Town of Wabush

Council Policy

Section: Finance & Administration ADM-RTC-030

Policy: Residential Tax Collection Policy & Procedures

The Town recognizes the importance of timely tax collection practices that are fair, consistent, and reflective of acceptable business standards. Pursuant to the general powers conferred upon the Town under the Town & Local Service District Act, the following policy was approved and adopted at a regular meeting of Council held on the 21 day of May, 2026.

1. Title

This Policy shall be known and cited as the Town of Wabush "Tax Collection Policy and Procedure"

2. Interpretations

"Act"	Towns and Local Service District Act
"Debtor"	A property owner or business owner that is being charged taxes by the Town of Wabush
"Town"	Town of Wabush as defined by order of Council
"Council"	Town Council of the Town of Wabush
"Taxes"	Property taxes and business taxes.

3. Tax Imposition and Interest

- Tax invoices are sent no later than March 1st of every fiscal year.
- Taxes imposed by Council are due to be paid on or before March 31st in every fiscal year.
- Taxes not paid in full by April 1st are subject to a 1% simple interest rate applied on the first day of every month starting April 1st

4. Payment of Taxes

Tax payments can be made by any of the following means:

- In-person at the Town Hall via cash, debit, or cheque
- Online banking by adding the Town as a 'payee', or e-transfer to townclerk@wabush.ca
- Online through the TownSuite Portal – sign-up is required.
- By mail through cheque

The Town is not equipped to accept credit cards

5. Tax Reductions

Property owners may qualify for a property tax reduction of either 80% or 50% based on their combined gross income. An 80% reduction is available if the total combined gross income of the property owner(s) is $35,000 or less, plus $2,500 for each dependent, while a 50% reduction is available if the total combined gross income is $45,000 or less, plus $5,000 for each dependent. To be considered, the completed application form and the property owner(s)' Canada Revenue Agency Notice of Assessment must be received no later than June 30th of the current year. Interest will be applied to requests received after that date.

6. Tax Collection Procedure

- Tax invoices shall be sent in March of every fiscal year.
- Reminders shall be communicated through the Town's communication tools of the March 31st payment deadline.
- The first reminder of outstanding taxes shall be issued via mail in August on a generalized tax payment reminder template stating interest has now been applied and requesting immediate payment.
- The second reminder of outstanding taxes shall be issued via mail in October on a personalized tax payment reminder template stating the property principal tax amount and the amount of accrued interest totaling a balance that is now due requesting immediate payment.

7. Collection Action for Outstanding Accounts Over One Year

- Accounts that are outstanding in January for the previous year's taxes may be sent to a private collection agency for recovery at the Town's discretion. The debtor will receive notification that the account has been sent to a third party for collection. In the event that there is a tenant in the real property, a rental seizure will be put in place as per Section 159 of the Act.

- Accounts that are outstanding in January for more than just the previous year's taxes, and have a total owing of $5,000.00 or less, will be sent to small claims court for recovery as per Section 161 of the Act. The debtor will receive notification that legal action has commenced.

- Accounts that are outstanding in January for previous years' taxes of $5,001.00 or more, will be sent to the Supreme Court for recovery as per Section 161 of the Act. The debtor will receive notification that legal action has commenced.

- Accounts that are outstanding for 18 months or more, will be considered for tax sale as per Section 146 of the Act. The debtor will receive notification that legal action has commenced.

- The debtor will be charged with a civil debt to the Council for all reasonable costs resulting from the process of tax collection as per Section 161 of the Act.

- Should the debtor make payments directly to the Town after the account has been sent to a collection agency, or for legal action, the Town will notify all parties involved immediately of payments received.

8. Tax Adjustment Authority

- The Town Clerk/Manager is authorized to adjust property tax bills upon receipt of the Property Tax Deduction Application with all required documentation pending it meets the requirements as set out in 'Section 5. Tax Deductions'.

- The Town Clerk/Manager is authorized to adjust bills and apply credits if it is determined to the satisfaction of the Town Clerk/Manager that an error has occurred in the issuance of the bill or application of interest on the account.

- All other waivers, adjustments or exemptions must be approved by a motion of Council after a recommendation from the Administration & Finance Committee.

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9. Adoption

Under Section 304 of the Act, the Town Council of Wabush adopts the Town of Wabush Tax Collection Policy and Procedure as approved. This policy should be reviewed at least once every three years or as necessary when/if new information arises.

Date Approved: May 21, 26

Meeting #: 26-5

Mayor: G Canning

Town Clerk: J. Rideout