

Policy Title: Permissive Tax Exemptions	Policy Number: P53
Policy Category: Finance	
Approval Date: November 24, 1997	Policy Owner: Financial Services
Approved by: Board	File Reference: 0340-50

Policy Statement

This policy provides for a consistent means of recommending permissive tax exemptions.

Eligibility

A permissive tax exemption must meet conditions pursuant to:

Local Government Act

Authority: Board of the Comox Valley Regional District (CVRD)

Procedural requirement: Bylaw, adopted by October 31st, annually.

Criteria

All applications will be evaluated using the following criteria:

1. Eligibility under Section 391, *Local Government Act*;
2. Eligibility under Section 392, *Local Government Act*;
3. Services available to the general public;
4. Not-for-profit activities;
5. Other sources of revenue;
6. Supporting documentation, e.g. application form and financial reports.

Permissive tax exemption guidelines

Where a society or non-profit organization meets the criteria set out above, the following guidelines for tax exemptions may be used by the residing Board for determining recommendations as they relate to property tax exemptions.

1) *Local Government Act*, Section 391 - Bylaw required

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|---|------|
| (4)(a) used principally for public athletic or recreation purposes | 100% |
| (4)(b) purpose by a church for public worship or a church hall | 100% |
| (4)(c) interest held in school building by a non-profit organization | 100% |
| (4)(d) owned and used exclusively by an agricultural or horticultural society | 100% |
| (4)(e) interest held in school building by a francophone education authority | 100% |

- | | | |
|--------|---|------|
| (4)(f) | interest held in school building by a non-profit organization used by a francophone education authority | 100% |
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 | | |
| (4)(g) | land or improvements | 100% |
| | (i) are owned or held by a municipality, regional district or other local authority, and | |
| | (ii) the board considers are used for a purpose of the local authority. | |

Application

The form, **Application for Permissive Tax Exemption**, must be completed in full and submitted along with the following documentation:

- Copy of current year-to-date and the immediately preceding year's financial statements;
- Budget for the year in which the grant is being requested;
- If available, the most recent annual report;
- Current year's property tax assessment notice; and
- Current year's property tax notice, if available.

Forward the application form and supporting documentation to the attention of the corporate financial officer at the CVRD office or electronically to administration@comoxvalleyrd.ca.

Applications are to be submitted no later than **July 15th** in order to be considered for a tax exemption in the following year.

The Process

The Chief Financial Officer will prepare a report to the appropriate committee based on the background and financial information provided.

All organizations requesting a permissive tax exemption are welcome to attend the committee meeting at which the request will be considered.

All organizations will receive a letter advising them of the CVRD Board's decision.

All permissive tax exemptions eligible under the *Local Government Act* must be adopted by bylaw on or before October 31st in any year for the exemption in the following year.

A copy of the adopted bylaw is then forwarded to the BC Assessment area office for their processing of the tax exemption by their annual deadline, usually mid-November.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping

1970.04/

DATE: _____

1. Name of Organization: _____
2. Society Number: _____ Email Address: _____
3. Contact Person: _____ Position: _____
Mailing Address: _____
Postal Code _____ Telephone No: _____
4. Purpose of Organization: _____
5. Folio Number of Property: _____
Legal description of the property: _____

6. Executives of the Organization:
President/Chairperson: _____
Vice President/Vice Chairperson: _____
Treasurer: _____
7. Current Membership: _____ # of Meetings per year: _____
8. What types of services does your organization provide: _____

9. What portion of your activities are considered:
Non-Profit _____
Recreational/Athletic _____
Commercial _____

10. What are your current fees? (if applicable):

Members: _____ General Public: _____

When was your last fee increase?: _____

11. Has your organization received any of the following in the past?

	NO	YES			
Grant-in-aid	<input type="checkbox"/>	<input type="checkbox"/>	Amount	Year	Purpose
Permissive tax exemption	<input type="checkbox"/>	<input type="checkbox"/>	Amount	Year	Purpose
Waiver/ reduction of fees and charges	<input type="checkbox"/>	<input type="checkbox"/>	Amount	Year	Purpose

12. Describe how a permissive tax exemption will benefit the community:

13. Please include with your application, copies of the following:

- (a) Year to date and the immediately preceding years' financial statements
- (b) Budget for the year in which the permissive tax exemption is being requested
- (c) If available, the most recent annual report
- (d) Copy of current year's property tax assessment notice
- (e) Copy of current year's rural property tax notice, if available.

**IF YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION REQUIRED, PLEASE
PHONE 250-334-6000**

Signature of Applicant

Date

Applications are to be submitted no later than July 15st to be considered for a tax exemption for the following year:

**Mail: Comox Valley Regional District, 770 Harmston Avenue, Courtenay, BC V9N 0G8
Fax: 250-334-4358 or Email: administration@comoxvalleyrd.ca**