

TO: Mayor Caul and Members of Council
FROM: Dawn Galusha, Treasurer
DATE: April 20, 2021
SUBJECT: 2021 By Law 12~21- Levy and Collection of Taxes

BACKGROUND

At the meeting of Council on March 22, 2021, By-Law 12~21 being a By-Law to authorize the levy and collection of taxes for all municipal purposes in the Town of Fort Frances for the year 2021 was passed. Council requested a further review of the due dates as we are still under the COVID-19 pandemic and many people and businesses are being affected.

In 2020, the decision was to extend the due dates by a month. This meant that final due dates were the end of August and the end of September (instead of the end of July and end of August).

Some points to consider before making a decision:

- Policy 1.9- Collections (Accounts Receivable, Taxation and Water & Sewer)

TAX COLLECTION

3. A. Tax bills shall be issued twice yearly, not including supplementary/omit billings.

- Interim tax bills are to be issued no later than February 7th of the current year

- Final tax bills are to be issued no later than July 10th of the current year.

B. Interim tax bills will be due and payable in two instalments, being the last working day in February and March. Final bills will be due and payable in two instalments, being the last working day in July and August."

- Policy 1.9- Collections (Accounts Receivable, Taxation and Water & Sewer)

COLLECTION ACTIONS ON TAX ACCOUNTS RECEIVABLE

<p>Collection of Property Taxes in Distress</p>	<p>Property taxes are considered in distress on the 1st day of January in the second year following that in which the property taxes became owing. Telephone contact will be made in this second year, prior to notices being issued. Beginning September of each year a notice will be sent (See Pages 11-13) and at the beginning of each month thereafter, with a last and final notice (See Page 14) in December.</p>
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In reviewing the Collection Policy you will see the Letters noted above are sent September, October, November and December (being the final notice).

- Tax payment calculations for the year are made in September by the Tax Clerk for those wishing to pay monthly.
- Further pressure is placed on the budget: less interest will be earned having less money in the bank or in GICs

It is Council's discretion to make a due date change to further support those that require extra time during the COVID-19 pandemic.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council extend relief during the COVID-19 pandemic for the final tax billing for 2021 by revising By-Law12~21 to change the installment due dates to August 31, 2021 and September 30, 2021.

Council Approval of this Report will Agree to the recommendation of the Administration and Finance Executive Committee to extend relief during the COVID-19 pandemic for the final tax billing for 2021 by revising By-Law12~21 to change the installment due dates to August 31, 2021 and September 30, 2021.