THORSBY

Bylaw #2026-14
Tax Installment Program

BEING A BYLAW OF THE TOWN OF THORSBY IN THE PROVINCE OF ALBERTA TO PROVIDE A PROGRAM FOR THE PAYMENT OF PROPERTY TAXES BY MONTHLY INSTALLMENT.

WHEREAS: Pursuant to Section 340 of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, Council may by bylaw permit taxes to be paid by Installments at the option of the taxpayer;

AND WHEREAS: Council considers it in the public interest to provide taxpayers with the option of paying property taxes through a monthly Tax Installment Payment Plan;

NOW THEREFORE: The Municipal Council of the Town of Thorsby, in the Province of Alberta, duly assembled, enacts as follows:

PART I – TITLE

1. This Bylaw may be cited as the "Tax Installment Payment Plan" Bylaw.

PART II - DEFINITIONS

1. In this Bylaw, unless the context otherwise requires:
    a. **"Business Day"** means a day on which the Town Administration Office and Canadian financial institutions are normally open for business.
    b. **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer of the Town of Thorsby or their delegate;
    c. **"Current Taxes"** means property taxes levied for the current taxation year;
    d. **"Installment"** means a monthly payment made pursuant to the Tax Installment Payment Plan;
    e. **"NSF Payment"** means any payment rejected, dishonoured, returned or otherwise not honoured by the taxpayer's financial institution, including for non-sufficient funds, stop payment, account closure or any other reason;
    f. **"Taxpayer"** means a person liable to pay taxes to the Town and includes the registered owner of a taxable property;
    g. **"Tax Installment Payment Plan"** or **"TIPP"** means the monthly property tax payment program established pursuant to this Bylaw;
    h. **"Town"** means the municipal corporation of the Town of Thorsby.

PART III – ELIGIBILITY AND ENROLLMENT

1. A Taxpayer may elect and apply to participate in TIPP by entering into an agreement with the Town in a form approved by the CAO or their delegate.

2. A taxpayer is eligible to participate in TIPP program when:
    a. All tax arrears, penalties and other amounts owing on the tax roll from previous taxation years must be paid in full, unless otherwise authorized by the CAO or their delegate pursuant to a separate written agreement;
    b. The Taxpayer must provide the Town with the banking information and authorization required to make pre-authorized withdrawals from a Canadian financial institution; and
    c. The Taxpayer must comply with all requirements of this Bylaw and the TIPP agreement.

3. A Taxpayer may apply to join TIPP during the taxation year. The CAO or their delegate may determine the initial payment or adjusted monthly Installment required to ensure that the Current Taxes are paid in full by December 31 of that year.

4. Once enrolled, a Taxpayer shall remain enrolled in TIPP from year to year unless the Taxpayer cancels participation, is removed from TIPP pursuant to this Bylaw, or ownership of the property changes.

PART IV – MONTHLY INSTALLMENTS

1. Except as provided in Section 2 of this Part, monthly Installments shall be paid by pre-authorized debit on the last business day of each month.

2. Notwithstanding Section 1 of this Part, a Taxpayer who, immediately prior to the coming into force of this Bylaw, was enrolled in TIPP and was making monthly Installments by post-dated cheque may continue to use post-dated cheques while remaining continuously enrolled in TIPP.

3. The grandfathered payment method permitted under Section 2 of this Part is personal to the existing Taxpayer and property and shall cease if the Taxpayer cancels or is removed from TIPP, ownership of the property changes, or the Taxpayer elects to change to pre-authorized debit. A Taxpayer who subsequently re-enrolls in TIPP shall be required to use pre-authorized debit.

4. A Taxpayer permitted to pay by post-dated cheque shall provide the Town with post-dated cheques in the amounts and by the dates specified by the Town. Each cheque shall be dated for the last business day of the applicable month.

5. The monthly Installment amount for January through April shall be established in January and shall generally be calculated as one-twelfth (1/12) of the previous year's property tax levy.

6. Upon calculation of the current year's property tax levy and issuance of the annual property tax notice, generally in May, the monthly Installment amount shall be recalculated.

7. The recalculated Installment shall be determined by subtracting the Installments already paid during the current year from the current year's tax levy and dividing the remaining balance by the number of monthly Installments remaining in the calendar year.

8. The revised monthly Installment amount shall take effect with the May withdrawal, unless otherwise stated on the tax notice or in a separate notice provided to the Taxpayer.

9. The annual property tax notice, or a separate notice provided with it, shall advise the Taxpayer of the revised monthly Installment amount.

10. The CAO or their delegate may adjust an Installment amount where reasonably necessary to ensure the tax account is paid in full by December 31, including where changes to assessment, supplementary assessment, local improvement charges or other account adjustments affect the amount owing.

PART V – PENALTIES

1. Current Taxes being paid in accordance with TIPP shall not be considered overdue and shall not be subject to late-payment penalties provided that all required Installments are paid as scheduled and the Taxpayer remains in compliance with this Bylaw and the TIPP agreement.

2. If a Taxpayer is removed from or cancels participation in TIPP, any unpaid taxes shall become due and payable in accordance with the Town's applicable tax penalty bylaw and may be subject to all applicable penalties.

PART VI – RETURNED OR NSF PAYMENTS

1. Any Installment rejected or returned by the Taxpayer's financial institution shall be subject to the applicable NSF or returned-payment fee established by the Town's current Fees and Services Bylaw.

2. Following the first NSF Payment in a calendar year, the Taxpayer shall be required to replace the missed Installment, together with the applicable NSF fee, within fifteen (15) days of notification by the Town in order to remain in TIPP.

3. If a Taxpayer has two (2) NSF Payments within a calendar year, the Taxpayer shall be automatically removed from TIPP.

4. Upon removal from TIPP:
   a. All unpaid Current Taxes shall become due and payable;
   b. Any applicable penalties shall be imposed in accordance with the Town's current tax penalty bylaw; and
   c. The Town shall cease further pre-authorized monthly withdrawals under TIPP.

5. A Taxpayer removed from TIPP pursuant to this Part shall not be eligible to re-enroll until the following calendar year and only if all tax arrears, penalties, NSF fees and other amounts owing on the tax roll have been paid in full.

PART VII – CHANGES AND CANCELLATION

1. A Taxpayer participating in TIPP is responsible for notifying the Town of any changes to banking information sufficiently in advance of the next scheduled withdrawal.

2. A Taxpayer may cancel participation in TIPP by providing the Town with written notice at least ten (10) days prior to the next scheduled withdrawal.

3. Cancellation of TIPP does not relieve the Taxpayer of the obligation to pay any taxes, penalties, fees or other amounts owing to the Town.

4. The sale or transfer of a property does not relieve the Taxpayer of the responsibility to notify the Town to cancel the pre-authorized debit authorization associated with that property.

PART VIII – ADMINISTRATION

1. The CAO or their delegate is authorized to administer TIPP and may establish forms, procedures, deadlines and administrative requirements necessary to implement this Bylaw.

2. Participation in TIPP does not alter the Taxpayer's responsibility to review their annual assessment and tax notice or affect any rights available under the Municipal Government Act.

PART IX – SEVERABILITY

1. If any provision of this Bylaw is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, that provision shall be severed from this Bylaw and the remaining provisions shall continue in full force and effect.

PART X – REPEAL

1. Upon third and final reading, Bylaw #99-07, and any amendments thereto, is hereby repealed.

PART XI – EFFECTIVE DATE

1. This Bylaw shall come into force and have effect upon the third and final reading.

READ A FIRST TIME this 25th day of August, 2026

READ A SECOND TIME this 22nd day of September, 2026

READ A THIRD AND FINAL TIME this 22nd day of September, 2026

Darryl Hostyn, Mayor

Donna Tona, CAO