



Report to Council

Department: Corporate Services

Division: Finance and Business Services

Date: March 16, 2026

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

Report Number: Finance and Business Services-2026-01

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

Number of Pages: [Click here to enter Number of Pages including attachments](#)

Recommendation(s)

That Finance and Business Services Report 2026-01 entitled Tax Adjustments – Section 357(1), Section 358, and Section 359; summarizing the cancellation, reduction, refund or increases of taxes, for the years 2023, 2024, and 2025, in accordance with the provisions under Section 357(1), Section 358, and Section 359 of the Municipal Act, 2001 and By-law 2439; prepared by Heather MacDonald, Manager, Revenue and Customer Relations and Michael Woodiwiss, Tax Coordinator dated March 16, 2026 be received, as presented at the March 16, 2025 Council meeting.

Purpose

In accordance with the Delegation of Authority By-Law 2439, the authority to adjust property taxes in accordance with Sections 357(1), 358, and 359 of the Municipal Act, 2001 (that “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, B, and C attached provide details on Section 357(1), Section 358, and Section 359 adjustments made in 2025 for the 2023,2024 and 2025 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
2025	\$12,251.17	A
2024	\$27,341.28	B
2023	\$1,024.26	C
Less: County/Education portion	(\$16,922.95)	
Total Municipal Portion	\$23,693.76	

Financial Impact

The municipal portion of the tax adjustment, which includes the municipal base levy, rural and urban levy, and garbage collection and disposal levy amounts to a net write-off of \$23,693.76. The charge was applied to the 2025 year which has an annual budget of \$90,353 for tax adjustments.

Consultations

Kate Rowe, 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:	<ul style="list-style-type: none">- Schedule A 2025 Tax Write Off Summary.pdf- Schedule B 2024 Tax Write Off Summary.pdf- Schedule C 2023 Tax Write Off Summary.pdf
Final Approval Date:	Feb 21, 2026

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



Kate Rowe, Director, Corporate Services - Feb 17, 2026 - 4:33 PM



Kate Giurissevich, Chief Administrative Officer - Feb 21, 2026 - 12:29 PM