



Permissive Tax Exemptions

The District of Mackenzie recognizes the significant value of volunteers, volunteer groups and agencies to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community that further Council's objective to enhance the quality of life while delivering services economically to the residents of the District of Mackenzie.

The Permissive Tax Exemption Policy is intended to provide clarity, consistency and certainty to the municipality, the public and prospective applicants.

In accordance with the Community Charter, the Council of the District of Mackenzie may approve a tax exemption on properties that are owned or held by organizations that are not for profit. The exemptions must be approved by bylaw, and the bylaw for the applicable taxation year must be approved by October 31st of the previous year.

Please complete the following application and submit it to the District on or before September 15th. Note that exemptions are granted on an annual basis and approval in one year does not imply or suggest that approval in any year subsequent will occur.

Applications are available at the District Office, 1 Mackenzie Boulevard, Mackenzie, BC, V0J 2C0 or on the District website: www.districtofmackenzie.ca

Applications can be submitted to: Corporate Services
Bag 340, 1 Mackenzie Boulevard
Mackenzie, BC, V2G 1N3
Email: info@districtofmackenzie.ca

Questions: Call: 250-997-3221
Email: finance@districtofmackenzie.ca

Deadline for applications and renewal is September 15th. Late applications will not be considered.

Application Form - Permissive Tax Exemption

All applications must be submitted by **September 15th**

DETAILS OF ORGANIZATION

Name of Organization: _____

**BC Society Incorporation
Number:** _____

**CRA – Charitable Registration
Number (if applicable):** _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address (optional): _____

PROPERTY INFORMATION

Folio Number: _____

Civic Address: _____

Legal Description: _____

Registered Owner (if different): _____

**Do you plan on selling any
portion of the property within
the next three years?**

YES

NO

OVERVIEW OF ORGANIZATION

Please provide an overview of your organization's programs and services in the community:



Please provide a brief description of the principle use of the property:

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

ATTACHMENTS (Required)	YES	NO	N/A
A) 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B) Most recent Registered Charity Information Return of Non-Profit Organization Return submitted to the CCRA (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) Most current Audited Financial Statements or Financial Statements prepared by an Accountant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Scale drawings of property, that includes buildings, parking lots, landscaping, playgrounds, fields, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION & SIGNATURE

On behalf of, _____ I/we hereby declare that all the information presented and provided with this application is true and correct. Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

1. If the property is sold prior to the exemption expiration, the organization will remit to the District an amount equal to the taxes that would have otherwise been payable to the District by a non-exempt owner.
2. The property use will be in compliance with the applicable municipal policies and bylaws.
3. The organization will publicly acknowledge the permissive tax exemption granted by the District.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any enclosures submitted is public information**. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

DATED THIS _____ DAY OF _____, 20____. Authorized

Signature: _____



Renewal Application for Permissive Tax Exemption

DETAILS OF ORGANIZATION

Name of Organization: _____

BC Society Incorporation Number: _____

CRA – Charitable Registration Number _____

Mailing Address: _____

Phone Number: _____

Folio Number: _____

Civic Address of Property: _____

Legal Description of Property: _____

Do you plan on selling any portion of the property within the next three years? YES NO

I acknowledge that this is a simple renewal form. A detailed application is required every three (3) years.

DECLARATION & SIGNATURE

On behalf of, _____ I/we hereby declare that all the information presented and provided with this application is true and correct. Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

1. If the property is sold prior to the exemption expiration, the organization will remit to the District an amount equal to the taxes that would have otherwise been payable to the District by a non-exempt owner.
2. The property use will be in compliance with the applicable municipal policies and bylaws.
3. The organization will publicly acknowledge the permissive tax exemption granted by the District.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any enclosures submitted is public information**. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

DATED THIS _____ DAY OF _____, 20__.

Authorized Signature: _____