



Release of Property Assessment & Tax Information Policy

Definitions

"**MFIPPA**" shall mean the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56

"**Municipality**" shall mean The Corporation of the Township of Tiny.

"**Tax Assessment Roll**" shall mean the record of taxable persons and properties within a jurisdiction.

Purpose

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll for the Municipality.

General

Property assessment is the responsibility of the Municipal Property Assessment Corporation (MPAC).

The Tax Assessment Roll book is prepared by MPAC and is public information. Municipal Staff are responsible for the protection of privacy respecting government-held personal information.

Scope

The procedures contained in this policy shall apply to the release of information found in the Tax Assessment Roll for the Municipality.

Guiding Principles

- A member of the public may view the Tax Assessment Roll for the Township of Tiny by visiting the Township office. The Tax Assessment Roll is produced annually and provides the following information for each property in the Municipality:
 - Property Roll Number
 - Name of property owner(s)
 - Mailing address of the property owner(s)
 - Legal description and 9-1-1 address (if applicable)
 - Property assessed value
 - Property tax class

1. The tax status of a property in the Municipality shall not be released by staff without the written consent of the property owner or their legal representative.
2. The Tax Assessment Roll for the Municipality shall not be photocopied.
3. The Tax Assessment Roll for the Municipality shall not be reproduced by means of a scanner pen.
4. The Tax Assessment Roll for the Municipality may not be reproduced by means of a camera.
5. Staff are not responsible for the correctness of the Tax Assessment Roll for the Municipality.
6. Staff shall not provide any information additional to the Tax Assessment Roll for the Municipality.
7. Personal information contained in the Tax Assessment Roll for the Municipality shall not be provided by staff by phone.