

Report to Council

Report Title:	Assessment Roll Access and Reproduction Policy		
Prepared By:	Trish Serratore, Chief Financial Officer		
Department:	Finance		
Date:	May 7, 2024		
Report Number:	FIN2024-17	File Number:	C11FIN, A09
Attachments:	Assessment Roll Access and Reproduction Policy – Draft Assessment Roll Access Reproduction MPAC Custom Data Notification		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number FIN2024-17 – Assessment Roll Access and Reproduction Policy, prepared by Trish Serratore, Chief Financial Officer and in doing so approves a By-Law coming forward approving the Assessment Roll Access and Reproduction Policy.

Report:

Analysis:

The Assessment Roll Access and Reproduction Policy is a new policy that has been encouraged by the Information Privacy Commissioner of Ontario, Municipal Property Assessment Corporation (MPAC), and for clear guidelines on the access of personal information within the assessment roll file. There are more municipalities implementing such policies due to concerns with the use of assessment roll information.

MPAC is a not-for-profit corporation established under the Municipal Property Assessment Corporation Act (the MPAC Act) and is the sole provider of assessment services for the Province of Ontario. Property Assessments are based on assessment data received from MPAC throughout the year. MPAC provides an outlined of their Guidelines for the release of assessment data on their website under their policy section. Included in this section outlines the rights of every property owner and the process in which they would take to obtain information about their property.

The municipalities responsibility, as per section 39(2) of the Assessment Act is to make the physical assessment roll available for inspection to the public. This implies physical viewing only. However, because this book does have some personal information, the municipality also have obligations under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) in ensuring that inappropriate uses of the assessment roll, such as data mining, are not resulting in the release of personal data.

As such an Assessment Roll Access and Reproduction Policy has been prepared to ensure the consistent application for all users accessing the assessment roll in the Municipal office.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision N/A
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A
- Recommendations contribute to achieving Land Use Planning and the Natural Environment N/A
- Recommendations contribute to achieving Economic Development N/A
- Recommendations contribute to achieving Municipal Governance N/A

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective?
N/A

Respectfully Submitted by:



Trish Serratore, Chief Financial Officer

Reviewed By:



Sonya Watson, Chief Administrative Officer