

**TOWN OF ANNAPOLIS ROYAL  
POLICY**

**Title: Tax Billing Policy**

**Policy No.:** 2008-4

**Supersedes:** N/A

**Effective Date:** retroactive to May 30, 2008    **Approval by Council Motion No.:** 7

**Purpose:** To provide timeframes for issuing interim and final property, business occupancy and tax billings and payment due dates for the residents and businesses of the Town of Annapolis Royal.

**Definitions:** NA

**Objective:**

The objectives of the Tax Billing Policy will be to:

1. authorize staff to issue interim and final tax bills on annual basis;
2. provide the dates tax bills are to be issued twice a year and the due dates for each tax billing;  
and
3. to determine the amount of interim tax bills based on current year assessments

**Policy Statement:**

It shall be the policy of the Town of Annapolis Royal to issue two property tax billings per year, an Interim billing in April and a Final billing in September. The bills shall be issued to ensure that rate payers have a minimum of 30 days to provide payment.

Interim Tax Billing

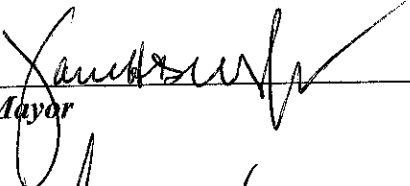
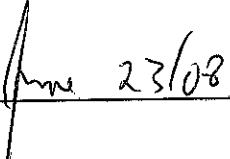
Interim tax bills shall be mailed no later than April 30<sup>th</sup> with a due date of May 31<sup>st</sup> or the first business day thereafter. The amount of the Interim bill shall be calculated using the current year's assessment and an interim tax rate that approximates half of the estimated annual tax bill.

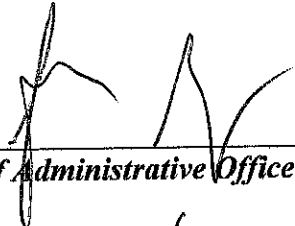
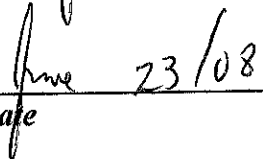
Final Tax Billing

The Final tax bill shall be mailed no later than October 31<sup>st</sup> with a due date of November 30<sup>th</sup> or the first business day thereafter. The amount of the Final bill shall be calculated based on the current year's assessment and the tax rates as approved by Council for that year. The Final bill shall also include, where applicable, any outstanding principal and interest charges as well as payments made since the interim bill for that year.

Interest Rate

On an annual basis, Council shall set the interest rate to be charged on overdue tax accounts. Interest will be calculated on a compound basis and charged to the taxpayer's account on the first business day of each month the account has an outstanding balance.

  
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*Mayor*  
  
\_\_\_\_\_  
*Date*

  
\_\_\_\_\_  
*Chief Administrative Officer*  
  
\_\_\_\_\_  
*Date*