

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 82-11

Being a By-law to adopt a Tax Collection Policy

WHEREAS THE Council of the Corporation of the Township of Prince deems it desirable to adopt a tax collection policy.

AND WHEREAS the Municipal Act R.S.O. 1980 makes certain provisions for the orderly and prompt collection of taxes.

AND WHEREAS arrangements may be made with the Tax Collector for the payment of property taxes by way of post-dated cheques so as to provide for the complete payment of property taxes in equal monthly instalments before December 31st of the billing year.

NOW THEREFORE the Council of the Corporation of the Township of Prince ENACTS as follows:

1. That the Collector be and is hereby authorized to collect forthwith all tax arrears in accordance with any of the following procedures:
 - (a) By utilization of series of letters annexed hereto as Schedule "A" and forming part of this by-law.
 - (b) Utilization of a Bailiff.
 - (c) Commencement of an action through Small Claims Court.
 - (d) Seizure of rents where applicable.
 - (e) Tax Registration Procedure as outlined in the Municipal Affairs Act R.S.O. 1980.
2. Upon the passing of this by-law, a letter from the Tax Collector as set out in the Appendix to this by-law shall be sent to each ratepayer along with the distribution of the next property tax bill.

These procedures will be reviewed from time to time as Council deems necessary.

Read a FIRST, SECOND AND THIRD time and FINALLY PASSED this
13th day of April, 1982.

David Edgan
Reeve

O. Korkin
Clerk

SAMPLE

REMINDER LETTER No.2

OnI wrote to you pointing out the tax arrears situation in respect of your property and asking you to contact this office so as to make arrangements for payment of outstanding taxes.

To this date I have not heard from you and would like to avoid having to start the next step in our new tax collection procedures. This next step will entail referring the receiver to the bailiff for collection. This rather unpleasant step will be necessary so as to protect the financial position of the municipality which faces high temporary financing costs because of tardy taxpayers.

Please contact this office at your earliest convenience and note that unless I hear from you within one month of the date of this letter your tax arrears account will be placed in the hands of a bailiff for collection. No further notice of this step will be made known to you.

Yours sincerely,

NOTE: This letter will be the follow-up to the initial one announcing the changed approach to tax collection policies adopted by Council. It is more likely to bring forth response; however, the major step will be that associated with handing over tax arrears situations to the bailiff at the end of the prescribed period.

SAMPLE

DRAFT REMINDER LETTER No.1

Your municipal council has become increasingly concerned with respect to the financial burdens placed on the municipality by those who are not paying their tax bills promptly. While the status of your property tax liabilities do not involve arrears beyond a three-year term which would then subject you to tax registration procedures early settlement of previous year's taxes outstanding is now requested.

Perhaps you would be good enough to contact this office if you feel that payment of the whole amount outstanding is beyond your capabilities. Arrangements for reducing the burden over a time frame could be entertained although, of course, the newly imposed interest charges will apply to outstanding amounts. This procedure, however, will avoid the introduction of the bailiff providing that you maintain your repayment schedule commitments.

Your urgent attention to this letter is requested and I look forward to hearing from you at your earliest convenience. I am sure that you will appreciate the desire of council to treat all taxpayers equitably and seeing as the majority of those are meeting their tax liabilities on time it is only fair to ensure that they are not subsidizing those in arrears to the extent that the municipality has to incur short term financing costs and/or draw on its working fund reserves pending receipt of late payments.

Council is confident that it can count on your co-operation in helping the municipality improve its performance in this area of its financial operations.

Yours sincerely,

NOTE:

This letter would go out to those persons whose taxes were in arrears for more than 1 year but less than 3. Where taxes were outstanding for more than 3 years tax registration proceedings would be instituted and notice of this action would be separately instituted.

SAMPLEGENERAL NOTICE

Your municipal council has decided to take a tougher line against tax delinquents who of course are in the minority in the community. High temporary borrowing costs and the unfair burdens placed on those who regularly pay their taxes on time have prompted this action.

The council members are confident that they will receive the support of the community in this action. Reminder letters and tax registration procedures will be used as appropriate to launch the new program. While hopefully it will not be necessary, Council is authorizing the Clerk/Treasurer to use the bailiff if satisfactory responses to our request for payment of back taxes are not received.

The burden of borrowing to carry tax arrears is a real one shared by the whole community and is offset by the penalty and interest charges added to tax accounts in arrears. Let's improve the tax arrears position of our municipality: we all will benefit.