



Vacant Lot Sale Incentive Program Policy

POLICY NUMBER: 234-FN-24

Approval Date: February 13, 2024

Revise Date: April 23, 2024

Motion Number: CRM20240213.1018

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to providing a program to incentivize owners of properties assigned the assessment tax subclass of vacant residential and vacant non-residential to list their properties for sale to address the stagnant development of longstanding vacant properties. These property owners may be eligible for a municipal property tax rebate if they list their property for sale in accordance with the requirements of this policy.

2.0 Purpose

The purpose of the Vacant Lot Sale Incentive Program is to promote development and growth within the City of Cold Lake by: (1) incentivizing property owners to list their vacant properties for sale, (2) reducing the number of “land banked” vacant properties, (3) increasing the availability of properties for purchase by interested developers, and (4) promoting development within the City including infill development and development of prime locations which have remained vacant for many years.

3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish the Vacant Lot Sale Incentive Program to encourage owners of properties assigned the vacant residential and vacant non-residential assessment tax subclass to list their property(ies) for sale.
- 3.2 A standardized application process and guidelines to ensure transparent and consistent administration of the program.

4.0 Managerial Guidelines

General

- 4.1 For the purposes of this policy, “municipal tax levy” shall mean property taxes levied and collected by the City of Cold Lake, exclusive of any property taxes levied and collected by the City on behalf of the Province of Alberta.
- 4.2 The program shall be reviewed annually by Council.

Eligibility

- 4.3 In order for the property to be deemed eligible for the program, the property must be located within the City of Cold Lake and assigned either the assessment subclass of vacant residential, or vacant non-residential as established by Bylaw No. 822-FN-23 in the taxation year the rebate is applied for and either:
- 4.3.1 listed for sale on MLS (www.realtor.ca):
 - 4.3.1.1 for one hundred and eighty (180) days in a row in the taxation year; or
 - 4.3.1.2 for any number of days and sold in the taxation year;
 - 4.3.2 listed for sale or lease on a recognized sophisticated commercial real estate multi-listing site with the intent that the sale/lease will result in development of the property:
 - 4.3.2.1 for one hundred and eighty (180) days in a row in the taxation year; or
 - 4.3.2.2 for any number of days and sold/leased in the taxation year.
- 4.4 Properties that are in tax arrears with the City are not eligible;
- 4.4.1 Where a property for which an application for the incentive program has been submitted is found to be in tax arrears, the City shall notify the applicant and the decision on the application shall be deferred for a period not exceeding six (6) months.
 - 4.4.2 If, after the expiration of the six (6) month period referred to in 4.4.1, the property is still in tax arrears, the application for the incentive program shall be refused and the City shall notify the applicant of the refusal.
- 4.5 All taxes owing to the City for the current taxation year by the applicant to the program must be paid in full prior to a rebate being issued.
- 4.6 The applicant for the property tax rebate may be either:
- 4.6.1 the current property owner, or
 - 4.6.2 the previous property owner, if that person owned the property in the taxation year the rebate is applied for.

Incentive Program Funding

- 4.7 The incentive program funding shall be:
- 4.7.1 A one-time property tax rebate grant equal to the difference in taxes paid at the vacant tax rate and the non-vacant tax rate, plus five (5%) percent of the municipal tax levy for the tax year in which the application is received is provided as an incentive.
 - 4.7.2 Payment of the grant is subject to the applicant meeting all application requirements including confirmation of sale listing on MLS for the required time period.
 - 4.7.3 Any payment under this incentive program will be to the name in which the payment of the property taxes was originally paid for the taxation year that the application is received.
 - 4.7.4 Any payment under this incentive program that is utilizing the City's TIPP's (Tax Installment Payment Plan) program will be prorated based on actual tax payments made during the tax year.
- 4.8 Incentive program funding may only be issued once per property, per taxation year.

Application Requirements

- 4.9 Applications for this program must include a completed Application Form and the following:

- 4.9.1 Confirmation from the MLS website that the property was listed for sale in accordance with the criteria in section 4.3.2.1 or 4.3.2.2. If the property was sold as described in section 4.3.2.2 confirmation of the sale must also be provided.
- 4.9.2 A legal description of the property and the legal name of the owner(s).
- 4.9.3 Any other information that may be deemed necessary by the Manager of Land Use Planning, Development & Regulatory Services to support the application.

Application Process

- 4.10 Applications must be made annually. Applications shall be accepted from July 1st to December 31st annually.
- 4.11 There is no fee required to submit an application to the program.
- 4.12 Completed applications shall be submitted to the Manager of Land Use Planning, Development & Regulatory Services or their designate.
- 4.13 The Manager of Land Use Planning, Development & Regulatory Services will review the application and will determine whether the proposed work meets the Program's criteria.

5.0 References

6.0 Persons Affected

Cold Lake City Council
Cold Lake Land Use Planning, Development & Regulatory Services Department
Members of the Public

7.0 Revision/Review History

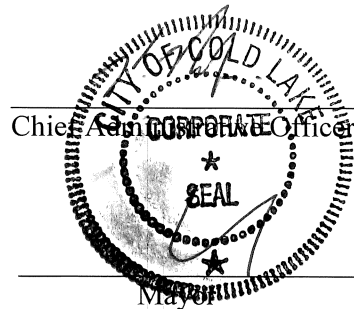
Amended by Motion No. CRM20240423.1010 – Sections 4.3, 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.2, 4.3.2.1, 4.3.2.2.

Apr. 26, 2024

Date

May 7 2024

Date



Chief Administrative Officer

Mayor