




# Summer Village of Nakamun Park

## Administrative Policy

Number	Title			
A-FIN-TAX-2	Tax Roll Name Change			
Approval	Originally Approved		Last Revised	
 (CAO initials)	Resolution No:	37-19	Resolution No:	
	Date:	March 20 <sup>th</sup> , 2019	Date:	

### Purpose

The Alberta Land Titles Act specifically states in Section 48 that an owner or mortgagee of land shall deliver to the Registrar a memorandum in writing of some address to which all notices shall be mailed. It also requires the owner or mortgagee to notify the Registrar of any change in their address. Therefore, Council is simply upholding the Land Titles Act.

If no change of address is given to Land Titles then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of address is supplied to Land Titles then all notifications will be sent to the owner.

### Policy Statement

When property owners in the summer village have a mailing address change and notify the municipal office of this change, municipal staff shall advise the property owner of the requirement to notify the Alberta Land Titles office of same.

### Standards

1. Municipal Staff shall request in writing any mailing address changes as requested by a property owner. Any written request received shall be maintained in the property file for information.
2. In general, no changes other than those received directly from land titles shall be maintained in the official tax roll. At the discretion of the Chief Administrative Officer or his/her designate, municipal staff may add the requested information to the official tax roll to ensure timely delivery of municipal information to the resident.
3. When a property owner's mailing address or ownership change comes from Alberta Land Titles Office, the office staff shall change the information on the official tax roll.

**Legal References:** Land Titles Act, Section 48



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### Revisions:

Resolution Number	MM/DD/YY