



May 3, 2016

*Minutes of the Tax Levy Allocation Review Working Group Meeting of the Corporation of the Municipality of Port Hope held on Tuesday, May 3, 2016 at 1:32 PM in the Council Chambers, Town Hall, 56 Queen Street, Port Hope, Ontario.*

Present: R. J. Sanderson, Mayor  
L. Andrews, Councillor  
R. Polutnik, Councillor  
R. Norman, Rural  
G. Walter, Urban – as alternate

Staff: D. Baxter, Director of Finance  
D. Kripp, Finance Assistant

Absent J. Ronson, Urban  
with  
Notice:

1. **Call to Order**
- 1.1 Fire Safety Plan
- 1.2 Disclosure of Pecuniary Interest and the Nature Thereof – None.
2. **Delegations – None.**
3. **Approval of Previous Minutes – None.**
4. **Business from Previous Minutes – None.**
5. **New Business**

## 5.1 Resolution 49/2016 Re: Extension of Working Group Timeline

D. Baxter spoke to the Resolution approved by Council at their April 19, 2016 meeting, indicating that the Working Group timeline has been extended.

The Finance Assistant provided comments that were received from March 29, 2016 to the end of April.

On consensus, the Working Group agreed that they need to hold additional public information session(s) that should include a PowerPoint Presentation and a "Question and Answer" period.

On consensus, the Working Group agreed to the following:

- 1) Each comment must be reviewed.
- 2) Common concerns and/or themes must be identified.
- 3) Each concern and/or theme relating to special and common tax allocation must be addressed.

The Working Group identified that Council should be involved in the public information session(s), as audience members. This will assist with audience dialogue/feedback as well as their own understanding of the process.

It was identified that the audience needs to understand the concept of special and common tax allocation. The Working Group agreed that informative facts and legislative restrictions (Municipal Act, Ministry of Municipal Housing and Affairs) should also be included.

Further, on Consensus the Working Group agreed the presentation should incorporate visuals (i.e. maps, charts) and be easy to understand (i.e. plain English).


It was noted that the Working Group must be able to justify rationale and ensure it is supported by the Municipal Act.

It was identified that the Working Group may want to include Development Charges in overview.

**Homework:** All members are to go through the comments received and identify common concerns and/or themes. At the next meeting, the Working Group will review as a group and identify the appropriate response to the concern and/or theme.

Once completed, the Working Group will need to address the concern and/or theme and identify revised common and special services.

6. **Other Business – None.**
7. **Question period – None.**
8. **Future Tax Levy Allocation Review Working Group Meeting(s)**  
Thursday, May 19, 2016 – 9:00a.m. – Council Chambers
9. The Tax Levy Allocation Review Working Group adjourned at 3:06p.m.

  
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R.J. Sanderson, Mayor

  
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B. Gilmer, Municipal Clerk