

## ORDER

### SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

#### **SAMA's Reassumption of Assessment Valuation Services for a Municipality**

This is an Order pursuant to subsections 12(1)(q) and 22(8) of *The Assessment Management Agency Act*.

The following requirements must be met by a municipality before the Saskatchewan Assessment Management Agency ("SAMA") will consent to reassuming the responsibility for carrying out the municipality's valuations and revaluations ("providing assessment services").


- 1 Prior to January 1 of the year prior to when the municipality wants SAMA to reassume the responsibility for providing assessment services (the "reassumption date"), the municipality will provide to SAMA:
  - (a) written notice of the municipality's decision to request SAMA to reassume providing assessment services; and
  - (b) copy of the written consent from each of the boards of education on behalf of which the municipality's council authorizes levies, stating that the board of education consents to SAMA reassuming the responsibility for providing assessment services.
- 2 As a part of the municipality's written notice to SAMA in subsection 1(a), on or before March 31 of the year prior to the reassumption year, the municipality will provide to SAMA a copy of all the municipality's assessment and assessment related information as requested by SAMA.
- 3 On or before September 1 of the year prior to the reassumption year, the municipality will agree to a payment plan, determined by SAMA, for the municipality's payment of SAMA's fee for reassuming the responsibility for providing assessment services, which includes the cost for SAMA to:
  - (a) conduct any checks required to determine the quality of the municipality's assessment information;

- (b) locate all necessary sales, income and expense information, and conduct analysis respecting that information;
- (c) where necessary, correct and update the municipality's assessment information;
- (d) take any other action necessary to cause the municipality's assessment information to be of the same quality as is the assessment information of other municipalities that SAMA provides valuations and revaluations;
- (e) convert the municipality's assessment information to SAMA Assessment Service's production environment on SAMA's CAMA system; and
- (f) prepare assessment information for the municipality for the next revaluation to the same level as SAMA has prepared the assessment information of the municipalities for which SAMA provides valuations and revaluations.

If a municipality fails to meet one or more of the requirements set out above, the municipality may submit a written request to SAMA's Board of Directors for a grant of further time for the municipality to meet the requirement(s). The Board of Directors may grant the municipality such further time as the Board of Directors deems appropriate. If the municipality meets the requirement(s) within the further time granted by the Board of Directors, then SAMA will consent to reassuming responsibility for providing assessment services, notwithstanding that the municipality did not initially meet the requirements.

Dated at Regina, Saskatchewan on July 7, 2006.

  
\_\_\_\_\_  
Craig Melvin  
Chairperson

  
\_\_\_\_\_  
Murray Cooney  
Board Secretary