

Multi-Year Annual Reporting Form

(for pre-approved permissive tax exemptions 2022-2025)

SECTION 1 - APPLICATION DEADLINE

Forward your application on or before **Monday July 15, 2024 by 4:30 pm** to:

- Mail or in person: PO Box 20, 8645 Stave Lake Street, Mission BC V2V 4L9
- Email: tax@mission.ca
- Complete one application per property using this form. Late applications will **NOT** be accepted.

SECTION 2 - ORGANIZATION INFORMATION:

Organization Name:	CRA/Society Act Number:	
Contact Person (1):	Phone:	Email:
Contact Person (2):	Phone:	Email:
Full Mailing Address:		

SECTION 3 – DETAILS OF EXEMPTION PROPERTY

Property Address:	Legal Roll #:
Legal Plan Description:	Legal Lot Description:

Have any of the following circumstances changed with your organization since you last completed a comprehensive or renewal application:

- Changes in registered owner of property? **Yes** **No**
- Changes in lease agreement? **Yes** **No**
- Changes in registered society or charity status? **Yes** **No**
- Changes in principal property use or status of building or property? **Yes** **No**
- Changes in dimensions of the property or improvements built on the property? **Yes** **No**
- Changes in compliance with municipal policies, plans, bylaws and other applicable regulations? **Yes** **No**
- Changes in third-party agreements? **Yes** **No**
- Changes in persons living in any of the buildings on property? **Yes** **No**
- Changes in organization's mission or goals and objectives? **Yes** **No**
- Changes in availability or services and programs to all residents of Mission? **Yes** **No**
- Changes in services or programs offered? **Yes** **No**
- **(Non-Profit only)** changes in percentage of services or programs provided to residents of Mission? **Yes** **No**

If yes, provide percentage of total services and programs used or received by residents of Mission: _____ % **Yes** **No**

- **(Non-Profit only)** Do your services or programs compete with local businesses? **Yes** **No**



If yes to any of the questions above, please explain below:

SECTION 4 – REQUIRED SUPPORTING DOCUMENTATION CHECK LIST:

- Current year’s budget
- Financial Statements (*each page signed if done internally*)
- Confirmation of charity status per CRA website www.cra-arc.gc.ca or Certificate of Good Standing as registered society per BC Registry Services

Only completed applications, with all supporting documentation, will be processed. Additional information may be requested, as deemed necessary.

SECTION 5 – DECLARATION BY AUTHORIZED SIGNATORY:

I understand that any permissive tax exemption given for the current tax year are not indicative of permissive tax exemptions to be awarded in future years. I understand that it is our organization’s responsibility to contact the City of Mission if any changes occur with respect to ownership of principal use of property.

The above information is certified to be true and correct. The City of Mission will rely on the accuracy of all information contained herein and may reject applications later found to be inaccurate.

Name (please print):	Position:
Signature:	Date:

All completed applications with supporting documentation are due **Monday, July 15, 2024 by 4:30 pm** and can be submitted to Finance Department at tax@mission.ca.

The personal information on this form is collected for the purpose of an operating program of the City of Mission as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Freedom of Information Coordinator (604-820-3724).