

1. APPLICANT INFORMATION

Name of Organization:	
Are you registered under the Society's Act?	Are you a registered charity?
Mailing Address:	
Contact Person:	
Telephone:	E-Mail Address:

Permissive property tax exemption for:

- Area of land surrounding a church or church hall
- Charitable, philanthropic, or non-profit community organization
- Municipality, regional district, or other local authority

2. PROPERTY INFORMATION

Folio Number:	
PID Number:	
Civic Address:	
Legal Description:	
Registered Owner:	

3. ABOUT YOUR ORGANIZATION

a) Please provide a brief description of the goals and objectives of your Organization including:

- Participant numbers
- Volunteer hours
- Benefitting groups/individuals/special needs populations
- Fees charges for participation (if any)

Note: If you need further space, please add no more than one page.

b) Provide the Organization's mission statement:

c) Provide a clear description of the Organization's mandate:

d) Provide a description of any third-party use of the subject land/improvements including user group names, fees charged, and conditions of use:

e) Provide information on how the tax exemption amount is put back into the community through charitable means or reduced fees paid by the general population of the City of Campbell River:

f) Does the organization's activity compete with any other duly licensed business in the City of Campbell River?

If yes, provide details of the activity:

4. ATTACHMENTS

The following attachments must be included for the application to be complete:

- 1) Last 3 years of financial statements for **first time applicants**
- 2) Prior year financial statements for current tax exemption applicants
- 3) Copy of state title certificate or lease agreement
 - If the property is leased – a separate letter of understanding signed by the landlord and tenant providing written confirmation that the applicant will receive the tax exemption benefit.

5. AUTHORIZATION

I hereby certify that I have read the attached City of Campbell River Council Finance Policy, Section 2.6.1; that this application complies with Policy requirements; and that the information contained in this application is complete and correct:

Name (please print):	Title/Position:
Signature:	Date:

For information or clarification on the application process, please contact Alan Ha, Controller and staff liaison, at 250-286-5754 or alan.ha@campbellriver.ca.

The contents of this application are considered public information and may be released to a third party upon request.