



City of Courtenay

Application Form: Permissive Exemption from Property Taxation Pursuant to Section 224 of the Community Charter (exemption from taxation under Annual Rates Bylaw)

DECLARATION

Pursuant to Section 224 of the Community Charter:

I, of ,
NAME *STREET ADDRESS*

Telephone No. or .
CITY/TOWN

In the Province of British Columbia, do solemnly declare THAT:

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 property/properties for which a tax exemption is being applied for.

Signature of Applicant: _____

Date: _____

PROPERTY INFORMATION:

ROLL/FOLIO No.

CIVIC ADDRESS

LEGAL DESCRIPTION OF PROPERTY

ROLL/FOLIO No.

CIVIC ADDRESS

LEGAL DESCRIPTION OF PROPERTY

ROLL/FOLIO No.

CIVIC ADDRESS

LEGAL DESCRIPTION OF PROPERTY

(if there are additional properties, add additional information as required)

ORGANIZATION INFORMATION

1. Full name/title of organization:

2. Mailing address of the organization (including Postal Code):

3. Primary Contact:

Name:

Title:

Phone No.:

Email:

4. Is this a Registered Non-Profit Organization?

Yes

No

5. Is this a Registered Charity?

Yes

Charity Number

No

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

(i) Name:

Title:

Phone No.:

Email Address:

(ii) Name:

Title:

Phone No.:

Email Address:

7. The lands are registered in the name of:

8. Documentation required:

- a. A copy of the Certificate of Title for first time applicants
- b. A copy of the latest yearend financial statements. For new applicants – a copy of the last three year's financial statements.
- c. A copy of the budget for the current year plus one year

9. If the premises are leased – the following is required:

- a. Copy of executed lease agreement
- b. Proof from the registered owner that the permissive exemption received in the prior year has reduced the leasee's share of the annual property tax levy

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?

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.*

14. Does anyone live in the buildings? If yes, how many people?

15. Square footage of living area:

16. 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.

INFORMATION ON THE SERVICES PROVIDED BY THE ORGANIZATION

11. 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 charges imposed on users
- Approximate number of participants
- Is the activity operated by the church or by an outside organization?

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

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

- (c) REQUIRED: Provide usage statistics by jurisdiction.
- ie. % use by City of Courtenay residents
 - % use by residents outside of City of Courtenay

13. Other non-profit activities or additional information which may be pertinent to your application:

NOTES:

- (1) The personal information on this form is collected for the purpose of an operating program of the City of Courtenay 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 250-334-4441.
- (2) **Applications for Permissive Tax Exemption must be received by the 15th of MAY in the year prior to the taxation year for which exemption is requested, in order to be included on the applicable annual Permissive Tax Exemption Bylaw.**
- (3) Permissive Tax Exemption Applications are to be submitted to:

By mail:
The City of Courtenay
Attention: Director of Financial
Services City of Courtenay
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

By email:
finance@courtenay.ca