

Account Receivable Policy

1. Purpose

- a. In order to operate effectively and efficiently, the Town's accounts receivable must be collected in a timely fashion.
- b. Taxpayers must be treated in a fair and consistent manner, and must be aware of their obligations and the consequences of non-payment.
- c. Taxes are not a fee for service.
- d. This policy applies to all authorized taxes and any other services provided by the Council.

2. Liability for taxes

- a. Taxes shall be levied against all assessed property in accordance with the Municipalities Act, the Assessment Act and this policy.
- b. Every lot of land that is connected or capable of being connected to municipal water and/or sewer services shall be taxed as a separate water and sewer service.
- c. Each assessed property shall be charged the appropriate mil rate or minimum tax.
 - i. Owners of multiple properties shall be charged the appropriate mil rate on each property, subject to paying the appropriate minimum tax for the aggregate of the properties, whichever is greater.
 - ii. Adjoining properties may be combined on the next regular assessment roll at the request of the property owner, and subject to development regulations.

3. Billing and due dates

- a. Taxes –
 - i. All taxes (Property, Business, Water & Sewer and Poll) will be billed in January of each year and are due and payable in full when billed.
 - ii. Compound interest at the rate prescribed annually by Council will be applied to current year taxes unpaid as of May 31st of each year. Interest will be calculated and posted to the account as of the end of each month commencing June 30th.
 - iii. Interest on prior years' taxes outstanding shall be calculated and posted to the account as of the end of each month.

4. Discounts - RESIDENTAL PROPERTY TAX DISCOUNT

- a. Residents will receive a 10% DISCOUNT, on their property tax subject to the following conditions:
- b. All prior year's taxes, including Water and Sewer Tax must be paid in full.
- c. All current property taxes must be paid by May 31st of the current tax year.
- d. Applies to one property within the Town. Does not apply to water & sewer tax, or any other additional property taxes.

5. Payments

- a. Payments on accounts shall be applied firstly to interest, then to taxes owing, in the order that the taxes were billed – oldest amounts will be credited first.

6. Past Due Accounts

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- a. Amounts unpaid by May 31st in each year shall be considered past due.
- b. To avoid collection action;
 - i. Taxpayers may make arrangements to pay outstanding balances (previous and current years' taxes) by payment agreement or by post-dated cheques.
 - ii. Payment in full must be made by December 31st of the current year unless otherwise agreed upon. Interest charges may be suspended if an agreement is entered into, and payments are made accordingly.
 - iii. Any missed payments or insufficient funds will void the repayment agreement.

7. Collection action

- a. All past-due accounts shall receive a statement as of May 31st indicating the balance owing and advising that collection action may be taken on the account.
- b. Accounts still past-due as of June 30th shall receive a registered letter advising that if payment or payment arrangements are not made within ten working days:
 - i. services will be discontinued
 - ii. water services will be shut off after the ten-day period.
 - iii. services will not be restored until tax account is paid in full.
- c. No Crown Land Referrals Permits will be issued for any person or property where taxes are in arrears and there is no current repayment plan.
- d. No other Town services such as equipment or space rentals will be supplied for any person or property where taxes are in arrears and there is no current repayment plan.
- e. No property title shall be transferred until current and past-due taxes are paid in full for the year.
- f. For properties to which there is no legal title, or for other accounts not relating to taxation, Council shall consider other avenues of collection such as court action to attach assets or garnish wages.

8. Tax Sale

- a. Council shall order a tax sale of any property on which taxes are in arrears for more than two years, in accordance with the relevant provisions of the Municipalities Act.
- b. Staff shall provide Council with a list of properties for which tax sale is an option at the July meeting of each year.