


ATTACHMENT A

		POLICY AND PROCEDURE MANUAL	
Category: Finance	Number: FIN.59(C)	PERMISSIVE TAX EXEMPTION POLICY: PLACES OF WORSHIP	
Type:		Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Office of Primary Responsibility: Corporate Administration			
Date Adopted:		Council Resolution No:	Date to be Reviewed: 2029, then four-year rotations
Manner Issued: Mail, email and website			

BACKGROUND:

Municipalities in British Columbia may exempt certain properties from property taxes by passing a bylaw in accordance with Division 7 – Permissive exemptions of the *Community Charter*.

PURPOSE:

A Permissive Tax Exemption (PTE) is one means for the City of Mission to aid eligible community-minded resources and support their respective function for the overall common good.

Places of worship and the land on which the building stands are a statutorily exempt under Section 220 of the *Community Charter*. This policy is to establish guidelines to provide consistent and equal consideration to grant permissive tax exemptions for the land that surrounds the place of worship.

POLICY:

ELIGIBILITY CRITERIA

To be considered for a permissive tax exemption, the applicant must meet all the following conditions, as applicable:

1. Qualify for a statutory exemption under Section 220 of the *Community Charter*.
2. Applicant must be a federally or provincially registered charity or Society.
3. Land and/or improvements ancillary to a statutory exemption under section 220 of the *Community Charter*.

Applications will **NOT** be considered in the following conditions:

- Vacant land that a place of worship organization is holding for future use and/or investment purposes; or
- Property that is used exclusively for parking, unless it is in direct relationship to the place of worship.

PROCESS

1. The prescribed application form being used is one of two forms:
 - a. A new application form for new organizations applying; or
 - b. An annual declaration form for organizations that already fall under a Council approved up to ten-year PTE bylaw. Successful applicants will be required to complete and submit an annual declaration confirming there has been no changes in the not-for-profit status, ownership/lease terms, use, legal description and/or other pertinent information that relates to their permissive tax exemption.
2. Applications must be submitted to the Finance Department, to the attention of the Financial Services Manager, using the prescribed application form, by June 30 or the next business day if June 30 falls on a weekend.

TERM OF EXEMPTION

1. Eligible places of worship may be considered for tax exemptions to a maximum of ten years, with new applications mid-cycle being granted for remainder of ten-year term.
2. Exemption terms will be reviewed under the following conditions:
 - a. A transfer, sale or lease of the property is conducted that would alter the PTE bylaw to some person not entitled to such exemption; or
 - b. The property being used for some purpose which would entitle it to exemption under this Policy ceases to be so used; or
 - c. The property exempt from taxation under this policy ceases to meet the conditions necessary to qualify for the exemption including, but not limited to, compliance with City policies and bylaws, the property shall be liable to taxation from the date of the transfer, sale lease or change of use or conditions, as the case may be (the "taxation date).
3. Where the assessment roll is completed before the transfer, sale, lease or change of use or conditions described in Section 2 of the Policy come to the attention of the Financial Services Manager:
 - a. The Financial Services Manger will provide written notice to the transferor, purchaser, lessee or other person who, but for the exemption, would have been liable to taxation and
 - b. The person described in 3(a) above, shall pay to the City an amount equal to the total taxes that, but for the exemption, would have been payable on the property from the taxation date, together with interest compounded annually at the rate prescribed in section 246 of the *Community Charter*.

FUNDING

There is no obligation for Council to grant a permissive tax exemption.

Council may approve permissive tax exemptions in full or partial basis.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

FIN 49(C)

*** END OF POLICY ***

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>