



## APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION

(Section 224 of the Community Charter)

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### PERMISSIVE TAX EXEMPTION APPLICATIONS ARE DUE BY AUGUST 31

In person to:  
The District of North Saanich  
1620 Mills Road  
North Saanich, BC V8L 5S9

Or by email:  
[admin@northsaanich.ca](mailto:admin@northsaanich.ca)

Approved exemptions are applied to the taxes of the following year and are generally intended for "not for profit" organizations. The District's Permissive Tax Exemption Policy No. COU-056 outlines the Council criteria used to consider exemptions. This policy may be obtained by visiting [northsaanich.ca](http://northsaanich.ca) or by contacting the Director of Financial Services at 250-655-5457.

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#### 1. IDENTIFICATION OF APPLICANT:

Organization name:

Are you registered under the *Societies Act*?      Yes      No

Are you a registered charity?      Yes      No

Mailing Address:

Contact Person:

Email Address:

Telephone Number:

Preferred method of application reminder:      Email      Mail

#### 2. DATE OF APPLICATION:

#### 3. PROPERTY: (complete a separate form for each property)

Folio Number:

Address:

Legal Description:

Registered Owner (if different than above):

4. **ELIGIBILITY CRITERIA:**

**(A) SUBJECT PROPERTY MUST BE ONE OF:** *(tick one)*

Land and/or improvements, owned or held by an entity listed in **(B)** below

Land and/or improvements, ancillary to a statutory exemption under s. 220 of the *Community Charter*.

**(B) NATURE OF THE ORGANIZATION MUST BE:** *(tick all that apply)*

Not for profit corporation

Registered Charity

Philanthropic Entity

Athletic or service club association

Licensed community care facility,  
licensed private hospital; or  
registered assisted living residence

Partner of the municipality by  
agreement under s. 225 of the  
*Community Charter*

Municipality, regional district, or other local  
authority

Religious organization as tenant or licensee

Organization eligible for s. 220 statutory  
exemption (e.g. place of public worship, cemetery,  
library, hospital, etc.)

**(C) COMMUNITY BENEFITS:** *(tick all that apply)*

Provides recreational facilities for public use

Provides recreation programs to the public

Provides programs to and/or facilities used by youth, seniors or other special needs groups

Promotes economic development or tourism

Preserves heritage important to the community character

Preserves an environmentally, ecologically significant area of the community

Offers cultural or educational programs to the public which promote community spirit,  
cohesiveness and/or tolerance

Offers services to the public in formal partnership with the municipality

5. **PRINCIPAL USE OF PROPERTY:** *(Brief description)*

6. **PUBLIC ACKNOWLEDGEMENT:** All recipients of the District of North Saanich permissive tax exemptions are required to publicly acknowledge the exemption. How does your organization plan on publicly acknowledging the exemption?

**7. INFORMATION ON THE SERVICES PROVIDED BY THE ORGANIZATION:**

**(A)** Describe your organization's non-profit activities, including details of programs/services/benefits delivered, as well as any fees charged and funding sources.

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

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

**(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.

**(E)** Provide usage statistics by jurisdiction.  
i.e. % use by District of North Saanich residents  
% use by residents outside of District of North Saanich

**8. COMMERCIAL ACTIVITY:** Please provide a brief description of any commercial activities that your organization conducts on this property.

**9. LEASED SPACE:** Please attach any and all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual.

## Application Form for Permissive Exemption from Property Taxation

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**10. FINANCIAL STATEMENTS AND OTHER:** Attach your most recent financial statements, as well as evidence of being a registered charity or registered society in good standing.

**11. PROPERTY OWNERSHIP:** Do you plan on selling any portion of the property during the exemption period?

Yes                      No                      N/A

**12. DECLARATION:**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above listed property, I agree to the following terms:

- Council may impose penalties on an exempted organization for breach of exemption conditions, including but not limited to:
  - Revoking exemption with notice
  - Disqualifying any future exemption applications for a specific time period
  - Requiring repayment of monies equal to the exempted tax revenue.
- The property use will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the permissive tax exemption granted by the District.

Signature

Position

Name (please print)

Date

*Witness:*

Signature

Name (please print)

Date

**NOTE:**

*(1) The personal information on this form is collected for the purpose of an operating program of the District of North 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 250-655-5495.*