



PERMISSIVE TAX EXEMPTION Application

The City of Nanaimo recognized the significant value of volunteers, volunteer groups and agencies to the social, cultural, spiritual, educational and physical well-being of the community.

A Permissive Tax Exemption, pursuant to Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's strategic goals and objectives.

APPLICANT INFORMATION

Contact Person:	Position:
Mailing Address:	City: Postal Code:
Email:	Phone:

PROPERTY INFORMATION

Civic Address:	Folio:
Legal Description	Lot: Block: Range:
	Section: Plan: District:

Registered Owner (if different from applicant):

ORGANIZATION INFORMATION

Please complete a separate form for each property.

Organization Name:
President Name: Phone:
Is the Organization Registered under the BC Societies Act? <input type="checkbox"/> Yes Registration No.: <input type="checkbox"/> No
Is the Organization a Registered Charity? <input type="checkbox"/> Yes Registration No.: <input type="checkbox"/> No
No. of Full-Time Staff: No. of Part-Time Staff:
No. of Community Volunteers: No. of Volunteer Hours per year:
No. of Members: Membership Fee:
No. of People Served last year: Projected No. of People served this year:

Please provide a brief description of the goals and objectives of the organization:

PRINCIPAL USE OF PROPERTY

Please provide a brief description of the principal use of the property and how this use benefits the community:

What charitable, philanthropic, or recreational services does your organization provide to the community?

Is there a fee for any of the activities provided? Yes No. of Participants: _____ No

Please provide details of the fees for service in your organization:

Fee Type	Fee Amount	Description

Is the organization foreseeing changes to the current programs and services provided? If yes, please explain.

COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on this property:

LEASED SPACE

Please list below and attach a list of all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual:

CATEGORY

Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption. For details, please see the [Permissive Tax Exemption Policy](#).

- Athletic Club or Association Heritage Property Independent School – Acres: _____
 Non-Profit Organization Percentage of total services/programs to Nanaimo residents: _____%
 Place of Worship – Acres: _____ Service Club or Association Other: _____

SUPPORTING DOCUMENTATION

- Certificate of Good Standing as registered society per BC Registry Services
 Confirmation of charity status per CRA (if applicable)
 Financial Statement for most recent fiscal year
 Third-Party Agreements (if applicable) i.e. lease/rental for use of property
 Lease/Rental benefit letter if property not owned by Applicant (template available)

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should a Permissive Tax Exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Permissive Tax Exemption by the City.

Name

Position

Signature

Date

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

NOTES

Application Deadline: June 30th.

Application must be submitted using this form. Please complete the form and submit the form, along with applicable supporting documentation, to the Finance Department:

Mail: Finance Department – Taxation: 455 Wallace Street, Nanaimo, BC V9R 5J6

Email: pte@nanaimo.ca

OFFICE USE ONLY

Application Received Date: _____

Application Status: Approved Denied – Reason: _____

Approval or Denial Letter Sent