



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 27**

<b>POLICY TITLE: TAX RECOVERY</b>	<b>Page 1 of 2</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>11.10.561</b>

**PURPOSE:**

To establish guidelines on how tax forfeited lands will be sold or made available for taxation again.

**POLICY:**

The M.D. has established a method in which Council can introduce tax forfeited land to the marketplace.

1. No parcel will be removed from the Tax Sale List unless all taxes, penalties and costs incurred by the M.D. in the Tax Recovery Process are paid prior to the sale.
2. In accordance with the provisions of the Municipal Government Act, Chapter M-26.1, the M.D. may become the owner of any land that is offered, but not sold, at the Tax Recovery Sale.
3. If the M.D. exercises its option to become the owner of the land, the M.D. will not sell the property until one year after the date of the Tax Recovery Auction unless the prospective buyer meets the reserve bid price set at the original sale.
4. If, in the opinion of Council, the sale of tax forfeited land will cause hardship to an existing occupant, the Council may lease all or a portion of the parcel to the occupant so long as the revenue generated exceeds what would be generated by taxation, so as to make partial payment on arrears.
5. The amount of lease fees will be set by Council, and the occupant is not permitted to assign or sublet his/her interest in the parcel.
6. Council will adopt a reserve price for all lands which are to be offered for sale at the Tax Recovery Auction. This reserve price will be advertised in a local newspaper. The reserve bid adopted by Council for the Tax Recovery Auction will also apply to properties unsold at the Tax Recovery Auction, whether they are to be sold by private sale or by public tender.
7. Council will determine the method in which the reserve price, letter of opinion, or opinion of value will be set and whether it is to be performed by an appraiser, realtor, or assessor.

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8. In the event a parcel is sold and there remains excess revenue after taxes, an administration charge will be applied. The administration charge will include, but is not limited to, the following:
- a) Costs of advertising, both in the local papers and the Alberta Gazette;
  - b) Costs to prepare a reserve bid;
  - c) Costs paid to the Registrar of Land Titles for tax arrears notifications and preparation of a Tax Arrears List; and
  - d) An administration fee of 5% of the amount paid for the parcel.

9. In all respects, Council will conduct Tax Recovery Auctions in accordance with Division 8, Recovery of Taxes Related to Land, of the Municipal Government Act, Chapter M-26.1.

10. Tax Recovery property sold will adhere to the following terms:

Public Auction:

- For agricultural land - 10% down at public auction; balance at finalization.
- For subdivided lots - 10% down at public auction; balance at finalization.

Public Tenders: - 10% of bid to accompany tender.

The MD will consider time sale not to exceed one year at 8% interest on outstanding balance with 12% charged on arrears.

Direct Sales: - 10% of bid to accompany tender.

The MD will consider time sale not to exceed one year at 8% interest on outstanding balance with 12% charged on arrears.

**LAND TITLE FEES:** The M.D. will collect Land Title Office fees over and above the purchase price from purchasers at final payment, at a rate charged for Land Title fees, plus one dollar (\$1) for each \$1,000 market value or portion thereof.

11. If a Tax Recovery property remains unsold after one year from the Tax Recover sale, Council may allow for further appraisals or offers to be considered in accordance with the M.G.A.

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(Original signed copy on file)  
REEVE

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C.A.O.