Town of Annapolis Royal
Policy

TITLE: **Low Income Tax Exemption**		
POLICY NO.: **2025-12**		SUPERSEDES: **2005-3, 2008-2, 2017-4, 2022-03**
EFFECTIVE DATE: **September 18, 2025**	APPROVED BY COUNCIL MOTION NO.: **MOTION #C2025-09-17-07**	

Policy Statement:

1. **Purpose**
The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low-income property owners.

2. **Authority**
This policy is enacted pursuant to Part IV, Section 69 of the Municipal Government Act, as amended.

3. **Definitions**
In this policy:
    - 3.1. "Family" includes persons related by blood or marriage, common law spouses, registered domestic partners and persons related through adoption;
    - 3.2. "Income" means a person's total income from all sources for the calendar year preceding the fiscal year of the Town of Annapolis Royal excluding any pension paid pursuant to the *Pension Act* (Canada) and includes the income of all other members of the same family residing in the same household;
    - 3.3. "Owner" includes:
        - 3.3.1. the person assessed for the property;
        - 3.3.2. a person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property;
        - 3.3.3. a person having the care or control of the property through adverse possession; and
        - 3.3.4. a person with a life interest in the property.

3.4. "Principal Residence"[1] 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 [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;

3.5. "Taxes" has the same meaning as in the *Municipal Government Act* and, to the extent permitted by law, includes all rates, charges or taxes of the Town of Annapolis Royal prescribed by Statute as a lien on real property OR means [specify the particular taxes, rates and charges which are intended to be exempted pursuant to the Policy];

Exemption

4. Subject to the other provisions of this Policy, the Town of Annapolis Royal hereby grants on an annual basis an exemption from taxation, operating as a reduction in the taxes otherwise payable to the Town of Annapolis Royal in respect of a property in the amount of $500.00 for owners of property whose income is less than $31,000.00. The exemption shall only apply to owners who occupy the property as the owner's principal residence.
5. Where 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] any of them 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 Director of Finance, whose determination is final.
6. Notwithstanding any other provision of this Policy, no exemption shall exceed 50% of the taxes payable on any property.
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 conform 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 Director of Finance a Low Income Tax Exemption Application Form (Appendix A) complete with the signed affidavit attached by the Director of Finance by May 31 of the fiscal year for which the exemption is sought.
9. The Director of Finance may ask for documentary verification of income from any source or confirmation of income from third parties and may reject an application which, in the Director of Finance's opinion, is not adequately verified or substantiated.

Enforcement Charges Not Exempted

10. 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 bylaw, 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.

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1 section 69(4)(a) of the Municipal Government Act.

11. **Repeal and Replace**

A policy, known as the Policy on Low Income Tax Exemption, Policy #2022-03 adopted by Town Council on the 1st April 2022, is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 17th day of September 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the 18 day of September 2025.

Sandi Millett-Campbell

Sandi Millett-Campbell
Chief Administrative Officer

Appendix A

2026/27
LOW INCOME TAX EXEMPTION APPLICATION FORM

Town of Annapolis Royal, P. O. Box 310, Annapolis Royal, NS B0S 1A0

PLEASE NOTE: Proof of income **MUST** be provided (a copy of 2025 CRA ***Notice of Assessment***) for each member of the household who is over the age of 18.

1. Applicant's Name ____
2. Assessment # ____________
3. Tax Account #____________
4. Address of Property for which exemption is claimed
   ____
   ____
5. Telephone #____________
6. Email Address: ________________________________
7. Income of Applicant Total Income (Line 15000 on Income Tax Return)
   $____________________(a)
8. Spouses Income $_________________(b)
9. Other Resident (s) Income: $____________________(c)
10. Total Household Income: Add lines (a), (b) and (c) $__________________

I/We, residents of the Town of Annapolis Royal, and the owners and occupants of the above property, certify that the information on this application is true and that the household income from ALL sources during 2025 was below $31,000.

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Signature of Applicant Date:

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Signature of Co-Applicant Date:

FOR OFFICE USE ONLY:

Property AAN # ________________Amount of Exemption granted $____________________

Please complete and return this form to the Town of Annapolis Royal, P.O. Box 310, 285 St. George Street, Annapolis Royal, NS B0S 1A0

Deadline for filing application - May 31, 2026.