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CITY OF COLD LAKE
BYLAW 752-FN-22
TAX INSTALLMENT PAYMENT PLAN

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A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE IMPLEMENTATION OF A MONTHLY TAX INSTALLMENT PLAN.
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PURSUANT TO section 340(1) of the *Municipal Government Act*, RSA 2000, Chapter M-25, as amended, Council may pass a bylaw to permit taxes to be paid by installments, at the option of the taxpayer;

WHEREAS on December 3,1996, Council passed Bylaw No. 003-FN-96, Installment Tax Payment Plan Bylaw to establish the terms and conditions of a preauthorized tax payment plan that allows taxpayers of the City of Cold Lake to pay taxes in monthly installments;

AND WHEREAS Council deems it necessary to update its tax instalment payment process, and as such wishes to repeal Bylaw No. 03-FN-96 and pass a new bylaw to establish the Tax Installment Payment Plan for the City of Cold Lake;

NOW THEREFORE the Council of the City of Cold Lake in the Province of Alberta, in Council duly assembled, hereby enacts as follows:

SECTION 1 – TITLE

1.1   This bylaw shall be cited as the "Bylaw 752-FN-22, Tax Installment Payment Plan Bylaw."

SECTION 2 – DEFINITIONS

In this Bylaw:

2.1   "City" means the City of Cold Lake;

2.2   "Tax Installment Payment Plan" or "TIPP" means the plan authorized by this Bylaw permitting taxpayers to pay taxes by way of automatic banking withdrawal through monthly instalments.

SECTION 3 – ELIGIBILITY

3.1   Any taxpayer in the City is eligible to submit an application to participate in the TIPP.

3.2   City taxpayers may apply to the TIPP at any time throughout the year.

3.3   To be eligible for the TIPP, all of the following conditions must be met:

      3.3.1   Property taxes are not paid through a mortgage provider;
      3.3.2   A completed TIPP application including valid banking information is received by the City;
      3.3.3   City tax account for the property does not have an arrears balance;
      3.3.4   The tax account has not been removed from TIPP per section 5 within the current tax year; and
      3.3.5   Taxes must have been levied on the tax account or the current year assessed value must be known.

3.4   A new TIPP application must be completed for each property owned.

3.5   TIPP is not transferrable between properties or tax payers.

SECTION 4 – PAYMENTS

4.1   On the date of enrolment for the TIPP, a taxpayer must choose one of the following options to make payments:

      4.1.1   Divide the current year's property tax levy or estimated property tax levy by twelve (12) months and make a lump sum payment for every month of the year that has passed with the calculated payment to be made during the remaining months, or
      4.1.2   Divide the current year's property tax levy or estimated tax levy amongst the remaining months from the application date to determine the payment amount.

4.2   TIPP monthly installments will be calculated so that the cumulative payments will pay, in full, the outstanding balance, by the end of the calendar year.

4.3   At the sole discretion of the City, monthly instalments may be adjusted at any time in order to account for:

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4.3.1   Other charges added to the tax roll that remain unpaid in the current year;

4.3.2   Any other factor which could lead to the overpayment or underpayment of the total amount of taxes payable in respect of a property at the end of the current year.

4.4   If changes to the monthly TIPP instalment exceed $50.00 per month, taxpayers will be notified no less than ten (10) days prior to any increase to the instalment amount.

4.5   Supplementary levies issued to properties completed before December 31st of the previous tax year are not eligible for TIPP and are due in full on the due date set out on the Combined Supplementary Assessment and Tax Notice.

SECTION 5 - REMOVAL FROM TIPP

5.1   The TIPP automatically renews each calendar year unless cancelled in writing by the taxpayer in accordance with section 5.2, or removed by the City in accordance with section 5.3.

5.2   A taxpayer shall notify the City, in writing, no less than ten (10) business days in advance of the next payment date, if the taxpayer wishes to withdraw from the TIPP or change financial institution information.

5.3   The City shall remove a taxpayer from a TIPP when:

5.3.1   The taxpayer fails to make payment of two consecutive tax installments within a twelve (12) month period; or

5.3.2   Land titles notifies the City of an ownership change.

5.4   Notice of removal pursuant to Section 5.3.1 shall be sent to the taxpayer by ordinary mail to the taxpayer's last known address as listed on the tax roll.

5.5   When a TIPP is cancelled or the taxpayer is removed from TIPP by the City, penalties shall be applied to the outstanding balance of the taxes in accordance with the Imposition of Penalties on Unpaid Taxes Bylaw, and the balance outstanding on the tax roll shall immediately be due and payable.

SECTION 6 – PENALTIES AND SERVICE CHARGES

6.1   Tax accounts enrolled in a TIPP for the current year's property taxes shall be exempt from penalties provided there is no default in payment.

6.2   In the event that there is a default in a TIPP payment, the provision of the City's Bylaw for the Imposition of Penalties on Unpaid Taxes shall apply.

6.3   If a financial institution fails to honour any pre-authorized payment, a service charge as per the City's Administrative Fees Bylaw shall be applied to the tax account.

SECTION 8 – REPEAL

8.1   Bylaw No. 003-FN-96 is hereby repealed.

SECTION 9 – ENACTMENT

9.1   This Bylaw shall come into full force and effect immediately upon the date of its final passing.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of _____ A.D. 2022, on motion by _____.

                            CARRIED
                         UNAMINOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this _____day of _____, A.D. 2022, on motion by _____.

                            CARRIED
                         UNAMINOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of _____, A.D. 2022, on motion by _____.

                            CARRIED
                         UNAMINOUSLY

                Executed this ___ day of _____, 2022.

CITY OF COLD LAKE

_____
MAYOR

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CHIEF ADMINISTRATIVE OFFICER