Regional Municipality of Waterloo
Administration and Finance Committee
Minutes

Tuesday, June 14, 2016
1:20 p.m.

Regional Council Chamber
150 Frederick Street, Kitchener

Present were: Vice Chair K. Redman, L. Armstrong, E. Clarke, D. Craig*, S. Foxton, T. Galloway, H. Jowett, K. Kiefer, G. Lorentz, J. Nowak, K. Seiling, S. Shantz and B. Vrbanovic*

Members absent: D. Jaworsky, J. Mitchell and S. Strickland

**Motion to Go into Closed Session**

Moved by S. Shantz
Seconded by L. Armstrong

That a closed meeting of the Planning and Works Committee be held on Tuesday, June 14, 2016 immediately following the Planning and Works Committee in the Waterloo County Room in accordance with Section 239 of the “Municipal Act, 2001”, for the purposes of considering the following subject matters:

a) proposed or pending acquisition of land in the City of Cambridge
b) proposed or pending litigation and receiving of advice that is subject to solicitor-client privilege related to legal liabilities
c) proposed or pending acquisition of land in the City of Cambridge

Carried
Motion to Reconvene into Open Session

Moved by K. Kiefer
Seconded by S. Foxton

That the Committee reconvene into Open Session.

Carried

Declarations of Pecuniary Interest under the “Municipal Conflict Of Interest Act”

None declared

Presentations

Amanda McDougall, Regional Manager, Municipal Property Assessment Corporation (MPAC) provided a presentation to the Committee; a copy is appended to the original minutes. She highlighted the role of MPAC and outlined the assessment cycle, noting that this cycle will be different from the past in terms of data collection and advance preparation. She summarized the efforts to provide accurate data to residents and municipalities earlier than in the past, noting that the new assessments will serve as the basis for calculating property taxes for the period of 2017 to 2020.

* D. Craig left the meeting at 1:24 p.m. and returned at 1:29 p.m.

* B. Vrbanovic joined the meeting at 1:33 p.m.

A. McDougall stated that the revised timelines for sending out assessment notices will benefit property owners and she gave an overview of the contents of the improved notice. She summarized the revised complaint filing deadlines for residential properties, provided the website address (aboutmyproperty.ca) where residents can learn about market trends and information about their own and other properties. She highlighted the assessment resolution process; stakeholder outreach and engagement initiatives; and, the resources contained in the municipal toolkit.

In response to Committee questions about complaint filing deadlines and early access to tax forecasts for municipalities, A. McDougall clarified the deadlines for single residential and multi-residential properties and she stated that MPAC has recently set up meetings with municipal staff to review forecasted growth and determine local municipal priorities. In response to a Committee question about centralized property appeals, she advised that this issue is the driver behind calculating assessments earlier in the cycle in an effort to reduce centralized appeals. She added that the appeals are very complex and that MPAC is working with the Appeal Review Board (ARB) to deal with the backlog; in the interim, MPAC is taking a proactive approach going forward.

The Committee thanked A. McDougall for the informative presentation.
The meeting recessed at 1:43 p.m. and reconvened at 3:42 p.m.

Present were: Vice Chair K. Redman, L. Armstrong, E. Clarke, S. Foxton, T. Galloway, D. Jaworsky, H. Jowett, K. Kiefer, G. Lorentz, J. Nowak, K. Seiling and S. Shantz

Members absent: D. Craig, J. Mitchell, S. Strickland and B. Vrbanovic

Request to Remove Items from Consent Agenda

There were no requests to remove items from the Consent Agenda.

Motion to Approve Items or Receive for Information

Moved by K. Kiefer

Seconded by S. Foxton

That the following item be approved:

- That the Regional Municipality of Waterloo approve additional consulting fees of $120,000 plus applicable taxes for CIMA+ for design, specification, evaluation, and negotiation of the Waterloo Region Voice Radio System replacement Request for Proposal as set out in report COR-FFM-16-06 dated June 14, 2016;

  And that report COR-FFM-16-06 be forwarded to the Waterloo Region Police Services Board and all area municipality councils for information.

And that the following items be received for information:

- **COR-TRY-16-59**, Property Assessment Issues

  Carried

Regular Agenda Resumes

Reports

**COR-FFM-16-08**, Multi-Site Lighting Program – Additional Consulting Fees

Ellen McGaghey, Director, Facilities Management and Fleet Services, replied to a Committee question regarding the increased costs, stating that based on results gathered during the audit of the 85 buildings, more lighting upgrade opportunities than originally estimated were identified, which has a potential for greater energy savings in the long term.

Moved by L. Armstrong

2155271
Seconded by S. Foxton

That the Regional Municipality of Waterloo take the following action with respect to the Multi-Site Lighting Program as set out in report COR-FFM-16-08 dated June 14, 2016:

1. Approve additional Multi-Site Lighting Program consulting fees for Walter Fedy at an upset limit of $120,000, for a total upset limit of $374,120, inclusive of a contingency amount of $15,000, plus all applicable taxes; and

2. Approve in principle changes to the Multi-Site Lighting Program subject to approval of the 2017-2026 Capital Program.

Carried

COR-FSD-16-15, Capital Financing Principles

Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer, introduced the report and advised that the principles outlined in the report will form the basis of the next capital program, which staff is currently developing.

Moved by S. Foxton

Seconded by J. Nowak


Carried

COR-FSD-16-16, 2017 Budget Process & Timetable

In response to a Committee question regarding the status of an issue paper on accessible transit services for people with low income, C. Dyer stated the review is currently underway and a report on transit is coming this fall; the budget issue papers will be presented to Regional Councillors in November 2016.

Mike Murray, Chief Administrative Officer, responded to a Committee question regarding the date for final budget approval, stating that the 2017 Meeting Calendar is currently being reviewed but once finalized, the final budget date for 2017 can be set.

Moved by H. Jowett

Seconded by K. Kiefer

That the Regional Municipality of Waterloo take the following action with respect to the 2017 Budget:

1. Approve the 2017 Budget timetable as set out in Schedule B to Report COR-2155271
FSD-16-16 dated June 14, 2016;

2. Forward a copy of Report COR-FSD-16-16 to the Waterloo Region Police Services Board.

Carried

Information/Correspondence

Council Enquiries and Requests for Information Tracking List was received for information.

In response to a Committee inquiry about the status of the report related to options for a destination marketing fee, Rob Horne, Commissioner, Planning, Development and Legislative Services, indicated that the report will be coming forward at a future date.

Next Meeting – August 9, 2016

Adjourn

Moved by J. Nowak
Seconded by S. Shantz

That the meeting adjourn at 3:50 p.m.

Carried

Committee Vice Chair, K. Redman

Committee Clerk, S. Natolochny
Delivering the 2016 Assessment Update

Region of Waterloo
June 14, 2016

Amanda Macdougall, Regional Manager
Municipal & Stakeholder Relations
The Municipal Property Assessment Corporation determines Current Value Assessments and classifications for all properties in Ontario.

The Provincial Government passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).

Municipalities determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.
ONTARIO’S ASSESSMENT CYCLE

2008
2009-2012 Tax Years
January 1, 2008 (valuation date)

2012
2013-2016 Tax Years
January 1, 2012 (valuation date)

2016
2017-2020 Tax Years
January 1, 2016 (valuation date)
**2012 ASSESSMENT UPDATE**

Roll Delivery

**2016 ASSESSMENT UPDATE**

Early and frequent engagement with constituents

Roll Delivery
DATA COLLECTION & PREPARATION

Building permits  
Sales reviews

Site variable update project

Farm forestry exemptions reviews

Requests for Reconsideration

Severances and Consolidations

Data integrity checks

MPAC initiated reviews

Process controls

Tax and Vacancy Applications

Municipal Requests

Appeals

Property Owner Enquiries

Region of Waterloo
Data Touch Points 84,311
Level 1 - Methodology Guides
Comprehensive guides that explain assessment methodology.

Level 2 – Market Valuation Reports
Comprehensive reports that explain how assessment methodology was applied at the sector level to value properties for the 2016 Assessment Update

Level 3 – Property Specific Valuation Information
Detailed information that is available through secure-access only
Benefits for municipalities:

- Improved roll predictability and stability
- Improved risk analysis
- No surprises
- Opportunity to provide feedback

Benefits for property taxpayers:

- Increased satisfaction and confidence
- Easy access to property information
- No surprises
- Opportunity to provide feedback
Residential property owners will receive their Property Assessment Notices starting **July 25th**

Farm Property Assessment Notices will be mailed **October 11th**

Multi-Residential and Business Notices will be mailed **October 18th**

**THE NEW ASSESSMENTS WILL SERVE AS THE BASIS FOR CALCULATING PROPERTY TAXES FOR 2017 – 2020**
2016 ASSESSMENT UPDATE
The Residential Experience
2016 PROPERTY ASSESSMENT NOTICE

**Assessment Overview**
- Assessed Value as of January 1, 2016
- Assessed Value as of January 1, 2012
- Change between 2012 and 2016

**How will my municipality use MPAC’s property assessment?**
- Explanation of phase-in provision (Assessment Act)
- Property Classification
- Phase in Assessed Values (2017-2020 tax years)
- Request for Reconsideration Deadline (by tax year)

**2016 Assessed Value**
- $228,000

**Account Information**
- Role Number
- AboutMyProperty™ Access Key
- Your property’s location and description
- Municipality
- School support

**Assessment Overview**
- MPAC’s assessed value of your property as of January 1, 2016: $228,000
- MPAC’s assessed value of your property as of January 1, 2012: $182,000
- Between 2012 and 2016, your property’s assessed value changed by $46,000

**Contact Us**
- 1-800-296-MPAC (6722)
- Monday to Friday 8 a.m. to 8 p.m.

**About My Property.ca**
- www.aboutmyproperty.ca
2016 PROPERTY ASSESSMENT NOTICE

How does MPAC assess my property?
- Five major factors affecting residential values

Have questions about your assessment?
- Login to AboutMyProperty™

Ontario’s property assessment system

Property Details

Have questions about your assessment?
- Login to AboutMyProperty™
CHANGES TO FILING A REVIEW (BILL 144)

- Residential property owners have **120 days** from the **Issue Date** of their Property Assessment Notice to file a Request for Reconsideration (RfR)

- The RfR deadline for **the Region of Waterloo** is **November 22nd**

- The **Issue Date** and **RfR deadline** are included on the Notice

- The early delivery of Assessment Notices and a 120-day RfR deadline will allow RfRs to be processed before Assessment Rolls are sent to municipalities – greater stability and accuracy
HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?
Through AboutMyProperty™ property owners can:

- Access information on how their property was assessed
- Compare their assessment to others in their community
- Learn more about property values through Market Trends (available before login)

Login information is included on every Notice mailed.
STEP 1: Ask yourself: “could I have sold my property for the assessed value on January 1, 2016?”

STEP 2: Visit aboutmyproperty.ca to review the information MPAC has on file for your property.

STEP 3: Contact MPAC

STEP 4: File a Request for Reconsideration

STEP 5: File an appeal with the Assessment Review Board
MUNICIPAL AND STAKEHOLDER OUTREACH AND ENGAGEMENT
- **Redesigned Municipal Connect™** launched April 4
  - Increased transparency
  - Improved stability and predictability in the municipal tax base
  - Modern and flexible way to access assessment information

- **Access to 2016 base year values** (2017-2020 tax years)
  - Support municipal understanding of assessed values
  - Early consultation/discussion for greater roll stability
  - Insight into assessment at risk
To support municipalities in their communication efforts regarding the 2016 province-wide Assessment Update, MPAC has prepared a fully customizable toolkit that includes:

- Contact information for Municipal and Stakeholder Relations representatives
- Key Messages and Frequently Asked Questions
- Information regarding changes to Property Assessment Notices and Notice Mailing Dates
- Changes regarding Requests for Reconsideration
- Written Material for Print or Web
- Social Media Materials
- Highlights on AboutMyProperty and Municipal Connect
- Links/references to other resources including:
  - MPAC’s full suite of brochures (links to mpac.ca)
  - Videos (will be housed on MPAC’s YouTube Channel)
  - Buckslip for insertion in municipal tax bills (editable)
PRELIMINARY MARKET TRENDS
Learn more about the market trends in your neighbourhood through MarketSnapshot.

This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.
London

Property values up 1.5% in London
Residential property owners will see an average assessment increase of approximately 1.5% in 2017.

Condominium values in London
The assessed value of a typical condominium is $125,000.

Value of a typical home
The assessed value of a typical residential home in London is $265,000.

More about London
Located between Windsor and Toronto along the Highway 401 corridor and just north of Lake Erie, London is the fifth largest city in Ontario. It is home to the University of Western Ontario and Fanshawe College and has a stable residential market. London is the economic, entertainment and cultural hub of the region.

*Notices mailed April 18, 2019*
# RESIDENTIAL MARKET TRENDS

Preliminary Values as of June 1, 2016. Median percentage change in assessed value from 2016 to 2017

<table>
<thead>
<tr>
<th>Municipality</th>
<th>% Change Residential</th>
<th>% Change Single Family Home</th>
<th>Typical Value Single Family Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dumfries</td>
<td>3.5</td>
<td>3.6</td>
<td>$435,000</td>
</tr>
<tr>
<td>Cambridge</td>
<td>4.0</td>
<td>4.1</td>
<td>$333,000</td>
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<tr>
<td>Kitchener</td>
<td>2.9</td>
<td>2.9</td>
<td>$336,000</td>
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<tr>
<td>Waterloo</td>
<td>2.7</td>
<td>2.8</td>
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<td>Wilmot</td>
<td>3.0</td>
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<td>Wellesley</td>
<td>3.2</td>
<td>3.3</td>
<td>$425,000</td>
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<tr>
<td>Woolwich</td>
<td>4.5</td>
<td>4.5</td>
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## RESIDENTIAL MARKET TRENDS

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Ontario % Change</th>
<th>Ontario Typical Value</th>
<th>Region of Waterloo % Change</th>
<th>Region of Waterloo Typical Value</th>
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</thead>
<tbody>
<tr>
<td>Residential</td>
<td>4.5</td>
<td>$386,000</td>
<td>3.2</td>
<td>$358,000</td>
</tr>
<tr>
<td>Single Family Home</td>
<td>4.7</td>
<td>$386,000</td>
<td>3.2</td>
<td>$358,000</td>
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<tr>
<td>Condominium</td>
<td>2.8</td>
<td>$298,000</td>
<td>2.1</td>
<td>$199,000</td>
</tr>
</tbody>
</table>

Preliminary Values as of June 1, 2016.
Median 2016 base year assessment and median % change from 2016 tax year to 2017 tax year
### BASE YEAR CHANGE (2012 to 2016)

<table>
<thead>
<tr>
<th>Municipality</th>
<th>$ Change Single Family Home</th>
<th>$ Change Condominium</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dumfries</td>
<td>$56,000</td>
<td>$8,000</td>
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<td>$25,500</td>
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</tr>
<tr>
<td>REGION</td>
<td>$40,000</td>
<td>$16,000</td>
</tr>
</tbody>
</table>

*Median change in assessed value between base valuation years (2012 to 2016) as of June 1, 2016.*
We are here to help. Contact MPAC with any questions you may have regarding your property assessment.

**CALL** our Customer Contact Centre 1 866 296-MPAC (6722)
1 877-889-MPAC (6722) TTY

**ONLINE** at mpac.ca

**VISIT** a local field office

**WRITE** to P.O. Box 9808, Toronto ON M1S 5T9

**FAX** 1 866 297 6703

If you have accessibility needs, please let us know how we can best accommodate you.