

BACKGROUND

Every year, as required by the Assessment Act section 39(1) the Municipal Property Assessment Corporation (MPAC), produces an assessment roll for each Ontario municipality. The municipal Clerk is subsequently required to make the roll “available for inspection by the public during office hours”.

Once delivered, these assessment rolls belong to the Township and the Township has the jurisdiction to determine how to make the tax roll “available for inspection” as required by the Assessment Act section 39(2).

1. PURPOSE

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll of the Township as per the Assessment Act, RSO 1990 and the Municipal Freedom of Information and Protection of Privacy Act, RSO, 1990

2. DEFINITIONS

Clerk – means the Chief Executive Officer/Clerk of the Township.

Township - Indicates the Corporation of the Township of North Glengarry.

Staff – Refers to the employees of the Corporation of the Township of North Glengarry.

Tax Assessment Roll – refers to the document produced and distributed to the Township by MPAC.

3. PROCEDURES

- a. A member of the public may view the Tax Assessment Roll for the Township. The information provided in this document provides:
 - Name
 - Address and 911 address, if applicable
 - Property Roll Number
 - Legal Description
 - Assessment
 - Classification
 - School support

- b. "Inspection" means "viewing only" and only copying by hand or keying information into a laptop or other electronic device is permitted.
- c. The Tax Assessment Roll for the Township shall not be photocopied.
- d. The Tax Assessment Roll for the Township shall not be reproduced by means of a scanner.
- e. The Tax Assessment Roll for the Township may not be reproduced by means of a camera or cell phone.
- f. Staff are not responsible for the correctness of the Tax Assessment of the Township.
- g. Staff shall not provide any information additional to what is on the Tax Assessment Roll for the Township.
- h. Personal information contained in the Tax Assessment Roll for the Township shall not be provided by staff via the phone or email for example, names, addresses, taxes owing, school support and other personal information. Property information only shall be provided such as assessment, classification and lot size.
- i. The tax status of a property in the Township shall not be released by staff to any person except the property owner. Release of this information to another party can only be upon the written consent of the property owner or their legal representative.