



TOWN OF MARYSTOWN

Property Tax Reduction Due to Financial Hardship Policy

Approval Date:	June 4, 2018
Effective Date:	June 5, 2018
Date Last Reviewed:	N/A

PURPOSE

The Town of Marystown recognizes that residents who are property owners may be experiencing financial difficulties and acknowledges there may be cases of genuine financial hardship where the collection of property taxes may cause further distress.

It is not the intention of the Town to cause hardship to any property owner through the collection of property taxes. Consideration will be given to those property owners who require assistance.

SCOPE

This policy applies to all residents who are property owners within the Town of Marystown who meet the requirements of financial hardship.

POLICY STATEMENT

The Town is committed to providing the highest level of services and programs that meet the strategic goals and vision of the community. The collection of property taxes provides the Town with the funds it needs to deliver the many day-to-day services and programs that residents need, want and deserve.

This policy establishes the guidelines for assessment of an application for a reduction of property taxes due to hardship, applying the principles of fairness, integrity and confidentiality.

DEFINITIONS

Clerk – the Clerk appointed by the Town Council of Marystown or his/her designate

Financial hardship – the willingness but inability to meet allowable living expenses due to adverse financial conditions

Income – money received, especially on a regular basis, through work, pensions, savings plans, benefits, investments, auxiliary/basement rentals or other means

Property owner – a resident who owns property within the municipal boundaries of Marystown and is occupying that property for the majority of the year

Property tax - a levy or tax imposed by a municipality on real estate and personal property, for which the amount of tax varies depending on the property value

Town or the Town – Town of Marystown

RESPONSIBILITIES

Council is responsible for approving this policy and any amendments and approving applications for a tax reduction as per this policy.

The Clerk will support the implementation of this policy and recommend any amendments.

The Director of Finance & Administration will administer this policy to ensure compliance and consistence.

REFERENCES

None.

QUESTIONS

The Director of Finance & Administration will act as a resource on property tax reductions as it pertains to this policy.

PROCEDURE

This policy applies to property tax only.

Any property owner who is experiencing financial difficulties is eligible to receive a property tax reduction of **10%**.

All applicants will be required to complete an application and attach a copy of their most recent Income Tax Notice of Assessment from Canada Revenue Agency (CRA) to the application.

A property tax reduction is applicable to the primary residence only. Applicants must own and occupy the property for which the property tax reduction is sought.

The property tax reduction is not a recurring reduction and must be applied for annually. Applications will not be accepted for property tax reductions for previous years.

Property owners who are already receiving the seniors' discount of \$100.00 are not eligible to apply for a property tax reduction.

Property owners who are clients of the Department of Advanced Education, Skills and Labour and have been in receipt of income support benefits for a minimum of ninety (90) consecutive days are not eligible to apply for a tax reduction if those taxes are paid by the Department on behalf of the client.

Approval Process

The Director of Finance & Administration shall review each application for completeness. **Incomplete applications will not be considered.**

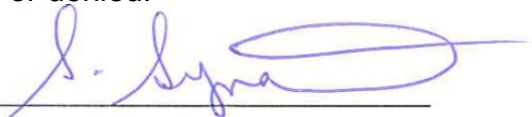
The Director of Finance & Administration will prepare a summary report of the applications, relative to the eligibility criteria, for the Clerk's recommendation to Council through the Finance Committee.

When assessing applications, Council may consider whether there is a reasonable cause for financial hardship as per the following:

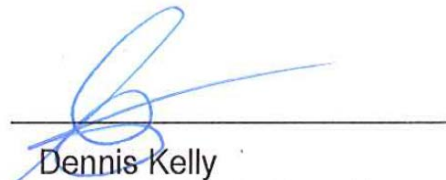
Size of Family Unit	Maximum Household Income (Before Tax)
1 person	\$19,970.00
2 persons	\$24,859.00
3 persons	\$30,561.00
4 persons	\$37,107.00
5 persons	\$42,086.00
6 persons	\$47,466.00
7 persons or more	\$52,846.00

Requests will not be approved as a recurring reduction or retroactively.

Applicants will be advised as to whether their request for a tax reduction was approved or denied.



Sam Synard
Mayor



Dennis Kelly
Chief Administrative Officer



**Town of Marystown
TAX REDUCTION DUE TO FINANCIAL HARDSHIP POLICY**

APPLICATION FOR TAX REDUCTION

* Applications must be received by March 31st of each year

APPLICANT DETAILS

Name: _____

Civic Mailing Address: _____

Mailing Address: _____

Phone Number: _____

Email: _____

PARTICULARS OF HOUSEHOLD AND INCOME

Number of Adults in Household _____ Annual Household Income (before tax) _____

Number of Dependants in Household (under 18 years and/or in school) _____ Property is privately owned and owner-occupied Yes No

SUPPORTING DOCUMENTATION

Most recent CRA Income Tax Notices of Assessment

DECLARATION

I hereby declare that I am experiencing financial hardship and this is a full and true statement of my circumstances. I acknowledge that completion of this application does not guarantee financial assistance.

Signature

Date

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT, 2015

The personal information collected on this form will only be used by the Town of Marystown for the sole purpose of assessing financial hardship. Information will be stored securely by the Town and not disclosed to any third parties or used for any other purpose without your express written consent.