



APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION

(Section 224 of the Community Charter)

PERMISSIVE TAX EXEMPTION APPLICATIONS ARE DUE BY July 15

Instructions

Please return completed application form with supporting documentation by July 15th of the current year to be considered for the next permissive tax exemption year, using any of the following methods, to the attention of:

Finance, Village of Burns Lake

Mail: PO Box 570, Burns Lake, BC V0J 1E0

Email: finance@burnslake.ca

Application intake deadline is July 15th, or the next business day if July 15th falls on a weekend.

Please Note: A separate application is required for each Property.

If space provided is not sufficient additional pages may be added.

Requirements

Applications must comply with all guidelines as set out in the Village of Burns Lake Permissive Tax Exemption Policy No GG28.

The following items must be submitted with the application form:

- Confirmation of charity status per CRA or Certificate of Good Standing as a registered society per BC Registry Services;
- Financial Statements including Balance Sheet and Income Statement for most recent fiscal year (signed by Auditors or Treasurer);
- Financial Budget for the current 12-month period
- Copy of Land Title Certificate or Lease Agreement (as applicable)

Only complete applications with all supporting documentation, will be considered. Additional information may be requested as deemed necessary.

Please direct inquiries to 250-692-7587 or finance@burnslake.ca

Application Form for Permissive Exemption from Property Taxation

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

Folio Number: Address:

Legal Description:

Registered Owner (if different than above):

Principle Use of the Property: (Brief Description)

3. **ELIGIBILITY CRITERIA:**

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

Land and/or improvements, owned by the applicant

Land and/or improvements leased under an agreement by the applicant

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

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

Not for profit corporation	Municipality, regional district, or other local authority
Registered Charity	
Philanthropic Entity	Organization eligible for s. 220 statutory exemption (e.g. place of public worship, cemetery, library, hospital, etc.)
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 <i>Community Charter</i>

(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
- Preserves heritage important to the community character
- Preserves an environmentally, ecologically significant area of the community
- Supports reconciliation with indigenous communities
- 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

(D) ARE ALL ACCOUNTS WITH THE VILLAGE CURRENT?

Yes No – If no, please explain

4. INFORMATION ON THE SERVICES PROVIDED BY THE ORGANIZATION:

(A) Describe the goal(s) or purpose(s) of the organization.

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(B) Describe the services and activities provided by your organization at this property, and how they provide a benefit to the community.

(C) Who are the primary beneficiaries of the services (i.e. residents of Burns Lake, residents of surrounding area, visitors)? Provide percentages if available.

(D) Describe how your organization is accessible and equally available to all residents of the Village. In particular, by groups, individuals, those with special needs, youth, seniors, general public, members only, etc.

(E) How many persons are served by your organization? _____

(F) How many volunteer hours does your organization log? _____

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(G) Has the organization received grants from other Senior Governments (Provincial/Federal), Local Governments, Crown Agencies, and/or other organizations in the past two (2) years? (Provide contributors name, year, and amount received).

(H) Describe any efforts made by the organization to work towards self-sufficiency.

(I) What is the likely impact if a tax exemption is not granted (i.e. increased fees, reduced services, etc.)?

5. **COMMERCIAL ACTIVITY:** Is any part of the building or property used or rented by commercial or private operators or by any group other than your organization? If so, describe the user groups, fees charged and terms of use.

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6. **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.

7. **RESIDENCE:** Does anyone live in the building, if applicable?

Yes No

If yes, please provide square footage of the living area. _____

8. **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.

Signature X _____

Position

Name

Date