

DATE: July 4, 2013

FILE: 1970-04/2014

TO: Chair and Members
Committee of the Whole

FROM: Debra Oakman
Chief Administrative Officer

RE: **Permissive tax exemption 2014 – Union Bay Historical Society**

Purpose

To request committee consideration of a permissive tax exemption for the year 2014 pursuant to section 810(1)(c) (eligible heritage property) of the *Local Government Act* for the Union Bay post office and gaolhouse museum buildings, located in electoral area A, and owned by the Union Bay Historical Society.

Policy analysis

The property owned by the Union Bay Historical Society is eligible for an exemption under section 810(1)(c) of the *Local Government Act* - heritage buildings. An exemption would also comply with the regional district's permissive tax exemption policy.

A bylaw must be adopted by the CVRD board prior to October 31 each year in order for the exemption to be processed by BC Assessment for the following year.

Executive summary

The Union Bay Historical Society has requested a property tax exemption for 2014 for the post office building and gaolhouse located in Union Bay, both long time community landmarks which are funded, operated, and maintained by the society. The CVRD board and BC Assessment have supported the exemption requests in past years. A 100% exemption for 2014 would result in a total reduction in provincial and local rural taxes collected of approximately \$7,533 (2013 - \$7,269).

Recommendation from the chief administrative officer:

THAT pursuant to section 810(1)(c) of the *Local Government Act*, a bylaw be prepared providing for a 100% permissive tax exemption for the taxation year 2014 for an amount equal to 100% of the net taxable land and improvements for Section 32, Land District 34, Township 1, Folio #06-771.10800.000 (Union Bay Historical Society).

Respectfully:

D. Oakman

Debra Oakman
Chief Administrative Officer

History/background factors

The regional district has registered a heritage building covenant against the Union Bay post office property, which requires that the owner agree not to tear down or alter the building without the written consent of the regional district. Each year, the society must supply the regional district with confirmation that the property continues to be used as a heritage site.

The current application from the Union Bay Historical Society confirms the use of the building and requests a permissive tax exemption be granted for the year 2014. A 100% exemption has been granted by the regional district board in prior years and has been supported by BC Assessment.

The building is classified as Class 06 - business/other. Rental revenue is received from a combination of commercial and non-profit organizations and the Society also earns revenues from fundraising initiatives to help cover maintenance and capital improvements.

Options

1. To support the permissive tax exemption as recommended
2. To not support a permissive tax exemption
3. To support a partial permissive tax exemption

Referring to the CVRD board policy, the permissive tax exemption guidelines provide for a 100% tax exemption pursuant to *Local Government Act*, section 810(1)(c) 'Eligible Heritage Property'.

Financial factors

A 100% exemption for 2014 would result in an estimated \$7,533 reduction in rural taxes (2013-\$7,269) collected for the provision of provincial and local services as follows:

Provincial – schools, roads, policing	\$3,645
Local – Comox Valley Regional District	746
Comox-Strathcona Regional Hospital District	1,681
Other - UB Improvement District, VI Regional Library	1,461
Total	\$7,533

The Union Bay Historical Society has been approved for a grant from the electoral area A heritage function in 2013 in the amount of \$2,800 (2012 - \$2,900).

Legal factors

In order for the tax exemption under the *Local Government Act* to be enacted, a bylaw must be adopted by the board by October 31 in the preceding year and forwarded to BC Assessment.

Sustainability implications

The operation of this historic facility assists in achieving the social, cultural and health related goals and objectives of the sustainability strategy since these targets are key factors in a sustainable community.

Intergovernmental factors

Staff liaise with BC Assessment on permissive tax exemption issues to ensure bylaws adopted by the board will be invoked by BC Assessment once received.

Citizen/public relations

The Union Bay post office building and gaolhouse museum are long time community landmarks, and are funded, operated, and maintained by the Union Bay Historical Society. The society indicates that the community uses the buildings extensively and takes pride in the facility as a resource for Union Bay history and culture for local citizens and tourists.

Submitted by:

B. Dunlop

Beth Dunlop, CPPB, CGA
Corporate Financial Officer

RECEIVED

File: 1970-04/2014

JUN 25 2013

To: O. Dunlop



Comox Valley REGIONAL DISTRICT

cc: Application For Permissive Tax Exemption

1970.04/_____

DATE: JUNE 24, 2013

1. Name of Organization: UNION BAY HISTORICAL SOCIETY
2. Society Number: S-25547 Email Address: geidt@shaw.ca
3. Contact Person: Janette GLOVER-GEIDT Position: CHAIR
Mailing Address: P.O. Box 448 UNION BAY, B.C.
Postal Code: V0R 3B0 Telephone No: 250-335-1042
4. Purpose of Organization: To preserve + maintain heritage buildings + artifacts
5. Folio Number of Property: * 06-771-10800-000
Legal description of the property: Part of the North 1/4 of the Southwest 1/4 section 3, Nelson Land District
6. Executives of Your Organization:
President/Chairperson: Janette Glover-Geidt
Vice President/Vice Chairperson: Pam Moughton
Treasurer: Leslie O'Connell
7. Current Membership: 62 # of Meetings per year: 10
8. What types of services does your organization provide: Catalogue + display photos + artifacts in our Museum (open to the Public in Summer) Maintain 2 Historical Buildings. Through talks + shows promote UB's history
9. What portion of your activities are considered:
Non-Profit All
Recreational/Athletic -
Commercial -

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

Members: \$10 ea or \$15 per couple General Public: same

When was your last fee increase?: March 2003

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

Heritage Conservation	NO	YES	Amount	Year	Purpose
grant-in-aid		✓	\$2,800	2013	Repair of P.O. windows
permissive tax exemption		✓	\$ All	1999 to Present	Tax Exemption
waiver/reduction of fees and charges	✓		\$		

12. Describe how a permissive tax exemption will benefit the community: Our Post Office is 100 yrs. old + is still the centre of town. It sits on the Island Hwy and welcomes people to the Comox Valley. The tax exemptions aids us in keeping the buildings in good repair + open to the Public. Also it allows us to collect, catalogue + display artifacts + photos which teaches the public about our town's history

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;
- N/A (d) Copy of current year's property tax assessment notice;
- N/A (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**

Janette Glover-Geidt
Signature of Applicant

June 24, 2013
Date

Applications must be submitted no later than July 15th to be considered for a tax exemption in the following year:

Mail: Comox Valley Regional District, 600 Comox Road, Courtenay, BC V9N 3P6
Fax: 250-334-4358 or Email: administration@comoxvalleyrd.ca