



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 10, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Capital Region Assessment Services Commission (CRASC) MOA 2025-2027

BACKGROUND / PROPOSAL

During the October 26, 2023, Organizational Meeting, Council made the following motion regarding the Appointment of Assessor:

**APPOINTMENT OF
ASSESSOR
Motion #325/23**

MOVED by Councillor Robin Murray that the Town's Assessment Firm appointment be confirmed as Capital Region Assessment Services Commission, and the Assessor appointment for the Town of Onoway be confirmed as Grant Clark of KCL Consulting Inc.

CARRIED

The Assessment Review Board is established under Part 11 of the Municipal Government Act. The Board has the authority to review a property assessment submitted via written complaint and direct the assessor to make amendments if deemed necessary. Also, its function is to hear evidence as to whether property is assessed on an equitable basis with similar properties except for linear property. The Municipal Government Board has jurisdiction to hear complaints about assessments for linear property.

The Town signed a Memorandum of Agreement with Capital Region Assessment Services Commission (CRASC) on December 2, 2021. CRASC provides specific administrative and financial services relating to Assessment Review Boards to the Member Municipalities.

It is important to note that the attached MOA does not include property tax assessment services as this service is currently provided by KCL Consulting.

The current agreement with CRASC expires on December 31, 2024, and an assessment firm will need to be appointed at the upcoming organizational meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Below is a table that provides a comparison between the current approve MOA and the proposed MOA:

	Current Agreement	Proposed Agreement
Term	3 Year Term	3 Year Term
Core Fee (Annual)	\$400	\$400
Per Parcel Fee (Annual)	\$0.15	\$0.15
Per Hearing Fee (LARB & CARB)	\$800	\$800
Panelist fee for each hearing	<ul style="list-style-type: none"> • \$175 per Panelist for each hearing day or part day and associated travel time that do not exceed four (4) hours. • \$300 per Panelist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours. • \$450 per Panelist for each hearing day or part day and associated travel time that exceed eight (8) hours. 	<ul style="list-style-type: none"> • \$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours. • \$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours. • \$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.
Presiding Officer fee for each hearing	<ul style="list-style-type: none"> • \$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours. • \$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours. • \$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours. 	<ul style="list-style-type: none"> • \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours. • \$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours. • \$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.
Assessment Clerk fee for each hearing	\$800 for each hearing where the Commission provides an Assessment Clerk.	\$800 for each hearing or part day where the Commission provides an Assessment Clerk.
Other Changes	Section 6 Legal Expenses and Section 14 Judicial Review of an ARB decision.	Not Included

STRATEGIC ALIGNMENT

Financial Sustainability

Good Governance

Service Excellence

COSTS / SOURCE OF FUNDING

Annual membership fees are currently included in the approved 2024 operating budget as an amount of \$13,420 and will be included in the upcoming 2025-2027 operating budget presentations. Per hearing fees are not budgeted as it is difficult to forecast.

RECOMMENDED ACTION

- That Council approve the Capital Region Assessment Services Commission Memorandum of Agreement for a 3-year Term.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Proposed Capital Region Assessment Services Commission (CRASC) Memorandum of Agreement (2025-2027).
- Current Capital Region Assessment Services Commission (CRASC) Memorandum of Agreement (2022-2024).
- Capital Region Assessment Services Commission (CRASC) Letter dated Sept. 16, 2024.