

BYLAW No. 2007-3

ACCESS TO INFORMATION BYLAW

THE BOARD OF DIRECTORS OF THE SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY ENACT AS FOLLOWS:

Definitions

1 In this Bylaw:

- (a) "**AMAAct**" means *The Assessment Management Agency Act*.
- (b) "**Head**" means the person appointed by the SAMA Board of Directors to act as the head pursuant to LAFOIP.
- (c) "**LAFOIP**" means *The Local Authority of Information and Protection of Privacy Act*.
- (d) "**Municipal Acts**" means *The Cities Act, The Municipalities Act, and The Northern Municipalities Act*.

Access to Information

- 2(1) The documents listed in Schedule A to this Bylaw are available for purchase for the fees listed in the Schedule.
- (2) All fees are subject to the AMAAct.
- 3(1) A person may obtain a copy of a document listed in Schedule A by making a written, faxed or email request to SAMA's head office in Regina.
- (2) To obtain property specific assessment information, a person may make a written, faxed or email request to the appropriate SAMA Regional Office.
- (3) Requested information or documents may be provided in written or non-editable electronic form.
- (4) The requested document will not be provided until the document fee has been paid.
- (5) Upon written request, SAMA's Chief Executive Officer may reduce or waive payment of the fee.

- (6) Notwithstanding subsection (3), information or documents, the fee for which is determined by contract under Schedule A, may be provided in editable electronic form at the discretion of the Chief Executive Officer.

Personal or Confidential Information

- 4(1) Notwithstanding the provisions in this Bylaw, if a document available for sale under this Bylaw contains personal information pursuant to LAFOIP or information that is required by the municipal Acts, another Act, by law or by contract to be kept confidential, then that personal and/or confidential information will be removed from or obscured on the document, however, the document fee will still apply.
- (2) Notwithstanding the provisions of this Bylaw, where a document contains information that the Head may refuse to give access under LAFOIP, then that information may be removed from or obscured on the document, however, the document fee will still apply.
- (3) Where the majority of the content of a document must or may be removed or obscured as a result of the document containing personal information or confidential information, then SAMA will so advise the person who requested the document and the person may withdraw the request.
- (4) Property specific income and expense information will be kept confidential according to the municipal Acts.

Use of Information

- 5(1) The information or documents provided under this Bylaw may not be further copied, distributed or sold to any other person without the prior written consent of SAMA.
- (2) Notwithstanding subsection (1), information or documents obtained for the purposes of an assessment appeal may be copied or distributed for the purposes of the appeal subject to an undertaking of confidentiality.
- (3) Notwithstanding subsection (1), a municipality for which SAMA provides assessment service may re-distribute or re-sell copies of property assessment records obtained from SAMA respecting properties within that municipality.

No Warranty

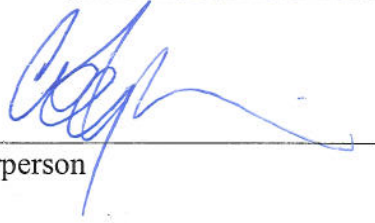
- 6 SAMA makes no warranty either express or implied, and assumes no responsibility as to the accuracy, content or completeness of the information or documents provided under this Bylaw.

Repeal and Coming into Force


- 7 Bylaw No. 2003-01, being the *SAMA Access to Information Bylaw* is repealed.

8 This Bylaw comes into force on the day of passage.

Passed on December 5, 2007.



Chairperson



Secretary to the Board

(seal)

Schedule A

Fees

Document	Fee
Property Assessment Records - Profiles * ° [full details] <ul style="list-style-type: none"> • Property Profile • Oil & Gas Equipment Profile • Oil & Gas Equipment Well Profile • Pipeline Profile • Railway Roadway Profile • Income Property Profile [non-confidential information] 	first 1- 99 records - \$15.00 per record next 100 to 1,999 records - \$10.00 per record next 2,000 to 4,999 records - \$5.00 per record next 5,000 to 14,999 records - \$0.50 per record next 15,000 to 99,999 records- \$0.25 per record next 100,000 to 200,000 records - \$0.10 per record next 200,000 records - \$0.05 per record when provided on CD ROM, additional copies of CD ROM - 10% of original cost of records
Property Assessment Records [editable electronic form]	price to be negotiated by contract
Update of Property Assessment Records between Revaluations	15% of original cost of records being updated
Inspection Reports (V5) °	\$30.00 per report
Assessment Summary Report by Municipality (V4)°	first 1 - 9,999 records - \$0.10 per record 10,000 plus records - 0.05 per record \$30.00 minimum fee
Market Analysis Sales Listing* [non-confidential information] - available for 2009 revaluation	\$30 per document plus \$1.00 per page
Market Analysis Summary Report* [non-confidential information] - available for 2009 revaluation	\$30 per document plus \$1.00 per page
Historical Property Assessment Records - where available	\$20.00 per record
Assessment Appeal Memorandum or Brief [non-confidential information]	\$30.00 per document plus \$1.00 per page [no charge for parties to the appeal or appeal body]
Township Maps* -indicate soil lines by township	\$20.00 per map
Ministry of Education Equivalency Assessments Report, Saskatchewan portion of the City of Lloydminster [12(1)(1.1)AMAAct]	\$30 per report
Aggregate Values of Confirmed Assessments, Equalized Assessment Reports [12(1)(m) AMAAct]	\$30 per report
Confirmed Assessments Report [12(1)(n) AMAAct]	price to be negotiated by contract
School Division Taxable Assessment Report	price to be negotiated by contract

Document	Fee
ISC Property Transfer Information	\$3.50 per record
Board Orders	\$15.00 per order plus \$0.20 per page
Board Meeting Minutes	\$15.00 per meeting
Board Committee Minutes	\$15.00 per meeting
Non-Confidential Board Agenda Item Report	\$15.00 per item
Non-Confidential Board Committee Agenda Item Reports	\$15.00 per item
Advisory Committee Minutes	\$15.00 per meeting
Advisory Committee Agenda Item Report	\$15.00 per item
Bylaws	\$15 per bylaw plus \$0.20 per page
Contracts [non-confidential information]	\$15.00 per contract plus \$0.20 per page
Aerial or Satellite Imagery [for which SAMA has the right to distribute]	price to be negotiated by contract
SAMA 2006 Cost Guide	\$125.00
Data Element Dictionary	\$30.00
Saskatchewan Assessment Manual	\$75.00
Market Value Assessment in Saskatchewan Handbook	\$100.00
Guideline, handbook or other material established by Order under 12(1)(d) AMAAct unless otherwise specifically named in this Bylaw.	\$15.00 per document plus \$0.20 per page
Certificate of Confirmation °	\$10.00 per certificate
Primary Audit Report °	\$10.00 per report
Secondary Audit Report °	\$10.00 per report

* = no fee for owner or owner's authorized agent for the first copy of the record respecting the owner's property.

° = no fee for relevant municipality