



## Permissive Tax Exemption Renewal Application Instructions

The Community Charter gives Council the authority to allow permissive tax exemptions on properties under certain conditions. Please review Central Saanich Council Permissive Tax Exemption Policy No. 11.Fin to ensure your organization qualifies.

To apply for a Permissive Tax Exemption Renewal, please send a letter, addressed to Mayor and Council, along with the renewal application form attached as also found online at <https://www.centralsaanich.ca/programs-services/grants-tax-exemptions>. If anything has changed since your prior approval, be sure to include information in the application which illustrate your organization's service to the District of Central Saanich, as well as any statistics that shows the breadth of the organization's service base.

For all new applications, please refer to the Application Instructions and full application form at <https://www.centralsaanich.ca/programs-services/grants-tax-exemptions>. Please be sure to include any promotional or information brochures that represent your organization and a copy of the most recent annual financial statements. If membership in your organization is required, please include the instructions for obtaining membership.

Although Council has the ability through the Community Charter to allow tax exemptions, there is no obligation to. Council has committed to assisting those agencies and organizations which it believes benefit the greatest number of Central Saanich citizens while considering the type of service being offered by the organization.

Permissive tax exemption provides a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically. Services and activities must be inclusive, accessible and equally available to all residents of the District.

Successful applicants are expected to publically acknowledge the exemption.

Applications are due by no later than 4:30 p.m. on July 31<sup>st</sup> each year.

Tax exemptions are generally provided for multiple years by Bylaw, subject to an annual renewal process.

For additional information, please contact the Manager of Financial Services at 250-544-4207, or [e-mail](#) the Municipal Hall.



## DISTRICT OF CENTRAL SAANICH

### Permissive Tax Exemption 1 Year Renewal Application for Non-Profit Organizations

Taxation Year: 2025

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Forward your renewal application **PRIOR to JULY 31, 2024** to:

In person to: The Corporation of the District of Central Saanich  
Finance Department  
1903 Mt Newton X Road  
Saanichton BC V8M 2A9

By email to: [municipal.hall@csaanich.ca](mailto:municipal.hall@csaanich.ca)

By fax to: 250-652-0135

- \* Applicants may be requested to submit additional information such as most current Financial Statements, Financial Budget, Non-Profit Organization Return or Registered Charity Return at a later date.

#### APPLICANT INFORMATION

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**Please print clearly.**

Application Date:
Full Name of Organization:
Property Roll Number/Plan/Lot:
Civic Address of Property:
Mailing Address (if different from civic address):
Contact Name:

Contact Phone:

Contact Email (Organization & Individual):

Business Number/Society Registration Number/Hospital License:

1. Has the Board of Directors changed since last year's application?

No

Yes – please attach a list of the current Board of Directors.

2. Have any of the following changed since the last year's comprehensive application or renewal application?

Registered owner of the property

Principal property use

Organization's purpose or goals

Programs offered

3<sup>rd</sup> party lease/rental agreements

Grant funding

Registered Charity or Non-Profit Status

Persons residing on property

If you checked any of the above boxes, please explain below:

(or attach a separate document):

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3. How did your organization publicly acknowledge the Permissive Tax Exemption granted and support provided by Central Saanich in 2024? Please attach pictures or examples if available.

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I understand additional information may be requested prior to consideration for a Permissive Tax Exemption.

I understand that if this application is approved in full or in part for the year of application, it is our organization's responsibility to complete a comprehensive application or renewal form, as determined by the District of Central Saanich, submitting prior to the **31<sup>st</sup> of July each year** to be considered for a future Permissive Tax Exemption.

I understand that it is our organization's responsibility to contact the District of Central Saanich if any changes occur with respect to ownership or principal use of property.

I certify that I am a current board member of this organization and that the information provided in this application is true and accurate to the best of my knowledge.

Name:

Position:

Signature:

Date:

*Knowingly submitting an application or information that is not true or accurate will result in loss of eligibility.*