First Nation Tax Administrators Association

newsletter

June 2026

REMINDER: ANNUAL FEES DUE BY SEPTEMBER 30TH

Annual membership fees and CNFTA maintenance forms are due by September 30th.

The form is included in this edition of the newsletter.

Payments can be made via Etransfer-Details on Page Two

Thank you Tracy Simon!

Tracey Simon has vast experience in her career. She has worked with the Nicola Valley Indian Administration as Education Financial Clerk, Accounting Clerk for the department of Valley Business Computer Services, NVIA Registrar for the Nicola Valley Indian Administration and Executive Assistant for the Coldwater Indian Band. Duties included Secretary/Receptionist, Financial Clerk, Lands Wills Estates and Indian Registry Administrator.

In 1997, Coldwater made the decision to assume tax jurisdiction over its reserve lands and enacted its Property Assessment and Taxation By-laws, Tracey was appointed the Tax Administrator.

"It was my honor to continue my career with the Commission as FNTC Registrar. During my time with the Commission, I have had the privilege of working on many great projects and witnessing the Commission's growth and success and have met and worked with Tax Administrators and First Nations from across Canada.

I will cherish the memories and friendships I have made over these past forty-three years and thank all who have been there for me and with me along my journey, it has been an amazing and memorable time in my life. I will be retiring in May 2026 and living in the town of Oliver, BC as of June 2026."

Please join us in thanking Tracey for her service, dedication and patience and wishing her all the best in her well deserved retirement.

E-Transfer Now Available

We are thrilled to announce that FNTAA now offers a convenient way to pay your membership dues. You can now make payments via e-transfer to info@fntaa.ca.

When sending your e-transfer, please include your name and First Nation. This will help us match your payment to your membership application accurately.

We have auto deposit enabled for e-transfers; however, if a security question and password are required on your end, please use the following:

Question: What is this for?
Answer: FNTAA

This new option streamlines the process and ensures a smoother experience for our valued members. Thank you for your continued support.

Kwun'nun is a secure tax administration software tool created to support First Nation administrations in efficiently managing property taxation systems. Developed by the Tulo Centre of Indigenous Economics, it is designed to simplify and streamline the annual tax administration cycle - from budget and rate setting to drafting tax laws and tracking payments, penalties and interest.

Kwun'nun is designed to work with First Nation's unique property taxation and assessment laws, allowing the software to be configured to meet the specific needs of each community. With its user-friendly interface and customizable features, Kwun'nun provides a practical solution for First Nations looking to enhance efficiency in their property tax systems.

This is a free, web-based application that you can access online - no downloads or installations needed. All data entered or created in Kwun'nun is owned by the First Nation and securely stored in Canada.

To learn more about the tool, register for upcoming webinars, and explore how it can support your tax systems, visit tulo.ca/resources/kwun-nun.
For support or to receive an information session, please email: kwunnuncoordinator@tulo.ca

Property Tax Cycle

Tax Enforcement-Why is it Important?

Role of the Tax Administrator

· Keep the Tax Payer Records up to Date

· Create a Process Map and Timeline for Tax Enforcement

· Inform the Tax Payers of the FN's Tax Collection Process

· Develop Demand Letters

· Start Informal Collection Methods as Soon as Taxes are not Paid

Non-compliance with the property tax system threatens the integrity of the system by:

· Increasing the Tax Burden on those who Pay

· Creating Revenue Uncertainty for the FN

1. Taxes not paid by due date: start informal collection measures
2. Penalties and interest added to taxes owing
3. Unpaid taxes constitute a lien in favour of the First Nation
4. Consider court action
5. Tax Administrator issues tax arrears certificate 6 months after taxes were due
6. Council authorizes use of statutory enforcement options by BCR

First Nations Tax Administrators Association
Membership Application

Name _____
Position _____
Organization _____
Address _____
_____
Phone _____ Fax _____
Email _____

Annual Due

☐ **Regular Membership** — **$250.00**
Chief, councilors, and employees of any First Nation or Indian Band who are interested in or engaged in the development, implementation, or administration of a program or department of taxation or revenue generation on behalf of the First Nation or Indian Band.

☐ **Certified First Nation Tax Administrator (CFNTA)** — **$350.00**
Attached Application or Annual Certificate Maintenance Form

☐ **Associate Membership** — **$250.00**
Members who have left First Nations or Indian Band Employment or Service through retirement or resignation, and to employees of a First Nation or Indian Band not otherwise eligible for a regular membership. A person granted an associate membership is not entitled to vote at general meetings or to be a director.

☐ **Affiliate Membership** — **$500.00**
Persons having an interest in First Nations or Indian Band taxation And revenue generation issues. Each application for affiliate Membership is subject to the approval of the Board of Directors. A person granted an affiliate membership is not entitled to vote at general meetings or to be a director.

Please make cheques payable to **First Nations Tax Administrators Association**
Please mail to FNTAA c/o 45855 Promontory Road, Chilliwack, BC V2R 0H3
For more information email info@fntaa.ca

Amount received _____ Date _____
Received by _____ Member # _____
Board approval (required for Affiliate Memberships)

Thank you for supporting the First Nations Tax Administrators Association

FIRST NATIONS TAX ADMINISTRATORS ASSOCIATION
CERTIFIED FIRST NATION TAX ADMINISTRATOR
APPLICATION FORM

Applicant Information:

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Statement of Qualifications:

I am a member in good standing of the First Nations Tax Administrators Association and I confirm that I am qualified to be a Certified First Nations Tax Administrator.

☐ I am a member in good standing of the First Nations Tax Admiistrators Association, I have _____ (minimum 5) years experience in First Nation tax administration, I hold a Certificate in First Nation Tax Administration from the Tulo Centre of Indigenous Economics and I have provided a sponsorship letter confirming my competency and years of experience as a First Nation Tax Administrator.

Supporting Documents

- ☐ Current resumé detailing First Nation tax administration experience
- ☐ Letter of sponsorship (from Chief and Council, Supervisor, or Band Administrator)
- ☐ Proof of completion of Certificate in First Nations Tax Administration
- ☐ Signed First Nation Tax Administrator's Code of Ethics
- ☐ Application Fee $200.00 payable to First Nations Tax Administrators Association (FNTAA)

Fees and Dues

CFNTA applicants are required to pay a ***one time*** application fee of $200.00.
Annual FNTAA CFNTA Membership dues are $350.00.
Please submit the application fee ***and*** membership dues to qualify for CFNTA Membership.

Applicant's Declaration:

I _____ confirm that the above information is accurate and true. I understand that I must renew my certification on an annual basis.

_____ _____
Applicant Signature Witness

signed this day of _____, 20 ____ (date) at _____ (location)

FNTAA Board Decision

Date of Review: _____ Quorum: _____

Decision: _____ Certificate No.: _____

FNTAA WANTS TO HEAR FROM YOU:
INFO@FNTAA.CA

Member Spotlight

Members are doing great things in our communities.

We want to make the Member Spotlight a regular feature in the newsletter.

If you want to feature yourself or another member, please send your information to:
melissamacdonald@membertou.ca or info@fntaa.ca

FNTAA NOW HAS A FACEBOOK PAGE

COPY THE FOLLOWING LINK INTO YOUR BROWSER TO SEND A REQUEST TO JOIN:

HTTPS://WWW.FACEBOOK.COM/GROUPS/4166486363672994/

THE BOARD IS LOOKING FOR INPUT FROM MEMBERS ON HOW FNTAA CAN SUPPORT YOU.

ARE THERE SPECIFIC WEBINARS, TRAINING, NEWSLETTER CONTENT, ETC?

PLEASE MESSAGE INFO@FNTAA.CA WITH FEEDBACK OR EMAIL ANY OF THE BOARD MEMBERS.