



THE VILLAGE OF DUNNOTTAR

Administration

UTILITY SURCHARGE CANCELLATION/ADDITIONS

Subject: Utility Surcharge Cancellation/Additions **Policy No.:** General Policy #5

Effective Date: Immediate

Resolution No.: 133/15

Replaces Policy: New Policy

Resolution Date: May 20, 2015

Review Date:

STATEMENT OF GENERAL INTENT:

The Village of Dunnottar received Public Utilities Board Order No. 35/15 on March 26, 2015 which requires the Village to add a Utility Surcharge to the annual property tax notice.

In some the surcharge should be amended as the property

- a) does not meet the requirements in Board Order 35/15 and should be removed;
- b) has a dwelling that has been removed;
- c) has a dwelling that has been added.

The purpose of this policy is to establish a procedure as to under what circumstances an amendment to the property tax requirements shall be issued, that does not conflict with *The Municipal Act*.

POLICY GUIDELINES:

1. All requests for a cancellation shall be in writing, signed by the person making the request, and clearly state the name of the person requesting the refund, the affected property, roll number and current mailing address.
2. The request must set out the reason for the amendment.
3. Upon receipt of a request for cancellation, the Administrator shall inspect the property and determine if the building should be considered a dwelling using the parameters set out as follows:
 - a. A “dwelling unit” means a self-contained unit that has facilities for living, sleeping and the preparation and consumption of food;
 - b. A building that is under 320 square feet;
 - c. A building that is no longer habitable due to deterioration or disrepair.



4. In the event that an error has been made in the classification of a building as a dwelling, the Administrator will be authorized to removed the entire surcharge from the annual tax notice immediately and notify the registered owner of the change.
5. In the event that a dwelling has been removed, either from fire or demolition, the surcharge will be cancelled for the same time period as the building assessment. Annual notice of tax cancellation will be considered authorization of removal.
6. In the event of a new dwelling being added, the surcharge will be cancelled for the same time period as the building assessment. Annual notice of Taxes Added will be considered authorization of addition.