



February 17, 2016

Minutes of the Tax Levy Allocation Review Working Group Meeting of the Corporation of the Municipality of Port Hope held on Wednesday February 17, 2016 at 3:34 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
M. Campbell, Communications/Community Engagement Coordinator

Absent J. Ronson, Urban
with
Notice:

1. **Call to Order**
 - 1.1 Disclosure of Pecuniary Interest and the Nature Thereof – None.
 - 1.2 Fire Safety Plan
2. **Delegations – None.**
3. **Correspondence – None.**
4. **Business from Previous Minutes**
 - 4.1 Thursday, February 11, 2016 Working Group minutes

On consensus, the minutes from the February 9, 2016 meeting were adopted by the Working Group with no changes.

5. New Business

5.1 Discussion on Recommended Communication/Community Engagement Plan

On consensus, the Working Group agreed that the communication/community engagement plan should include:

- Opening Remarks (10-15 minutes)
- Information covering all of the services
- Information should tie back to legislation
- Poster Boards and Stations/Booths
- Content should focus on current and future (not historical)
- Identifiable Working Group members

On consensus, the Working Group agreed the open houses will be held:
Tuesday, March 22, 2016 – 7:00p.m. – Canton Municipal Office
Wednesday, March 23, 2016 – 7:00p.m. – Town Hall
And for the open houses to be advertised on website, paper, social media and posters within different shops (i.e. local convenient stores)

6. Other Business

7. Question period

8. Future Tax Levy Allocation Review Working Group Meeting(s)

- 8.1 Thursday, February 18, 2016 - 10:00 a.m. - Council Chambers
Tuesday, February 23, 2016 - 2:00 p.m. - Council Chambers
Thursday, February 25, 2016 - 9:00 a.m. - Council Chambers

9. The Tax Levy Allocation Review Working Group adjourned at 5:07 p.m.



R.J. Sanderson, Mayor



B. Gilmer, Municipal Clerk