



**THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE  
COUNCIL MINUTES**

November 21, 2023, 6:30 p.m.

Present: Mayor Olena Hankivsky  
Councillor Les Andrews  
Deputy Mayor Attridge  
Councillor Chris Collins  
Councillor Claire Holloway Wadhvani  
Councillor Vicki Mink  
Councillor Adam Pearson

Staff: Brian Gilmer, Interim CAO  
David Baxter, Director, Finance  
Jeanette Davidson, Director, Works and Engineering  
Todd Davis, Director, Planning and Development  
Kate Ingram, Acting Director, Corporate Services and  
Manager, Communications  
Julia Snoek, Director, Parks, Recreation and Culture  
Jason Williams, Director, Protective Services  
Shrishma Davé, Acting Municipal Clerk/ Manager,  
Legislative Services  
Amanda Millar, Acting Deputy Clerk

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

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**1. Call to Order**

The Council Meeting was called to order at 6:30 p.m.

- 1.1 Moment of Silent Reflection
- 1.2 Land Acknowledgement

Mayor Hankivsky acknowledged that the Municipality of Port Hope exists on the lands of the Michi Saagiig Anishnaabeg traditional territory covered by the Williams Treaties. We honour and recognize First Peoples as rights holders and stewards of the lands and waters on which we have the privilege to live, work, and play, including the Ganaraska Forest and River. We pay respect to Elders past, present and emerging.

We commit to actions towards Truth and Reconciliation by recognizing the United Nations Declaration on the Rights of Indigenous Peoples, strengthening ties with First Nations, Métis, and Inuit peoples - especially those who make their home in Port Hope, and learning from Indigenous ways of knowing and being. We do so by recognizing the past and working towards a shared future.

### 1.3 Community Updates

Mayor Hankivsky provided an update with respect to:

- Candlelight Festival takes place on Friday, November 24 with the Candlelight Walk and the gathering in Memorial Park along with a vendor market and late-night shopping in the downtown core, Santa Claus parade takes place on Saturday, November 25 at 1:00 p.m.
- The proposed operating and capital budgets have been posted on the municipal website and the budget survey is still open for feedback. Finance Committee Meetings take place on November 28 and 30, 2023.

## 2. Disclosure of Pecuniary Interest and the Nature Thereof

Councillor Pearson declared a conflict on Items 8.2 and 9.4, as he is a sole proprietor of a business directly impacted by this matter. Councillor Pearson did not vote or participate in any discussion with respect to this matter.

## 3. Closed Session

None.

## 4. CONSENT AGENDA - Approval of the Minutes of Previous Meetings

**Moved by** Councillor Andrews

**Seconded by** Deputy Mayor Attridge

That the Council Meeting minutes of November 7, 2023, the Committee of the Whole Meeting minutes of November 7, 2023 and the Special Council Meeting minutes of November 15, 2023 be approved as circulated.

**Carried**

4.1 Council Meeting Minutes of November 7, 2023

4.2 Committee of the Whole Meeting Minutes of November 7, 2023

4.3 Special Council Meeting Minutes of November 15, 2023

## 5. Business from Previous Minutes and Notification of New Business

None declared.

## 6. Petitions and Delegations

None.

## 7. Correspondence

None.

## 8. Staff and Committee Reports

- 8.1 Staff Report CS-17-23 re: Update to Meeting Schedule and Notice of Motion Process - Procedural By-law Review

**Moved by** Councillor Andrews  
**Seconded by** Councillor Collins

That Staff Report CS-17-23 regarding Update to Meeting Schedule and Notice of Motion Process - Procedural By-law Review be referred to Resolutions and By-laws.

**Carried**

- 8.2 Staff Report WE-23-23 re: Walton Street Reconstruction - Phase 2

Councillor Pearson declared pecuniary interest and left the meeting at 6:55 p.m.

A question and answer period ensued.

**Moved by** Councillor Holloway Wadhwani  
**Seconded by** Councillor Mink

That Staff Report WE-23-23 regarding Walton Street Reconstruction - Phase 2 be referred to Resolutions.

**Carried**

Councillor Pearson returned to the meeting at 7:23 p.m.

## 9. CONSENT AGENDA - Resolutions

Resolutions 66/2023, 68/2023, 69/2023 and 70/2023 were considered individually.

- 9.1 66/2023

**Moved by** Deputy Mayor Attridge  
**Seconded by** Councillor Holloway Wadhwani

**WHEREAS** Council at a Special Council meeting held on October 30, 2023 considered Staff Report CS-16-23 regarding Draft Procedure By-law - Result of Review and Suggested Changes;

**AND WHEREAS** Council at the Special Council meeting held on October 30, 2023 provided feedback and direction to staff with respect to the proposed by-law and meeting schedule, which were incorporated and presented to Council at the November 7, 2023 meeting;

**AND WHEREAS** Council at the Council meeting of November 7, 2023 referred the proposed schedule back with the following adjustments: the meeting schedule be amended to a three week schedule as originally recommended by staff on October 30, 2023, but with Council meetings at 5:00 p.m. and Committee of the Whole at 5:00 p.m.; and that the revised schedule include placeholders for public meetings and special council meetings to take place generally on Tuesdays at 5:00 p.m., as required;

**AND WHEREAS** Council at the Council Meeting of November 21, 2023 considered Staff Report CS-17-23 and the revised 2024 Meeting Schedule and by-law:

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the 2024 Council and Committee of the Whole meeting schedule attached hereto as Appendix "A".

**See Following Motion**

**Amendment:**

**Moved by** Councillor Mink

**Seconded by** Councillor Holloway Wadhvani

That the following be added after "Appendix A":

with the following amendments:

**THAT** the start time for regular meetings of Council and Committee of the Whole remain at 6:30 p.m.; and

**THAT** the Clerk be granted administrative authority to bring these changes into effect.

**Carried**

The main motion, as amended, was then carried as follows:

**Moved by** Deputy Mayor Attridge

**Seconded by** Councillor Holloway Wadhvani

**WHEREAS** Council at a Special Council meeting held on October 30, 2023 considered Staff Report CS-16-23 regarding Draft Procedure By-law - Result of Review and Suggested Changes;

**AND WHEREAS** Council at the Special Council meeting held on October 30, 2023 provided feedback and direction to staff with respect to the proposed by-law and meeting schedule, which were incorporated and presented to Council at the November 7, 2023 meeting;

**AND WHEREAS** Council at the Council meeting of November 7, 2023 referred the proposed schedule back with the following adjustments: the meeting schedule be amended to a three week schedule as originally recommended by staff on October 30, 2023, but with Council meetings at 5:00 p.m. and Committee of the Whole at 5:00 p.m.; and that the revised schedule include placeholders for public meetings and special council meetings to take place generally on Tuesdays at 5:00 p.m., as required;

**AND WHEREAS** Council at the Council Meeting of November 21, 2023 considered Staff Report CS-17-23 and the revised 2024 Meeting Schedule and by-law:

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the 2024 Council and Committee of the Whole meeting schedule attached hereto as Appendix "A", with the following amendments:

**THAT** the start time for regular meetings of Council and Committee of the Whole remain at 6:30 p.m.; and

**THAT** the Clerk be granted administrative authority to bring these changes into effect.

**Carried**

9.2 68/2023

**Moved by** Councillor Pearson

**Seconded by** Councillor Mink

**WHEREAS** Committee of the Whole meeting of November 7, 2023 considered Staff Report PD-44-23 regarding Lease at the Capitol Theatre;

**NOW THEREFORE BE IT RESOLVED THAT** Council direct staff to formally notify the Capitol Theatre that the Municipality of Port Hope intends to renew the lease at 20 Queen Street;

**AND BE IT FURTHER RESOLVED THAT** staff be directed to negotiate new lease terms and bring the proposed lease forward for future consideration.

**Carried**

9.3 69/2023

**Moved by** Councillor Collins

**Seconded by** Councillor Holloway Wadhwani

**WHEREAS** Committee of the Whole at their meeting held on November 7, 2023 considered Staff Report WE-21-23 regarding Contract 68-ENG-2023 and Contract 70-ENG-2023, Transportation Division Truck Replacement;

**NOW THEREFORE BE IT RESOLVED THAT** Council award Contract 68-ENG-2023 for the purchase of a single axle snowplow in the amount of \$430,792 (incl net HST) and Contract 70-ENG-2023 for the purchase of a tandem axle snowplow in the amount of \$493,542 (incl net HST) be awarded to Winslow Gerolamy Motors Ltd;

**AND BE IT FURTHER RESOLVED THAT** pre-budget approval in the amount of \$924,333 be approved as part of the 2025 budget to enable staff to proceed with the award of these two trucks.

**Carried**

9.4 70/2023

Due to a declaration of pecuniary interest, Councillor Pearson left the meeting at 7:26 p.m.

**Moved by** Councillor Mink

**Seconded by** Councillor Holloway Wadhwani

**WHEREAS** Council at their meeting held on November 21, 2023 considered Staff Report WE-23-23 regarding Walton Street Reconstruction - Phase 2;

**AND WHEREAS** Phase 2 of the Walton Street Reconstruction project - Contract No. 61-ENG-2023 involves the reconstruction of approximately 500m of Walton Street from Pine Street to Mill Street;

**AND WHEREAS** the approved 2023 capital budget amount for this project is \$6,409,000 which has been identified as being insufficient to meet the requirements of this project for this project as tendered; \$3,011,255 of the 2022 and 2023 budgets is unfunded and has been included as part of the 2024 budget;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve cancelling Contract No. 61-ENG-2023 for Phase 2 of the Walton Street Construction project based on insufficient funds;

**AND BE IT FURTHER RESOLVED THAT** Council authorize the splitting of the project into two phases to adjust the scope of the work to be completed over two years and authorize Staff to re-issue a revised tender to allow a portion of the work to proceed in 2024.

**Carried**

Councillor Pearson returned to the meeting at 7:28 p.m.

## 10. By-laws

### 10.1 60/2023

**Moved by** Councillor Pearson

**Seconded by** Councillor Holloway Wadhwani

**NOW THEREFORE BE IT RESOLVED THAT** By-law 60/2023 being A By-law to Govern the Proceedings of Council and Committee Meetings of the Corporation of the Municipality of Port Hope and Repeal By-law 49/2015 be read a first and second time.

**See Following Motion**

**Amendment:**

**Moved by** Councillor Mink

**Seconded by** Deputy Mayor Attridge

That the following be added after "time":

That the start times as noted in By-law 60/2023 for regular meetings of Council and Committee of the Whole Meetings remain at 6:30 p.m.

**Carried**

The main motion, as amended, was then carried as follows:

**Moved by** Councillor Mink

**Seconded by** Deputy Mayor Attridge

**NOW THEREFORE BE IT RESOLVED THAT** By-law 60/2023 being A By-law to Govern the Proceedings of Council and Committee Meetings of the Corporation of the Municipality of Port Hope and Repeal By-law 49/2015 be read a first and second time; and

That the start times as noted in By-law 60/2023 for regular meetings of Council and Committee of the Whole Meetings remain at 6:30 p.m.

**Carried**

10.2 65/2023

**Moved by** Councillor Andrews

**Seconded by** Deputy Mayor Attridge

**NOW THEREFORE BE IT RESOLVED THAT** By-law 65/2023 being a By-law Under the Provisions of Section 34 of the Planning Act, R.S.O., 1990, c.P.13, as Amended, to Amend Zoning By-law 20/2010, as Amended, of the Corporation of the Municipality of Port Hope, for lands described as LT 2-4 PL 24 PORT HOPE; PT LT 5 PL 24 PORT HOPE PT 1, 39R8626; PORT HOPE municipally known as 200 Ontario Street in the Municipality of Port Hope, in the County of Northumberland be read a first and second time.

**Carried**

10.3 66/2023

**Moved by** Councillor Collins

**Seconded by** Councillor Pearson

**NOW THEREFORE BE IT RESOLVED THAT** By-law 66/2023 being a By-law to Enact Rules and Regulations Covering Construction, Operation, and Maintenance of Waterworks System(s) within the Municipality of Port Hope be read a first and second time.

**Carried**

10.4 67/2023

**Moved by** Councillor Pearson

**Seconded by** Councillor Holloway Wadhwani

**NOW THEREFORE BE IT RESOLVED THAT** By-law 67/2023 being a By-law to amend By-law 09/2023 being a By-law to Adopt the 2023 Municipal Budget regarding Contract 68-ENG-2023 and Contract 70-ENG-2023, Transportation Division Truck Replacement be read a first and second time.

**Carried**

10.5 68/2023

**Moved by** Councillor Andrews

**Seconded by** Deputy Mayor Attridge

**NOW THEREFORE BE IT RESOLVED THAT** By-law 68/2023 being a By-law to Appoint Candice White as Chief Administrative Officer for the Municipality of Port Hope be read a first and second time.

**Carried**

10.6 69/2023

**Moved by** Councillor Andrews  
**Seconded by** Councillor Collins

**NOW THEREFORE BE IT RESOLVED THAT** By-law 69/2023 being a By-law to Enter into an Agreement of Purchase and Sale between the Municipality of Port Hope and Elexicon Energy Inc. for lands legally described as PT LT 95-96 PL SMITH ESTATE PORT HOPE PT 1 9R1143 be read a first and second time.

**Carried**

**Moved by** Councillor Pearson  
**Seconded by** Councillor Mink

**NOW THEREFORE BE IT RESOLVED THAT** By-laws 60/2023, 65/2023, 66/2023, 67/2023, 68/2023 and 69/2023 be read a third time, passed and that the said By-laws be signed by the Mayor and Clerk, sealed with the seal of the Corporation, and engrossed in the By-law Book.

**Carried**

**11. New and Other Business**

None

**12. County Update**

No update provided.

**13. Question Period**

Council - None.

Media - None.

Public - E. Hamm, Northumberland County, regarding Item 8.2, inquired about impact to tax level and municipal budget. Further inquired about reinvesting in the community and providing in house services rather than hiring external consultants.

C. Wilkins, 50 Cavan Street, regarding an insect infestation at 50 Cavan Street.

**14. Confirmatory By-law**

14.1 70/2023

**Moved by** Deputy Mayor Attridge  
**Seconded by** Councillor Pearson

**NOW THEREFORE BE IT RESOLVED THAT** By-law 70/2023 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Municipality of Port Hope at its Regular Council Meeting held on November 21, 2023 be read a first, second and third time, passed and that the said By-laws be signed by the Mayor and Clerk, sealed with the seal of the Corporation, and engrossed in the By-law Book.

**Carried**



**15. Adjournment**

Council meeting adjourned at 7:52 p.m.

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Olena Hankivsky, Mayor

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Shrishma Davé, Acting Clerk