

PROPERTY TAXES DUE MONDAY, JULY 4, 2016

To avoid penalty, your property tax payment and completed Home Owner Grant application must be received by 4:00 pm on July 4, 2016.

Payment Options

- **On Line or Telephone Banking** – Use your roll number as the account number.
- **By Mail** – Postmarks are not acceptable as proof of payment.
- **Post Dated Cheques** – To avoid the last minute rush, mail or drop off your post dated cheque before the due date.
- **In Person** – City Hall hours are 8:30 am to 4:00 pm. Cash, cheque or debit (up to your daily limit) are accepted. It is helpful if your forms are completed in advance.
- **After Hours Drop Off** – Use the secure drop box at City Hall at any time.

Contact Us

Telephone: 250-746-6126

Email: taxes@duncan.ca

In Person: At City Hall - 200 Craig Street in Downtown Duncan

HOMEOWNER GRANT

- Even if your taxes are paid through your mortgage, you still need to complete your Homeowner Grant Application.
- Apply online at www.duncan.ca or fill out the form on the bottom of your tax notice and return it to City Hall.
- **Remember, if you don't apply for the Homeowner Grant by the July 4, 2016 deadline, you will be subject to a penalty of 5% of the grant even if your mortgage company pays your property taxes. A further 5% penalty will be applied on September 1, 2016.**

2017 PROPERTY TAX INSTALLMENT PAYMENTS

This City program gives property owners the option to pay next year's taxes in monthly installments, through an automatic deduction from your bank account.

Payments are deducted on the first business day of each month, starting August 1, 2016 and ending May 1, 2017. Currently, you earn interest of 0.25% on these payments. Return the enclosed form to City Hall to participate.

2016 PROPERTY TAX NEWS

The purpose of this newsletter is to answer questions you may have about your property taxes for this year. If you do not find the information you need in this document, please contact City Hall staff or your Mayor and Council.

For 2016, the municipal portion of the property tax rate increased overall by 2.98%. Your actual tax increase or decrease will depend on the type of property you own, and whether the assessed value of your property went up or down this year.

Property assessment is the responsibility of the BC Assessment Authority. You should have received your assessment notice in January of this year. If you have questions about your property's assessed value, you must contact BC Assessment. They can be reached at 1-866-825-8322 or e-valuebc.bcassessment.ca

The City also collects taxes for other authorities, including the Province, the Cowichan Valley Regional District, Cowichan District Hospital and the Vancouver Island Regional Library. If these organizations increased their tax rates for 2016, then your total tax bill may increase as a result.

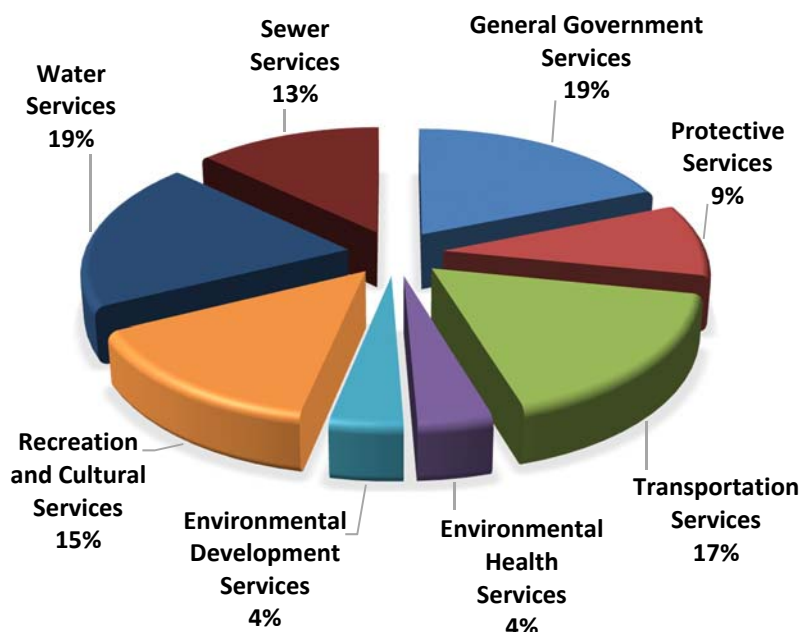
THE BUDGET PROCESS

The City of Duncan's Financial Plan and Tax Rates Bylaws for 2016 reflect Council's efforts to keep taxes affordable for households and businesses.

Throughout the budget process, public feedback was encouraged. Notification of the timing of budget meetings was advertised in the newspaper as well as on our Facebook page and website and was posted in all the usual posting places at City Hall. A space for delegations was included at the beginning of each meeting. Additionally, a public meeting was held specifically to discuss the budget on January 18, 2016 from 4:00 to 6:00 pm.

Please submit any questions or comments about the budget to budget@duncan.ca. You are also welcome to visit our Facebook page (City of Duncan – Local Government) and post your comments.

2016 OPERATING EXPENSES BY FUNCTION



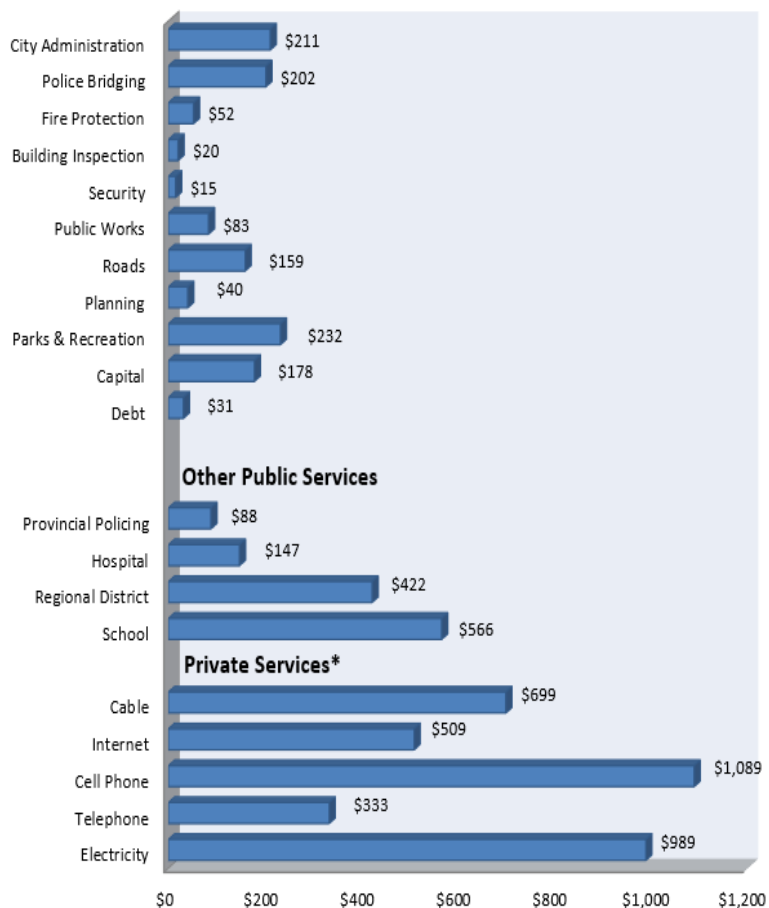
Comments, questions or concerns about your property taxes?

Phone 250-746-6126 or email taxes@duncan.ca

HOUSEHOLD ANNUAL COSTS – 2016

The average household cost of City services (based on the average assessment of \$257,027 for a single family dwelling) compared to other common household costs is shown in the chart below.

2016 City Services - Total \$1,223



*Average household expenditure according to Statistics Canada 2014

PROPERTY TAX DEFERMENT PROGRAMS

A low-interest provincial loan program can assist qualified homeowners with paying their annual property taxes. You may be eligible to defer your taxes if you are 55 years or over, a person with disabilities and you live in your home, or are a qualifying homeowner who financially supports a dependent child under the age of 18.

Contact the Tax Deferment Program at 1-800-663-7867 or by email at TaxDeferment@gov.bc.ca

2016 BUDGET HIGHLIGHTS

In accordance with Council's Strategic Plan for the City, 2016 includes the following projects of interest:

- \$65,000 for an Amalgamation Study with North Cowichan;
- \$33,900 for Website redesign completion. This will make the website more user friendly and enable more interaction with the City electronically;
- \$25,000 for a Tourism Marketing Strategy;
- \$15,000 for a Records Management Project;
- \$10,000 for a Citizen Satisfaction Survey to get your feedback on how we are doing;
- \$8,000 for additional Totem refurbishment to preserve the totem collection; and
- \$7,500 for a Zoning Bylaw Amendment including a legal review.

Major capital projects for 2016 include:

- \$1.40 million for the City's contribution to the final stages of the dike project;
- \$1.06 million to replace the water and sewer pipes on Second Street and repave the street;
- \$837,000 for the second phase of the water metering program providing water meters to residential properties within the City; and
- \$540,000 to underground utilities at Canada and Government.

The budget also includes a \$5 per household reduction of garbage fees. The annual fee for garbage, recycling, compost and yard waste and glass pick up is only \$131 per household for 2016.

TAXES PER \$100,000 OF ASSESSMENT

	Residential	Business
General Municipal Taxes	\$476.23	\$1,202.09
Other Taxing Authorities		
Provincial School Taxes	220.16	540.00
Provincial Police Taxes	34.08	83.50
CVRD Taxes	164.20	402.29
Hospital Taxes	57.10	139.88
MFA/BC Assessment Taxes	5.45	15.80
Total Other Taxing Authorities	\$480.99	\$1,181.47
Total Taxes	\$957.22	\$2,383.56
Municipal Tax Rate	4.7623	12.0209

The City only sets the General Municipal Tax Rate and does not have any control over the tax rates set by other taxing authorities. Also, additional charges for sewer and garbage services may appear on your tax bill.

2016 REVENUE SOURCES

Property Taxes.....	40.4%
Water User Fees.....	20.5%
Sewer User Fees.....	10.4%
Own Sources.....	10.1%
Gas Tax/Development Cost Charges.....	7.6%
Government Transfers.....	5.5%
Sales of Services.....	5.4%
Grants in Lieu of Taxes.....	0.1%

Own Source Revenue includes:

- business and dog licences
- building and other related permits
- real estate rentals
- parking permits
- interest on investments
- penalties
- land use alteration fees