

Consultation/Communication Plan
Council Review of Common & Special Services Tax Allocation

Date	Activity	Participants	Purpose	Promotion
Jan 5-7	Consultation: Peer review of proposed process and consultation for current Council review of Common & Special Services, and recommendations to validate or modify existing municipal & tax structure.	Representatives from key stakeholder groups (<i>similar to Finance Strategic Planning Group</i>) - Council Members - Rural & Port Hoppers for Fair Taxes - Urban & Port Hope Ratepayers Assoc. - Director of Finance	Information sharing Clarification of issues affecting stakeholders Identify areas of consensus Seek views on most effective methods of engagement	Jan 5 COW/Council
Jan-12	Approve Process: Budget Committee review and approval of process / program of consultation	Budget Committee	Approve and proceed	Web - outline of process/ timelines
Jan-19	Formalize Working Group	Council	Approve members, terms of reference	N/A
1 evening in 1st week of Feb	Establish understanding of Framework	- Finance Strategic Working Group - Open to All stakeholders - Encourage attendance from special interest groups (PHRA, PHFFT) - Ministry of Municipal Affairs and Housing - Municipal Property Assessment Corporation	Raise public awareness, clarification re: - Municipal Act - tax allocation, common & special services - Information on Property Assessments	Public Notice Web Social
Feb week 2	Review: Review Common & Special Services	Working Group	Review detail, consider comparators, compare to current Provide report and recommendations for the validation/modification of the existing municipal tax structure for common & special services	N/A
Feb week 3	Review Phase 2: Review potential changes with applicable Department Council Chair and Director	- Working Group For each impacted service area: - Chair of impacted Department and Director	To attain further information about service and provide opportunity for input from service Council liaison member and staff	N/A
March 1st	Present report to Budget Committee	Working Group	Comments and approval to proceed with open house and accept public comment	As usual
Mar weeks 3-4	Consultation: Open house/booths set up (x2) - Canton / Town Hall	Booths led by Working Group All stakeholders, encourage attendance from special interest groups	Share information and invite comments on changes to common & special services, as per report Consider use of infographics, communicating changes in understandable way	Public Notice Web Social
COW April 5, Council April 19	Final report including public comments to COW and Council	Council Community members (audience)	Consider and approve recommendations for common and special services	As usual
April/May	Communication: Communicate changes to community members	Working Group, Communications/ Community Engagement Coordinator	Raise awareness of changes, process that was undertaken, clarify common misunderstandings	Full page advert - infographic Media Release Consider infographic as a flyer for distribution in Rural 'hubs' &/or tax bill insert