to further promote downtown Port Hope more as a destination. We also look forward to strengthening our relation ship and partnerships with the Municipality.

*Jamie Manton*

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Chair / Secretary Signature

Jamie Manton Manager

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Chair / Secretary Name (please print)

February 22, 2023

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Date





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**Report Period:** Jan - Dec 2022

**Total Number of Meetings:** 11

**Board / Committee Name:**  
**Heritage Port Hope Advisory Committee**

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

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

Karen O'Hara	11/11
Marie Jones	10/11
Patricia Doney	10/11
Deirdre Gardner	11/11
Rod Stewart	8/11
Gord Thompson	9/11
Les Andrews	9/11

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

The Committee met by Zoom until July, when it recommenced meeting in person.

Activities of note consist of the following:

- Port Hope Hospital (65 Ward Street):
  - Received presentation from MHBC (MacNaughton Hermsen Britton Clarkson Planning Limited) on behalf of Southbridge Care Homes.
  - Passed a resolution (unanimously) recommending Council deny the Heritage Alteration Permit which would result in the demolition of three Heritage buildings: the former Port Hope Hospital; the Cottage Hospital; and the Power House.

- Passed a resolution (unanimously) recommending that 65 Ward Street, 36-38 Hope Street and 20 Hope Street be designated under Section 29, Part IV of the Ontario Heritage Act.
- Committee is concerned about the deteriorating condition of the building, and will continue to monitor the situation in 2023.
- Prepared downtown window display for Heritage Week in February.
- Recommended 4 Designations: 10 Armour St.; 18 Princess St., 46 Dorset St., 27 College Street). Following Council's approval of the designations, several members attended plaque unveilings at owners' homes. In addition, a new plaque was provided for 59 Frances St. to replace one that had been removed.
- Considered and referred to staff the issue of repealing individual designations for several Town Park structures, in order to consolidate them into one designation. This process would also capture some structures not yet designated and the Little Train Station which was moved to its present site. This project will be continued in 2023.
- Worked with Staff to complete/update a Heritage Register (of designated and listed properties), for adoption by Council resolution for the Municipality. Staff also continues to work on completing details in the larger Heritage Inventory.
- Developed a short list of 20 properties for designation in next year or two.
- Considering potential for designation of 228 Cavan Street (Cavan Candies or Thomas Molson Distillery)
- Approved 5 Heritage Applications: 82 Augusta Street; 27 Walton Street, 85 Walton Street (Opera House), 2/4 Queen St./35 Walton Street (Dreamers Café) and 168 King Street (Canada House)
- Denied 2 Heritage Applications: 31 Queen Street (Mary J. Benson Library) and 2/4 Queen Street/35 Walton Street (Dreamers Cafe). (Note: Dreamers Café's application was subsequently resubmitted and approved.)
- Developed draft Windows Guidelines, for completion and presentation to Council in 2023
- Received two presentations from Friends of Wesleyville Village, two from Hope Towns Community Ventures re: 85 Walton (Opera House), and one from Ainley Graham & Associates regarding the planned demolition of Sylvan Glen Bridge.
- Community Engagement:
  - Discussed having open houses with listed property owners. COVID delayed this to 2023
  - Drafted a Generic Letter to Designated Property Owners, for completion and distribution in 2023
- Recommended a policy for Port Hope that when alterations are being contemplated to designated historical buildings and structures owned by the Municipality, professional staff (i.e., a CAHP architect in good standing) be engaged to consult on these alterations.



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This was forwarded to Council via the Committee minutes, which were adopted, and the policy is now considered therefore to be in force.

- Discussed development of a paint palette for Port Hope – to be completed in 2023.
- 28 Bedford: Toured property and discussed CNL plans for site.
- Two Committee members attended the Ontario Heritage Conference in June, in Brockville.
- Chair now sitting in as ex-officio non-voting member of HBIA
- Committee re-established membership with Community Heritage Ontario
- Welcomed participation of Director T. Davis as Staff Representative and S. Babbar as Planner, and continued participation of S. Layard from the ACO.

**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:**

- *Development of a paint palette for use in Port Hope heritage buildings*
- *Finalization of windows guidelines for Port Hope heritage buildings*
- *Presentation of Heritage Awards of Excellence, for 2020, 2021, and 2022*
- *Reactivation of allocation of Heritage Incentive Advisory Committee awards*
- *Pursuing designation for a list of 10 heritage properties*
- *Designation consolidation for some existing Town properties, currently individually designated, and adding other properties as appropriate (e.g. Little Train Station)*
- *Issuing letter to owners of designated heritage properties*
- *Getting a full-time Heritage Planner (was the #1 priority in 2022, and continues to be in 2023.)*

- *Providing an education session to Council regarding the function of HPH*
- *Updating the Contractors List*
- *Continuing to monitor the status and condition of 65 Ward Street.*

*Original signed by Chair*

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Chair / Secretary Signature

Karen O'Hara

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Chair / Secretary Name (please print)

Date: March 28, 2023



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**Report Period:** Jan - Dec 2022

**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	5 of 6
Laurie Carr	6 of 8
Carol Ann Moore Ede	10 of 10
Will Lambert	8 of 10
Bob Wallace	8 of 10
Erin Coulter	7 of 10
Lyndsay Caine	9 of 10

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

- Implementation of new integrated library system
- Launch of fine free service
- Completion of service delivery review
- Extensive policy development
- Reactivation of a full programming schedule
- Port Hope Community Hub Branch reopened (post covid)
- New collective agreement with CUPE Local 749-01
- Friends of the Library fundraised \$4200
- Continued safe delivery of library service

**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:**

- Rollout of several recommendations of the 2022 service delivery review
- Orientation and training of the new library board
- First steps in updating the Mary J. Benson Branch

Margaret Scott CEO  
Chair / Secretary Signature

Margaret Scott  
Chair / Secretary Name (please print)

January 5, 2023  
Date

## Port Hope Public Library Board Legacy Document December 2022

**Our Vision:** *Your destination for inspiration, imagination and information*

**Our Mission:** *Port Hope Public Library delivers quality, community-focused library services with a commitment to equitable and open access to all resources.*

**Our Values:** *Lifelong learning and reading; Freedom of information and expression; Open access based on diversity, equitability and inclusivity; Community engagement; Innovation*

<p><b>Our library community partners</b></p> <ul style="list-style-type: none"> <li>• Friends of the Library</li> <li>• MPH Parks, Recreation and Culture</li> <li>• Furby House Books</li> <li>• Trinity College School</li> <li>• Port Hope Rotary Club</li> <li>• Early ON Northumberland</li> <li>• Northumberland Learning Connection</li> <li>• donors</li> </ul>	
<p><b>Major governance issues faced during our four-year term</b></p> <ul style="list-style-type: none"> <li>• COVID <ul style="list-style-type: none"> <li>○ Revise policies to handle a pandemic</li> <li>○ Work from home</li> <li>○ Lack of time toward other projects</li> </ul> </li> <li>• Contract negotiations</li> </ul>	<p><b>We were able to accomplish.....</b></p> <ul style="list-style-type: none"> <li>• New ILS system</li> <li>• Revised MANY policies</li> <li>• Maintained services during COVID</li> <li>• Staff retention</li> <li>• Moved PT administrative assistant position to FT</li> <li>• Completed Library Service Review</li> <li>• Restarted Friends of the Library</li> <li>• Introduced Sunday hours at MJB</li> <li>• Relocated the rural service branch from Garden Hill to Port Hope Community Hub</li> <li>• New collective agreement</li> <li>• Five-Year financial plan</li> <li>• Community survey</li> <li>• Minor update to PHPL logo</li> </ul>



	<p><b>We were NOT able to accomplish.....</b></p> <ul style="list-style-type: none"><li>• Accreditation</li><li>• Financial strategy</li><li>• IT blueprint</li><li>• Restructuring of staffing model</li><li>• Reallocation of space in MJB</li><li>• Re-evaluation of the effectiveness of the Hub</li></ul>
<p><b>Strategic directions:</b></p> <ul style="list-style-type: none"><li>• Rewriting job descriptions</li><li>• Prior to next negotiation (1 year) plan for cross training staff</li><li>• Hub re-assessment (1 year)</li><li>• Reallocation of some collections</li><li>• Creation of small meeting spaces</li><li>• Consider the service review</li><li>• Succession planning – staff &amp; IT</li><li>• Integration of CEO into senior management</li></ul>	
<p><b>Strategic directions:</b></p> <ul style="list-style-type: none"><li>• Improve corporate culture</li><li>• Reallocation of space to meet wants &amp; needs</li><li>• Maintaining rural service</li><li>• Finances (finding \$)</li><li>• Expansion of services</li><li>• Keeping up with technology</li><li>• Communication</li></ul>	





## 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:** Jan - Dec 2022

**Total Number of Meetings:** 9

**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	4 of 4
Faye Langmaid	8 of 9
Charles Wickett	7 of 9
John Appleman	6 of 9
Liz Stewart	1 of 1
Lynda Deveau	5 of 9
Judith O'Leary	9 of 9
Teresa Van Neste	5 of 7
Gerry Ryan	2 of 3
Lauren Millier	3 of 3
Councillor Wendy Meadows	5 of 8

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

- Welcomed new members: Gerry Ryan, Lauren Millier, and Councillor Adam Pearson.
- Wished the best to Liz Stewart, Councillor Wendy Meadows, Charles Wickett, and Ted Garrett as they moved on from Advisory Committee.
- Attended various local municipal events, including the Wall of Honour Unveiling, Civic Awards ceremony, Waterfront Development, Cultural workshops, and information sessions/
- Monitored the development of the Rotary Centennial Riverview Park and the Arboretum projects.

- Continued to collaborate with and review the details of the Waterfront and Riverwalk Working Group as a Waterfront Master Plan is developed.
- Worked with staff and the Ruth Clarke Activity Centre Board to determine the most effective operating model for Older Adult Programming.
- Monitored the Town Park Recreation Centre Expansion Project and discussed implementation of a Fundraising Committee to support the project.
- Considered and advised on concepts of the Parkland Review Subgroup for the remediated land of Welcome Park, King's Field, and Lion's Park, as well as the Port Granby land transfer.

**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:**

- Work with the Fundraising Committee to maximize potential for the Town Park Expansion plans.
- Support the installation of new outdoor pickleball courts.
- Continue to collaborate with stakeholders on the revitalization/future use of parklands.
- Review the Wall of Honour program.
- Assist in conducting community surveys on a variety of topics such as seniors' needs assessments and future park planning.
- Finalize the presentation and updates on Collaborating on Culture.
- Support the Waterfront and Riverwalk Working Group in creating a community project.
- Review and support staff in developing a trails strategy and updating the parks by-law.

  
Chair / Secretary Signature

JOHN APPLEMAN  
Chair / Secretary Name (please print)

Feb. 24, 2023  
Date



## 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:** Jan - Dec 2022

**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
Laurie Carr (left Dec 2022)	7 of 9 eligible to attend
George Kallonakis	11 of 11
Les Andrews	10 of 10 eligible to attend
Olena Hankivsky (appointed Dec 2022)	1 of 1 eligible to attend

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

The PHPSB resumed in-person meetings in 2022. They continued to oversee the rollout of the goals set in the 2021-2023 Business Plan. The Board received Chief Bryant Wood's notice of retirement and proceeded to form a hiring committee to begin the recruitment process for his replacement, hiring Rubicon Recruitment to assist the process. Laurie Carr finished her term in December 2022 and Olena Hankivsky was appointed to the vacant seat.

**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 will be focusing on the onboarding of the new Chief of Police, Tim Farquharson, who begins with the PHPS in March 2023. The PHPSB will be completing the 2024-2026 Strategic Plan in 2023. The Strategic Plan will require assistance from the Graphic and Web Designer in the late months of 2023. The Community Safety and Policing Act is expected to come into force in 2023 and the Board will focus on the study and implementation of the new Act. This will not require extra assistance or resources. The Board will need to fill a vacancy when Chair Jeff Gilmer leaves his position in May 2023. This is a Provincial Appointee position.



Chair / Secretary Signature

Jeff Gilmer

Chair / Secretary Name (please print)

Tuesday, February 21, 2023

Date

**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** (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:** Jan - Dec 2022

**Total Number of Meetings:**

**Board / Committee Name:**

Waterfront and Riverwalk Working Group

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

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

Rowland Cave-Browne-Cave	0 of 1
Faye Langmaid	9 of 9
Cory Harris, GRCA Representative	8 of 9
George Kallonakis	6 of 9
Bonnie Caruana	5 of 7
Dian Carlo	3 of 9
Councillor Les Andrews	7 of 9
Mayor Bob Sanderson	6 of 8
Shirley Richardson	3 of 3
Matthew Cable	1 of 3
Martha Grant	1 of 6
Todd Attridge	8 of 9

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

- Considerable time spent on community engagement relating to talkshops, walkshops, coffee shops and public input relating to the vision for the waterfront and riverwalk plan
- Site review and walkover with First Nations groups
- Flood modelling work commenced through GRCA
- Municipal property ownership work commenced
- Comments on Rotary Centennial Riverview Park design, lighting and paving project along the trail including Arboretum planning

- Received restore west beach proposal

**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:**

- Presentation of the Waterfront and Riverwalk Master Plan to Council and public
- Presentation of an implementation plan and cost estimate to Council and public
- Implementation of the lighting on the west side of the River and Rotary Centennial Riverview Park construction finalization
- Establish a community waterfront project as a catalyst and momentum for the overall master plan
- Ongoing relationship building with First Nations stakeholders and Indigenous partners

*Faye Langmaid*

Chair / Secretary Signature

Faye Langmaid

Chair / Secretary Name (please print)

March 6, 2023

Date

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