



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Industrial Wind Turbines – Phase 2: Sale Reviews

Work Instructions

2013-07-23

Provided by: Assessment Standards & Mass Appraisal

Work Instructions

Objective

MPAC is undertaking a study to determine whether properties within 2km of an industrial wind turbine (IWT) are valued equitably compared to properties further away. That is not to say that IWTs do not affect value; but rather that any affect on value is accounted for in the 2012 current value assessments, or that the 2012 current value assessments are within standards.

In the first step of this project, staff from Valuation & Customer Relations visited properties on which IWTs sit, to collect the geographic co-ordinates.

In this phase of the project, properties within 2 km of these IWTs, which have sold, will be inspected and the sale(s) reviewed.

Instructions

One file is being distributed with these instructions – containing a list of sales requiring a field visit and a review of the sale.

Staff are to review each sale to determine its' validity, to verify the data at the time of the sale, and to verify the data as of the date of inspection. Additionally, staff are to collect the co-ordinates of the corner of the house closest to the IWTs, and take a photo(s) from this corner of the house towards the closest IWT (photos labelled as the roll number with “_1”, “_2”, etc. for multiple photos). If there are multiple IWTs surrounding the property, the closest IWT would be used. Leave “call back” forms if you are unable to talk to the owner. If they do not call back within a reasonable amount of time, do your best to estimate, and note this in the **Comments** field of the spreadsheet.

If the sale has already been reviewed (onsite or with a Residential Sales Questionnaire), use the data provided. However, we still require the photo and the co-ordinates.

In the spreadsheet, staff should populate the **Analysis** column (Y or N), the **House Coordinates** column, the **Major Value Change** column (Y or N, if the changes found at time of sale would change the CVA of the property by at least (approximately) $\pm 5\%$ or $\pm \$10,000$), and finally the **Description of View Towards IWT** column. There is also a **Comments** field to add anything that you feel should be noted. If you are invalidating a sale, use this field to explain why.

As is standard practise while reviewing sales, staff should update the Time of Sale (TOS) snapshot in IPS (manually via the Sales tab until EMS returns the use of the pop-up box), and update the Current Maintenance view with the data on the property at the time of the inspection.

If a property is vacant land, obtain co-ordinates and a photo from as close to the centre of the property (length-wise and width-wise) as possible.

As in the first stage of this project, we will be using the “Garmin GPSMAP 76Cx color map navigator” to collect the co-ordinates. These devices provide co-ordinates as latitude and longitude (also known as decimal degrees). These may look like 42.01425 and -84.00244, or similarly N 42.01425° and W 84.00244°. Other devices, such as the GPS devices in our corporate vehicles, provide co-ordinates in a different format – degrees minutes and seconds. This may look like 42°01’33.024” and -84°13’56.676”, or simply 420133.024 and -841356.676. The preference is to use the Garmin devices, but since there are only 6 across the province, the use of the car GPS devices is acceptable – as long as an entire office is done consistently, and we are notified as to which device your office used.

When recording the co-ordinates, take the measurement from as close to the corner of the house as possible. Hold the device as steady as possible for two minutes or until the co-ordinates stabilize, whichever comes first.

If you are unable to obtain close co-ordinates due to fences or other obstructions, take the measurement from as close as you possibly can; preferably such that there is a straight line between you and corner of the house, perpendicular to the road, and estimate what you think the distance is between where you take the measurement and where the corner of the house sits. Make sure that this is all recorded in the Comments. If possible, take a picture as well, and include it when you return the inventory files. Upon returning to the office, use iLOOKABOUT™ or Google Earth™ in an attempt to obtain more accurate co-ordinates. However, since these properties are generally in rural areas, you may not be able to obtain co-ordinates accurately using digital imagery. In either case, make note in the inventory that you have had to approximate the co-ordinates and the reason.

Notes

- 1. Typical inspection procedures are to be followed; and IPS should be updated as required.**
- 2. Do not use the abuts or proximity to wind turbine variables. If any reduction is warranted due to this study, we will have these fields populated.**

Workload Counts by Region (by Roll Number)

Zone	Region	# of Sales	# of Unique Roll Numbers	Zone Total # of Sales
1	22	174	163	1,070
	23	73	71	
	24	9	9	
	26*	463	448	
	27*	351	334	
2	20	52	51	52
5	25	63	61	63
6	05	32	31	32
7	31	23	21	23

* Regions 26 and 27 had previously requested a preliminary list of sales. These sales are also included in the current sales files, with a column ("OriginalList") to indicate that they were present in the first list. The numbers above represent the new sales since the first lists and NOT the total including those already given.

Questions

If you have any questions, please contact one of the following:

Jamie Stata
 Region 25 – Owen Sound
 519-371-9432 ext 262
 Jamie.Stata@mpac.ca

OR

Scott Bradfield
 Region 20 – Brantford
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OR

Jason Moore
 Region 18 – St. Catharines
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Appendix 1 – Using the “Garmin GPSMAP 76Cx color map navigator”


Using these devices indoors may cause interference for the satellites which it uses to obtain coordinates. If you’re “getting to know” the device before taking it in the field to use, you may not get the results/steps below unless you’re outside.


For example, you may see that it’s “Acquiring Satellites” indefinitely, or for a very long time.

You may get the following message – if you do, chose “New Location”.

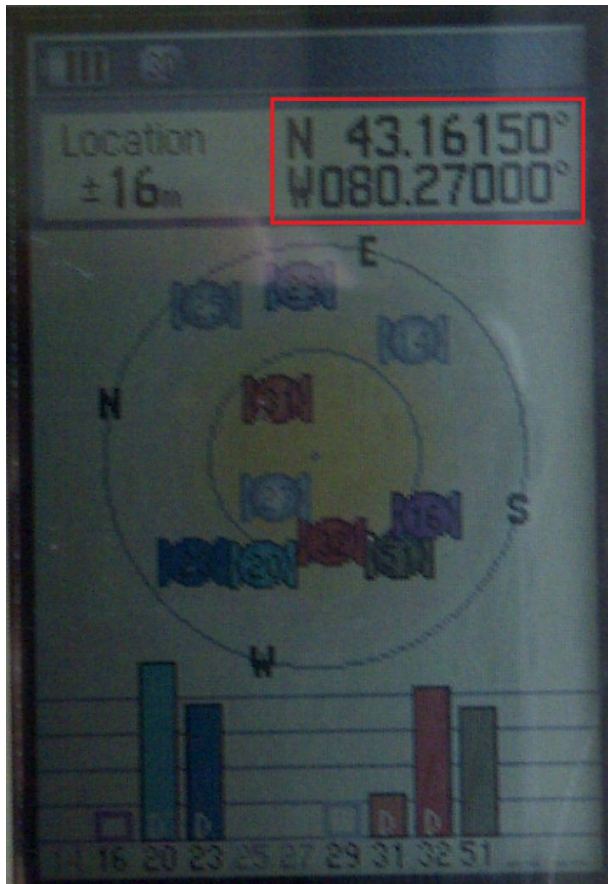


Insert two AA batteries into the device.

Turn the device on, by pressing and holding the  button for a few seconds.

Press the  button until you come to a screen showing satellites orbiting the earth. The screen may say “Acquiring Satellite” at the top until it has locked onto enough satellites.

Once numbers appear in the upper right hand of the screen, you are ready to obtain the geographic co-ordinates.



In the above example, you would record Co-ordinate 1 as 43.16150; and Co-ordinate 2 as 080.27000. Please record all numeric digits, including zeros. Do not include the N (for North) or W (for West) as all of Ontario is North of the Equator; and West of the Prime Meridian

With the exception of putting the batteries in the device, these steps may need to be repeated each time the device is turned off/on. However, there is a car charger that you can plug in which will allow you to keep the device turned on between properties.

Appendix 2 – Using AIM to Find Co-ordinates

AIM has the capability to plot the co-ordinates provided in the inventory file.

Log into AIM.

Near the top, beside “Locate”, select **ddd.ddddd** from the drop down. Enter the number under Coordinate_1 in the “Lat:” field. In the “Long:” field, enter the number under Coordinate_2, **with a negative sign in front of it.**

For example, to see exactly where on a property the IWT may be for the following line:

Reg	Roll_Num	Prop code	Hnbhd	Enbhd	Mktarea	CVA2012	Coordinate_1	Coordinate_2	Comments
22	220400000212850	200	A07	0342	RR050	\$288,000	N 44.007465	W 80.355460	

Search in AIM as follows:



This will show the location of the expected IWT on the property:



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