



THE DISTRICT OF CENTRAL SAANICH
Permissive Tax Exemption Application

Permissive Tax Exemption Applications are due by September 15, 2019:

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: municipalhall@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.

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-2013-01 outlines the criteria used to consider approving exemptions.

Further information may also be obtained by contacting the Director of Financial Services at Telephone No. 250-544-4207.

Application:

Pursuant to Section 224 of the Community Charter:

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

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: \_\_\_\_\_

(ii) Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Day Phone No.: \_\_\_\_\_

Day Phone No.: \_\_\_\_\_

Night Phone No.: \_\_\_\_\_

Night Phone No.: \_\_\_\_\_

8. The lands are registered in the name of: \_\_\_\_\_

\_\_\_\_\_

***(in the case of a Society, Corporation, Association, and if this is the first year an exemption has been applied for, please include a copy of the Certificate of Title)***

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):

\_\_\_\_\_

## USE OF PROPERTY INFORMATION

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

11. Number of parking spaces:

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

12. What is the principal use of the property?

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

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

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

18. 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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19. (a) Describe your organization's non-profit activities.

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(b) Describe how your organization is accessible to the general public. *For example – is access to services restricted to members?*

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(c) Provide usage statistics by jurisdiction.  
ie. % use by District of Central Saanich residents  
    % use by residents outside of District of Central Saanich

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

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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 Director of Financial Services at 250-544-4207