

**THE RURAL MUNICIPALITY OF EAST ST. PAUL**  
**Policy, Procedures & Directives Manual**

<b>Reference</b>	<b>Classification</b>
Accounting	Policy
<b>Subject</b>	<b>Pages</b>
Penalties imposed for late payments of taxes, utilities and receivables	3
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**PURPOSE:**

This policy is to provide guidelines for applying penalties on past due accounts, which includes but is not limited to the following: property taxes, business taxes, utility bills, and invoices.

**DEFINITIONS:**

*“Online banking”* means an electronic payment made through a financial institution.

*“Past Due”* means late or past the payment deadline.

*“Penalty”* means a fine accrued for failure to remit payment by a specific due date.

*“Taxes”* means all real property taxes, supplemental taxes, local improvement levies, personal property and business taxes payable to the RM of East St. Paul.

**GUIDELINES:**

The RM of East St. Paul offers the following payment options:

- Cash/debit in person at the Administration Office
- Cheques – post-dated cheques must be dated for the due date or earlier
- Online payments
- E-transfers to [administration@eaststpaul.com](mailto:administration@eaststpaul.com)
- After-hours night deposit box which is checked daily at 8:30 a.m. and at 4:30 p.m.
- Pre-Authorized Payment Program for taxes (TIPPS) and utilities (PUPPS)

## Online Banking Payments

Residents may choose to make online payments; however, they must provide sufficient time for the payment to be processed by their financial institution. It can take 3-5 business days before the municipality receives funds.

The responsibility lies with the property or business owner to confirm the number of business days required to process the payment with their financial institution.

Payments must be deposited in the municipal bank account by 11:59 p.m. on the due date to avoid penalties.

## Penalties

Penalties at the rate of 1.25%, as set out in the yearly Tax Levy By-law, will be applied on all outstanding balances if payment is not received by the due date as follows:

- Taxes – On the 1<sup>st</sup> of each month immediately following the due date
- Utilities – On the 1<sup>st</sup> of each month immediately following the due date
- Receivables – On the 1<sup>st</sup> of each month immediately following the due date

Any payment returned by a financial institution will be subject to a \$25.00 administration fee for any reason. If a tax roll is available, this fee will be added to the taxpayer's roll or applied to the outstanding receivables account. Written notification will be provided to all account holders advising of the missed payment and subject penalties.

## Tax Penalties – Refund

Section 343(1) of The Manitoba Municipal Act states that:

*"If taxes in respect of a property or business are paid under protest and the assessment roll is later amended to reflect a reduction in the assessed value for the year in respect of which the taxes were paid, the municipality must*

- (a) redetermine the taxes payable based on the revised assessed value and amend the tax roll for the year accordingly;*
- (b) refund to the taxpayer the excess taxes that were paid under protest; and*
- (c) subject to subsections (1.1) and (1.2), pay interest on the excess taxes to the taxpayer, from the date they were paid, at an annual rate prescribed by regulation by the minister for each calendar year, or any part thereof, which rate must be prescribed at least once in the year."*

AND

Section 343(2) of The Manitoba Municipal Act states that:

*“No person is entitled to the repayment of amounts paid on account of taxes except under the circumstances described in subsection (1).”*