



Application for 2024 Permissive Tax Exemption Under Section 224 of the Community Charter

The 2024 Permissive Tax Exemption application has been revised. Copies of previous year's applications **will not** be accepted.

The deadline to submit the attached 2024 Property Tax Exemption application is **September 8, 2023**. Applications received after the deadline, incomplete, or missing any required financial documentation **will not** be considered.

The information you provide in this application will be reviewed under Council's Guidelines for Permissive Tax Exemptions.

Please note:

- Council may request a presentation from an applicant
- Exemptions are granted for one year only
- Organizations are required to submit a new application annually with their most recent financial information, map area and contact information
- The Village of Cache Creek reserves the right to review any records to verify the information provided, including inspection of buildings
- Council may, at its discretion, reject any applicant in any given year
- Recipients of exemptions may be asked to publicly acknowledge the exemption

Please forward the complete application along with the associated documentation to:

Village of Cache Creek
PO Box 7
Cache Creek, BC V0H 1H0

Or by e-mail to: admin@cachecreek.ca

Please indicate 2024 PTE application on the subject line.

If you require assistance, please contact:

Cristina Martini
CFO
Phone: 250-457-6237
Email: cfo@cachecreek.ca

Application for 2024 Permissive Tax Exemption

Under Section 224 of the Community Charter

Section 1: General Information

1. Name of Organization:

2. Name of Registered Owner: (if different from above)

3. Property Address:

4. Folio Number:

5. Mailing Address: (if different from property address)

6. Contact person who can provide additional information about this application
Name:
Position Title:
Telephone:
Mailing Address:
E-mail Address:

7. Organization Executives
President/Chair:
Telephone/Email:
Vice President/Vice Chair:
Telephone/Email:
Treasurer:
Telephone/Email:

8. What is the purpose of your Organization? (provide a brief description of the major programs/services/benefits delivered by your organization and the main user groups)

9. Date of Incorporation:

Is your "Certificate of Incorporation under the Societies Act" presently in good standing?

Yes

No

Please enclose a copy of the "Certificate of Incorporation"

10. Society Registration Number:

11. Charitable Organization Number (if applicable):

12. Number of years in operation:

Section 2: How your Organization conforms to Council Guidelines for Permissive Tax Exemption

1. How is your organization consistent with municipal policies, plans, bylaws, codes and regulations?

2. How is your organization non-profit; for example, is it a registered charitable institution or society?

In order to verify your answer above, please check the appropriate box below:

Attached copy of most current financial statement

Certificate of Incorporation under the Societies Act is presently in good standing

Attached copy of "Certificate of Incorporation under the Societies Act"

3. How is your organization a complementary extension to Cache Creek services and programs?

4. How is your organization equally accessible to the public? Does your organization require any type of membership?

5. In what way is your organization operated primarily for the benefit of Cache Creek residents? How do your services improve the quality of life for Cache Creek residents and how do they complement what is provided by the Village of Cache Creek?

6. How many members/users does your organization have during the most recent fiscal year?

7. Of those members/users, specify the number of those who are residents of Cache Creek.

- Please provide details of how this information is tracked or attach members/users list.

8. Is the organization run by volunteers, paid staff or a combination?

Volunteer Paid staff

- Please state the number of volunteers and volunteer hours worked per year
- Please state the number of paid staff

9. Other activities which may be pertinent to your application

Section 3: Property Use

1. What is the principal use of the property?

2. Is any space on the property used for another purpose?

Yes No If yes, please provide details

3. Is any part of the property used or rented by commercial or private operators or by any group other than your organization?

Yes No If yes, please provide details

4. Does anyone live on the premises?

Yes No If yes, please provide details below:

- How many people:
- Square footage of living area:

5. If you are a tenant, what is the floor area of the premises?

6. If you own the property:

- What is the gross floor area of the building?
- How many parking spaces are there?

U/G: Blacktop: Gravel: Undeveloped:

- Please provide a copy of a recent (3 years or less) site plan of the property identifying the grounds, building and parking area with their dimensions

7. Has there been any changes in the status of the building or property in the last 12 months?

Yes No If yes, please provide details

8. Are you applying to rezone, redevelop or make any other changes to the property in the next 12 months?

Yes No If yes, please provide details

9. Are you planning to sell or vacate the property in the next 12 months?

Yes No If yes, please provide details

For Churches Only:

10. What is the seating capability of the church?

- Permanent:
- Portable:

11. What is the gross floor area of for:

- Church:
- Hall:
- Classrooms:
- Offices:
- Storage:
- Rectory:
- Additional areas (please specify):

- Other buildings:

Total gross floor area:

Section 4: Financial Information

1. Please provide the following documentation **(application will NOT be processed if documentation is not received by due date)**:

- ✓ Most recent registered charity information return (T3010) or non-profit society returns (T2 and 1044)
- ✓ Approved or Audited Financial Statements for the most recent fiscal year
- ✓ Budget for current taxation year

2. Please indicate all funding sources for your organization

3. If your organization has received grants or tax exemption in previous years from the Village of Cache Creek, another municipality, other government or non-government organizations (for example, the Provincial Government or Federal Government), please provide the following information:

| Year | Funding Agency | Type of Grant | Amount |
|------|----------------|---------------|--------|
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4. Does any of the above funding include provision for property taxes?

Yes

No

If yes, please provide details

5. Please provide information on any pending application for grants with municipalities, other government institutions and non-government organizations

| Funding Agency | Type of Grant requested | Amount | Status |
|----------------|-------------------------|--------|--------|
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6. Please provide information on any income received for space in the building, grounds or parking lot that is used, shared or rented by another organization. This applies to meeting rooms, parking stalls, etc., or to a congregation sharing church space and contributing to operating expenses:

| Area and location of space | Organization using space | Income received per use | Annual Income from this source |
|----------------------------|--------------------------|-------------------------|--------------------------------|
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7. Please provide information on any other properties this organization owns and the revenue generated

| Property address | Annual Income |
|------------------|---------------|
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| | |

I certify that the information provided in this application and the supporting documentation is true and accurate.

Name (please print):

Signature:

Position:

Telephone/Email:

Date: