



## **STAFF REPORT**

To: Council

From: Michelle Williams, Director of Finance

Approved by Warren MacLeod

Date: September 11, 2024

Subject: Low Income Property Tax Exemptions Policy Revised September 2024

### **ORIGIN**

Section 12.6 requires a definition to be added to the current policy.

### **RECOMMENDATION**

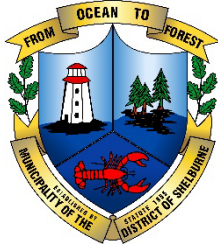
THAT Council of the Municipality of the District of Shelburne approve the attached Low Income Property Tax Exemption Policy as amended.

### **DISCUSSION**

Section 12.6 should reflect the current National Building Code and is amended to reflect their definition of a dwelling unit.

### **ATTACHMENTS**

Low Income Property Tax Exemptions Policy – Revised.



**LOW INCOME PROPERTY TAX EXEMPTION**

**POLICY PURPOSE**

12.1 It shall be the policy of the Municipality of the District of Shelburne to have clear terms and conditions to provide annual partial property tax relief for low income property owners.

**POLICY DETAILS**

12.2 In April and September of each year, the Municipality shall advertise the availability of the Low Income Tax Exemption Policy provisions, including sending applications to previously approved recipients.

12.3 Applications shall be accepted until February 28th of any fiscal year for the current fiscal year therein.

12.4 To qualify for the low income property tax exemption, a property owner's gross income from all sources, including all persons residing within the home, must be \$35,250 or less on Line 150 of their Notice of Assessment from Canada Revenue Agency in the immediately preceding calendar year, and proof of such must be provided by all persons within the home providing their prior years Notice of Assessment from Canada Revenue Agency, as well as signing the application attesting that the information provided is correct to the best of their knowledge.

12.5 To qualify for the exemption, a property owner's previous year's rates and taxes must be paid in full at the time of their application.

12.6 This exemption shall only be available for residents where the ~~property dwelling unit~~ is their primary residence occupied by him/her year-round. **The dwelling unit definition must meet the terms defined in the National Building Code.**

12.7 Residents shall be eligible for an annual property tax exemption according to the following income levels and amounts:

\$35,250 or less up to \$150

\$29,500 or less up to \$300

\$23,500 or less up to \$600

12.8 Each year, the Municipality shall review its current Low Income Property Tax Exemption Policy to determine if the income levels and amount of exemption need to be revised.

**REPEAL**

12.9 Low Income Property Tax Exemption Policy adopted by Council of the Municipality of the District of Shelburne on the 25th day of March, 2013, is hereby repealed.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Low Income Property Tax Exemption on the 27<sup>th</sup> day of February, 2017.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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WARDEN

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CHIEF ADMINISTRATIVE OFFICER

Approved by Council: February 27, 2017

Effective Date: April 1, 2017

Amended Date: April 14, 2020

March 13, 2024 – Remove old section 12.5, update 12.4 & 12.7 income levels

September 11, 2024 – Amend Section 12.6, add the National Building Code