

Policy Name:	Tax Sale Agreements	Effective Date: May 13, 2025
Policy Number:	FA-08	Approval Date: May 13, 2025
Policy Area:	Finance and Administration	Council Resolution No.:144/2025
Policy Section:	Finance	Replaces Policy: NEW
No. of Pages:	2	

PURPOSE

To delegate authority to the Chief Administrative Officer (CAO) to approve and execute tax sale agreements provided by the municipality's contracted tax recovery agent (e.g., Taxervice) in order to streamline processes and minimize additional costs.

SCOPE

This policy applies to all tax sale agreements negotiated as part of the tax recovery process for properties in tax arrears, as facilitated by the municipality's contracted agent.

POLICY STATEMENT

In the interest of efficiency and cost-effectiveness, Council hereby delegates to the CAO the authority to approve and sign tax sale agreements on behalf of the municipality when:

- Requests by the property owner to enter into an agreement as provided for in Section 367(6) must be made in writing at least 24 hours before the scheduled tax sale, and the agreement must be signed at least 2 hours before the actual tax sale.
- The agreement has been provided by the contracted tax recovery agent (e.g., Taxervice),
- The agreement is consistent with the provisions of The Municipal Act (or relevant legislation),
- The agreement is in the best interest of the municipality, and
- Delays in approval may result in additional legal or administrative costs.

The CAO shall notify Council of all tax sale agreements executed under this authority at the next regular Council meeting.



Responsibilities

- **CAO:** Authorized to review, approve, and sign tax sale agreements within the scope of this policy.
- **Council:** To be informed of such approvals but not required to provide prior consent.
- **Administration:** To ensure all documentation is filed appropriately and agreements are tracked.

Review and Amendments

This policy shall be reviewed as necessary to ensure alignment with legislative requirements and municipal needs.