



January 28, 2016

Minutes of the Tax Levy Allocation Review Working Group Meeting of the Corporation of the Municipality of Port Hope held on Tuesday January 28, 2016 at 5:00 PM in the Council Chambers, Town Hall, 56 Queen Street, Port Hope, Ontario.

Present: R.J. Sanderson, Mayor
L. Andrews, Councillor
R. Polutnik, Councillor
J. Ronson, Urban Resident
R. Norman, Rural Resident

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

1. Call to Order

1.1 Disclosure of Pecuniary Interest and the Nature Thereof – None.

2. Delegations - None.

3. Business from Previous Minutes - None.

4. New Business

4.1 Electing a Chair

The Working Group collectively agreed that David Baxter will act as Chair/Facilitator.

4.2 Review Terms of Reference

The Working Group reviewed the approved Terms of Reference.

It was noted that minutes will be reviewed by the Working Group at each meeting, prior to being provided to Council for approval.

On consensus, the Working Group agreed that Jim Ronson has a proxy vote while absent.

4.3 Structure of Meetings and Timelines

Working Group will work on a consensus basis.

It was agreed that if the Working Group is unable to come to consensus on one recommendation for a service, both recommendations would be included for community consultation.

On consensus, the Working Group agreed that if both the urban and rural residents are unavailable to attend a meeting, the meeting would be deferred to another date.

The Working Group reviewed the Consultation/ Communication Plan, which outlines timelines. D. Baxter discussed reviewing tax levy allocation methods of comparator Municipalities, indicating the intent for this is to review the services provided by the Municipality of Port Hope first and identify any reconsiderations. If the Working Group is unsure how to identify a service, then the Working Group would review comparator Municipalities methods. It was clarified that the March 1st report to Budget Committee is to proceed with community consultation. On consensus, the Working Group agreed to remove "Approval" from the Activity column of the Consultation/Communication Plan.

It was identified that the Working Group would be reviewing Schedule 'A' of By-law 28/2014 – Special Services. On consensus, the Working Group agreed that included in the Recommendation to go forward, Ward 1 and Ward 2 would be reworded to Urban and Rural.

ACTION: Members will review the 2015 Operating budget and identify any service that should be reconsidered. At the next meeting, this will be the Working Group's starting point.

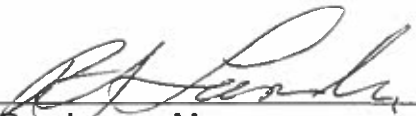
4.4 Meeting Schedule

On consensus, the Working Group agreed to meet twice a week for 2 hours each meeting.

4.5 Update Re: Consultation with Ministry of Municipal Housing and Affairs (MMAH) and Municipal Property Assessment Corporation (MPAC)

Confirmation of attendance by organizations is not yet received.
The Working Group plans to proceed with meeting and incorporate consultations, potentially in another way if unable to attend on February 4, 2016.

5. **Question period**
6. **Future Tax Levy Allocation Working Group Meeting(s) –**
 - Monday, February 1, 2016 – 8:30 a.m. – Council Chambers
 - Thursday, February 4, 2016 – 5:00 p.m. – Council Chambers
7. The Tax Levy Allocation Working Group adjourned at: 6:13p.m.



R.J. Sanderson, Mayor



B. Gilmer, Municipal Clerk