



Report to Council

Department: Corporate Services

Division: Finance and Business Services

Date: April 22, 2025

Prepared by: Heather MacDonald, Manager, Revenue and Customer Relations and Michael Woodiwiss, Tax Coordinator

Report Number: Finance and Business Services-2025-04

Subject: Tax Adjustments – Section 357.(1), Section 358, and Section 359

Number of Pages: 5

Recommendation(s)

That Finance and Business Services Report 2025-04 entitled Tax Adjustments – Section 357.(1), Section 358, and Section 359 prepared by Heather MacDonald, Manager, Revenue and Customer Relations and Michael Woodiwiss, Tax Coordinator dated April 22, 2025 be received, and

That Council approve the cancellation, reduction, refund, or increase of taxes in accordance with the provisions under Section 357.(1), Section 358 and Section 359 of the Municipal Act, 2001.

Purpose

In accordance with the Delegation of Authority By-Law 1924, the authority to adjust property taxes in accordance with Sections 357.(1), 358 and 359 of the Municipal Act, 2001 (the “Act”) is delegated to the Director, Corporate Services/Treasurer. The communication requirement

associated with this delegation of authority required that an annual report of tax adjustments in accordance with these sections of the Act be provided to Council.

Background and Discussion

Section 357.(1) of the Municipal Act, 2001 provides for certain instances when all or part of taxes levied on land may be cancelled, reduced or refunded. Examples of the types of events leading to a tax adjustment include reclassification of a property into a property class with a lower tax ratio, land that has become vacant excess or exempt from taxation, a building on land which has been razed by fire or demolished, etcetera.

Section 358 of the Act provides for the cancellation, reduction, or refund of all, or part of the property taxes levied on land for any overcharge caused by a gross or manifest error in the assessment roll that is clerical or factual in nature.

Section 359 of the Act provides for the increase of taxes if there was an undercharge as the result of a gross manifest error that is clerical or factual in nature.

Schedules A to B attached provide details on Section 357.(1), Section 358, and Section 359 adjustments made in 2024 for the 2023 and 2024 assessment years. The value of these adjustments, including municipal, county and school board taxes by year are summarized below.

Assessment Year	Total Write-Off	Schedule
2024	\$26,934.85	A
2023	\$415.54	B
Less: School Board/County portion	(\$12,968.58)	

Total Municipal Portion	\$14,381.81	
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Financial Impact

The municipal portion of the tax adjustments, which includes the municipal base levy, rural and urban levy, and garbage collection and disposal levy amounts to a net write-off of \$14,381.81. This charge was applied to the 2024 year which has an annual budget of \$65,000 for tax adjustments.

Consultations

Kate Giurissevich, CPA, CA, Director, Corporate Services/Treasurer

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Tax Adjustments-Section 357.(1), Section 358, and Section 359.docx
Attachments:	- Schedules A and B.pdf
Final Approval Date:	Apr 16, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Kate Giurissevich". The signature is written in a cursive, flowing style.

Kate Giurissevich, Director, Corporate Services - Apr 16, 2025 - 3:30 PM

A handwritten signature in black ink, appearing to read "Doug Sweet". The signature is written in a cursive, flowing style.

Doug Sweet, Chief Administrative Officer - Apr 16, 2025 - 3:31 PM