



AMHERST TOWN COUNCIL

RFD# 2025027

Date: March 24, 2025

TO: Mayor Small and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: March 24, 2025

SUBJECT: Policy Review – Installment Billing Policy

ORIGIN: Policy Review.

LEGISLATIVE AUTHORITY: Town of Amherst Installment Billing Policy, #3800-03.

RECOMMENDATION: That Council approve the amendments to the Installment Billing Policy #3800-03.

BACKGROUND: The policy was originally adopted and approved in April 2000 with amendments in March 2008 and March 2011. The Installment Billing Policy provides authority and guidelines for interim tax billing as per section 112 of the Municipal Government Act.

DISCUSSION: As part of the policy review, this policy has been reviewed, and a copy of the amended version is attached. The text highlighted in red is new wording and the text that is struck out is being removed. The following changes are being recommended:

- Creation of a new policy statement.
- Updated interim tax bill due date to be the last business day in May.
- Define the final tax bill due date as the last business day in September.
- Added that final tax bills are to be issued in August each year.

FINANCIAL IMPLICATIONS: Allows taxpayers to pay their property taxes in two installments rather than a single payment each year.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

1. Do not accept the recommended changes and keep policy as it.
2. Make additional changes to the policy.

ATTACHMENTS: Installment Billing Policy, #3800-03 with changes noted in red.

Report prepared by: Denise Smith, Manager of Financial Services

Report and Financial approved by:

