



**KITIMAT**  
A Marvel of Nature and Industry

# **Commercial Centre Revitalization Tax Exemption Program**

## **Program Guidelines**

### **2022-2027**

## Program Purpose and Goals

The purpose of the Commercial Centre Revitalization Tax Exemption Program (CCRTEP) is to stimulate improvements to buildings within Kitimat's commercial centres to create a more vibrant commercial centre experience for residents and visitors. The program also aims to incentive retrofits that prioritize environmentally sustainable infrastructure and systems.

## The Program

The objectives of the CCRTEP are to enhance, fix, and beautify existing structures within specific areas of the community, attract investments into commercial properties, and incentive environmentally sustainable construction practices.

The program offers a 50% reduction in Municipal Property Tax for up to 10 years for projects that have a minimum Construction Value of \$50,000 (at least \$25,000 of which is for alterations to the exterior of the structure).

## Definitions

**Construction Value:** means the total actual cost of all receipted labour, material and permitting costs of approved permits associated with the Project in a form satisfactory to the Director of Finance.

**Municipal Property Tax:** means the property taxes imposed on eligible lands shown on Schedules "A", "B", "C", and "D" in Bylaw 2018, 2022 (and included in this document) It does not include taxes levied by the District of Kitimat on behalf of schools, libraries, Municipal Finance Authority, Regional Districts, hospitals, or BC Assessment Authority.

**Property Owner:** means the registered owner(s) in fee simple of lands within the District of Kitimat, or their designate.

## Eligible Properties

Properties eligible for the CCRTEP must be:

- Located in a Revitalization Sector (Schedules A, B, C, and D in Bylaw 2018, 2022 and included at the end of these guidelines)
- Classified as a Class 5 or 6 property by the BC Assessment Authority

Properties must not:

- Be already subject to a permissive tax exemption or a revitalization tax exemption from the District of Kitimat
- Have property taxes in arrears

The CCRTEP only applies to projects involving the improvement of existing infrastructure. Tax exemptions will not be issued for projects involving new construction. Improvements must have been completed by a third-party to the applicant.

## Eligible Applicants

The Property Owner of an eligible property, or their designate, is eligible to apply for a tax exemption on their own property.

## Application Process

**Step 1.** The property owner identifies improvements that they will do to their commercial property then acquires necessary permits from the Engineering and Building Services Departments, and the Planning Department confirms the property is located in one of the applicable areas (Schedules A – D in Bylaw 2018, 2022 included in these guidelines).

**Step 2.** The property owner completes the improvements to their commercial property.

**Step 3.** The property owner compiles the documents required for a completed application package. Property owners must submit:

- Application for Commercial Centre Revitalization Tax Exemption form
- Proof of Tax Exemption Improvements form
  - This includes proof from the property owner or property owner's design professional that minimum Construction Values have been met
- Commercial Centre Revitalization Tax Exemption Agreement, signed by the property owner
- A copy of the current property assessment notice, issued by the Assessment Authority
- Tax Certificate
  - This can be requested through the Municipal Hall front desk. The District of Kitimat will waive the associated fee for a Tax Certificate when applying for this program.
- Approved copies of all building and other necessary permits
- Title Search, completed through the Land Title and Survey Authority of BC within 30 days of submitting the application package
- Before and after photographs of the improvements made to the structure(s)

Application packages can be submitted electronically to [finance@kitimat.ca](mailto:finance@kitimat.ca), dropped off in person at Municipal Hall, or sent by mail to:

District of Kitimat  
C/o Director of Finance  
270 City Centre  
Kitimat, BC  
V8C 2H7

Application packages are due by September 30 prior to the year that the tax exemption is being applied for. Property owners apply for the tax exemption in the year that the improvements are completed.

**Step 4.** The Director of Finance will issue a Tax Exemption Certificate to the property owner and register the certificate through BC Assessment, to come into effect the following year.

## Value of Tax Exemption

1. By completing a project with a minimum Construction Value of \$50,000 (where a minimum of \$25,000 is for alterations to the exterior of the structure), successful applicants receive a **50% reduction in Municipal Property Taxes for five years.**
2. Applicants can apply for a **50% reduction in Municipal Property Taxes for up to an additional five years** if the project involves the completion of any of the following activities:

Any project certified as being compliant with Step 4 of the B.C. Energy Step Code, as part of the B.C. Building Code.	5 years
Any project which installs a covered bicycle rack at the outside of the structure which is available for use by customers or the public.	1 year
Any project which installs an electric vehicle charging station at the outside of the structure.	3 years
Any project which installs siding that has an effective thermal resistance ("R-value") of four (4) to the exterior of the structure, or installs siding that is combined with a rigid insulation envelope with an effective thermal resistance ("R-value") of four (4), as verified by the Building Official during the permitting process.	3 years
Any project which installs reflective roofing or thermoplastic polyolefin roofing on the entirety of the roof as verified by the Building Official during the permitting process.	3 years
Any project which replaces a minimum of 75% of all windows and doors with ones with a U-Factor of 0.32 (W/m <sup>2</sup> -K) or less as verified by the Building Official during the permitting process.	3 years
Any project which installs a minimum of one solar photovoltaic system (including panels and an inverter) that converts sunlight directly into electricity and is certified to CSA Standards, so that the total system peak power capacity is greater than or equal to 1.0 kW DC, as verified by the Building Official during the permitting process.	3 years
Any project which installs an ENERGY STAR certified air source heat pump, including a central ducted system or a mini- or multi-split ducted or ductless system with three or more warm air supply outlets or indoor heads where the new system meets the following criteria as verified by the Building Official during the permitting process: A) minimum total rated heating capacity at 8.3 °C of 3.52 kW (12,000 Btu/h) B) HSPF (AHRI Climate Region Zone IV) ≥ 10	5 years
Any project which replaces or adds insulation to a minimum of 60% of the total area of the attic, cathedral ceiling, or flat roof where the insulation level reaches an R-value of 50 for attics and R-value of 26.5 for cathedral ceilings and flat roofs as verified by the Building Official during the permitting process.	5 years

In total, applicants can receive a **maximum of 10 years** of tax exemption

## Examples

### Example 1:

Susan decides she wants to replace the siding on her commercial property in May 2022. She requests a quote for energy efficient siding (with an R-Value of 4) and one for less insulative siding. When the quotes come back, she decides to go with the less-insulative siding at \$52,000 as the energy efficient siding is out of her budget.

By July 2022, Susan has received all necessary District of Kitimat permits. The contractor begins work and all of the siding is replaced by August 2022. Susan compiles all of the documents required for her application package, and submits the application on September 15, 2022, before the September 30<sup>th</sup> deadline. Susan's approved tax exemption will take effect in January 2023. Susan will receive 50% off of her municipal property taxes for 2023, 2024, 2025, 2026, and 2027 as a result of replacing her siding.

### Example 2:

Ben is looking at doing some improvements to the inside and outside of his commercial building. He requests a quote to add exterior lighting, replace an awning, and re-do some interior electrical work. The total quote is \$54,000; \$28,000 for the exterior lighting and awning, and \$24,000 for the interior electrical work. While he's at it, he decides he will also add a covered bicycle rack for his customers to use. He acquires all necessary permits to do the work, and the contractor completes the improvements.

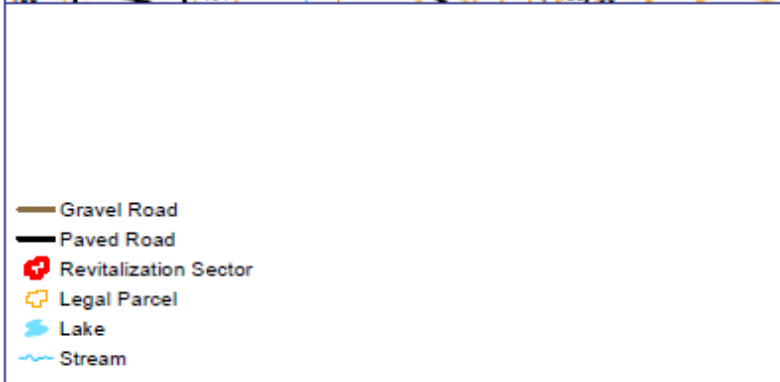
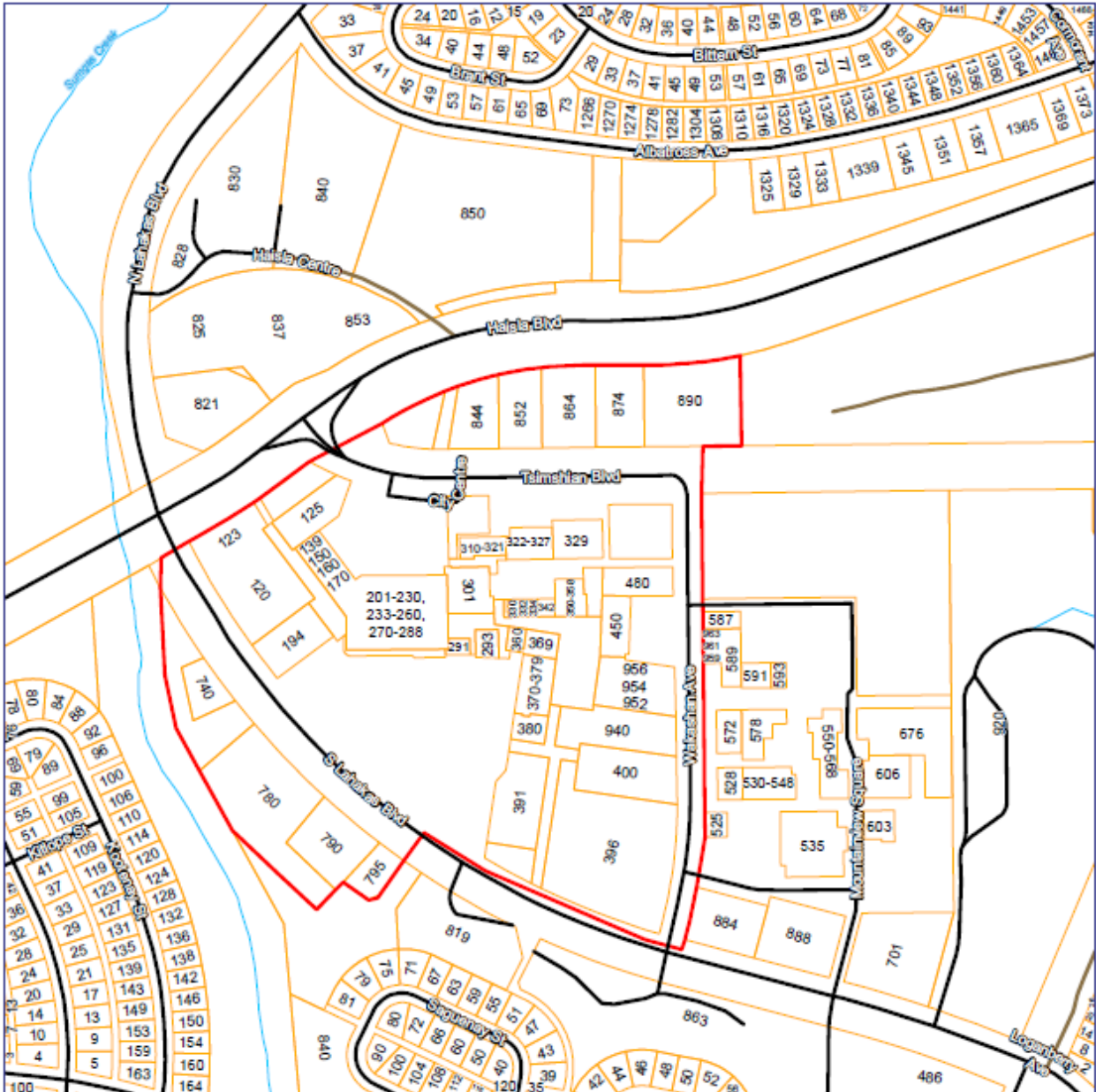
Ben submits his application before September 30<sup>th</sup> and discovers that he is eligible for a total of 6 years of tax exemption. He meets the minimum construction values of \$50,000 for the total project (with at least \$25,000 for improvements to the exterior of the structure), and therefore receives his baseline 5 years of tax reductions. He receives an additional 1 year for installing a publicly-accessible covered bicycle rack.

## Next Steps

We strongly recommend reaching out to the District of Kitimat prior to submitting an application for the CCRTEP. Inquiries can be directed to the Director of Economic Development at [edo@kitimat.ca](mailto:edo@kitimat.ca) or 250-632-8900. We are happy to work with you to submit a successful application.

### Application Package Checklist

<input type="checkbox"/>	Application for Commercial Centre Revitalization Tax Exemption form
<input type="checkbox"/>	Proof of Tax Exemption Improvements form
<input type="checkbox"/>	Commercial Centre Revitalization Tax Exemption Agreement, signed by the property owner
<input type="checkbox"/>	A copy of the current property assessment notice, issued by the Assessment Authority
<input type="checkbox"/>	Tax Certificate
<input type="checkbox"/>	Approved copies of all building and other necessary permits
<input type="checkbox"/>	Title Search, completed through the Land Title and Survey Authority of BC within 30 days of submitting the application package
<input type="checkbox"/>	Before and after photographs of the improvements made to the structure(s)



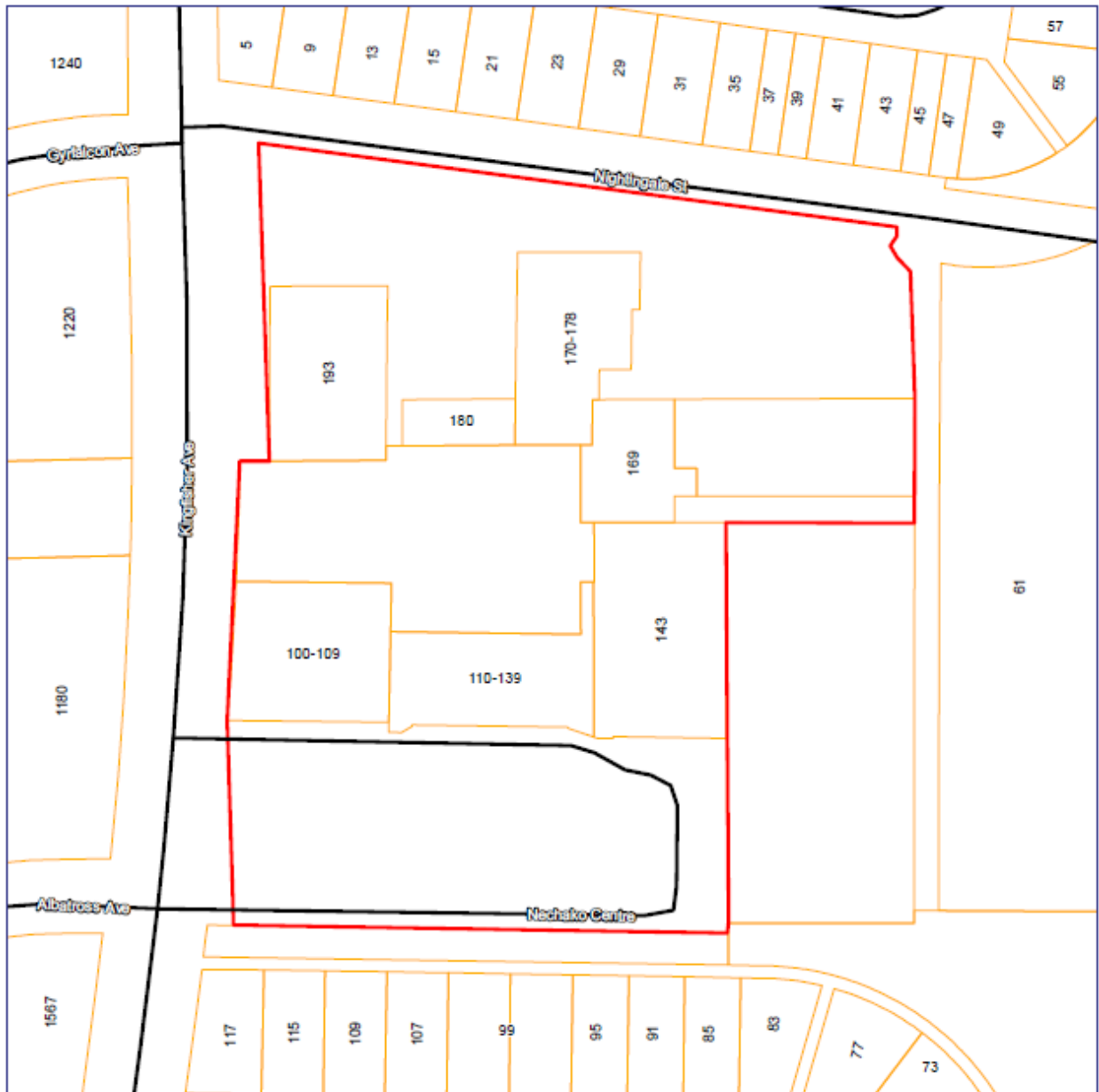
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## SCHEDULE A: DOWNTOWN COMMERCIAL REVITALIZATION SECTOR

Author: AWS  
File: C.Crevit

Scale: 1:4,500

Date: 07-Jun-2022



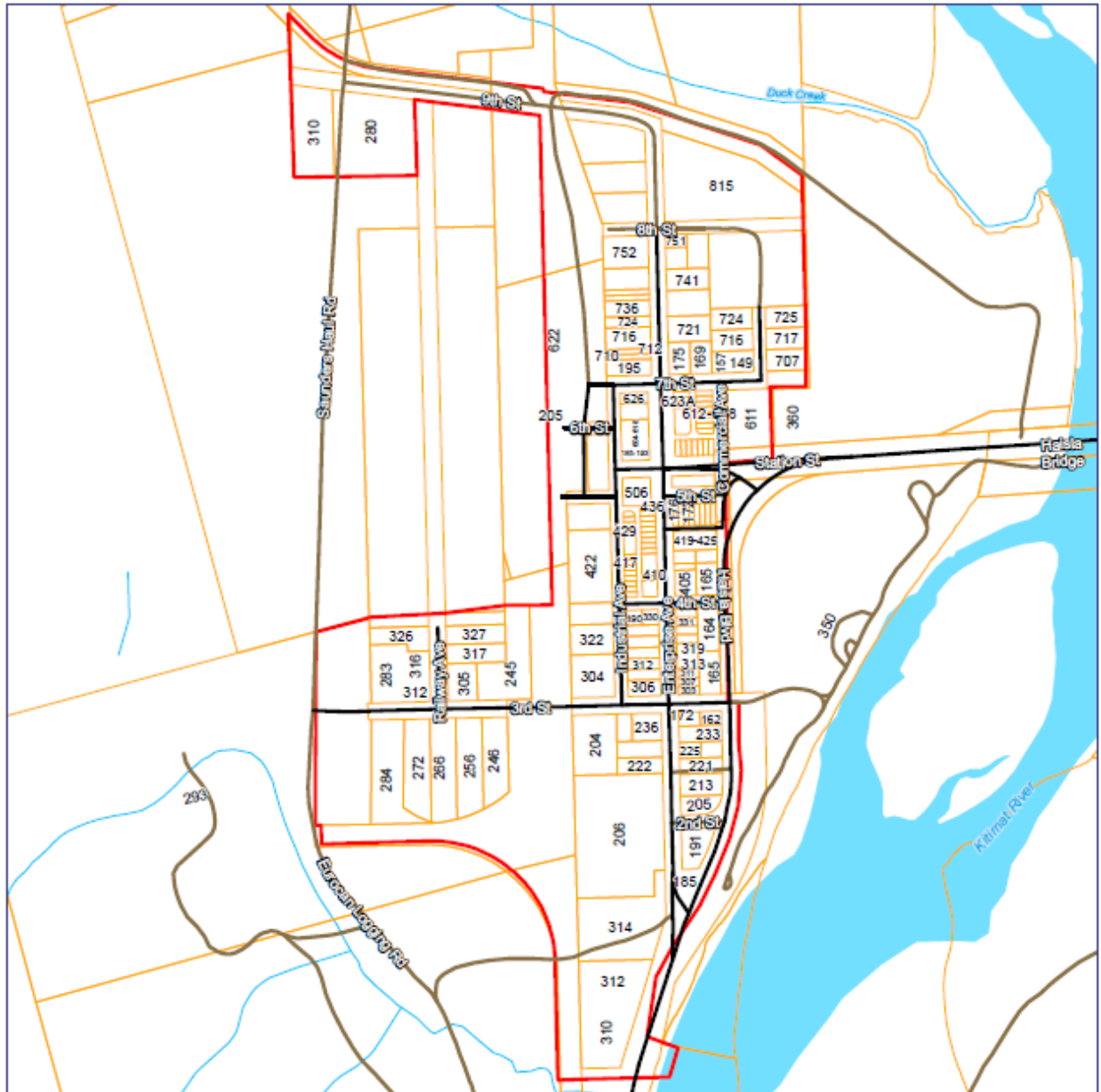
-  Gravel Road
-  Paved Road
-  Revitalization Sector
-  Legal Parcel
-  Lake
-  Stream



## SCHEDULE B: NECHAKO CENTRE COMMERCIAL REVITALIZATION SECTOR

Scale: 1:1,300  
 Author: AWS  
 File: Nechakorevit  
 Date: 07-Jun-2022



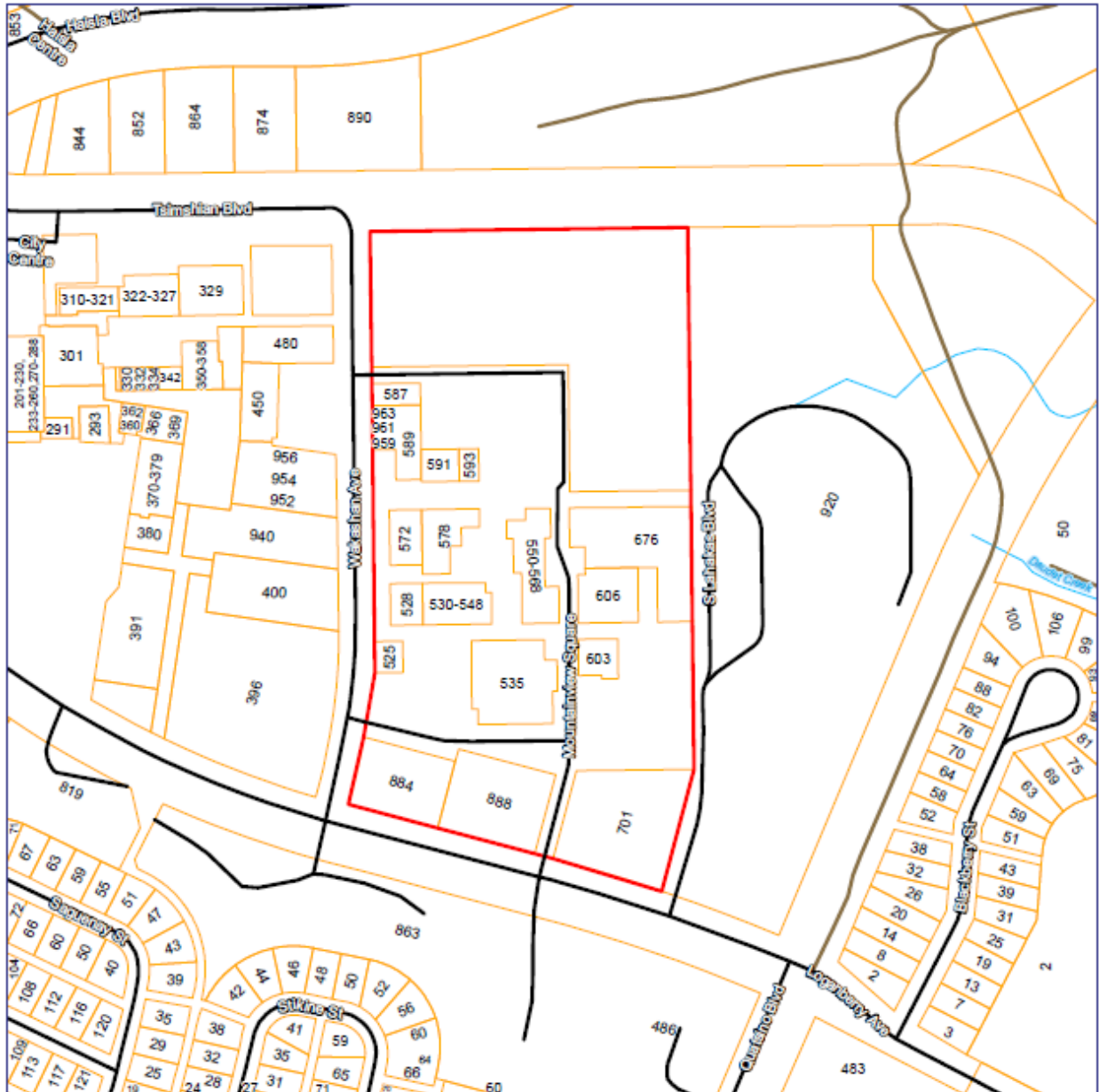


**SCHEDULE C: SERVICE CENTRE COMMERCIAL REVITALIZATION SECTOR**

-  Gravel Road
-  Paved Road
-  Revitalization Sector
-  Legal Parcel
-  Lake
-  Stream

Scale: 1:7,500  
 Author: AWS  
 File: SCRevit  
 Date: 07-Jun-2022





- Gravel Road
- Paved Road
- Revitalization Sector
- Legal Parcel
- Lake
- Stream



**SCHEDULE D:  
MOUNTAINVIEW SQUARE  
COMMERCIAL  
REVITALIZATION SECTOR**

Scale: 1:3,500  
 Author: AWS  
 File: MtnVwSqrevit  
 Date: 30-Aug-2022



**COMMERCIAL CENTRE REVITALIZATION TAX EXEMPTION AGREEMENT**

This Agreement dated for reference the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

**BETWEEN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(the “Property Owner”)**

**AND: THE DISTRICT OF KITIMAT**  
270 City Centre,  
Kitimat, BC V8C 2H7  
**(the “District”)**

**GIVEN THAT:**

- A.** The Property Owner is the registered owner in fee simple of lands in the District of Kitimat at \_\_\_\_\_, legally described as \_\_\_\_\_, PID: \_\_\_-\_\_\_-\_\_\_ (the “Parcel”), or a designated representative of the Property Owner of the Parcel with written authority to enter into this Agreement;
- B.** Council has under District of Kitimat Commercial Centre Revitalization Tax Exemption Program Bylaw No. 2018, 2022 (the “Bylaw”) established a revitalization tax exemption program in order to encourage rejuvenation of commercial property within the Revitalization Sectors in the District;
- C.** The Property Owner has constructed upgrades and improvements described in a completed application package (per Section 10 of the Bylaw);
- D.** The District and the Property Owner have agreed to enter into this Agreement to provide for the Property Owner’s obligations regarding the Project, and the District’s grant of a Revitalization Tax Exemption, all in accordance with the terms and conditions as established.

THIS AGREEMENT is evidence that in consideration of the following commitments, the Property Owner and the District covenant and agree that:

- 1. Eligibility** – A Revitalization Tax Exemption is granted for a Parcel if the Property Owner meets all requirements set out in the Bylaw.
- 2. Operation and Maintenance of Project** – Throughout the term of the tax exemption the Property Owner must operate, repair and maintain the Project and keep the Project in a state of good repair as a prudent owner would do.
- 3. Revitalization Tax Exemption** – Subject to fulfillment of the conditions set out in this Agreement and in the Bylaw, the District will issue a Tax Exemption Certificate

to the Property Owner and provide the relevant assessor of BC Assessment with a copy of the Tax Exemption Certificate entitling the Property Owner to a property tax exemption in respect to the Parcel for the calendar years of this Agreement.

**4. Conditions** – The following conditions must be met before the District will issue a Certificate to the Property Owner:

- a. The following criteria as referenced within the Bylaw (Section 7) must be met:
  - i. Projects must be located within a Revitalization Sector;
  - ii. Only Parcels classified by the BC Assessment Authority as Class 5 and 6 are eligible for the Commercial Centre Revitalization Tax Exemption Program;
  - iii. The Parcel is not already subject to another Permissive Tax Exemption or Revitalization Tax Exemption from the District;
  - iv. The Parcel does not have property taxes in arrears;
  - v. The Project must have a minimum Construction Value of at least \$50,000;
  - vi. A minimum of \$25,000 of the Project's Construction Value must be for alterations to the exterior of the structure;
  - vii. Projects must only be to existing infrastructure. Revitalization Tax Exemptions will not be issued where the intention of the Project is new construction;
  - viii. The terms and conditions upon which a Revitalization Tax Exemption may be granted and a Tax Exemption Certificate are met.
- b. The Property Owner must submit a completed application package to the District of Kitimat by September 30 prior to the year the exemption is being applied for, which must include pursuant to Section 10 of the Bylaw, the following:
  - i. A completed and signed Application Form submitted to the Director of Finance electronically to [finance@kitimat.ca](mailto:finance@kitimat.ca), in person at Municipal Hall (270 City Centre, Kitimat, BC, V8C 2H7, Canada), or by mail to: District of Kitimat, c/o Director of Finance, 270 City Centre, Kitimat, BC, V8C 2H7;
  - ii. A certificate from the Property Owner or the Parcel's design professional in a form satisfactory to the Director of Finance certifying that the Construction Value of the Project meets the minimum Construction Value threshold required in Sections 7(e) and 7(f) of the Bylaw;
  - iii. A copy of the current property assessment notice for the Property as issued by the Assessment Authority;
  - iv. Proof that all taxes assessed and rates, charges, and fees imposed on the Parcel have been paid, and where taxes, rates, or assessments are payable by instalments, proof that all instalments owing at the date of the signed Application Form have been paid;
  - v. Approved copies of building permits and all other necessary permits, including development permits;
  - vi. A signed Agreement;
  - vii. A Title Search completed through the Land Title and Survey Authority of British Columbia within 30 days of submitting the application package;
  - viii. A completed and signed Proof of Tax Exemption Improvements form;
  - ix. Before and after photographs of the improvements and alterations of existing structures on the Parcel.

**5. Calculation of Revitalization Tax Exemption** – The amount of the annual Revitalization Tax Exemption over the period for which the Tax Exemption Certificate is used shall be equal to:

- a. A 50% reduction in Municipal Property Tax for five (5) years providing that all of the qualifications in Section 4 of this Agreement have been met; and
- b. A 50% reduction in Municipal Property Tax for up to an additional five (5) years for completing any of the following activities:

Any Project certified as being compliant with Step 4 of the B.C. Energy Step Code, as part of the B.C. Building Code.	5 years
Any Project which installs a covered bicycle rack at the outside of the structure which is available for use by customers or the public.	1 year
Any Project which installs an electric vehicle charging station at the outside of the structure.	3 years
Any Project which installs siding that has an effective thermal resistance (“R-value”) of four (4) to the exterior of the structure, or installs siding that is combined with a rigid insulation envelope with an effective thermal resistance (“R-value”) of four (4), as verified by the Building Official during the permitting process.	3 years
Any Project which installs reflective roofing or thermoplastic polyolefin roofing on the entirety of the roof as verified by the Building Official during the permitting process.	3 years
Any Project which replaces a minimum of 75% of all windows and doors with ones with a U-Factor of 0.32 (W/m <sup>2</sup> -K) or less as verified by the Building Official during the permitting process.	3 years
Any Project which installs a minimum of one solar photovoltaic system (including panels and an inverter) that converts sunlight directly into electricity and is certified to CSA Standards, so that the total system peak power capacity is greater than or equal to 1.0 kW DC, as verified by the Building Official during the permitting process.	3 years
Any Project which installs an ENERGY STAR certified air source heat pump, including a central ducted system or a mini- or multi-split ducted or ductless system with three or more warm air supply outlets or indoor heads where the new system meets the following criteria as verified by the Building Official during the permitting process: C) minimum total rated heating capacity at 8.3 °C of 3.52 kW (12,000 Btu/h) D) HSPF (AHRI Climate Region Zone IV) ≥ 10	5 years
Any Project which replaces or adds insulation to a minimum of 60% of the total area of the attic, cathedral ceiling, or flat roof where the insulation level reaches an R-value of 50 for attics and R-value of 26.5 for cathedral ceilings and flat roofs as verified by the Building Official during the permitting process.	5 years

**6. Term of Revitalization Tax Exemption** – The maximum term of the Revitalization Tax Exemption is dependent upon the Tax Exemption Certificate for the Parcel, and in all cases must not exceed 10 years:

- a. If the Tax Exemption Certificate is issued by the District of Kitimat and entered on the assessment roll on or before October 31, 2022, then the Revitalization Tax Exemption will be available for the 2023 calendar year and for the four (4) subsequent calendar years. Up to an additional five (5) years of Revitalization Tax Exemption may be issued for projects that complete activities as described in Section 5(b) of this agreement and Section 8(b) of Bylaw 2018, 2022.
- b. If the Tax Exemption Certificate is issued by the District of Kitimat and entered on the assessment roll on or before October 31, 2023, then the Revitalization Tax Exemption will be available for the 2024 calendar year and for the four (4) subsequent calendar years. Up to an additional five (5) years of Revitalization Tax Exemption may be issued for projects that complete activities as described in Section 5(b) of this agreement and Section 8(b) of Bylaw 2018, 2022
- c. If the Tax Exemption Certificate is issued by the District of Kitimat and entered on the assessment roll on or before October 31, 2024, then the Revitalization Tax Exemption will be available for the 2025 calendar year and for the four (4) subsequent calendar years. Up to an additional five (5) years of Revitalization Tax Exemption may be issued for projects that complete activities as described in Section 5(b) of this agreement and Section 8(b) of Bylaw 2018, 2022.
- d. If the Tax Exemption Certificate is issued by the District of Kitimat and entered on the assessment roll on or before October 31, 2025, then the Revitalization Tax Exemption will be available for the 2026 calendar year and for the four (4) subsequent calendar years. Up to an additional five (5) years of Revitalization Tax Exemption may be issued for projects that complete activities as described in Section 5(b) of this agreement and Section 8(b) of Bylaw 2018, 2022.
- e. If the Tax Exemption Certificate is issued by the District of Kitimat and entered on the assessment roll on or before October 31, 2026, then the Revitalization Tax Exemption will be available for the 2027 calendar year and for the four (4) subsequent calendar years. Up to an additional five (5) years of Revitalization Tax Exemption may be issued for projects that complete activities as described in Section 5(b) of this agreement and Section 8(b) of Bylaw 2018, 2022.

**7. Cancellation**

The Director of Finance may cancel a Tax Exemption Certificate under the following conditions:

- a. If in the opinion of the Director of Planning, the Parcel improvements have not been maintained during the term of the Revitalization Tax Exemption; or
- b. If the Property Owner is in breach of any covenant or condition in the Agreement; or
- c. If the Property Owner, or successor in title to the Property Owner, has allowed the property taxes for the Parcel to go into arrears or become delinquent; or
- d. If the Parcel is put to a use other than those uses permitted as described in Kitimat Municipal Code, and amendments thereto or fails to meet any requirements for a Project, and if applicable, fails to complete any of the

activities noted in Section 5(b) for which a Revitalization Tax Exemption was granted, in the Revitalization Sector.

8. **Recapture** – If, pursuant to the terms and conditions specified in this Agreement or the Tax Exemption Certificate, the Tax Exemption Certificate is cancelled, the Property Owner will remit to the District of Kitimat an amount equal to the amount of the tax exemption received prior to cancellation, no longer than thirty (30) days following notification of the Tax Exemption Certificate cancellation.
9. **No Refund** – For greater certainty, under no circumstances will the Property Owner be entitled, under this Agreement, the Bylaw, the Tax Exemption Certificate, or the District's Commercial Centre Revitalization Tax Exemption Program, to any cash credit, any carry forward tax exemption credit, or any refund for any Municipal Property Taxes paid.
10. **Notices** – Any notice or other communication required or contemplated to be given or made by any provision of this Agreement shall be given or made in writing and delivered personally (and if so shall be deemed received when delivered) or mailed by prepaid registered mail in any Canada Post Office (and if so shall be deemed delivered on the sixth business day following such mailing except that, in the event of the interruption of mail service notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

To the Property Owner at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And to the District at:

**Attn: Director of Finance  
District of Kitimat  
270 City Centre  
Kitimat, BC V8C 2H7**

Or to such other address to which a party hereto from time to time notifies the other party in writing.

11. **No Assignment** – The Property Owner may not assign its interest in this Agreement except to a subsequent Property Owner in fee simple of the Parcel.
12. **Severance** – If any portion of this Agreement is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
13. **Interpretation** – Wherever the singular or masculine is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context of the parties thereto so require.
14. **Further assurances** – The parties hereto shall execute and do all such further deeds, acts, things, and assurances that may be reasonably required to carry out the intent of this Agreement.
15. **References** – A reference in this Agreement to the District or the Property Owner includes their permitted assigns, heirs, successors, officers, employees and agents.

**16. Date of Effect** – This Agreement shall be effective from and after the reference date in this Agreement, but only if this Agreement has been duly executed and delivered by the Property Owner to the District and duly executed by the District.

**17. Expense** – Unless otherwise expressly provided in this Agreement, the expense of performing the obligations and commitments of the Property Owner contained in this Agreement, and of all matters incidental to those obligations and commitments, is solely at the expense of the Property Owner.

**18. Owner’s Representation** – The Property Owner represents and warrants to the District that:

- a. All necessary corporate actions and proceedings have been taken by the Property Owner to authorize its entry into and performance of this Agreement;
- b. Upon execution and delivery on behalf of the Property Owner, this Agreement constitutes a valid and legally binding contractual obligation of the Property Owner;
- c. Neither the execution and delivery, nor the performance, of this Agreement shall breach any other agreement or obligation respecting or charges or interests registered against title to or affecting the Parcel; and
- d. The Property Owner has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness



## APPLICATION FOR COMMERCIAL CENTRE REVITALIZATION TAX EXEMPTION

Date of application	Applicant's full legal name
Company full legal name (if property is owned by a corporation)	
Property civic address	
Property legal description	
Mailing address (if different from property address)	
Phone number	Email address
Total Construction Value (min. of \$50,000)	Total Construction Value of exterior alterations (min. of \$25,000)
Building Permit #	Development Permit # (if applicable)
Current assessed value of land (BC Assessment)	Current assessed value of buildings (BC Assessment)
Description of the Project (please attach additional pages if required)	

<p>I hereby certify that I am the Property Owner identified in this Application or I am authorized to enter into this agreement on behalf of the Property Owner. I acknowledge that the granting of a Tax Exemption Certificate is subject to all conditions and requirements of the District of Kitimat Commercial Centre Revitalization Tax Exemption Program Bylaw No. 2018, 2022, including but not limited to execution of a Commercial Centre Revitalization Tax Exemption Agreement.</p>	
Signature of Applicant	Date

FOR INTERNAL USE		
APPROVED BY:		
	SIGNATURE	DATE
Director of Finance		
Director of Planning		
Municipal Engineer		
Director of Economic Development and Communications		



## PROOF OF TAX EXEMPTION IMPROVEMENTS

Full legal name of Property Owner: \_\_\_\_\_

Tax Exemption Agreement date: \_\_\_\_\_

Item	Description	Cost	Itemized invoice and proof of payment attached?
Total Construction Value to the exterior of the structure			
Total Construction Value			

This form must be submitted in full, to the satisfaction of the Director of Finance. Itemized invoices and proof of payment is required. Please include an additional sheet if more space is required.

Projects must have a minimum Construction Value of \$50,000. A minimum of \$25,000 of the Project's Construction Value must be for alterations to the exterior of the structure.

I hereby certify that the above information is true and accurate, to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (yyyy/mm/dd)