

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Council Chamber, 56 Queen St

DATE: June 20, 2012

TIME: 4:30 p.m.

PRESENT: Rick Austin, Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, John Quantrill

REGRETS: Bill Bickle

STAFF: Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch

1. Introductions

Ms. Araujo began the meeting with introductions. Each member introduced themselves and provided information on their background

2. Terms of Reference

Ms. Araujo provided an overview of the Committee Terms of Reference as approved by Council.

3. History of Area Rating

The committee discussed the history of area rating, how/why it was established, changes since it was established and impacts of the changes. The committee also discussed how to translate these changes into financial presentations to show the impact on each ward. The explanation should not be related to the formula but about what services have changed, i.e. cemetery, parks maintenance, legislated financial reporting (PSAB), bridge and culvert inspection and maintenance, fire prevention etc.

The following highlights the discussion:

MPAC did an assessment in 2008. If an increase was expected, it would be phased in over a 4 year period. If decrease was to occur, it would be realized in the first year. Another assessment will be done in 2012 for 2013 - 2016, however MPAC will deliver notices sometime in Nov/Dec 2012 to the municipality. Residents will have up to March 2013 to appeal.

Assessment weighting factors are currently being used by Port Hope are at the maximum rates allowed by the Municipal Act and Regulations.

A question was raised in regard to the PVP. The PVP would bridge the difference in the market price vs. the actual selling price of the property so that a property owner/seller does not suffer a loss as a result of the PHAI.

MPAC leverages local sales within the area to support the valuation of the properties. MPAC has difficulty in valuation within Ward 2. As properties have a lower turnover than Ward 1, there is not much data to support the valuation.

OPG – 1999 - 2008 appeal settled in 2008. Municipality's position was that land was undervalued however were unable to provide evidence of comparable for valuation and therefore was not successful in obtaining an increase in the assessment.

Tax calculation as follows: Assessment value X tax rate for class = levy assigned

Mr. Walter indicated that a rating between classes would be difficult, and there would be no way to argue the cases

Mr. Angus commented that a staff report indicated that weighted assessment is not a good measurement of the services required by a municipality. He questioned how a base rate can be flexible between Ward 1 and 2. What are the changes that occurred in the service delivery? As well, how can we explain the increase in Ward 2, and a decrease in Ward 1?

In 2000, there was a greater analysis performed for the amalgamation. In 2003, a by-law was written aimed at ensuring equity however the by-law/policy didn't accommodate changes in legislation that have costs with no relationship to assessed value. This was to be reviewed annually. There is no indication of how the expense base was shifting.

We have to determine what is fair and equitable. Any increase in costs associated with changes in legislation are not captured in prior years.

Mr. Walter indicated we need to look at specific expenses and revenues then allocate across the board. Look at the different activities associated with different line items to delineate the expense allocation.

4. Community Consultation Process
5. Next Steps
 - a. Staff to prepare an analysis showing the ward allocations if the 2012 approach were applied to prior years.
 - b. Summarize what has changed since amalgamation
 - c. Next meeting July 11, 2012 at 4:30 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Council Chamber, 56 Queen St

DATE: July 11, 2012

TIME: 4:30 p.m.

PRESENT: Rick Austin, Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, John Quantrill, Bill Bickle

REGRETS: Gord Walter

STAFF: Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch

1. Minutes of Previous Meeting

A request was made to refine the June 20th minutes based on the group review and interpretation of discussion. Meeting time and next scheduled meeting were requested to be added to future minutes going forward.

2. Review of Financial Summaries

Mr. Cranch provided an estimated levy using the base % as used in 2012 to see how the levy would compare against the actual levy allocated per ward. Ms. Araujo indicated that the numbers were very rough calculations as, with a tax installment in the time since the last meeting, there was not sufficient time to fully analyze the data. The report was reviewed by the group, and made requests to revise the allocation based on the actual weighted assessment by ward. Assumptions were requested to support the calculations.

3. Rick Norman Presentation

Mr. Norman presented a slide show entitled "Area Rating 2012 - 20 questions for a hot summer meeting." The slide show depicted how the Municipality can approach the area rating question as a corporation including identifying the customers of the Municipality as well as questions in regard to what goods and services are provided.

Mr. Norman talked about a book "Thinking Fast and Slow" by Daniel Kahneman. The book defines that there are two types of people. One will have a fast reaction to the prospective change while others will sit back and digest the information before making an informed opinion. He suggested it was good reading to consider how people will react to any change to the area rating.

4. Discussion of Options

There was a consensus that the committee must be united in its conclusions to get the support of the public and Council.

5. Community Consultation Process

This item was discussed in conjunction with Mr. Norman's presentation.

6. Community Consultation Process

This item was discussed in conjunction with Mr. Norman's presentation.

7. Next Steps

- a. Staff to prepare allocation of estimated levy based on the actual assessments vs. the 2012 weighted assessment percentage.
- b. Additional commentary is required to show how the information is compiled
- c. Review the base approach and any other tax allocation methodology if available.
- d. Breakout of LLRW in the operating and capital expenses.

8. Next Meeting

The following meeting dates were agreed to by the Working Group:

Next Meeting Dates:

July 26th, 2012 – Town Hall – 11:00am

Aug 15th, 2012 – Town Hall – 1:00pm

The following open house dates have been established by the Municipality:

Area Review Open House:

Sept 10th, 2012 – Canton Municipal Office – 2:00pm to 4:00pm

Sept 10th, 2012 – Canton Municipal Office – 7:00pm to 9:00pm

Sept 17th, 2012 – Town Park Rec Centre – 2:00pm to 4:00pm

Sept 17th, 2012 – Town Park Rec Centre – 7:00pm to 9:00pm

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Council Chamber, 56 Queen St

DATE: Jul 26, 2012

TIME: 4:30 p.m.

PRESENT: Rick Austin, Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, Bill Bickle

REGRETS: John Quantrill

STAFF: Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch, Communications Coordinator Sandra Weeks

1. Minutes of Previous Meeting

Minutes from the June 20th, and July 11th were reviewed and received for information

2. Correspondence

Received for information.

3. Review of Financial Summaries

Mr. Cranch provided a review of the updated financial information. There was fulsome discussion by the group. Also provided was the LLRW schedule showing how the interest was applied to reduce the tax levy directly or through capital. This was not discussed.

4. Area Ratings Options

Ms. Araujo's report outlined 3 options for the allocations of the tax levy. The approaches were reviewed at a high level only and will be discussed further at the next meeting.

5. Communications

The Communications Strategy and Direct Mail Fact sheet were not reviewed and will be discussed further at the next meeting. There was discussion about postponing the open houses.

6. Next Steps for Aug 15th meeting.

- a. Discuss service changes in Municipal government
- b. Discuss if there is a change in "grade" of the Fire Service that could reduce personal property insurance
- c. Discuss Working Group recommended approach for phasing Municipality of Port Hope area rating for 2013 and beyond

7. Next Meeting Dates

The following meeting dates were agreed to by the Working Group:

Next Meeting Dates:

Aug 15th, 2012 – Town Hall – 1:00pm

Sept 5th, 2012 – Canton – 5:00pm

The following open house dates have been established by the Municipality:

Area Review Open House:

Sept 10th, 2012 – Canton Municipal Office – 2:00pm to 4:00pm

Sept 10th, 2012 – Canton Municipal Office – 7:00pm to 9:00pm

Sept 17th, 2012 – Town Park Rec Centre – 2:00pm to 4:00pm

Sept 17th, 2012 – Town Park Rec Centre – 7:00pm to 9:00pm

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Council Chamber, 56 Queen St

DATE: Aug 15, 2012

TIME: 1:00 p.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, Bill Bickle, John Quantrill

REGRETS: None

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch, Communications Coordinator Sandra Weeks

1. Minutes of Previous Meeting

Minutes from the July 26th were reviewed. The Mayor noted that she should be reflected on the July 26th minutes as having to leave the meeting 20 minutes after it started.

2. Correspondence

Received for information

3. Council context was presented to the group

The context was presented to the group. The documents were reviewed and discussed to ensure the group was in alignment with the Council context. The consensus was the group needs to move forward as a consolidated group, and that the approach will be fair and equitable.

4. a) Changes in Services and Legislative Changes

Liz Araujo presented a summary of changes relating to services as well as legislative changes. They were grouped by departments to show the changes within the relative areas. The report also identified the relative growth rate for the population and businesses within the Municipality.

b) Change in grade of Fire Services.

Based on the current level of service, there has been no change as it relates fire insurance rates in Ward 2, however new equipment purchases are current with the equipment required to ultimately achieve a higher fire certification (eg. shuttle tanker certification.)

5. Base Plus Ward Specific Area Rating Implementation Options

Liz Araujo presented a report for options on how to phase the base rate approach. The report reviewed 3 approaches for levying the taxes for the Municipality. The main budget categories were listed so the working group can

determine what would be included in the base rate vs. ward specific expenses. Phasing options were presented to the group to show the change between Ward 1 and Ward 2 based on a \$200,000 assessed home.

6. Communication Strategy

Liz Araujo and Sandra Weeks presented the communication strategy to the group, highlighting the proposed dates and requirements. The strategy will need to be enhanced as the working group moves forward.

7. Ian Angus Presentation

Ian Angus presented some thoughts for the allocation of the levy for Ward 1 and Ward 2, including a 4th option for a rural allocation. These documents are to be reviewed for the next meeting on Sept 5th.

8. Open House

It was decided that the open houses be postponed as the group was still working through their analysis. A communication advising of this decision will be sent out to the public immediately.

9. Next Steps for Sept 5th meeting:

- a) Staff to develop framework for 3rd party review.
- b) Review commonalities in Service Areas.
- c) Review of Ian Angus submission.

10. Next Meeting Dates

The following meeting date was agreed to by the Working Group:

Next Meeting Dates:

Sept 5th, 2012 – Canton – 5:00pm

Area Review Open House:

To be determined

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Canton Office, County Rd 10

DATE: September 5, 2012

TIME: 5:00 p.m.

PRESENT: Mayor Linda Thompson Chair, Ian Angus, Rick Norman, Gord Walter,
Bill Bickle

REGRETS: Councillor Rick Austin, Deputy Mayor Jeff Gilmer, John Quantrill

STAFF: Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc
Cranch, Communications Coordinator Sandra Weeks

1. Minutes of Previous Meeting

Minutes from the August 15, 2012 were reviewed. Item 7 regarding the Ian Angus presentation was amended to indicate a fourth option was included in Ian's material.

2. Correspondence

None received

3. Items Arising from Previous Meeting

a) Framework for 3rd Party Review Report

Marc Cranch presented a report which outlined at a high level, what would be provided to a 3rd party to assist with the area rating policy developed by the working group. Liz Araujo received four names provided as potential candidates for this exercise. The working group received the report for information and further consideration should it be determined that a 3rd party review is necessary.

b) Commonalities in Service Areas.

Liz Araujo received 3 responses from the working group as it relates to commonalities in service areas. The working group reviewed and discussed each of the service areas in detail. The following is a summary of the discussion to date:

Main Budget Centres	Sub Budget	Ward Specific	Common
Administration			X
COA			X
HR			X
Council			X
Corp. Services			X
Finance			X
Communications			X
Fire and Emergency		Parked - for further discussion	
Parks and Rec		Parked - for further discussion	
Econ. Dev. And Tourism			X
Planning and Dev.		Parked - for further discussion	
Works	Eng	Parked - for further discussion	
	Roads	Parked - for further discussion	
	GRCA	Parked - for further discussion	
	Bulk Waste	X	
	Transit	X	
Library		Parked - for further discussion	
Police		X	
Revenue	PIL	X	

c) Review of Ian Angus submission August 15th, 2012

Staff presented a response to the submission by Ian Angus. There was discussion amongst the group to get an understanding of the information provided and the item was referred to a future meeting for further discussion. Staff will work with Ian Angus to revise the submission information.

4. Previous Reports

Not Reviewed

5. Communication

Not reviewed

6. Next Steps for Sept 27th meeting:

- a) Staff to send out summary of discussion of service areas.
- b) Staff to send out Board order for amalgamation.
- c) Working group to discuss further service areas for determination of common vs. ward specific expenses.
- d) Staff to work with Ian Angus submission to revise calculations for allocation.

7. Next Meeting Dates

The following meeting date was agreed to by the Working Group:

Next Meeting Dates:

September 27th, 2012 – Town Hall – 1:00pm

October 12th, 2012 - Town Hall – 9:00am

Area Review Open House:

To be determined

*THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes*

DATE: September 27, 2012

TIME: 1:00 p.m.

PRESENT: Mayor Linda Thompson Chair, Deputy Mayor Jeff Gilmer,
Councillor Rick Austin, Ian Angus, Rick Norman, Gord Walter, Bill
Bickle, John Quantrill

STAFF: Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc
Cranch, Communications Coordinator Sandra Weeks

1. Minutes of Previous Meeting

Minutes from the September 5, 2012 meeting were reviewed. It was noted that item 3c should be marked for further discussion.

2. Correspondence

None received

Mayor Thompson opened the meeting indicating that since the last meeting she had received comments from members and felt that the group would benefit from taking a step back, identifying specific areas to target and focus discussion.

The group identified the following target/focus areas:

- LLRW Interest
- Commonalities
 - Usage versus Access
 - Police
- Area Rating Spectrum
Amalgamation \longleftrightarrow Base + Ward \longleftrightarrow One *
Rating (85/15) Specific Rate
- Public Meetings and Communications
- What has changed/Why Change approach
- Principles – fair and equitable

* Note – it was agreed that the one-rate options is off the table and the spectrum is narrowed to the Amalgamation Rating through the Base + Ward Specific

It was agreed that future meeting would focus on these issues and it was recommended that future agendas be based on these items.

Gord Walter distributed an analysis of the net expenditures and revenues in the 2012 Municipal Budget for review and discussion by the Working Group noting that if costs are area rated, Ward 2 is benefitting from revenues in

Ward 1 because net costs are area rated, not gross costs. The Working Group received this for information.

Rick Norman distributed an analysis of residential tax rates comparing them to Port Hope's and indicated that Port Hope is not alone in having more than one tax rate. Liz Araujo noted that her research provided the same information and that in discussions with staff in other municipalities was advised that their rates are determined on a base plus ward specific approach.

3. Items Arising from Previous Meeting

a) Commonalities in Service Areas.

There was consensus that everything previously marked as common are common services and would not be revisited.

Mayor Thompson suggested that the Payment in Lieu of Taxes (PIL) category, although marked Ward Specific, be revisited to obtain an understanding of what it means.

Mayor Thompson suggested that Planning and Development be considered a common service. The Working Group members agreed.

Mayor Thompson suggested that the Library be considered a common service. The Working Group discussed this service and requested staff obtain statistics on library membership by postal code or ward.

Area Rating Summary

Summary of Service Areas - Common vs. Ward Specific Expenses

Main Budget Centres	Sub Budget	Ward Specific	Common
Administration			X
COA			X
HR			X
Council			X
Corp. Services			X
Finance			X
Communications			X
Fire and Emergency		Parked - for further discussion	
Parks and Rec		Parked - for further discussion	
Econ. Dev. And Tourism			X
Planning and Dev.			X
Works	Eng	Parked - for further discussion	
	Roads	Parked - for further discussion	
	GRCA	Parked - for further discussion	
	Bulk Waste	X	
	Transit	X	

Library
Police
Revenue

PIL

Parked - for further discussion	
X	
X	

b) Review of Ian Angus submission August 15th, 2012

Not Reviewed

4. Previous Reports

Not Reviewed

5. Communication

Not reviewed

6. Next Steps for October 12, 2012 meeting:

a) Staff to obtain Ward statistics on Port Hope Library Membership.

7. Next Meeting Dates

Next Meeting Dates:

To be determined

Area Review Open House:

To be determined

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Council Chamber, 56 Queen St

DATE: October 12, 2012

TIME: 9:00 a.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, Bill Bickle, John Quantrill

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, and Administrative Assistant to the CAO Karen Duncan

REGRETS: Tax and Revenue Coordinator Marc Cranch

The Mayor called the meeting to order and advised that Marc Cranch's father has passed away so some reports have not been updated since the last meeting.

1. Minutes of Previous Meeting

Minutes from the September 27th meeting were reviewed. Gord Walter commented that his comments/intentions regarding his analysis were not captured correctly. Mayor asked that this item be parked.

2. Correspondence – none.

3. Discussed the agenda and renumbered the items. Rick Norman recommend that his item be on the next agenda and he will meet with Marc on this prior to the next agenda going out.

4. Area Rating Spectrum

Ian Angus reviewed his e-mail and submission with the group. Then the group reviewed the sheets that Marc submitted.

5. Commonalities in Service Areas

Not reviewed

6. Principles – Fair and Equitable

Not reviewed

7. LLRW Interest

Not reviewed

8. Next Meeting Dates

The following meeting date was agreed to by the Working Group:

Next Meeting Dates:

November 1st at 2:00 pm

Assessment and PILs will be added to this agenda

An e-mail will be sent out regarding a meeting date for the end of November.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Committee Room, 56 Queen St

DATE: November 1, 2012

TIME: 2:00 p.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, Bill Bickle.

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch

REGRETS: John Quantrill

1. Minutes of Previous Meeting

Minutes from the October 12, 2012 meeting were reviewed. Rick Norman provided an update for section 3, in regard to his work on assessment and indicated that it is not finalized. Received for information

2. Correspondence – none.

3. Base and Weighted Assessment

Liz Araujo presented a report on the base and weighted assessments. The findings showed that there is a shift in assessment from Ward 2 to Ward 1 being driven by the increase in the residential growth in Ward 1. Staff was asked to add the tax ratios, the change as a percent between the base and weighted assessment, as well as clarification of what was submitted for by-law 58/2011.

4. Payments in Lieu (PIL's)

Liz Araujo presented a report on the payments in lieu. Hydro One and Ontario Power Generation are classified by MPAC as PIL's, however based on their size and their impact on the taxation on Ward 2, their assessments have been captured as part of the tax rate calculation since before amalgamation. The PIL's Municipal portion excluding Hydro One and Ontario Power Generation in Ward 1 and 2 was \$46,932.52 and \$11,874.52. Staff was asked to clarify if the owner ORC File No N00636 was the MTO buildings.

5. LLRW interest

Liz Araujo presented a report on the LLRW Interest Usage for the years 2001 to 2011. The report contained a schedule by year that showed how much interest was earned, the amount used to reduce the levy directly, to fund deficits from prior years, applied directly to capital, and the amount transferred to building and equipment reserves. Staff was asked to produce a report showing the LLRW Interest Usage by Ward for the next meeting. Staff were also asked to

add departments to the Building and Equipment Schedules as it relates to the LLRW interest usage.

Next Meeting Dates:

November 16, 2012 at 9:00 am in Council Chamber, 56 Queen Street

Note – it was agreed by the group that due to competing demands on staff time, the agenda could be issued on the Tuesday or Wednesday before the meeting instead of the Friday before.

An e-mail will be sent out regarding a meeting date for the end of November or beginning of December.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Council Chambers, 56 Queen St

DATE: November 16, 2012

TIME: 9:00 a.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, Bill Bickle.

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch

REGRETS: John Quantrill

1. Minutes of Previous Meeting

Minutes for November 1st minutes were amended in section 1 for the work on Rick Norman's assessment information.

2. Correspondence – none.

3. Base and Weighted Assessment

Liz Araujo presented a report on the base and weighted assessments. The report indicated that Ward 1 weighted assessment is higher than the base assessment due to the industrial/commercial properties. Ward 2's weighted assessment is lower due to the farmland. The report was received for information.

4. Business Arising from Previous Minutes

Staff clarified that the owner ORC File No N00636 was the Ontario Ministry of Transportation and the property in question was at 140 Hope St N.

5. LLRW interest Usage

Liz Araujo presented a report showing the LLRW Interest Usage by Ward and the Building and Equipment Reserve usage by Department. A request was made to staff to show what other sources of funding were transferred to the building and equipment reserves. The Working Group agreed that LLRW would be the focus of the next agenda.

6. Other Decisions

1) The Working group recapped decisions to date:

- A detailed review of the area rating is performed every 5 years to ensure it meets the principle that it be fair and equitable. The annual update will include a communication of the changes from prior years and how the rate was calculated.

- The calculation determined by the Working Group would use an independent third party number (MPAC's assessment valuation) as the base for the calculation of the area rating
- The Working Group embraced a Base + Ward Specific approach to calculating the share of taxes for each Ward. It is noted that the Working Group needs to determine how base costs are allocated to the Wards.

2) Glossary of Terms

The Working group asked that a glossary of terms be provided at a future meeting.

3) Next Meeting Date:

December 5, 2012 at 11:00 a.m. in the Committee Room, 56 Queen Street

Adjourned at: 11:00 a.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Committee Meeting Minutes
Committee Room, 56 Queen St

DATE: December 5, 2012

TIME: 11:00 a.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Ian Angus, Rick Norman, Gord Walter, Bill Bickle.

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc Cranch, and Finance Clerk Devanne Kripp.

REGRETS: John Quantrill

1. Minutes of Previous Meeting

Minutes for November 15th, 2012 minutes were reviewed and received from information.

2. Correspondence – none.

3. LLRW Interest Usage

Marc Cranch presented a report on the LLRW interest usage for the years 2001 to 2011. Appendix A of the report summarized how much interest was earned (net of fees), as well as how it was applied to reduce the levy. Appendix B showed what LLRW interest, which was transferred to the building/equipment reserves, was used to fund capital. Of the \$5.4 million contributed to the building and equipment reserves, only \$1.6 million or 29.5% has been used to fund capital projects. Appendix C contained the legal agreements for Ward 1 and 2 as it relates to the usage of the LLRW interest. Appendix D contained the Amalgamation Board Order and how it addresses the use of reserves and reserve funds. Appendix E is the Resolution as it relates to the establishment and contribution to the Building/Equipment reserves. Based on concerns of the Working Group, staff has requested a legal opinion on the application of these documents to the annual operation and budget. Appendix F contains the investment policy for the Municipality of Port Hope. Appendix G contains the Budget Policy of the Municipality of Port Hope. The report was received for information.

4. Rick Norman Information

Rick Norman distributed his work to the Working Group. It was requested the Tax and Revenue Coordinator meet with Rick Norman to get a better understanding of the information presented.

5. Other Requests

Some of the Working Group will be on vacation and it was requested that a phone number be available for people to call into the meeting.

Adjourn: 12:45 p.m.

Next Meeting Dates:

January 22, 2013 at 10:30 a.m., Development Team boardroom, 5 Mill St South

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: January 22, 2013

TIME: 10:30 a.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Rick Norman, Gord Walter, Bill Bickle.

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, and Tax and Revenue Coordinator Marc Cranch, Communication Coordinator Sandra Weeks and Finance Clerk Devanne Kripp

CONFERENCE CALL: John Quantrill, Ian Angus

1. Minutes of Previous Meeting

The December 05, 2012 minutes were received as amended.

2. LLRW Interest Usage

The working group reviewed the legal opinion and numerous questions arose. Mayor Linda Thompson suggested that questions be written down and given to Marc Cranch by the end of the day Tuesday, January 29, 2013. Working group member comments and questions would then be forwarded to the Municipality's legal counsel for review comment.

Mayor Thompson indicated that after consideration of these questions and comments and the response from legal counsel, the Working Group would move forward to address the future area rating model.

3. Rick Norman Information

Rick Norman provided an overview of his report. Marc Cranch provided an overview of staff's interpretation of Mr. Norman's information.

4. Changes Since Amalgamation

A) Summary of Amalgamation Changes

The summary of changes that was distributed in July 2012 was recirculated with the agenda. Staff were asked to quantify changes in staffing since amalgamation with respect to staff numbers, any contracting out or outsourcing. Staff noted that there are impacts of unavoidable items like PHAI requiring a percentage of their time where other municipalities do not have a comparable draw on resources. Staff were also asked to prepare a summary of changes in tax bills broken out by municipal purpose, county, education, police and library to show where tax increases have happened.

B) GRCA Watershed Management Futures for Ontario

Provided for the Committee's information.

5. Principles – Fair and Equitable

The Working Group reviewed the terminology provided and determined that “single service” is not reflect the intent of the principles. It was agreed to reword “single service” to “common service.”

6. Communication

The Working Group agreed Communications should include verbiage on uploading and downloading.

7. Requests

A glossary of terms to be given at the next Area Rating Working Group Meeting.

The Working Group also requested copies of any backup documentation (bylaws etc.) provided to the Municipality's legal counsel and not already given to the Working Group be distributed.

8. Next Meeting: Friday, February 8, 2013, 10:00 a.m. to 12:00 p.m.

The Development Team Office, 5 Mill Street South

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: February 8, 2013

TIME: 9:00 a.m.

PRESENT: Mayor Linda Thompson Chair, Councillor Rick Austin, Deputy Mayor Jeff Gilmer, Rick Norman, Gord Walter

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, Communication Coordinator Sandra Weeks and Finance Clerk Devanne Kripp

CONFERENCE CALL: Ian Angus

REGRETS WITH NOTICE: Tax and Revenue Coordinator Marc Cranch and Bill Bickle

1. Minutes of Previous Meeting

a) January 22, 2013 minutes were received as amended.

b) Glossary of Terms

Changes to be made to the following terms for next meeting: base + ward specific formula, current value assessment (CVA), PIL, Property Class, Tax Levy, Tax Rate, Tax Ratios, and weighted assessment.

2. Items from Previous Meeting

The items that were requested from the previous meeting were received for information.

Ms. Araujo did an overview of the 2009-2013 Summary of Staff Complement. It was noted that some internal positions are funded from external sources (i.e. Communications is funded through PHAI and Cameco). It was also noted that there was a 2.2% decrease in salary budget for Municipal Purposes (excluding Police) between 2009 and 2012. Ian Angus suggested that the staffing report shows considerable restraint on the Municipality's part and should be part of the communications to the public.

3. LLRW Interest Usage

The questions and comments provided by the Area Rating Citizen's Working Group and the updated legal opinion were received for information.

Ms. Araujo did an overview of the MPH Tax Dollars as a Percentage of Total Tax Bill document, which indicates the percentage of a tax bill that is for Municipal, Police, County and Education purposes.

4. Commonalities in Service Areas

A consensus has emerged for a base + ward specific approach and the allocation of funds are done only using the accumulation of interest (the principle remains untouched). The following lists the consensus for ward specific and common items:

Common

- Administration/Non-Departmental
- CAO
- Communications
- Council
- Corporate Services
- Economic Development and Tourism
- Finance
- Fire and Emergency Services
- Human Resources
- Library
- Planning and Development
- Parks Recreation and Culture
- Works and Engineering

Ward Specific

- Bulky Waste (Ward 1)
- Parking (Ward 1)
- Transit (Ward 1)
- Policing PHPS (Ward 1)
- Policing OPP (Ward 2)
- PILs (allocated to ward to which they relate)

5. Development of Proposed Area Rating Approach

Mayor Linda Thompson opened discussion on the overview of the Factors to Consider in Developing an Area Rating Model. There was discussion regarding how the interest should be used. Working Group members suggested various options to use the LLRW interest including directing to toward capital project costs for Ward 1 and Ward 2 specific projects with any unused amount transferred to capital reserves to use for common services. It was also suggested the interest could continue to be used to directly reduce the levy. Working group members will put their thoughts and suggestions in writing and forward them to staff for inclusion in the next agenda no later than Tuesday, February 12, 2013.

6. Draft Messaging for Public Communication

The working group reviewed the draft Communications documents and suggest revisions to the content. It was noted that “fair and equitable” and “transparent” needs to be added into the bullets. Before communications are undertaken, changes need to be made to the following documents:

- Glossary of Terms
- Draft Messaging for Public Communication

7. Requests

Rick Norman requested to have notes from the meeting circulated prior to the next meeting.

8. Next Meeting: Wednesday, February 20, 2:00 p.m. to 4:00 p.m. The Development Team Office, 5 Mill Street South

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: February 20, 2013

TIME: 2:00 p.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Bill Bickle, Rick Norman and Gord Walter

CONFERENCE CALL: Ian Angus joining at 2:09 p.m.

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp and Communication Coordinator Sandra Weeks

REGRETS: John Quantrill

1. Minutes of Previous Meeting

- a) February 20, 2013 minutes were received as amended.
- b) Glossary of Terms

The working group came to a consensus that CVA needs to be taken out of the term weighted assessment and there needs to be a cross reference to CVA in the term base assessment and these changes have been made.

2. Items from Previous Meeting

Ian Angus spoke to the comments he submitted, clarifying with an example: It was noted that his opinion on how the LLRW Grant interest should be used is inconsistent with the Municipality's lawyer's legal opinion.

3. LLRW Interest and the Area Rating Model

Ms. Araujo provided an overview of the report and the proposed Working Group recommendation for Council regarding the Area Rating Model and the use of LLRW Interest in the future. Working Group members discussed the report indicating that an example would be helpful to indicate how the proposed formula would work. It was noted that the weighted assessment takes urban and rural factors into account, creating a fair distribution of taxes, and residents are able to go to MPAC to have their assessment changed if they disagree with it.

4. Public Meetings and Communication

The working group reviewed the draft Communications documents and suggested that several small focus groups be held with highly respectable citizens from each Ward to assist with spreading the Area Rating message. It was further suggested these focus groups be followed with an open house and/or public meeting.

5. Requests

It is requested that staff and Ian Angus come back with examples further explaining their reports and/or comments. Members are asked to submit draft questions or comments by 4:30 p.m. on Monday, February 25.

6. Next Meeting: Monday, March 4, 10:30 a.m. to 12:30 p.m.
The Development Team Office, 5 Mill Street South

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: March 04, 2013

TIME: 10:32 a.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Bill Bickle, Rick Norman and Gord Walter

CONFERENCE CALL: Ian Angus and John Quantrill

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp and Communication Coordinator Sandra Weeks

1. Minutes of Previous Meeting

February 20, 2013 minutes were reviewed and received for information.

2. Items from Previous Meeting

Ian Angus and Rick Norman provided an overview of the documents that they submitted. A detailed discussion followed.

3. Staff Response to Area Rating Questions

Ms. Araujo provided an overview of the report which answers questions and/or comments submitted by members that arose at the past meeting. The report also revisits the staff recommendations from the February 20, 2013 meeting.

4. Public Meetings and Communication

This was not discussed.

5. Requests - **None**

6. Next Meeting – TBD

Adjourned: 12:41 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: March 19, 2013

TIME: 11:04 a.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Rick Norman and Gord Walter

CONFERENCE CALL: Ian Angus and John Quantrill

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp and Communication Coordinator Sandra Weeks

REGRETS WITH NOTICE: Bill Bickle

1. Minutes of Previous Meeting
March 04, 2013 minutes were reviewed and the request to have a tax bill comparison example from a business in Ward 1 and Ward 2 needs to be added.
2. Items from Previous Meeting
 - a) Ian Angus and Rick Norman provided an overview of Ian Angus' submission, including five further handouts. A detailed discussion followed.
 - b) Ms. Araujo provided an overview of the staff memorandum in response to the material Ian Angus submitted.
3. Area Rating Model Report
Ms. Araujo provided an overview of the Area Rating Model report indicating what other Municipalities do and how to phase in the purposed Area Rating Model that staff recommend.
4. Possible Next Steps
The Citizens' Working Group reviewed possible next steps and has scheduled a meeting April 4, 2013 to come to a consensus for a recommendation to Council.
5. Public Meetings and Communication
This was not discussed.
6. Requests –
 - a) For staff to provide a tax bill comparison with a business and residential from each ward.
 - b) Any questions or suggestions referring to Ian Angus' and Rick Norman's submission need to be emailed to Rick Norman no later than midnight on Wednesday, March 20.
 - c) Comments and submissions are to be emailed to all parties of the Citizens' Working Group.
 - d) For staff to include education rates into the calculation on the Memorandum regarding Ian Angus' submission.
 - e) For staff to circulate items that we have and have not come to a consensus on.

- f) For staff to circulate spreadsheet of assessment data.
- g) Rick Norman to provide Excel spreadsheets of work, including the prior documents with county and education factored in.

7. Next Meeting – Thursday, April 04, 2013, 9:30 a.m. at The Municipal Development Team Office

Adjourned - 12:52 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: April 4, 2013

TIME: 9:34 a.m.

PRESENT: Mayor Linda Thompson, Councillor Rick Austin, Bill Bickle, Rick Norman, Gord Walter, and Deputy Mayor Jeff Gilmer noting arrival at 9:39 a.m.

CONFERENCE CALL: Ian Angus and John Quantrill

STAFF: CAO Carl Cannon, Director of Finance Liz Araujo, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp and Communication Coordinator Sandra Weeks

1. Minutes of Previous Meeting
April 4, 2013 minutes were reviewed and received for information.
2. Items from Previous Meeting
 - a) The education calculation on the memorandum regarding Ian Angus' submission was reviewed and it was noted that the total tax bill calculation did not reflect inclusion of the county and education tax. The revised totals were calculated during the meeting.
 - b) The consensus vs. non-consensus items were reviewed and Rick Norman suggested there are some items that need to be discussed further (streetlights, marina/harbor) and "objective" needs to be added into item #7.
 - c) The average assessment calculation spreadsheet was reviewed and received for information.
3. Correspondence
 - a) Gord Walter's email was received for information.
 - b) Rick Norman's Submission: Summary of Area Rating Model was taken out and replaced with a revised document that was distributed at the meeting.
4. Property Scenarios

Mr. Cranch provided an overview of the property scenarios report noting that in each scenario the Ward 2 taxes were lower even when assessments were the same or Ward 2 assessments were higher. It was suggested that the scenarios suggest that the current method of allocating the tax levy to the wards may not be fair and equitable.
5. The Citizens' Working Group reviewed a draft document that summarized findings Ms. Araujo provided an overview of the document. It was suggested that a bullet be made with respect to the 2006 Area Rating By-Law update. Members expressed concern with some wording in the document, however no revisions were made.
6. Levy Allocation Scenarios

Ms. Araujo gave an overview of the levy allocation scenarios report. The Citizen's Working Group took this time to link together Rick Norman's submission, Mayor Linda Thompson's submission and the scenarios in Ms. Araujo's report. A consolidated document representing the three noted documents will be prepared for the next meeting.

7. Possible Next Steps – not discussed
8. Public Meetings and Communication (TBD) – not discussed
9. Requests –
 - a) Rick Norman to edit his submission based on discussion and send it to Devanne, no later than Friday, April 5 in the a.m.
 - b) Devanne is to combine Rick Norman's submission, Linda Thompson's submission and the scenarios from Levy Allocation staff report.
10. Next Meeting – Thursday, April 09, 2013, 2:00 p.m. at The Municipal Development Team Office

Adjourned - 11:41 a.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Development Team Office, 5 Mill St South

DATE: April 9, 2013

TIME: 2:04 p.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Bill Bickle, Rick Norman, Gord Walter and John Quantrill

CONFERENCE CALL: Ian Angus

STAFF: CAO Carl Cannon, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp and Communication Coordinator Sandra Weeks

ABSENT WITH NOTICE: Director of Finance Liz Araujo

The Chair, Mayor Thompson, opened the meeting by summarizing her interpretation of the comments received. The Mayor indicated that the citizen members from Ward 1 and Ward 2 agree on base plus ward however have differing opinions regarding the division of the base. The working group agrees that the formula needs to be fair, equitable, repeatable and objective.

1. Review of Commentary

The Working Group reviewed the comments submitted and they were received for information.

2. Review of Levy Allocation Scenarios

The Working Group reviewed the Area Rating Summary Sheet which included various levy allocation scenarios. The working group had a lengthy discussion to determine which scenarios could be fair, equitable, explainable, and defensible and narrowed the nine formula models down to five. There appeared to be a general perspective that a common ground allocation may be somewhere between the 85%/15% Ward 1 to Ward 2 levy allocation under the amalgamation formula and the 74%/26% allocation under a weighted assessment approach. Members of the Working Group suggested consideration could be given to a narrower range than the 15%-26%, that narrower range being a 17.5% to 20.5% allocation to Ward 2, however no consensus was achieved. Discussion was indicated that at the next working group meeting dialogue could be picked up at this point to determine if there is a potential consensus point (i.e. percentage).

3. Possible Next Steps

Ward 2 members recommended the resolution that be put forward for the 2013 tax rate bylaw, be that the agreed upon common services be split based on 17.5% to Ward 2. There was not a consensus.

Mr. Norman wanted it noted that the amalgamation formula by-law has not been repealed, concerns are raised regarding the foundation of material, and he believes the equal household scenario should be implemented; different than a Ward 1 proposed weighted assessment approach.

Mayor Thompson recommended that all documentation and comments from Ward 1 and Ward 2 citizen working group members be circulated to Council.

4. Public Meetings and Communication (TBD)

a) Requests –

- a. Mr. Norman asked for his name on the Area Rating Summary Sheet to be replaced with “Stats Canada.”
- b. For 2009, 2010, 2011 tax rate spreadsheets be circulated to the committee.
- c. Calculations be completed and included for reference 1201-1204 and 1301-1304 on the Area Rating Summary Sheet.
- d. Have a diagram for each scenario indicating where on the “spectrum” it will fall.

5. Next Meeting – TBD

Adjourned – 4:26 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Council Chambers, Town Hall, 56 Queen St

DATE: May 27, 2013

TIME: 1:01 p.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Bill Bickle, John Quantrill, Rick Norman, Gord Walter, and Ian Angus

STAFF: CAO Carl Cannon, Acting Director of Finance Deb McRae, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp, Communication Coordinator Sandra Weeks and Corporate Services Manager/Taxation and Revenue for the City of Kawartha Lakes Christi Norris

The Chair, Mayor Thompson, opened the meeting by giving background information on the Working Group, expressing that the Working Group was formed to review the existing policy that was established at the time of amalgamation and to determine the area rating policy for the Municipality for future years. In the 17 previous meetings, there has been a consensus from the Working Group to not pursue one tax rate and a consensus on common and ward specific services. At the April 9, 2013 meeting, the Working Group discussed a range from 17.5% to 20.5% for allocation of common services. Council approved the 2013 tax rate bylaw which utilizes 17.5% for the allocation of the common services. Mayor Thompson indicated that Council's direction is that the Working Group provides a recommendation to Council by July 2013. The Working Group is tasked with determining the appropriate percentage to apply to the common services that are added to the allotted ward specific services which would then represent the total levy requirement. Evaluations will be solely based on Municipal levy aspects (no County or Education). It was expressed that LLRW is used at Council's discretion albeit it may an aspect of the implementation/phasing strategy discussion. Once a percentage has been agreed upon by consensus, the next steps are to include determining the phasing of the new area rating policy and determining public consultation/communication strategy.

1. Minutes from Previous Meeting

The minutes were received for information and approved.

2. Expectations/Next Steps

Expectations and next steps were discussed in the opening comments from Mayor Thompson and were reiterated here. CAO Mr. Cannon introduced Christi Norris, Corporate Services Manager/Taxation and Revenue for the City of Kawartha Lakes to the Working Group. Mrs. Norris has several years of experience and was responsible for overseeing the consolidation/integration of 17 former jurisdictions financial systems into one system under the new City of Kawartha Lakes. She has entered the Working Group to be a resource. The

Working Group welcomed Mrs. Norris and asked questions relating to how the City of Kawartha Lakes developed their Area Rating policy.

The Working Group had an in depth conversation regarding the progress of the group and what the group needs in order to move forward. Working Group members discussed various options and were encouraged to come up with a resolution that is consistent with the municipal legislation and the Strategic Financial Plan. It was reminded that the two municipalities amalgamated from the board order which raised the question of how the municipal legislation interprets the board order. A legal opinion would be helpful to ensure the Working Group is moving in the right direction.

3. Receive for Information –
 - a. L. Araujo 2013 Tax Rating Bylaw Report to COW
 - b. Consensus vs. Non-Consensus Items
 - c. Technical Assistance Report – Christi Norris
 - d. Council Resolution for Area Rating
 - e. Schedule of Meetings
4. Requests –
 - a. For the 2013 Tax Rating Bylaw be made available to the members of the Working Group
 - b. A comparison of the 2012 tax rating percentage vs. 2013 tax rating percentage
 - c. To obtain a legal opinion of how the amalgamation board order and tax rating are effected by the applicable Provincial legislation
5. Next Meeting – 1:00 p.m. on Wednesday, June 12, 2013 at Development Team Office, 5 Mill Street

Adjourned – 3:04 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Council Chambers, Town Hall, 56 Queen St

DATE: June 12, 2013

TIME: 1:02 p.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Rick Norman, Gord Walter, and Ian Angus, Templeman Menninga LLP David DeMille

STAFF: CAO Carl Cannon, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp, Communication Coordinator Sandra Weeks

REGRETS WITH NOTICE: Acting Director of Finance Deb McRae, Corporate Services Manager/Taxation and Revenue for the City of Kawartha Lakes Christi Norris, Bill Bickle, and John Quantrill

1. Minutes from Previous Meeting

The minutes were approved by the committee.

2. Receive for Information

- a. 2013 Tax Rating Bylaw
- b. 2012 Percentage vs. 2013 Percentage

Both items were received for informational purposes.

3. Discussion (Municipal Act Requirements)

Mr. Cranch provided an overview of the supplementary package, indicating the assumptions, various processes and legislative authorities the Municipality of Port Hope must work within. The summary included certain sections of the municipal legislation related to allocating taxes (i.e. Sections 306, 307, 312(4)(5)(6), 326) that the Municipality of Port Hope must comply with. It was noted that staff and legal counsel agree that assessment is the only method to be used to allocate the common services based. Generally, if the service is proved within a definable specific area or at a different service level within the Municipality, it can be allocated specifically to that area (Section 312(4), special local municipality levies). Mr. Cranch shared his preliminary work of finding opportunities to area rate within the Municipality, which included only streetlights and maintenance/plowing of sidewalks at this time.

Mr. Cranch discussed the next steps for the Working Group which included; review common/special service, develop tax rate approach to implement immediately (2014) that is compliant with the legislation, develop approved phasing to comply with the legislation using reserve funds to phase in and determine a timeline for phasing.

Mr. DeMille of Templeman Menniga, Municipal Solicitors, provided an overview of a legal opinion which reiterated that assessment is the only compliant method to allocate the common services that complies with the municipal legislation. Mr. DeMille answered questions from the Working Group regarding the legal opinion.

The Working Group came to a consensus to review what they previously deemed to be common, to determine if there are any further opportunities to area rate.

It was also discussed that phasing options should be reviewed further.

4. Requests

a. Committee members are asked to identify any large expenses that they wish to be reviewed to see if it meets the criteria of special levy as defined in the municipal legislation (Section 326). All comments are to be forwarded to Devanne no later than noon Monday, June 17, 2013.

5. Next Meeting – 1:00 p.m. on Monday, June 24, 2013 in Committee Room, Town Hall

Adjourned – 2:29 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Committee Room, Town Hall, 56 Queen St

DATE: June 24, 2013

TIME: 1:02 p.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Rick Norman, Gord Walter, Bill Bickle, John Quantrill

STAFF: CAO Carl Cannon, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp, Communication Coordinator Sandra Weeks, Corporate Services Manager/Taxation and Revenue for the City of Kawartha Lakes Christi Norris

REGRETS WITH NOTICE: Acting Director of Finance Deb McRae and Ian Angus

1. Minutes from Previous Meeting

The minutes were approved by the committee.

2. Working Group Correspondence

Mr. Cranch provided a brief summary of comments received regarding the revision of common services to determine if any special services can be removed from common. Staff consolidated group requests to review whether they meet the condition of Section 326 and qualify for a special levy tax rate.

3. Discussion

a. Opportunities to Area Rate the Common Services

Mr. Cranch provided a summary indicating which special services could be removed from the common levy rate with accordance with the municipal legislation (Section 326). There are opportunities to area rate in police, parking (as it is in the downtown core), bulky waste, Christmas tree pick up, streetlights, and transit. It was noted that even though policing is designated to Ward 1, the Police Service Board is responsible for both Ward 1 and Ward 2 therefore the costs associated with the board should be a common cost.

b. Phasing Options

Mr. Cranch provided an overview of the 5 year phasing option and the 10 year phasing option which did not include any increase in assessment or budgetary increases which would impact how the common services were allocated. Staff was asked to look at phasing options for a 1 year plan and 6-10 year plans.

4. Requests

a. Phasing scenarios for 1, 6-10 years.

b. For staff to investigate urban/rural roads and associated services/maintenance to determine if a special levy rate could be applied.

c. Working group members would like more information regarding the “Harbour” project that is identified in the 10 Year Capital Requirements by Type of Project from the Strategic Financial Plan.

5. Next Meeting – 1:00 p.m. on Monday, July 8, 2013 in Council Chambers, Town Hall

Adjourned – 2:45 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Committee Room, Town Hall, 56 Queen St

DATE: July 8, 2013

TIME: 12:57 p.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Rick Norman, Gord Walter, Bill Bickle, John Quantrill, Ian Angus

STAFF: CAO Carl Cannon, Tax and Revenue Coordinator Marc Cranch, Communication Coordinator Sandra Weeks, Corporate Services Manager/Taxation and Revenue for the City of Kawartha Lakes Christi Norris

REGRETS WITH NOTICE: Acting Director of Finance Deb McRae, Finance Clerk Devanne Kripp

1. Minutes from Previous Meeting

The minutes were approved by the committee.

2. Discussion

a. Breakdown of Harbour Costs

Mr. Cranch provided a breakdown of the Harbour Costs as presented in the Strategic Financial Plan. The dredging costs are funded through the lease agreements with Cameco and other user fees relating to the Marina. As noted, the Municipality of Port Hope needs significant funding in place in order to proceed with the existing timeline, and have not committed the funds until they are in place and a business plan is completed.

b. Road Analysis

Mr. Cranch provided an overview of the roads departments as it relates to the number of road kilometers, the surface treatment, the road class, and the operating costs associated with the urban and rural areas.

c. Phasing Options

Mr. Cranch provided a revised scenario for phasing for the urban area based upon a 5 – 10 year phasing option, using a leveling and non-leveling scenarios, The amount allocated is using the revised common and special services. A one (1) year phasing scenario was also provided.

3. Ian Angus raised the question on what is considered fair and equitable for the shift in the taxes between the urban and rural area. There was a fulsome discussion amongst the working group on what would be considered fair and equitable for both Wards.

4. Requests

- a. Confirm the totals for the columns for the revised common and special services scenarios.
- b. Develop phasing scenarios showing the dollar impact on an assessment of \$100,000 based on the 5, and 10 year scenarios using leveling and non leveling.

5. Next Meeting – July 22, 2013 9:00am, Town Hall Committee Room

Adjourned – 3:17 p.m.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE
Area Rating Citizens Working Group Meeting Minutes
Committee Room, Town Hall, 56 Queen St

DATE: July 22, 2013

TIME: 9:02 a.m.

PRESENT: Mayor Linda Thompson, Deputy Mayor Jeff Gilmer, Councillor Rick Austin, Rick Norman, Gord Walter, Bill Bickle,

STAFF: CAO Carl Cannon, Tax and Revenue Coordinator Marc Cranch, Finance Clerk Devanne Kripp, Corporate Services Manager/Taxation and Revenue for the City of Kawartha Lakes Christi Norris

REGRETS WITH NOTICE: Acting Director of Finance Deb McRae, Communication Coordinator Sandra Weeks, John Quantrill, and Ian Angus

1. Minutes from Previous Meeting

The minutes were approved by the committee.

2. Correspondence

a. John Quantrill

Mr. Quantrill submitted additional comments after the agenda was circulated and all comments were received for information.

b. Ian Angus

Mr. Norman spoke to Mr. Angus's comments as Mr. Angus could not be in attendance. The Working Group had brief deliberation of each point and the comments were received for information.

3. Discussion

a. Confirmation of Common and Area Rated Totals (verbal)

Mr. Cranch confirmed that the common and area rated totals from the July 8, 2013 meeting were correct.

b. Phasing Options 5, 10 Year based on \$100,000 on Assessment

Mr. Cranch provided an overview of the 5 and 10 year phasing scenarios, leveling and non-leveling that showed the dollar impact per \$100,000 of assessment in Ward 2.

c. Phasing Options – Requested by Working Group Council Members

Mr. Cranch provided an overview of four alternative phasing scenarios that adjusts the common percentage and LLRW Interest that is used and are phased in over different years.

The working group had an in depth conversation regarding all of the phasing options that Mr. Cranch presented. The working group did not come to a

consensus of what the phase in option would be. It was recommended that decision making criteria should be developed in order to make the outcome fair and equitable. The decision making criteria should include i) does it meet legislation requirements, ii) the duration of LLRW usage, iii) is it defensible, iv) is there a political risk, v) shift of ward 2 taxes, and vi) sellable. The members of the working group agreed that during public consultation, the message should be simple and clear to understand. It needs to be identified what efforts the working group has put forth (i.e. dissected departments). It was identified that the public consultation process should be led by Council members, not working group members.

Mrs. Thompson indicated the next steps would be for the Council members of the Area Rating Working Group to meet and discuss the phase-in option(s) and background information to present to Council. Following the meeting with Council, a meeting would be scheduled with the Area Rating Working Group to educate the remaining members on the move forward options.

4. Next Meeting – TBD

Adjourned – 11:12 a.m.