

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Property Tax Exemption Policy

AUTHORITY: Board Resolution No. B212/10 dated April 15, 2010
Administrative Review June 5, 2015
Administrative Review April 15, 2020

POLICY STATEMENT

Recognizing the significant value of volunteers, volunteer groups and agencies to the spiritual, educational, social, cultural, and physical well-being of the region, the Board of Directors of the Regional District of Okanagan-Similkameen may provide property tax exemptions to organizations within the region that further the Board's objective to enhance the quality of life while delivering services economically to the citizens of the Regional District.

1.0 PURPOSE

To provide clarity, consistency and certainty to the Regional District, the public and prospective applicants in processing applications for exemption from property taxes pursuant to section 391 and 392 of the *Local Government Act*.

2.0 RESPONSIBILITIES

2.1 Board of Directors may:

- Make revisions, additions or deletions to the Policy.
- Receive delegations from non-profit organizations requesting a tax exemption under this policy.
- Consider property tax exemption applications on an annual basis.

2.2 The CAO shall:

- Review the policy, from time to time, and provide the Board with suggested changes, if required.

2.3 The Manager of Finance shall:

- Establish an application deadline.
- Advertise the opportunity to apply for a property tax exemption in the local newspaper twice prior to the application deadline.
- Ensure application forms are available on the Regional District website.
- Review all applications for completeness and contact the applicant if additional information is necessary.
- Prepare a summary report of applications and bylaw for presentation to the Board at their mid-September meeting for consideration, approval and adoption prior to October 31st of each year.
- Ensure the advertising and public notice processes comply with Section 94 of the *Community Charter*.
- Submit a public notice of the proposed bylaw to be placed in local newspapers. The notice will include:
 - Property subject to bylaw
 - Description of the proposed exemption
 - Number of years the exemption will be provided
 - Estimate of the amount of taxes that would be imposed on the property if it were not exempt for the year of exemption.

2.4 The Applicant shall:

- Submit a complete application to the Manager of Finance on the approved form prior to the established deadline.
- Provide the information required to adjudicate the application.
- Appear before the Board, if required by the Board.
- Provide records and/or property to verify information provided in support of application.

3.0 PROCEDURES

3.1 Eligibility Criteria

To be eligible for a property tax exemption an organization must comply with all of the eligibility criteria outlined below. The application forms and supporting documentation are an integral part of this policy. There is no obligation on the part of the Board to grant property tax exemptions in any given year.

The applicant(s) must:

- qualify for an exemption under the provisions of the *Local Government Act*, general authority for property tax exemptions. (Section 391 and 392);
- be in compliance with Regional District policies, plans, bylaws, and regulations (i.e. zoning);
- be a Non-Profit Organization;
- not be in competition with for-profit business.
- provide services or programs that are compatible or complementary to those offered by the Regional District. When a service or program is offered by a non-profit group or club, the community benefits from a more cost-effective provision of services;
- provide a service that fulfills some basic need, or otherwise improves the quality of life for residents of the Regional District.

3.2 The principal use of property must meet the Board's objectives. The "principal use of the property" refers to the use related directly to the principal purpose of the organization owning the property. Property tax exemptions will be based on the principal use of the property, not on the non-profit or charitable services of the organization.

3.3 The organization must provide benefits and accessibility to the residents of the Regional District. Specifically, members of the public, within the appropriate age range, must be able to join a club or organization and participate in its activities for a nominal rate or fee;

Regional District residents must be the primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public. The Board may, at its discretion, provide partial exemptions.

3.4 Organizations that provide liquor and/or meal services as their primary function and/or source of revenue are not eligible for property tax exemption;

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- 3.5 Organizations that provide short term housing with length of stay up to a maximum of two years, including emergency shelters, transitional housing, supportive housing for people with special needs, and group homes are eligible.
- 3.6 Organizations that have a residence in the building or on the property shall only be eligible if a caretaking function is performed and the property owner (organization) can provide a copy of an agreement demonstrating:
- rent is not collected on the residence; and,
 - there is a caretaker agreement in place.

4.0 PUBLIC NOTICE

Successful applicants may be asked to publicly acknowledge the exemption.

5.0 DISCLAIMER

- 5.1 The Board may, at its discretion, reject any or all applicants in any given year.
- 5.2 Applications received after the deadline shall not be considered until the following year's submissions to the Board.

**Application For
Property Tax Exemption**

Date: _____

1. Name of Organization: _____

2. Society Number: _____ Email: _____

3. Contact Person: _____ Position: _____

Mailing Address: _____

Postal Code: _____ Tel: _____

4. Purpose of Organization: _____

5. Folio Number of Property: _____
Legal Description of Property: _____

6. Executives of Your Organization:

President/Chairperson: _____

Vice President/Vice Chairperson: _____

Treasurer: _____

7. Current Membership: _____

8. Number of Meetings per year _____
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: _____
What was your last fee increase: _____

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

	NO	YES				
Grant-in-aid			Amount	\$ _____	Year	_____ Purpose _____
Property tax exemption			Amount	\$ _____	Year	_____ Purpose _____
Waiver/reduction of fees and charges			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 Property Assessment notice;
- (e) Copy of current years property Tax notice, if available

Signature of Applicant

Date