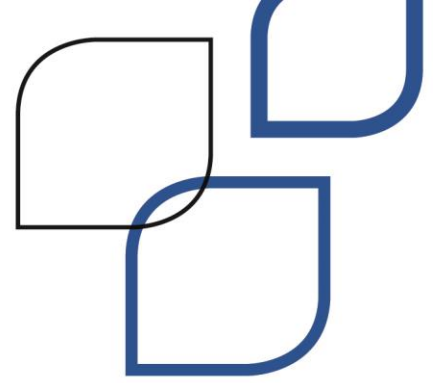




MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



ADVANCE DISCLOSURE PROTOCOL

Delivering the 2016 Assessment Update

Pre-Roll Consultations for Large & Special Purpose
Business Properties

April 2015



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

April 30, 2015

In accordance with the direction issued by the Minister of Finance on April 18, 2015 pursuant to subsection 10(1) of the [Municipal Property Assessment Corporation Act](#), the Municipal Property Assessment Corporation (MPAC) has published the Advance Disclosure Protocol for the following industries:

- Pulp and Paper Mills;
- Saw Mills;
- Value-Added Wood Products Manufacturing Plants;
- Steel Manufacturing Plants;
- Automotive Assembly Plants;
- Automotive Parts Manufacturing Plants.

This Protocol is intended to provide an overview on MPAC's planned pre-roll consultations as part of MPAC's delivery of the 2016 Assessment Update.

A handwritten signature in black ink, appearing to read "A. Wisniowski", written over a horizontal line.

Antoni Wisniowski
President and Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Larry Hummel", written in a cursive style.

Larry Hummel, M.I.M.A, FRICS
Chief Assessor

ADVANCE DISCLOSURE PROTOCOL - Delivering the 2016 Assessment Update

Pre-Roll Consultations for Large & Special Purpose Business Properties

As part of MPAC's delivery of the 2016 Assessment Update as well as implementation of the recommendations under the Ministry of Finance's [Special Purpose Business Property Assessment Review Report](#), MPAC has established an *Advanced Disclosure Timeline for Special Purpose Business Properties* for the next province-wide Assessment Update. This timeline is also aligned with direction issued by the Minister of Finance on April 18, 2015 in The [Ontario Gazette](#). These consultations will take place in advance of MPAC's delivery of the Assessment Roll in December 2016.

Recommendation 13 contained in the Ministry of Finance Special Purpose Business Property Review Report, covers the following special purpose business property types:

- Pulp and Paper mills,
- Saw Mills,
- Value-added wood products manufacturing plants,
- Steel Manufacturing Plants,
- Automotive Assembly Plants,
- Automobile Parts Manufacturing Plants.

For more information about the Ministry of Finance's Special Purpose Business Property Review click [here](#).

MPAC has also extended its advanced disclosure timeline to the following additional large and special purpose property types:

- Pharmaceutical Manufacturing,
- Chemical Manufacturing,
- Oil Refineries,
- Mining,
- Food Processing,
- Aerospace.

Three Levels of Disclosure

MPAC's disclosure activities include three levels of information that will be shared with taxpayers and municipalities. They consist of:

Level 1 – [Methodology Guides](#)

Level 2 – Market Valuation Reports

Level 3 – Property Specific Information

Information and Data Sharing Policy

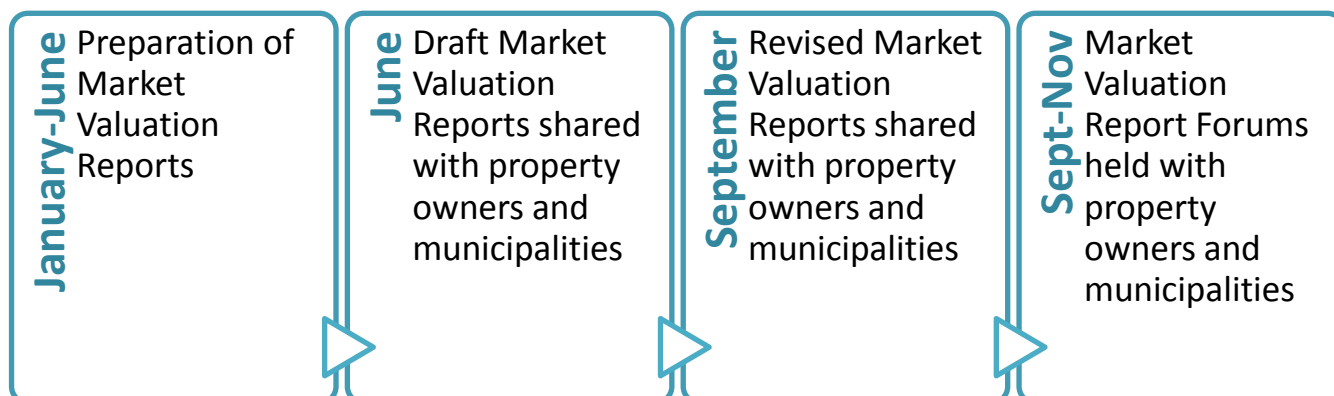
As part of the valuation process, MPAC's request for property specific information is authorized under section 11 of the [Assessment Act](#). Section 13 of this Act provides for penalties for non-compliance. MPAC is prevented from the unauthorized disclosure of this and other information under provisions of the *Assessment Act* (section 53) and the [Municipal Freedom of Information and Protection of Privacy Act](#). The Information and Data Sharing [Policy](#) provides an overview of the property information necessary in order to calculate accurate assessed values. It also clarifies how the information, once collected, is used during the valuation process, MPAC's authority to collect the information and its responsibility to protect to it. The policy applies to industrial, commercial and multi-residential property types.

Advanced Disclosure Timeline

The consultations will provide municipalities and property taxpayers with the opportunity to review and provide comment on MPAC's market analytics and preliminary assessed values for large and special purpose property types in advance of roll return at the end of 2016, specifically Level 2 (sector level) and Level 3 (property specific) Disclosure.

Property owners and municipalities will have the opportunity to share alternate data, evidence and analysis with MPAC. Inspections may take place alongside the consultation sessions.

2015



January – June 2015

Preparation of Market Valuation Reports

Each report will explain how the relevant Methodology Guide was applied to a group of properties. It will present relevant market data in relation to the legislated valuation date and will show how key components were derived for that property type.

Proprietary information and the assessed value of individual properties will not be included in the Market Valuation Report. The information contained in the report is at the sector level.

June 2015

Draft Market Valuation Reports shared with affected property owners and municipalities

The release of the draft report will include a request for property owners and municipalities to provide written feedback and comments which may include alternate market data, trends, evidence and analysis to MPAC for consideration. Participants will be provided with 30 days to provide their feedback.

September 2015

Revised Market Valuation Reports shared with affected property owners and municipalities

The revised Market Valuation Reports will reflect any written feedback and additional data and information submitted by property owners and municipalities, as appropriate.

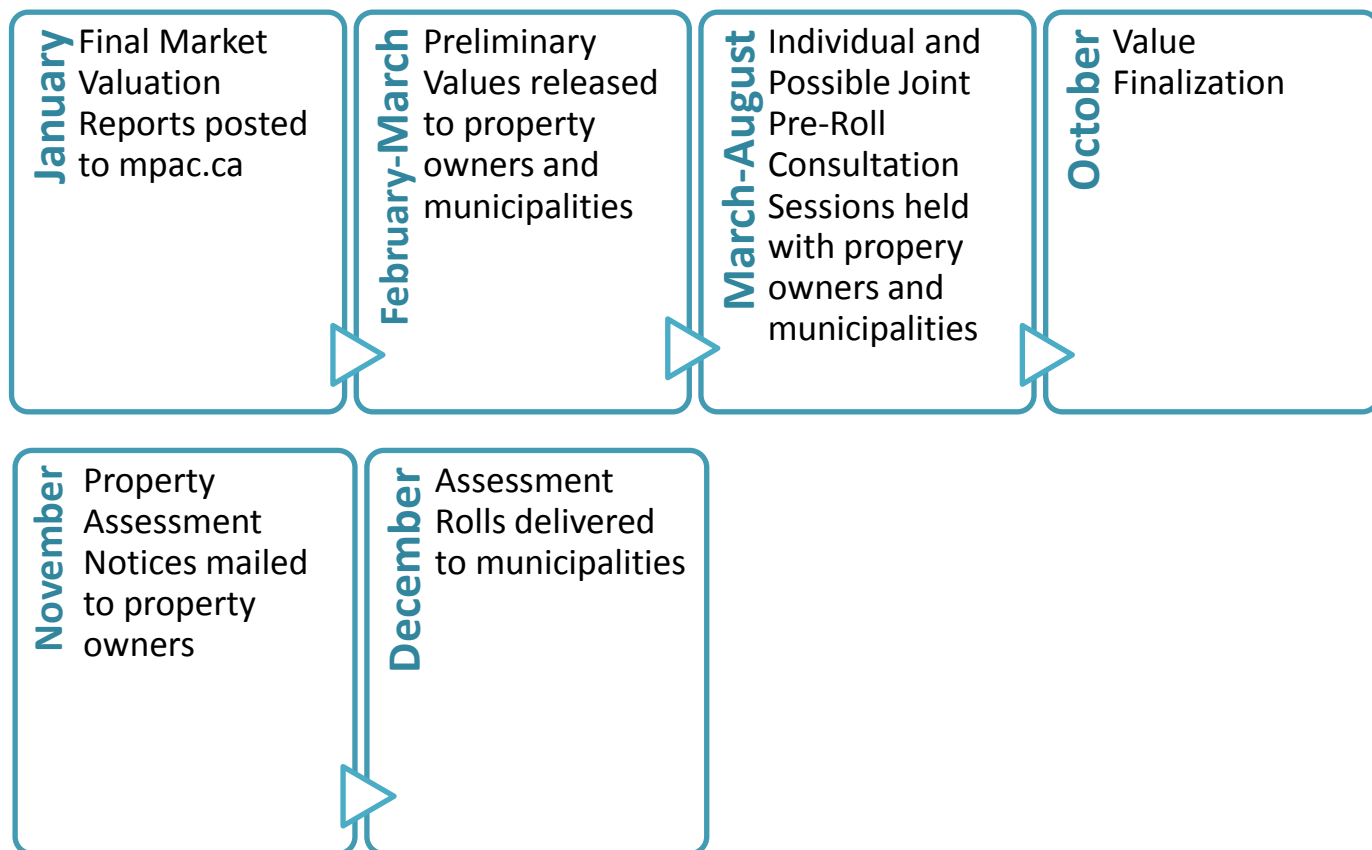
September-November 2015

Market Valuation Report Forums

MPAC will present its revised Market Valuation Report and seek further feedback from property owners and municipalities.

Participants will have the opportunity to present alternate market data, trends, evidence and analysis. The goal of the forums is to reach consensus on the information contained in the report.

2016



January 2016

Final Market Valuation Reports released

The Market Valuation Reports for the 2016 Assessment Update will be posted at mpac.ca.

February-March 2016

Preliminary Values released and individual pre-roll consultation session requests received

Based on the information obtained during the consultations and drafting of the Market Valuation Reports, MPAC will establish preliminary values for each of the property types listed above. Each affected property owner will receive the preliminary 2016 value for their property (ies). Each affected municipality will receive a list of 2016 preliminary values for the properties within its boundaries.

Preliminary values will include the assessed value along with the breakdown of valuation components (including reproduction or replacement cost new, physical depreciation, functional obsolescence, external obsolescence) and full cost analytics which is defined as the detailed cost records for each assessment. This information will be provided to both property owners and municipalities subject to legal restraints.

Following the receipt of preliminary values by property owners and municipalities, MPAC will offer separate meetings to discuss values.

March – August 2016

Individual and Possible Joint Pre-Roll Consultation Sessions held

If a pre-roll consultation is scheduled, MPAC will host a separate session with each property owner or municipality that has made a formal request.

The goals of the pre-roll consultation sessions are to explain how the current value was derived and to review the additional information provided by property owners and municipalities in order to reach consensus on the preliminary value.

Property owners and municipalities will have the opportunity to share alternate data, evidence and analysis to MPAC. Inspections may take place alongside the consultation sessions.

If property owners and municipalities have requested an individual pre-roll consultation session concerning the same property, a joint session may take place following individual sessions. If new information is presented by either the municipality or property owner during the individual sessions, and MPAC intends to modify the value as a result, property owners and municipalities will be notified of the new information and a joint session will be offered. Discussions during the sessions will focus on the preliminary 2016 value. Phase-in and tax implications will not be discussed as part of these sessions.

October 2016

Value Finalization

MPAC will revise preliminary values, if appropriate, following consultation.

November 2016

Property Assessment Notices are mailed

MPAC will issue 2016 Property Assessment Notices for the affected property types in November 2016.

December 2016

Assessment Rolls delivered

MPAC returns the assessment roll by the legislated deadline.