

Function: Corporate Services - 03  
Department: Assessment & Taxation - 010  
Policy No.: 005



## Access to Assessment Roll

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Effective Date: May 11, 2017

Review Date: May 11, 2022

References:

Cancel: Policy 231-1: Access to Assessment Roll

Resolution #: 292-17

CAO Signature: 

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**Purpose:** The primary purpose of the policy's parameters and guidelines is to provide Administration and the public with guidelines and a fee structure for public viewing of the Annual Assessment Roll.

### Guidelines:

#### 1. Scheduling an Appointment:

- a. Viewing of the Assessment Roll must be requested in advance with a predetermined time and date scheduled with Lac Ste. Anne County staff.
- b. Appointments to view the Assessment Roll will be scheduled in half hour time slots, and be limited to one person per scheduled appointment.
- c. No cameras or recording devices will be permitted while viewing the Assessment Roll.
- d. During the scheduled time, a staff member shall accompany the member of the public.

#### 2. Fees:

- a. The first half hour appointment to view the Assessment Roll will be free of charge.
- b. Any succeeding times booked will be charged an Administration fee in the amount of \$30/half hour appointment.