



## Tax Recovery Policy #006

Date of Approval by Council:	September 11, 2024
Resolution Number	2024000200

Signature of Approval of CAO:

A handwritten signature in blue ink, appearing to read 'Karl Rude', is written over a horizontal line.

### Purpose

This policy establishes the process that will be utilized for tax recoveries.

### Definitions

“Tax arrears” means taxes that remain unpaid after December 31 of the year in which they are imposed (section 326 (c) of the Municipal Government Act).

“Unpaid taxes” means taxes that have not been paid, and which may be subject to penalties.

### Procedures

- 1) Each year (no later than March 31), the Village will prepare a list of all parcels of land that are more than one year in arrears, and forward the list to the registrar at the Land Titles Office. A copy will be posted on the bulletin board at the Village Office and sent to the Unclaimed Property Program as required.
- 2) A tax recovery notification is then registered on the certificate of title.
- 3) Once the registrar has endorsed the tax recovery notification, the registrar must send a notice to: the parcel owner; any person who has an interest registered against the parcel; and each owner of an encumbrance as shown on the certificate of title. These notices must be sent no later than August 1.
- 4) The registrar's notice must state that if the tax arrears are not paid by March 31 of the following year, the Village will begin proceedings to offer the parcel for sale at public auction, and the Village may become the owner of the parcel if it is not sold at public auction.
- 5) The person who is liable to pay the taxes must not remove any improvements for which taxes can be levied and for which that person is responsible, without the approval of the Village.
- 6) Anyone can pay the tax arrears owing against the property. Doing so would enable the Village to discharge the tax recovery notification on the property by submitting this request to the Land Titles Office.

- 7) Discharge of the tax recovery notification will not be sent to Land Titles until the arrears and penalties are paid in full.
- 8) The Village must offer for sale any lands with tax arrears that are shown on its tax arrears list at a public auction.
- 9) The CAO may authorize a payment agreement for tax arrears at their sole discretion for no more than a 3 year term.
- 10) Prior to October 31 each year, the Chief Administrative Officer (CAO) will present a list of parcels that are required to be advertised for public auction. Along with the list, the CAO will recommend a reserve bid, conditions of sale and date of public auction for Council to approve.
- 11) Reserve bids will be set as close as reasonably possible to the market value of the property, typically by using the property assessment value.
- 12) Advertisements for the public auction will include the date, time and location of the public auction as well as a description of each parcel for sale and will be submitted to the Alberta Gazette and at least one local newspaper. The advertisement must also include any terms and conditions of sale.
- 13) The CAO shall be the auctioneer for all Public Auctions, unless otherwise directed by Council.
- 14) The auctioneer shall not permit bids from councillors or employees of the municipality nor permit councillors or employees to act as agent in the buying process; unless Council specifically directs an employee to bid on a parcel that the municipality wishes to become the owner of.
- 15) The auctioneer shall provide a fair and transparent process.