

Consolidation

ACCESS TO INFORMATION BYLAW

Originally passed April 9, 2019 (Board Resolution 9122/19)

Including amendments:

- Bylaw 2021-02, May 20, 2021 (Board Item 10072/21)

NOTE: This consolidation is not official. Amendments have been incorporated for convenience of reference and the bylaws should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original bylaws, errors that may have appeared are reproduced in this consolidation.

BYLAW No. 2019-03

ACCESS TO INFORMATION BYLAW, 2019

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) **“document”** means and includes a record.
- (c) **“Head”** means the person appointed by the SAMA Board of Directors to act as the head pursuant to LAFOIP.
- (d) **“LAFOIP”** means *The Local Authority of Information and Protection of Privacy Act*.
- (e) **“Municipal Acts”** means *The Cities Act, The Municipalities Act, and The Northern Municipalities Act, 2010*.

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) Where a person requests property assessment or other information over which SAMA has control, which information is not contained in a document listed in Schedule A, such request will be considered a Custom Information Request, and SAMA may agree to research, collect and compile the information requested and create a document, which document will be provided for a fee that reflects the cost to research, collect, compile and provide the Custom Information Request and the information itself.
[Bylaw 2021-2, May 20, 2021]
- (3) All fees are subject to the AMAAct and are applicable whether a document or the information was requested or provided under the assessment appeal provisions in the Municipal Acts.

- 3(1) A person may obtain a copy of a document listed in Schedule A, or request information described in subsection 2(2), 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) At SAMA's option, requested documents or information will be provided in print, pdf (i.e. non-editable electronic format) or other format.
- (4) Requested documents or information will not be provided until the fee for the documents or information has been paid.
 - (4.1) Notwithstanding subsection (4), SAMA may require a partial payment or full payment of the fee for the requested document or information before the information or document is provided, where in SAMA's opinion, it will take time for SAMA to collect and provide the requested information or document.
 - (4.2) Notwithstanding subsection (4), when a Custom Information Request is made under subsection 2(2), SAMA will estimate the fee to research, collect, create and provide the information, and this estimated fee (or a portion thereof as determined by SAMA) will be paid to SAMA prior to SAMA undertaking the research, collection, creation and provision of the information.
 - (4.3) Where the estimated fee in subsection (4.2):
 - (a) is less than the actual cost to SAMA to research, collect, create and/or provide the Custom Information Request, then the person making the request will pay the difference between the estimated fee paid and the actual cost to SAMA before SAMA will provide the Custom Information Request; or
 - (b) is greater than the actual cost to SAMA to research, collect, create and/or provide the Custom Information Request, then SAMA will refund the difference between the estimated fee paid and the actual cost of the Custom Information Request upon provision of the Custom Information Request.
 - (4.4) All fees paid under the Bylaw are non-refundable.
[Bylaw 2021-2, May 20, 2021]
- (5) Upon written request, SAMA's Chief Executive Officer may reduce or waive payment of the fee.

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

3.1 The SAMA Board of Directors may amend the fees in Schedule A to this Bylaw by amending this Bylaw or by passing a resolution, which resolution and amended fees will be published on SAMA's website.

[Bylaw 2021-2, May 20, 2021]

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, the AMAAct, or any other Act, or 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 subsection (1), where SAMA is required by law to provide personal or confidential information for the purposes of an assessment appeal, the document or information provided shall be subject to:

(a) a declaration of confidentiality by SAMA;

(b) an undertaking by the person receiving the information respecting confidentiality under the appeal provisions of the applicable Municipal Act; and/or

(c) a ruling of confidentiality under the applicable Municipal Act.

(3) 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.

(4) 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.

(5) Property specific income and expense information will be kept confidential according to the Municipal Acts.

Use of Information

5(1) The documents or information provided under this Bylaw may not be further copied, distributed, shared or sold to any other person without the prior written consent of SAMA.

- (2) Notwithstanding subsection (1), documents or information 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 and/or a ruling of confidentiality under the applicable Municipal Act.
- (3) Notwithstanding subsection (1), a municipality for which SAMA provides assessment services 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 documents or information provided under this Bylaw.

Repeal and Coming into Force

- 7 Bylaw No. 2007-3, being the *Access to Information Bylaw* and all amendments thereto, are repealed.
- 8 This Bylaw comes into force on the day of passage.

Passed on April 9, 2019.

__[Myron Knafelc]_____
Chairperson

__[Irwin Blank]_____
Secretary to the Board

Schedule A

FEES

As of May 20, 2021

Document	Fee
<p>Custom Information Request under subsection 2(2) Bylaw, for information not contained in documents/records listed in this Schedule.</p>	<p>Fee for custom information record/document to be negotiated; plus \$175 per hour (to the nearest half hour) for researching the scope of the request and for collecting, compiling, creating and/or providing the information. Note: time to remove or obscure personal or confidential information is included in the time to compile/provide the information.</p>
<p>Property Assessment Profiles ¹</p> <ul style="list-style-type: none"> • Detail/Ratepayer Property Profile • Oil & Gas Equipment Profile • Oil & Gas Well Equipment Profile • Mine Equipment Profile • Pipeline Profile • Railway Roadway Profile • Income Property Profile [non-confidential information] <p><i>These fees are applicable for all requests made through SAMA offices or through the assessment appeal process, other than for an owner's property assessment profile that cannot be accessed through SAMAView. Ratepayer Property Profile information for some property types can be accessed through SAMAView when available at no charge for non-commercial use. Commercial users accessing information through SAMAView are required to pay appropriate fees.</i></p>	<p>first 100 records - \$20.00 per record next 1,000 records - \$5.00 per record next 1,500 records - \$3.00 per record next 10,000 records - \$1.00 per record next 15,000 records - \$0.50 per record next 85,000 records - \$0.10 per record next records - \$0.05 per record</p>
<p>Access to SAMAView and Property Assessment Profiles for Commercial Use</p>	<p>Commercial Lite Account (Property Profile Report Access) - \$250 per year for 1 user - \$250 per added user - includes 25 credits. 1 credit per report</p> <p>Commercial Detailed Account (Detailed Property Profile Report Access) - \$690 per year for 1 user - \$690 per added user</p>

Document	Fee
	- Includes 100 credits. 1 credit per report. Additional credits (1 credit per report) 1 credit - \$10.00 per credit 25 credits - \$9.25 per credit 100 credits - \$6.50 per credit 500 credits - \$5.75 per credit 1,000 credits - \$5.00 per credit
Inspection Report (V5) ¹	\$50.00 per report
Summary of Assessment (V4) ¹	\$50.00 per report
Sale Listing by Market Analysis Stratification [non-confidential information] <i>Available to the property owner or owner's agent free of charge for the current revaluation cycle for the municipality in which the property is located.</i>	\$50.00 per document
Market Analysis Summary Report for current revaluation cycle [non-confidential information] <i>Available to the property owner or owner's agent free of charge for the current revaluation cycle for the municipality in which the property is located.</i>	\$50.00 per document
Assessment Appeal Memorandum or Brief [non-confidential information]	\$50.00 per document
Historical Property Assessment Profiles [where available] <i>Historical property profiles include property profiles for any year prior to the current assessment roll year.</i>	\$30.00 per record
Soil Mylar Maps by Township (8½ x 11) [where available]	\$30.00 per map
Non-Industrial Site/Building Plan	\$30.00 per plan
Validated Municipal Software Vendor Extract [electronic copy] <i>Available on request by municipal software vendors only.</i>	\$125.00 per request
ISC Property Transfer Information [non-confidential information]	\$5.00 per record
Confirmed Assessment Report [12(1)(n) AMAAct] [pdf format]	\$70.00 per report
Certificate of Confirmation ¹	\$30.00 per certificate
Primary Audit Report	\$30.00 per report
Board Orders	\$30.00 per order

Document	Fee
Board Meeting Minutes	\$30.00 per meeting
Board Committee Minutes	\$30.00 per meeting
Non-Confidential Board Agenda Item Report	\$30.00 per agenda item
Non-Confidential Board Committee Agenda Item Report	\$30.00 per agenda item
Advisory Committee Minutes	\$30.00 per meeting
Advisory Committee Agenda Item Report	\$30.00 per agenda item
Bylaws	\$30.00 per bylaw
Contracts [non-confidential information]	\$30.00 per contract
City Assessor/SAMA Meeting Minutes	\$30 per meeting
SAMA's 2019 Cost Guide	\$200.00
Saskatchewan Assessment Manual – 2019 Base Year	\$150.00
Market Value Assessment In Saskatchewan Handbook	\$175.00
2019 Base Date Marshall Valuation Service [Commercial Costs for 2019 Base Date]	\$1,025.00
2019 Base Date Marshall Residential Cost Handbook [Residential Costs for 2019]	\$550.00
Assessment guidelines and related materials approved by Board resolution or the administration	\$30 per item