



## CORPORATE SERVICES *Staff Report*

---

REPORT NO: COR-2025-16

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/CFO

PREPARED BY: Sam Shamblaw, Manager of Finance/Deputy Treasurer

REVIEWED BY: Greg Clark, Acting CAO

DATE: March 17, 2025

SUBJECT: 2025 Tax Rates and Due Dates

---

### RECOMMENDATION:

THAT Report COR-2025-16 - Final Tax Levy Rates and Due Dates be received; and, THAT Council consider By-law 2025-19, being a by-law to set the tax rates and due dates for the final billing of property taxes for 2025.

### SUMMARY:

Following adoption of the annual budget, Council must set annual tax rates by bylaw to facilitate and authorize the issuance of final tax billings for the year, including the setting of tax due dates.

### BACKGROUND:

The Township's 2025 Operating Budget was approved on February 24, 2025, and authorized the levy of property taxes in the amount of \$14,206,732 plus Payment in Lieu amounts, and supplementary taxes, for a total tax revenue of \$14,430,322. Annually Council must approve detailed tax rates to be applied against every property assessment in the Township.

The draft tax rate setting bylaw is included in the bylaws section of tonight's agenda and only includes the Township tax rates, as the Regional and education tax rates are set by those

organizations. The detailed tax rates and total combined tax rates for each property assessment class will be shared for information and will be published on the Township website when Regional rates are approved.

## REPORT:

### Bylaw details

The tax levy bylaw provides the authority to issue tax billings to every assessed property in the Township. It grants the Treasurer authority to prepare and issue the tax bills, and to charge late fee penalties and arrears interest should the taxes not be paid by the due dates. The Bylaw also authorizes the Treasurer to amend tax due dates for all properties, in the event of processing delays which necessitate minor delays in the due dates to maintain compliance with the regulatory 21-day notice period required between the mailing of the tax bills and the first payment due date.

### Due Dates

In 2024, the final billing taxes were as follows:

#### Residential:

Friday June 28, 2024  
Friday September 27, 2024

#### Non-Residential:

Friday July 26, 2024  
Friday September 27, 2024

The due dates recommended for 2025 are as follows:

#### Residential and Non-Residential:

Friday June 27, 2025  
Friday September 26, 2025

## ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

### Financial Stability

Adopting tax rates and due dates reflects responsible municipal management, and compliance with legislative requirements.

## FINANCIAL CONSIDERATIONS:

The tax rates proposed have been calculated in accordance with the necessary legislation, the tax ratios adopted by the Region of Waterloo, and will raise the approved budgeted tax levy for 2025. There are no financial considerations of setting tax rates.

ATTACHMENTS:

Attachment 1: Draft By-Law 2025-19 Being a By-Law to Establish the 2025 Final Tax Levy Rates