



## Permissive Tax Exemption Application Instructions

The Community Charter gives Council the authority to allow permissive tax exemptions on properties under certain conditions. Please review Central Saanich Council Policy No. 11.Fin 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 together with the application form found online at [www.centrialsaanich.ca](http://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.

Specifically, every application requires:

- A copy of the financial statements for the previous year;
- Evidence through the Canada Revenue Agency as a Registered Charity or BC Registry Services as a Registered Society in good standing;
- Description of programs/services/benefits delivered from the subject lands/improvements (participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation) supporting the requirement that the use is "for a purpose that is directly related to the purposes of the corporation";
- Description of any third-party use of the subject land/improvements, including user group names, fees charged, and conditions of use.

Although Council has the ability through the Community Charter to allow tax exemptions, there is no obligation to provide tax exemption. 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>.

For additional information, please contact the Director of Financial Services at 250-544-4204, or [e-mail](#) the Municipal Hall.