



TOWN OF COMOX

1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL – 025
ESTABLISHED: OCT 6, 2004	LAST REVISED:
TITLE: PROPERTY TAX EXEMPTION POLICY	

A permissive tax exemption is a means authorized in the Community Charter for Council to support organizations within the Town that further Council's objectives of enhancing quality of life and delivering services economically to Town residents. This policy guides identification of organizations meeting Council's objectives.

1. Council shall approve the total amount of revenue to be forgone by permissive tax exemptions annually during development of the Financial Plan.
 2. Property owners desiring a permissive tax exemption shall submit an application for the exemption annually, which shall include:
 - a) Financial Statements showing the financial position and results of the owner for the most recent fiscal year (with comparative figures from the year before that, if available);
 - b) A description of the purposes of the applicant organization, and an explanation of the programs, services or community benefits delivered from the subject property including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations and information on the fees charged for membership and participation; and
 - c) A description of any third party use of the subject property including user group names, fees charged and conditions of use.
 3. Council shall only grant exemptions on property that is available for public use or that benefits the general public.
 4. Council shall consider all applications received by May 31 in each year for inclusion in its permissive tax exemption bylaws. It shall decide whether to include all or part of the applicant's subject property in its annual permissive tax exemption bylaw(s). In making that decision, Council shall consider the benefit that would arise from the requested exemption, any other assistance being provided by the Town to the applicant (either directly or indirectly), the potential demands for Town services or infrastructure arising from the property, and the
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total amount of revenue to be forgone by the permissive exemptions that was approved for the Financial Plan.

5. Exemptions granted shall be for the term of one year, and shall apply to the next calendar year after they are approved.
 6. Council may impose conditions upon the applicant organization including but not limited to:
 - a) Registration of a covenant restricting use of the property;
 - b) An agreement committing the applicant to continue a specific program or service;
 - c) An agreement committing the applicant to have field/facilities open for public use for certain times, or for a certain total amount of time;
 - d) An agreement committing the applicant to offer use of the property to certain groups free of charge or at specified rates; and
 - e) An agreement committing the applicant to disclose any substantial increase in their revenue or anticipated revenue.
 7. Council may impose penalties on an applicant for knowing breach of the conditions of exemption, or for material misrepresentation made in the application, including, but not limited to:
 - a) Revocation of the exemption;
 - b) Disqualification of the applicant for consideration of future exemptions for a specific time period; and
 - c) Payment of monies equal to the tax revenue forgone.
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APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX
1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

Applicant Organization:
Address:
Contact #1 (Name, Title and phone numbers)
Contact #2 (Name, Title and phone numbers)
Property Address:
Legal Description:
Folio (roll) #: PID #:
<i>Staff notes on property (please leave this area blank)</i>

Exemption Requested: (All of property, or part by %, \$ Value, or area)
Organization's Goals: Describe your organization's goals and how this property is used to meet those goals.
Benefit to Comox: Describe how the principal uses of this property benefits the general public in Comox, and/or special groups of the public.
Public Participation: Describe the approximate numbers of participants using this property, and the fees or charges to them for doing so.
Volunteer Participation: Describe the approximate numbers of volunteers, and the hours they contribute annually to the activities on this property.
Third Party Use: Describe any significant third parties using this property, explaining who they are, any fees they are charged, and any conditions you impose upon their use of the property.
Commercial Activities: Please describe any commercial activities occurring on this property.
Use of Savings: How will your organization use the funds it saves if Council grants the requested exemption?

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(a) Mandatory Attachments and Responses: **(Yes or No)**

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?	
Site Drawing: Have you attached a site drawing for your property?	
Conditions <i>Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?</i>	

Other information: Provide any other relevant information you feel Council should consider.

 Signature Name & Position Date

Submit Application to:

**Town of Comox
 Attn: Director of Finance
 1809 Beaufort Avenue
 Comox, B.C.
 V9M 1R9**

Deadline for applications is May 31st of every year,
 with the exemption applicable to the next year's taxation.