



## Corporation of the Township of Brock

### Staff Report to the Members of Council

**From:** Kimberly Villeneuve

**Position:** Manager of Revenue

**Title / Subject:** 2025 Year End Property Tax Status Report

**Date of Meeting:** March 9, 2026

**Report No:** 2026-FI-004

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#### 1.0 Issue / Origin

To provide an update to Council on the property tax account status for the Township of Brock.

#### 2.0 Background

The Corporation of the Township of Brock (“the Municipality”) collects property taxes from property owners on behalf of the Township, the Region of Durham, and the area school boards. Property taxes are billed by interim and final tax billings as established by the Township of Brock by-law annually. The Municipality is responsible to ensure effective collection of property taxes in accordance with the *Municipal Act, 2001*.

During 2025, the Municipality has implemented a [Tax Collection Policy](#) and a [Tax Rebates Reductions and Refunds Policy](#) with the purpose to outline standardized processes that will ensure a transparent and efficient process for the billing and collection of property taxes. In addition, the property tax pages on our webpage have been revised with up to date information for property owners to learn more about how to manage their property taxes as well as access information through the use of the [online forms](#).

The Municipal Act, 2001, Section 348 legislates that the Municipal Treasurer shall by the last day of February in each year determine the position of every tax account as of December 31 of the previous year.

#### 3.0 Analysis

The Municipality completes the annual tax levy through the Interim tax levy issued annually in January and the Final tax levy issued annually in June. Each of these bills contain two installment dates. Furthermore, reminder notices are issued five times per year, being March,

May, August, October and November. Tax accounts entering their third year of arrears are issued a Tax Sale Registration Risk notice in November. Where an account does not clear the third year of arrears, their account is reviewed for tax sale registration.

Tax arrears are subject to 1.25% late payment charges, the current year is imposed penalties, while the previous years are imposed interest. A penalty is imposed on the unpaid levies the first business day of each month the levies remain unpaid. In addition, as long as the property taxes remain unpaid, interest will be added on the first business day each month thereafter. During 2025, \$591,057 in penalties and interest were imposed on overdue accounts of which 41.5% was collected and the remainder is outstanding (taxes receivable).

Property taxes are a secured special lien on land in priority to any other claim, except a claim by the Crown. Taxes may be recovered with costs as a debt due to the Municipality from the original owner and/or any subsequent owner of the property. The Municipality will primarily use the following methods to collect tax arrears: Verbal communication, Reminder Notices / Arrears Notices (5 per year), Notice of Intent to Realize on Security (also known as Farm Debt Mediation Notice), Final Notice before Tax Sale Registration (also known as the Tax Sale Registration Risk Notice), Payment arrangements, Issue notices to interested parties, Bailiff services, where applicable, Legal action, and finally the Tax Sale Registration process.

### 1. Taxes Receivable

As of December 31, 2025, the taxes receivable balance was \$3,708,826.05, which was \$111,956.11 higher than the previous year. It is worth noting that these taxes receivable contain all three levying bodies, being Brock Township, Region of Durham and the four area school boards. Although the tax levies are billed to property owners, their collections is not a requirement for the remittances paid to these levying bodies. The Municipality issued levies in the amount of \$35,433,830.77 during 2025, resulting in a 90% collections rate.

Taxes Receivable*	December 31, 2023	December 31, 2024	December 31, 2025
2025	-	-	\$2,373,781.07
2024	-	\$2,307,755.44	854,201.16
2023	\$2,165,777.37	919,971.08	322,864.57
2022	728,376.46	290,912.06	110,402.74
2021	215,607.40	78,231.36	47,576.51
Total	\$3,109,761.23	\$3,596,869.94	\$3,708,826.05

\*Includes all property taxes, user fees charged, collections costs, eligible delinquent account balances from other business units within the Municipality, eligible delinquent Region of Durham water and sewer balances.

The December 31, 2025, taxes receivable total of \$3,708,826.05, shown above, specifically contains 68 tax accounts with three years or more of property tax arrears, being the levies from the years 2023, 2022 and 2021. These sixty-eight (68) accounts are currently undergoing the following actions:

Treasury Actions Underway	Details	Tax Accounts
Tax Sale – Active File	Tax Arrears Certificate registered on parcel register at the Land Registry Office - 365-day period commenced	15
Tax Sale Registration Risk Notice Issued	Notice issued in November 2025   Registration of Tax Arrears Certificate scheduled for March 2026 for non-payment	29
Payment Arrangement Agreement	Property owner has entered a payment arrangement with Treasury	15
Legal Proceedings	Court date set for collection on property not eligible for the Tax Sale Registration process	1
Parcel Register – No Dealings on title	Superior Court of Justice registered order preventing Tax Arrears Certificate from being registered on the parcel register	1
Discrepancy to resolve	Tax account investigation underway	4
Paid in Full	January 2026 payment received in Treasury clearing the arrears	3
TOTAL		68

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Municipal Act, 2001, as amended, Part XI establishes a regime for dealing with the sale of land for tax arrears. The purpose of tax sale statutes is to assure the collection of taxes by municipalities so that the tax burden may equitably shared by all taxpayers, and to bring some finality to the process of tax collections. The tax sale provisions set out a complete statutory code of procedure respecting the sale of lands for the recovery of sales.

## 2. Tax Sale Registration Risk

In November 2025, one hundred and ten (110) Tax Sale Registration Risk notices, previously referred to as Final Notices, were mailed to property owners carrying balances in the years 2021, 2022 and 2023. These notices urged property owners to contact Treasury to address their arrears.

As of December 31, 2025, as shown in the chart above, there are twenty-nine (29) tax accounts remaining in this position. These will be reviewed to commence the Tax Sale Registration process in March 2026.

## 3. Tax Sale Registration

As of December 31, 2025, there were fifteen (15) active Tax Sale Registered accounts. These will progress to Tax Sale through the Public Tender process during 2026 should the notified individuals not take appropriate action to protect their asset.

## 4.0 Related Policies / Procedures

Tax Collection Policy

## **5.0 Financial / Budget Assessment**

The 2026 budget includes expected revenue of \$568,000 for interest and penalties on taxes receivable.

### **5.1 Asset Management**

N/A

### **6.0 Climate Change Impacts**

N/A

### **7.0 Communications**

This report is being presented on an open Council agenda.

### **8.0 Conclusion**

In summary, the collections strategies have been streamlined into an annual process. Property owners are reminded five times with Reminder Notices of overdue balances during the year, being in March, May, August, October and November. In November property owners entering the third year of arrears are issued a Tax Sale Registration Risk notice urging the property owner to take payment action. Payment arrangement discussions ensue once the property owner contact is established.

To assist with the transition from arrears to current tax account status, an arrears pre-authorized debit payment plan is being used during the payment arrangement discussion. This arrears plan provides a bridge to move from the arrears plan to the monthly plan once the tax account achieves the current balance standing. These arrears plans are reviewed annually in November with the property owners.

Maintaining good standing for tax accounts is encouraged by the Township of Brock pre-authorized debit payment plans (monthly and installment). These payment programs promote the maintenance of account good standing. As of January 2026, the use of the pre-authorized debit programs has reached 25%.

More streamlining of services will be implemented during 2026. Treasury staff encourage frequent visits to the Township of Brock Property Tax webpages for continuous updates.

Township of Brock Treasury staff continue to standardize processes that will ensure a transparent and efficient process for the billing and collection of property taxes.

### **9.0 Recommendation**

That report 2026-FI-004 be received for information.