

## 2023 PROPERTY TAX DATES

### Tuesday, July 4, 2023

- Property tax due date - To avoid penalty, your property tax payment must be received by 4:00 p.m. on July 4, 2023. A 5% penalty will be added to any unpaid taxes including any unclaimed Home Owner Grant (HOG) at the close of business day.

### Tuesday, September 5, 2023

- This is the deadline to pay taxes, claim HOG, or defer taxes without a second 5% penalty.
- A 5% penalty is added to unpaid taxes including any unclaimed HOG at the close of business day.



## PAYMENT OPTIONS

**Bill Payment Services:** Bill payment services can generally be accessed through your online banking account, an automated teller machine (ATM), telephone banking, or in person with a teller at the financial institution that you bank with. You will need to set up a bill payment payee for City of Duncan Property Taxes. Your account number will be your roll number, which starts with 207, and is shown on your tax notice.

**Payment by Cheque:** Mail to the City of Duncan, 200 Craig Street, Duncan BC, V9L 1W3 or use the 24-Hour drop box located at each of the City Hall entrances. We also accept multiple postdated cheques. Please do not leave cash in the drop box.

**In Person at City Hall:** When City Hall is open (hours of operation 8:30 a.m. to 4:00 p.m., Monday to Friday) we accept Debit, Cheque, and Cash (we cannot accept credit cards for property tax payments).

Please note that all payments must be received at City Hall by 4:00 p.m. on July 4, 2023 in order to avoid penalties. If mailed, the postmark date is not considered as date of payment.

## HOME OWNER GRANT

All Home Owner Grant (HOG) applications must be submitted directly to the Provincial Government.

HOG applications are no longer processed by the City of Duncan.

For more information on how to apply, please go to the Provincial Government website:

[www.gov.bc.ca/homeownergrant](http://www.gov.bc.ca/homeownergrant)

To contact the Provincial Government Home Owner Grant Office by phone: 250-387-0555 or toll free: 1-888-355-2700

To avoid penalties, your completed application and supporting documentation must be received by the Province by 4:00 p.m. on July 4, 2023.

If you miss the deadline, you may apply for the HOG until December 31, 2023; however, penalties will apply.

## PROPERTY TAX INSTALLMENT PAYMENT PLAN

The Property Tax Installment Payment Plan is an optional payment plan that provides an opportunity for taxpayers to make ten (10) monthly payments towards next year's property taxes through an automatic withdrawal from your bank account. Installments are withdrawn on the first business day of the month for ten (10) months starting in August and ending in May.

For more information or for an application form go to: [www.duncan.ca/city-hall/finance/property-taxes](http://www.duncan.ca/city-hall/finance/property-taxes)



## PROPERTY TAX DEFERMENT PROGRAM

A low-interest provincial loan program is available for qualified homeowners to defer their property tax. Persons 55 years of age or older, certain persons with disabilities, or families with children may qualify for the Property Tax Deferral Program.

The Provincial Government has an online system that is faster and easier. All applications and renewals are submitted directly to the Province. Property Tax Deferrals are no longer handled by the City of Duncan.

For more information on how to apply or renew, please go to the Provincial Government website:

[www.gov.bc.ca/propertytaxdeferral](http://www.gov.bc.ca/propertytaxdeferral)

To contact the Provincial Government Tax Deferral Office,  
Phone: 250-387-0555 or toll free: 1-888-355-2700  
Email: [taxdeferral@gov.bc.ca](mailto:taxdeferral@gov.bc.ca)

If you have any prior years' taxes outstanding (arrears or delinquent) you must pay those amounts before you can qualify to defer your current year's property taxes.

You still must claim your annual Home Owner Grant (with the Province) and pay the sewer parcel tax and any annual utility fees, such as sewer and garbage (to the City), to avoid penalties on those amounts. Utility fees and parcel taxes are not eligible for deferral. Utilities questions can be emailed to [utilities@duncan.ca](mailto:utilities@duncan.ca).

Comments, questions, or concerns about your property taxes?

Visit [www.duncan.ca](http://www.duncan.ca) | Phone 250-746-6126 | Email [taxes@duncan.ca](mailto:taxes@duncan.ca)

## 2023 BUDGET

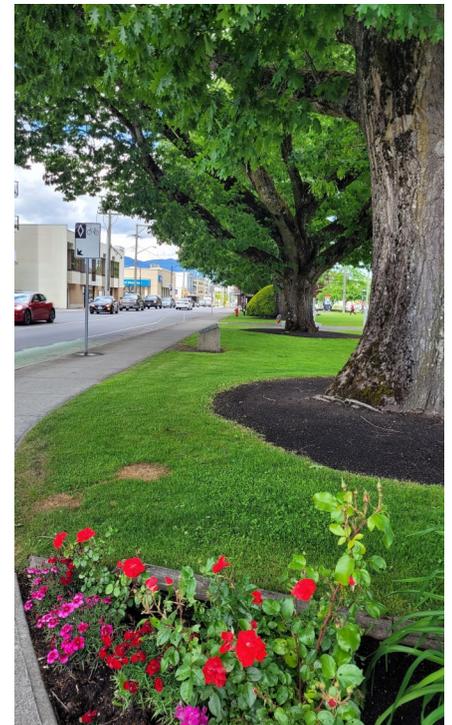
The City of Duncan's Financial Plan and Tax Rates Bylaws for 2023 reflect Council's efforts to keep taxes affordable for households and businesses while transitioning to a municipally paid police force.

From November 2022 through to March 2023, the City has held a variety of public committee of the whole meetings to discuss the 2023 budget and five year financial plan. A public town hall meeting was held on January 16<sup>th</sup> at City Hall, and online consultation was held from January 16<sup>th</sup>-31<sup>st</sup> and from April 3<sup>rd</sup> to 10<sup>th</sup> to invite public comments on the financial plan and proposed tax rates. Thank you to those who took the time to engage. To view the full budget and related documents please visit the City's website at [www.duncan.ca](http://www.duncan.ca).

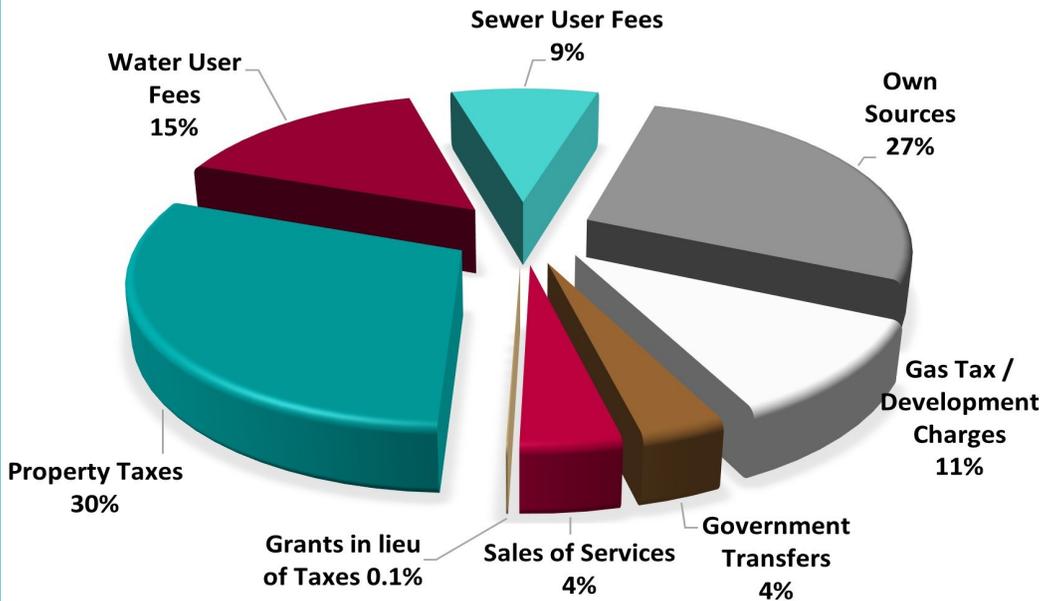
For 2023, the municipal portion of the property tax increased by 11.3%, of which 2.4% will be funded by new construction, leaving an 8.9% increase in taxes collected for existing taxpayers. Your actual tax increase or decrease will depend on the type of property you own, and the assessed value of your property relative to other properties.

Property assessment is the responsibility of the BC Assessment Authority. You should have received your assessment notice in January 2023. If you have questions about your property's assessed value, please contact BC Assessment. They can be reached at 1-866-825-8322 or [www.bcassessment.ca](http://www.bcassessment.ca).

The City also collects taxes for other authorities, including the Province for police and schools, the Cowichan Valley Regional District, Cowichan District Hospital, BC Assessment Authority, and Municipal Finance Authority.



### 2023 REVENUE SOURCES



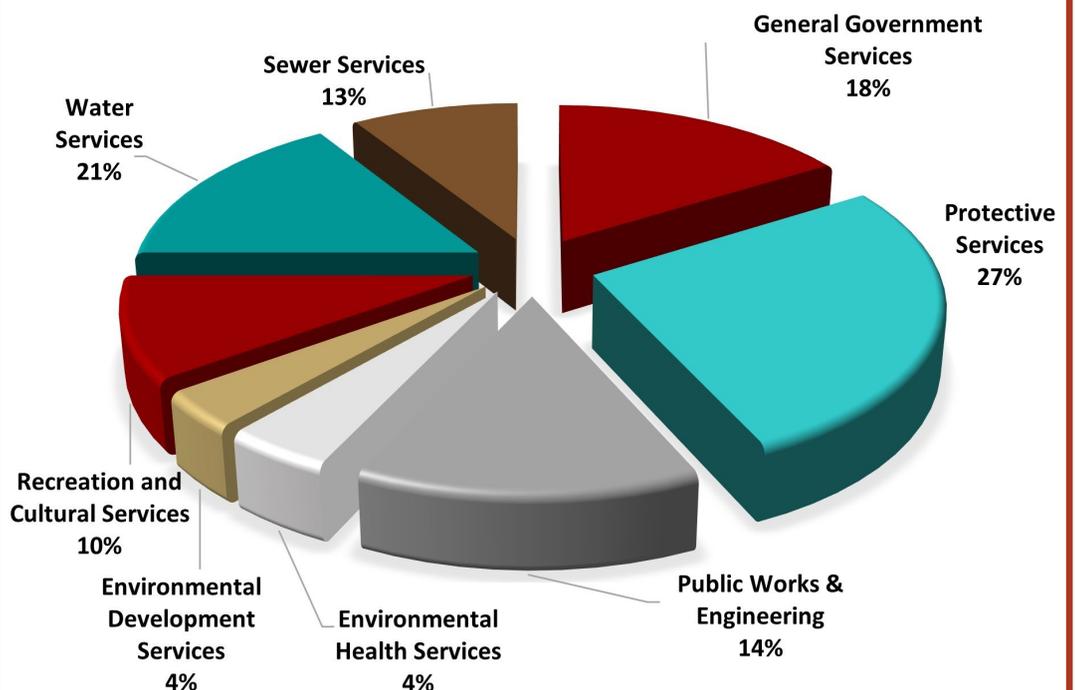
#### Own Sources Include:

- Business and dog licences
- Building and related permits
- Real estate rentals
- Parking permits
- Interest on investments
- Penalties
- Land use alteration fees

#### Sales of Services Include:

- Garbage and recycling fees
- Fire Protection fees
- Administration fees
- Sports field user fees
- Utilities connection fees

### 2023 OPERATING EXPENSES BY FUNCTION



**Comments, questions, or concerns about your property taxes?**

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