

## TOWN OF PORT HAWKESBURY LOW INCOME TAX EXEMPTION POLICY

The Council of the Municipality of the Town of Port Hawkesbury hereby adopts the following Policy respecting the Low Income Property Tax Exemption for the purpose for providing compassionate property tax relief for low income property taxpayers residing in their own principal residence.

1. This policy is entitled the “Low Income Property Tax Exemption Policy”.

2. In this Policy:

2.1 Income means a person’s total taxable income from all sources for the calendar year preceding the fiscal year of the Municipality of the Town of Port Hawkesbury excluding any allowances paid pursuant to the *War Veterans Allowance Act* (Canada) or Pension paid pursuant to the *Pension Act* (Canada) and includes the income of all assessed owners, their spouse(s), including common law spouses residing at the property and all owners defined in section 2.2 residing at the property

2.2 “Owner” includes:

2.2.1 The person assessed for the property;

2.2.2 A person who holds title including a part owner, joint owner, tenants in common, or joint tenant of the property;

2.2.3 A person having the care or control of the property through adverse possession; and

2.2.4 A person with a life interest in the property.

2.3 “Principal Residence” means the primary location that the person inhabits and includes the ordinary place of residence of an owner who is in a hospital or nursing care facility, unless that person has not slept at the property for a period of two (2) years or more, or unless the property has been rented to paying tenants, in either of which events, the property shall be deemed to cease being the owner’s ordinary place of residence;

2.4 “Taxes” means residential property taxes only, and does not include any other rates or charges.

2.5 “Treasurer” includes persons authorized by the Treasurer.

## EXEMPTION

3. Subject to the other provisions of this Policy, the Municipality of the Town of Port Hawkesbury hereby grants on an annual basis an exemption from taxation, operating as a reduction in the taxes otherwise payable to the Municipality of the Town of Port Hawkesbury in respect of a property in the amount of \$350.00 for owners of property whose total household income is less than \$27,000.00.
4. The exemption shall only apply to owners who occupy the property as that owner's principal residence.
5. If a property is assessed to more than one owner other than persons whose income is included in the calculation of income pursuant to this Policy, then any person who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the assessment for the property, but where the different interests are not separate, then to that portion determined by the Treasurer, whose determination is final.
7. In any fiscal year in which the total exemption applications from qualified applicants exceed the budgeted amount for the tax exemption, the exemption amounts shall be reduced pro rata to equal the aggregate of such exemptions to the budgeted amount.
8. In order to be eligible for an exemption, the applicant property owner shall submit to the Treasurer an application in the form attached hereto by no later than July 15th of the fiscal year for which the exemption is sought. The required application contains a statement of income which must be provided before the application for property tax exemption can be considered.
9. The owner must provide upon request a copy of their Notice of Assessment from Canada Revenue Agency for the preceding calendar year for all primary residents of the household for verification of income. The Treasurer may reject an application which, in the Treasurer's opinion, is not adequately verified or substantiated.
10. All decisions made by the Treasurer relating to this Policy and its application are final.

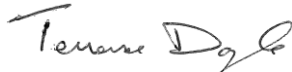
**ENFORCEMENT CHARGES NOT EXEMPTED**

- 11. Notwithstanding any other provision of this policy, no exemption is conferred from obligations to remedy unsightly or dangerous premises or any other infractions against a statute, regulation or by-law, whether Municipal, Provincial, or Federal and any charges imposed upon a property arising from enforcement of such provisions shall not be subject to a tax exemption pursuant to this Policy.

**CAO's Annotation for Official Policy Book**

|   |                          |
|---|--------------------------|
| <b>Policy Review Notification:</b>                    | <b>August 6, 2024</b>    |
| <b>Policy Review Date:</b>                            | <b>September 3, 2024</b> |
| <b>Approved by Council:</b>                           | <b>September 3, 2024</b> |
| <b>Amendment to the Municipal Tax Exemption Form:</b> | <b>September 3, 2024</b> |

**I certify this to be a true copy of the Low Income Tax Exemption Policy and Municipal Tax Exemption Form as amended and adopted by the Town Council of Port Hawkesbury at a Public Meeting, September 3, 2024.**



**Terry Doyle, P. Eng.  
Chief Administrative Officer**



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|-------------------------------|--|
| <b>OFFICE USE ONLY</b>        |  |
| <b>Total Rebate Approved</b>  |  |
| <b>Date Exemption Applied</b> |  |
| <b>Department Approval</b>    |  |

**TOWN OF PORT HAWKESBURY  
MUNICIPAL TAX EXEMPTION FORM**

Municipal Account No. \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Low Income property owners may be granted a yearly reduction of up to \$350.00 subject to the following conditions:

1. Legal title to the property resides with the taxpayer.
2. The exemption shall only apply to owners who occupy the property as that owner’s principal residence.
3. Exemption shall not be granted to any account showing arrears.
4. The taxpayer is a full-time resident of the above noted property.
5. An application form must be completed and processed for each year.
6. The maximum taxable household income shall not exceed \$27,000 for the preceding calendar year.

As all low income residents are eligible for the GST Rebate, a Federal Income Tax Return must be filed annually. Documentation for proof of income is required for all persons living in the household. A copy of each occupants prior year’s Notice of Assessment from the Canada Revenue Canada is to be attached to the application. (Income Tax Returns/T4 slips alone will not be accepted). **PLEASE NOTE THAT ALL INFORMATION PROVIDED BY APPLICANTS IS PRIVILEGED AND CONFIDENTIAL AND WILL BE DESTROYED ONCE THE APPLICATION IS PROCESSED.**

An application form duly completed must be submitted on or before July 15 of the taxation year for the processing in the then current taxation year. (Exemptions are granted only for the current year. No retroactive exemption will be granted.)

NAME OF HOUSEHOLD MEMBERS TAXABLE INCOME PER TAX RETURN

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

I hereby apply for the municipal low-income tax exemption for the current taxation year and confirm that the information given above is true to the best of my knowledge.

\_\_\_\_\_  
 Signature of Applicant

**Please return application by mail: Town of Port Hawkesbury, 606 Reeves Street, Port Hawkesbury, NS, B9A 2R7 or in person: 606 Reeves Street, Port Hawkesbury, NS**