



Permissive Tax Exemption Application Instructions

The Community Charter gives Council the authority to allow tax exemptions on properties under certain conditions. Please review [Sections 224 to through 226](#) of the Charter to see if your organization qualifies.

To apply for a Permissive Tax Exemption, please send a letter, addressed to Mayor and Council, introducing your organization and stating under which Section of the Charter you believe it qualifies for exemption together with the application form found online at www.centrialsaanich.ca. Be sure to include information in the application which will illustrate your organization's service to the District of Central Saanich, as well as any statistics that would show the breadth of the organization's service base. Attach any promotional or information brochures which you may have, and a copy of the most recent audited financial statements. If membership in your organization is required, please include the instructions for obtaining membership.

Although Council has permission through the Community Charter to allow tax exemptions, requests are not automatically granted. 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, cultural) and delivering services economically.

Applications are due by no later than 4:30 p.m. on September 15th each year, and preference is given to organizations based in Central Saanich or organizations that provide services to Central Saanich residents.

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

For additional information, please contact the Director of Financial Services at 250-544-4207, or e-mail municipal.hall@csaanich.ca.