

# Permissive Property Tax Exemption Application Form

**Deadline: May 31**

See sections [220](#) and [224](#) of the Community Charter.

This form must be completed in full to be considered for Permissive Tax Exemption for the next taxation year. Please read carefully the Permissive Property Tax Exemption Policy to ensure your application meets the minimum requirements for tax exemption for your organization. Applications that do not demonstrate a benefit to the community may not be considered.

**Name of Agency/Organization/Group: \***

## Part A: Applicant Information

**Number of Years in Operation \***

**Mailing Address: \***

**Contact Person & Title: \***

**Phone Number: \***

**Email: \***

**Registered Charity or Society in good standing? \***

Yes  No

**Registered Charity or BC Society Number: \***

# Part B: Organization Information

Describe your organizations objectives. When describing your organization's objectives, include an overview of your mission and goals. It is important that these points demonstrate how your organization benefits the community.: \*

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When describing the services provided by your organization, provide an overview of your services, their impact on the community, level of public involvement, accessibility & inclusivity, collaboration & partnership, and your organizations future plans.: \*

TEST

How many members does your organization have? \*

TEST

What percentage are Sechelt Residents? \*

TEST

How many volunteers does your organization have? \*

TEST

Please attach a separate page listing your Board of Directors (include only public contact information) \*

File Name



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# Part C: Property Information

Complete for each property for which exemption is requested.

For reference, Community Charter Section [224\(2\)](#).

**Please supply the relevant clause designation from Section 224(2), referenced above. Demonstrate how your organization qualifies for exemption by identifying which section of the community charter aligns with your service.: \***

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**1. Civic address of property: \***

TEST

**2. Roll Number: \***

TEST

**3. Registered Owner: \***

TEST

**4. Is any portion of the property leased? \***

Yes

No

**If yes, provide details:**

TEST

**5. State the use of all land and each building on the property. Include reference to land use, building use, multiple uses, public access, special features and future plans.: \***


TEST

6. Does the use described in #5 apply to the entire parcel as described in item #1? \*

Yes  No


If no, please attached a scale drawing clearly showing the areas of use.

File Name

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Providing a map with details will benefit your application to successfully obtaining permissive tax exemption.

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*Note: The drawing is needed to determine the proportion of the land and improvements tht to be exempt and taxable pursuant to Section 224 of the Community Charter. Assistance is availble from the District of Sechelt.*

7. Are any retail facilities (such as food, liquor, equipment sales or rental) located on the property? \*

Yes  No

If yes, please provide an explanation as part of item #5.

TEST

8. Is the facility open to the public (Recreation facilities ONLY)

Yes  No

9. Is membership (if required) to any member of the community? (Recreational facilities ONLY)

Yes  No

10. Are all the buildings on the lands in use and continue to be set aside for public worship or for a Church Hall? (Churches ONLY)

Yes  No

If no, please briefly explain below.

TEST

*Note: Under the Community Charter, only the building set apart for public worship and the land on which the building stands are included in the Statutory Tax Exemptions. All other areas that are not used for pulic worship and the surrounding lands may only be considered under a Permissive Tax Exemption.*

# Part D: Budget Information

Current budget means the budget for the year you are applying for exemption. Prior, and current year will not be accepted.

Financial statements are defined as a Statement of Financial Position (balance sheet), Statement of Activities (Income Statement). Statements must be the prior year of the date of application or later. Earlier statements will not be accepted.

Optional; Statement of Cash Flows, Statement of Functional Expenses, and notes to the Financial Statements.

**Please attach your budget for the year you are applying for exemption, and most recent financial statements. These documents should show how much revenue is received from user fees, fundraising activities, other government funding, and membership fees.:** \*

## File Name



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**Please provide any additional budget information here:**

TEST

# Part E: Statement of Impact

Please provide a statement of the likely impact if a tax exemption is not granted. In your response please include the financial impact, community impact, operational impact, and strategic impact. \*

TEST

# Part F: Declaration

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. \*

A handwritten signature consisting of a horizontal line with a vertical line extending downwards from its center, resembling the letter 'T'.

Date of signature: \*

3/19/2025



# Part G: Document Submission

## List of board of directors (if not uploaded yet)

### File Name



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## Current budget (if not uploaded yet)

### File Name



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## Financial statements (signed by two directors)

### File Name



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## Scale drawing (if applicable)

### File Name



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Completed submissions and associated documentation must be submitted by May 31.

For assistance please contact the Tax Department at 604-885-1986 or [propertytax@sechelt.ca](mailto:propertytax@sechelt.ca)



Thank you.