



STAFF REPORT

To: Council

From: Michelle Williams, Director of Finance

Approved by: Warren McLeod, Chief Administrative Officer

Date: October 28, 2026

Subject: Tax Sale Policy Amended October 28, 2026

ORIGIN

Update policy to include statement that Tax Sales will happen via tender process each year.

RECOMMENDATIONS

THAT Council of the Municipality of the District of Shelburne approve the attached Tax Sale Policy as amended.

DISCUSSION

Council has had Tax Sale by tender process consistently since 2021-2022, the policy should be updated to reflect this process such that a motion does not have to be tabled each fiscal.

ATTACHMENTS

Tax Sale Policy Amended October 28, 2026



Policy 33 **TAX SALE**

POLICY PURPOSE

- 33.1 It is the Policy of the Municipality of the District of Shelburne that all property taxes be collected in a timely manner. Property tax accounts that fall into arrears will be subject to collection efforts that ultimately can result in tax sale.

POLICY DETAILS

- 33.2 Effective April 1, 2018 until March 31, 2019, property shall be sold for tax sale if taxes are in arrears for the preceding two fiscal years. Section 134(1) of the *Municipal Government Act* states “property *may* be sold for taxes if the taxes with respect to the property are not paid in full for the taxation year immediately preceding the year in which the tax sale proceedings are commenced, but the proceedings shall not commence before June 30th in the year immediately following that taxation year.” Section 134(2) of the *Municipal Government Act Section* states “property *shall* be put up for tax sale if taxes are in arrears for the preceding three fiscal years.”
- 33.3 Subject to the collection limit identified in s. 43.8 of the Collection Policy, effective April 1st, 2019, property shall be sold for tax sale if taxes are in arrears for the preceding one fiscal year. Section 134(1) of the *Municipal Government Act* states “property *may* be sold for taxes if the taxes with respect to the property are not paid in full for the taxation year immediately preceding the year in which the tax sale proceedings are commenced, but the proceedings shall not commence before June 30th in the year immediately following that taxation year.” Section 134(2) of the *Municipal Government Act Section* states “property *shall* be put up for tax sale if taxes are in arrears for the preceding three fiscal years.”
- 33.4 **Effective April 1, 2027 any tax sales will be performed using the tax sale by tender process.**
- 33.4 **33.5** When Municipality of the District of Shelburne sends the Preliminary Tax Sale Notice, pursuant to Section 138 of the *Municipal Government Act*, it shall be policy of Municipality of the District of Shelburne that any person notified must provide payment in full to Municipality of the District of Shelburne within thirty days of the date of the preliminary notice.
- 33.5 **33.6** HST on Redemption of Tax Sale Properties. Where a property has been sold for taxes at a tax sale, which is subject to HST, and such HST has been paid by the tax sale purchaser; it shall be the policy of the Municipality of the District of Shelburne that any party redeeming such tax sale property shall be provided with a redemption amount which

includes the amount of HST paid by the tax sale purchaser and that the full redemption amount, including such amount of HST, must be to the Municipality in order to redeem the property.

REPEAL

33.6 ~~33.7~~ Tax Sale Policy adopted by Council of the Municipality of the District of Shelburne on the ~~1st day of April 2016~~ ~~26 day of March, 2018~~, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Tax Sale on **28 day of October, 2026**

SIGNED this _____ day of _____, 2026

WARDEN

CHIEF ADMINISTRATION OFFICER

Approved by Council: March 26, 2018

Effective Date: March 26, 2018

Amended Date: November 26, 2019 (amend sections include 33.2, 33.3, 33.4)

Amended Date: June 23, 2021 (amend section 33.3)

Amended Date: December 11, 2024 (add a new section 33.5, amend old 33.5 to be 33.6)

Amended Date: October 28, 2026 (Added 33.4, adjusted numbers accordingly, corrected repeal date)