



**THE DISTRICT OF CENTRAL SAANICH Permissive**

**Tax Exemption Application**

**For the Following Taxation Year**

Permissive Tax Exemption Applications are due annually by July 31

In person to: The Corporation of the District of Central Saanich  
1903 Mount Newton Cross Road  
Saanichton, BC V8M 2A9

By Fax: 250-652-0135 or Email to: [municipal.hall@csaanich.ca](mailto:municipal.hall@csaanich.ca)

Exemptions are applied to the taxes of the following year and are subject to the availability of sufficient funding within the District’s Annual Operating Budget, according to Council Policy and at the discretion of Council.

Exemptions are generally intended for “not for profit” organizations which provide a direct benefit to the community. A copy of the Permissive Exemptions Policy FIN-2021-11 outlines the criteria used to consider approving exemptions.

All applications must include a copy of the previous year’s financial statements along with evidence of being a registered charity or non-profit organization in good standing.

Further information may also be obtained by contacting the Manager of Financial Services at Telephone No. 250-544-4204 or by email to [finance.department@csaanich.ca](mailto:finance.department@csaanich.ca).

**Application:**

Pursuant to Section 224 of the Community Charter:

I, \_\_\_\_\_ of \_\_\_\_\_,  
**Name** **Street Address**  
\_\_\_\_\_  
**City/Town** Telephone No. ( ) or ( )

certify THAT:

1. I am the \_\_\_\_\_ of the  
**Position Currently Held Within Organization**

\_\_\_\_\_  
**Name of Corporation, Association, Society or Organization**

have knowledge of the facts hereinafter detailed with respect to the following property for which a tax exemption is being applied for:

**Property Address** **Property Zoning** **Tax Roll/Folio No.**

\_\_\_\_\_  
**Legal Description of Property**

## ORGANIZATION INFORMATION

2. Full name or title of organization: \_\_\_\_\_  
\_\_\_\_\_

3. Mailing address of the organization (including postal code):  
\_\_\_\_\_  
\_\_\_\_\_

4. Registered Non-Profit Organization?  
 Yes  No

5. Religious or Church property?  
 Yes  No

6. Registered Charity?  
 Yes Charity Number \_\_\_\_\_  
 No

7. Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, etc.)

(i) Name: _____ Title: _____ Email: _____ Day Phone No.: _____ Night Phone No.: _____	(ii) Name: _____ Title: _____ Email: _____ Day Phone No.: _____ Night Phone No.: _____
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8. The lands are registered in the name of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. This exemption is claimed under the Community Charter, Section 224, pursuant to Subsection 2 as the organization is (please indicate the relevant designation for eligibility):  
\_\_\_\_\_

**INFORMATION ON THE SERVICES PROVIDED BY THE ORGANIZATION**

10. What is the principal use of this property?

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11. (a) Describe your organization's non-profit activities, including details of programs/services/benefits delivered, as well as any fees charged.

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(b) Provide the participant numbers and volunteer opportunities within your organization.

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(c) Describe who benefits from your programs/services offered and in what ways.

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(d) Describe how your organization is accessible and equally available to all residents of the District. In particular, by groups, individuals, those with special needs, youth, seniors, general public, members only, etc.

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(e) Provide usage statistics by jurisdiction.

- i.e. % use by District of Central Saanich residents
- % use by residents outside of District of Central Saanich

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12. Please provide details of other activities on your property, such as daycare centers, catering and hall rental, thrift shop. The following information is required for each activity:

- Hourly per day and/or days per week of operation
- Fee or charge

- Approximate number of participants
- Is the activity operated by the church or by an outside organization?

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13. Other activities which may be pertinent to your application (attach a separate page if necessary):

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### USE OF PROPERTY INFORMATION

14. **We require a current site plan of the property** indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. Show all dimensions.

15. The gross floor area of the building: \_\_\_\_\_

16. Number of parking spaces:

Gravel: \_\_\_\_\_ Blacktop: \_\_\_\_\_ Undeveloped: \_\_\_\_\_

17. Does anyone live in the buildings? \_\_\_\_\_ If yes, how many people? \_\_\_\_\_

18. Square footage of living area: \_\_\_\_\_

19. Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization? If yes, provide details *including percentage of building/property allocated to this use.*

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20. Has there been any change in the status or use of the buildings or property in the last 12 months? \_\_\_\_\_ If yes, please explain briefly. \_\_\_\_\_

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21. **CHURCHES ONLY** complete the following additional questions:

- (i) What is the seating capacity of the church?

Permanent: \_\_\_\_\_

Portable: \_\_\_\_\_

(ii) What is the gross floor area of the:

(a) Church: \_\_\_\_\_

(b) Hall: \_\_\_\_\_

(c) Other Buildings: \_\_\_\_\_

Total Gross Floor Area: \_\_\_\_\_

(iii) Every building on the lands is in use and continues to be set aside for public worship or for a Church Hall. YES \_\_\_\_ No \_\_\_\_

(iv) For a manse or a building of similar kind:

\_\_\_\_\_ is not used in association with the place of public worship

\_\_\_\_\_ is used for public worship; and an exemption is claimed for the land and improvement.

If the manse or a building is used for public worship, specify what area of the building and the square footage.

\_\_\_\_\_

**Note:** Manses may be considered if they are used for Sunday School, Bible Class, etc., but not for office, elders meetings, storage or residential purposes.

\_\_\_\_\_  
Applicants Name

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Witness Signature

**NOTES:**

(1) The personal information on this form is collected for the purpose of an operating program of the District of Central Saanich as noted in Section 26(c) of the *Freedom of Information and Privacy Act*. If you have any questions about the collection and use of this information, please contact the Manager of Financial Services at 250-544-4204.