

Policy Statement and Regulation

Number 200.15

Pre-authorized Payment Plan Property Tax/ Utility Billing

1. Any person being liable to the District of Summerland for property tax may apply to the Collector of the District to pay taxes on an equal monthly installment basis over eleven (11) installments, in a total amount, including interest paid, not greater than the amount estimated by the Collector to be the amount of taxes which will be owing when such amounts are next due and payable to the District, and the Collector shall recalculate this amount annually.
2. (1) The payment of property taxes on an equal monthly installment basis shall commence upon the execution by the taxpayer of a form substantially as set forth in Schedule "A" attached hereto and forming part of this policy, authorizing automatic deduction from the taxpayer's bank account to the credit of the District of monthly payments equal to the monthly payment calculated and the form shall be deposited with the Collector of the District.
(2) Monthly payments are based on an estimate only and are not a warranty or guarantee of the amount of taxes which may be levied.
3. (1) Payments due under the monthly installment basis will be processed and collected in the 15th day of each calendar month commencing in August of the year preceding the tax due date and ending in May of the year in which the taxes become due.
(2) Monthly installment payments between May 15th and August 15th shall be designated as a credit against the taxes to be assessed in the current year.
(3) The Collector shall, on the last day of each month, credit interest on the prepaid taxes balance to the tax account of each taxpayer having a credit balance, Such interest is to be calculated and credited to the taxpayer's tax account based upon the balance in the tax account at the end of the current month and the District's financial institution prime rate minus three percent.
4. The Collector shall indicate on each annual tax bill to any participating taxpayer, the total of all payments received plus interest earned and show the amount required to pay the balance of the taxes due on the due date of that year and such annual tax bill shall be calculated on the basis that amounts due on the tax prepayment plan shall be paid as scheduled. Any balance remaining unpaid after the Due Date in any year will be subject to penalty provisions of the Local Government Act
5. (1) A participating taxpayer may give notice in writing five (5) days prior to the installment date, to discontinue participation in the monthly installment system, but no monies paid into the plan will be returned or refunded and the Collector shall continue to pay interest as set out in the policy on those monies previously paid.
(2) In the event of sale of the property, tax prepayments are to stay on the property's account and responsibility for adjustment shall be between the vendor and purchaser.
(3) The Collector may cancel the participant's privilege of continuing in the monthly installment system if two (2) consecutive installments fail to be honored. Any installment which has failed to be honored will be subject to the administrative fee for returned cheques, applicable penalties such fee to be debited to the taxpayer's tax account.

6. Participating in the monthly installment system shall continue until terminated by either party in writing. The amount of deductions taken by the District may vary in subsequent years. The amount will be in a statement mailed in July of each year to each participant showing the monthly payment for the next year.
7. In the event that there are taxes in arrears or delinquent chargeable on the property in question, the taxpayer will be precluded from participating in the monthly installment tax prepayment plan until such arrears or delinquent taxes have been paid.
8. Participation in the tax prepayment plan may start at any date, provided that all taxes appearing on the tax roll for the current year are paid in full prior to commencement date of the prepayment plan. The payment calculated will be based on one-eleventh (1/11) of the estimated taxes for the next year.
9. In addition to the monthly installment system authorized herein the Collector is also authorized to accept and to hold monies to be applied at a future date in payment of taxes upon the following terms and conditions:
 - (1) No less an amount that Twenty (20) Dollars at any one time, and no greater an accumulated amount than the total estimated unpaid taxes, shall be accepted for any one parcel of land and any improvements thereon.
 - (2) Any amount accepted hereunder shall be held in the account for the parcel of land and any improvements designated by the taxpayer, and shall be, together with interest accrued as by this policy provided, on the day taxes are due applied on account of the payment of taxes due on such account.
 - (3) No interest shall be paid on any monies paid after July 1st for the current years' taxes.

Utility Services Pre-authorized Payment

10. Customers participating in this program shall provide the District Collector with the authority to debit their bank accounts each month with the utility amount owing, net of the discount, on the date it becomes due and payable.
12. A payment dishonored and returned for any reason will be charged back to the utility account, together with the applicable discounts forfeited and returned cheques charges applied.
13. The Collector may cancel the privilege of continuing with the pre-authorized payment plan utility for a customer if two consecutive monthly payments fail to be honored.