 <p><b>CROWSNEST PASS</b> <i>Naturally Rewarding</i></p>	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1714-01 Targeted Secondary Suite Incentive Policy September 19, 2023  Finance Services</p>

### 1.0 PURPOSE

The Council of the Municipality of Crowsnest Pass has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to promote projects involving the construction of new secondary suite developments that lead to an increase in housing units.

### 2.0 STATEMENT

It is the policy of the Municipality of Crowsnest Pass to establish a 2-year municipal tax cancellation policy to provide an incentive for the construction of secondary suite development projects that lead to an increase in the housing units in the Municipality.

### 3.0 DEFINITIONS

**“Municipal Area”** means the area of the Municipality of the Crowsnest Pass bounded by the boundaries of the Municipality.

**“Assessment Value”** is calculated as follows: Current Assessment Year Value after construction.

**“Secondary Suite”**, as defined in the Land Use Bylaw and subject to amendments, means a second dwelling unit located on the same property and land title as that on which an existing Single-family Dwelling is the principle use, but the Secondary Suite, regardless of its location, is sub-ordinate to the Single-family Dwelling in floor area. A Secondary Suite may be located inside a Single-family Dwelling or inside an Accessory Building that is located on the same property as an existing Single-family Dwelling. A Secondary Suite is a self-contained dwelling unit, which means that it provides sleeping, cooking and washroom facilities.

### 4.0 ELIGIBILITY CRITERIA

4.1 In order to qualify for Tax Reduction or Exemption, the secondary suite development shall meet the following criteria:

- a. Qualified projects shall be located within the Municipality.
- b. Projects shall have a building construction cost, at or exceeding \$ 25,000 (Twenty-five Thousand CDN) in value.
- c. The assessed Land Value is not eligible for inclusion in the policy.
- d. New construction must meet all applicable building safety codes development requirements and comply with Land Use Bylaw requirements.
- e. Project(s) must receive development permit and applicable construction permits approvals and satisfy all conditions within the permits.
- f. Eligibility for this policy is typically based on new construction, but may apply to major renovation to existing structures.
- g. Properties that are owned by the Crown in right of Alberta or Canada or any other body that is exempt from taxation are ineligible.
- h. Funding will not be granted for projects which have commenced prior to being approved.
- i. Only the registered owner(s) of the property, at the time of commencement of the building construction project approval, is/are eligible for the municipal tax reduction.
- j. A property must not be in arrears in taxes, municipal utilities or any other municipal charges.
- k. Applies only to the municipal portion of the tax levy not the School portion of the Tax Levy and all requisitions shall be payable by the person or entity liable for the property tax.
- l. Projects that qualify under this program are ineligible for any other Municipality Funding Program.

## **5.0 AWARDING OF TAX CANCELLATION**

- 5.1 Eligible properties are entitled to a municipal property tax reduction up to the municipal tax component for the structure.
- 5.2 The maximum municipal tax reduction benefit for each approved building construction project shall be no greater than \$500 (CDN) annually.
- 5.3 The municipal tax reduction for an eligible property will commence on the first full tax year after the building has been approved for occupancy and shall cease at the end of the second year.
- 5.4 If the subject property is subdivided by a registered plan, the project remains eligible for municipal tax reduction if the registered owner(s) at the time of commencement of the building construction do not change. Upon transfer of ownership, the municipal tax reduction no longer will apply.
- 5.5 Upon acceptance of an individual application by Council, the Applicant and the Municipality will enter into an agreement for the tax reduction as outlined in this policy.

- 5.6 Once a property has received Municipal Council approval for a municipal tax reduction the taxpayer shall be deemed to have applied for a reduction in the subsequent eligible year.
- 5.7 The Municipality may stop the reduction of municipal taxes that have been deemed eligible under this policy:
- a. On the written request of the Property Owner; or
  - b. At any time, if the Property Owner breaches or does not fully satisfy any of the obligations and conditions in this policy, as determined by the Municipality acting reasonably, effective immediately upon delivery of a notice to the Property Owner of the intention to stop the reduction of municipal taxes.
- 5.8 In the event that the Property Owner does not meet the obligations of this policy, the Property Owner will pay the Municipality the municipal property taxes for any period during which the obligations were not met, calculated pro rata based on the annual amount of municipal taxes that would have been payable, and any municipal property taxes owing and not paid by December 31 of the taxation year, become taxes in arrears and subject to payment guidelines in accordance with the Municipal Government Act and Municipal Bylaws.

## **6.0 ROLES AND RESPONSIBILITIES**

### **6.1 Municipal Council to:**

- a. Approve the appropriate level of funding through the annual reduction of the municipal tax only in accordance with this policy.
- b. Review and evaluate the program outcomes and make amendments if deemed necessary.
- c. Promote the Targeted Multi-Family Incentive Program, provide advice and assistance to potential policy applicants.

### **6.2 Administration to:**

- a. Coordinate policy administration, application and reporting processes.
- b. Calculate the additional assessment and municipal property taxes resulting from the completion of eligible Multi-Family Development projects.
- c. Advise Municipal Council of the number of applications and the estimated amount of municipal tax reductions requested for that year.
- d. Submit to Municipal Council after the passage of the annual property tax bylaw:
  - i. A list of properties qualifying for municipal tax reductions for which new applications have been received;
  - ii. A list of properties for which applications for municipal tax reductions have been received but which do not qualify; and
  - iii. A list of properties for which municipal tax reductions have previously been approved;

6.3 Applicant to:

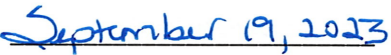
- a. Have a documented majority ownership interest in the property to be constructed.
- b. Submit an application to the Municipality prior to start of construction for consideration of eligibility.
- c. Notify Municipal Taxation Officer after all Development and Building permit conditions have been met.


**7.0 REFERENCES**

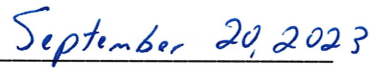
- Municipal Government Act
- Municipality of Crowsnest Pass Targeted Multi-Family Development Incentive Program Application Form

**MUNICIPALITY OF CROWSNEST PASS**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date