



Permissive Property Tax  
Exemption Application Form  
Application Deadline: May 31

See Sections 220 and 224 of the Community Charter

**A. Applicant Information**

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

Number of Years in Operation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Charity or Society in good standing?  Yes  No

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

**B Organization Information**

1 Briefly describe your organization's objectives:

2 Briefly describe the services provided by your organization, and how your organization seeks to involve members of the public?

3 How many members does your organization have? \_\_\_\_\_

4 What percentage are Sechelt Residents? \_\_\_\_\_

5 How many volunteers does your organization have? \_\_\_\_\_

6 Please attach a separate page listing your Board of Directors.

**C Property Information - Complete for each property for which exemption is requested.**

Exemption claimed under The Community Charter, Section 224, subsection (2), clause \_\_\_\_\_  
[Please supply the relevant clause designation from Section 224(2)]

1 Civic address of property:

\_\_\_\_\_

2 Roll Number:

\_\_\_\_\_

3 Registered Owner:

\_\_\_\_\_

4 Is any portion of the property leased?  Yes  No ➤ If Yes provide details.

\_\_\_\_\_

5 State the use of all land and each building on the property:

\_\_\_\_\_

6 Does the use described in item #5 apply to the entire parcel as described in item #1?  Yes  No  
➤ If No please attach a scale drawing clearly showing the areas of use.

*Note: The drawing is needed to determine the proportion of the land and improvements that are to be exempt and taxable pursuant to Section 224 of the Community Charter. Assistance is available 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.

\_\_\_\_\_

8 Recreation Facilities Only - Is the facility open to the public?  Yes  No  
Is membership (if required) available to any member of the community?  Yes  No

9 Churches Only - Are all the buildings on the lands in use and continue to be set aside for public worship or for a Church hall?  Yes  No ➤ If no please briefly explain below.

\_\_\_\_\_

*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 public worship and the surrounding lands may only be considered under a Permissive Tax Exemption.*

## D Budget Information

Please attach your organization's current budget 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. If they do not, please show the information here:

## E Statement of Impact

Please provide a statement of the likely impact if a tax exemption is not granted.

## F Declaration

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## G Submission and Checklist

- List of Board of Directors
- Current Budget
- Financial Statements signed by two directors
- Scale Drawing (if required)

Completed applications and associated documentation must be submitted by May 31 to:

Chief Financial Officer  
District of Sechelt  
2nd Floor, 5797 Cowrie Street  
P.O. Box 129  
Sechelt, BC V0N 3A0