Policy Number: 2018-23

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Date of Issue: November 6th, 2018

Motion Number: 2018-317

Policy Subject/Title: COMMUNITY IMPROVEMENT AND CONSOLIDATION (CIC) PROGRAM

Signature of Approval by Authorized Personnel: _____
Ed Chow, CAO

Supersedes: January 3rd, 2017
Date of Last Update

Policy #2017-01
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to adopt an incentive program to encourage development in the older parts of Town to improve neighborhood appearances, increase assessments, and make effective use of existing infrastructure.

PROCEDURES:

1. GENERAL

1.1 Properties with developments that qualify under this program are eligible for a property tax refund. Approved construction of a qualifying development must begin before the end of the year that the application was submitted by the applicant.

1.2 The tax refund will equal the municipal portion of property taxes only. The refund applies to both land and improvement taxes.

1.3 All developments must conform to the land use bylaw and other applicable regulations.

1.4 The tax refunds begin with the year following the year that construction starts. Subject to Council having to approve the tax refund for each qualifying property on a yearly basis, the taxes shall be refunded for a period of:
   in the case of a qualifying demolition, 3 years, and
   in the case of development of vacant property, 2 years.

1.5 If the taxes for any given year are not paid by June 30th of that year, then the tax refund for that year will be lost regardless of whenever after the taxes are paid. Taxes are to be paid in full every year. The refund will be mailed out to the current owner no more 90 days after taxes have been paid to the Town.

1.6 Where a demolition is involved, construction must start within 90 days of the date of the demolition in order to qualify for the 3-year refund. Otherwise, the property will be considered to be vacant.

1.7 Properties with buildings that are demolished and replaced through insurance as a result of damage caused by fire, flood, wind storm, vehicle collision or other catastrophic event do not qualify.

1.8 Construction must be complete to the point of suitability for occupancy within 12 months of the date of start of construction. This time period may be extended in the case of a multi-family or large commercial development.

If this requirement is not met then the applicant will lose the tax refund for the first year of the program. For each year that the project remains incomplete after the original completion deadline, the corresponding yearly refund will be lost.

1.9 For the purpose of administering this program, the Director of Planning and Development has full authority in determining the dates of start of construction and completion of construction.

1.10 Failure by the applicant to comply with any of the regulations herein may result in disqualification of the applicant from the program.

1.11 The tax refund will be made payable to the registered owner whose name appears on the tax role on the date that the taxes are levied of that year.

2. **RESIDENTIAL PROPERTIES**

2.1 All residential properties as defined by the land use bylaw bordering on existing water and sewer mains qualify except for subdivisions serviced after 1980.

2.2 In order to qualify for the program, the new improvement must be assessed in excess of:

for a single-family dwelling	$120,000,
for a duplex	$100,000/unit,
for a triplex or quadruplex	$70,000/unit,
for a multi-family project (greater than 4 units)	$60,000/unit, and
for a mobile home	$ 90,000.

2.3 Mobile home units must follow the Town's policy for *Relocating Buildings within Town Limits* (Policy No. 2013-03) in order to qualify for the CIC program.

3. COMMERCIAL PROPERTIES

    3.1 Principal development on all C1 and C2 properties except on the south side of 1 Avenue qualifies.

    3.2 Development must be of a permanent nature.

    3.3 Additions and renovations do not qualify.