



2025 Permissive Tax Exemption Application Package

Enclosed are the following items:

1. Permissive Tax Application Form – 2025 Tax Year
2. District of Invermere Permissive Tax Exemption Policy

Please read the documentation carefully as it sets out the policy guidelines that staff and Council will use when accepting and evaluating applications.

Permissive Tax Exemption Applications are Due: **August 15, 2024 at 4:30 p.m.**

Please ensure applications include all required information and that they are submitted on (or before) the deadline of August 15, 2024 at 4:30 p.m.

Incomplete and late applications will not be accepted.

If there are questions, please contact the undersigned well before the deadline of August 15, 2024.

Submission Options:

Email:

finance@invermere.net

Fax:

(250) 342.2934

Regular mail:

Box 339

Invermere, BC

V0A 1K0

In person:

914 – 8th Avenue

Invermere, BC

8:30am-4:30pm M-F

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Coté".

Karen Coté

Director of Finance

District of Invermere

Box 339, 914 – 8th Avenue, Invermere, BC V0A 1K0

Phone: 250.342.9281 | Fax:250.342-2934 | email: info@invermere.net | website: www.invermere.net



District of Invermere

NEW

Application for Permissive Tax Exemption 2025

by Not-For-Profit, Charitable Organizations, and Places of Worship

Application Deadline: August 15, 2024

- **Checklist** - The following items **must** accompany a completed new application form:
 - Current list of Board of Directors or Executive of the Organization
 - Copy of the most recent fiscal year-end Financial Statements including Balance Sheet and Income Statement. Financial Statements must contain complete information for the organization including: funding received from such sources as government employment grants, lottery funds, or proceeds from fund raising events.
 - A budget for the year for the tax exemption is requested (2024/or most recent) must be submitted in a format consistent with your financial statements (income statement).
 - Scale drawing of the Property, which includes Building(s), parking lots, playgrounds, fields, etc.
 - Copy of the Lease Agreement if the applicant does not own the property
 - Copy of Caretakers Agreement, if applicable

- Applicants may be requested, at Council's request, to make a formal presentation of their application
- Applicants will be notified by letter as to Council's decision of the permissive taxation request



Application Form Permissive Tax Exemption 2025

ORGANIZATION INFORMATION *(Please Print Legibly)*

Organization Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____ Position: _____

Phone: _____ Email: _____

Is your organization registered as a **Provincial Society**? YES NO

If YES: Society #: _____

Date of Registration: _____

Date of the last annual report filed with the CRA: _____

Is your organization registered as a **Federal Charitable Organization**? YES NO

If YES: Registration #: _____

Date of Registration: _____

Date of the last annual report filed with the CRA: _____

Nature of your Organization:

(Please tick any boxes that apply to your organization.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Special Needs/Supportive Housing | <input type="checkbox"/> Educational Facilities | <input type="checkbox"/> Affordable Housing |
| <input type="checkbox"/> Social Services Properties | <input type="checkbox"/> Athletic or Recreational Facilities | <input type="checkbox"/> Place for Worship |
| <input type="checkbox"/> Arts & Cultural Facilities | <input type="checkbox"/> Space for Community Development Organizations | |

How many **Employees** does your society/charity employ in **Invermere**? _____

Are there **local Volunteers**? YES NO If YES, how many? _____

Membership and/or number of patients/residents:

a. Indicate total number of members in your organization. _____

b. Of this number of members, how many have paid memberships? _____

OR c. Indicate total number of patients or residents utilizing the property. _____



Application Form Permissive Tax Exemption 2025

ORGANIZATION INFORMATION CONT'D

I am applying for a Permissive Tax Exemption for the following year(s) **maximum 10 years**:

Please provide the following information in point form. *(Please include additional sheets if required)*

a. Briefly describe the **goals/purpose(s)** of the organization, and how the property is used to accomplish these goals/purpose(s)?

b. Describe the **services and activities** provided by your organization and how they provide a **benefit** to the community.

Please provide an estimated number of residents the tax exception will benefit in the following categories:

a. Specific Group

b. Broad Range of Residents:

Group Name: _____ # _____

District of Invermere Residents # _____

RDEK Area Residents # _____

Other Community Residents # _____

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Application Form Permissive Tax Exemption 2025

PROPERTY INFORMATION *(Please Print Legibly)*

Civic Address of Property Owned/Leased, by applicant: _____

Property Legal Description:

Lot# _____ Plan# _____ Roll# _____

PID# _____ Total Property Square Feet _____

Is your organization the **registered owner**? YES NO

If NO: Does your organization have a lease with the property owner which covers a minimum 12 months?
 YES NO

If YES: Please attach a copy of your **lease**.

Square footage - leased space _____

Number of **parking** spaces: Gravel _____ Blacktop _____ Undeveloped _____

Is any **part of the building** or of the property **used or rented** by commercial or private operators or **by any group other than your organization**? YES NO

If YES: Please **attach a list of other activities** on your property (*i.e. Daycare centre, catering and hall rental, thrift shop*). We require the following for **each** activity (*Please attach additional pages as required*):

_____ Hours per day and/or days of week of operation

_____ Fee or charge

_____ Approximate number of participants

_____ Is the activity operated by the registered owner or by an outside organization?

Does a **caretaker** live on the property? YES NO

If YES: Please attach a caretaker's **agreement** that specifies rent free accommodation in exchange for service.



Application Form Permissive Tax Exemption 2025

FINANCIAL INFORMATION *(Please Print Legibly)*

Fiscal Year End of your Organization: _____

Have the most recent annual financial statements been:

- a. **Approved** by the executive or Board? YES NO
- b. **Audited**? YES NO

You must attach the following to your application:

Most recently approved Financial Statements – Including:

- a. **Balance Sheet** (Financial Position) Attached
- b. **Income Statement** (Revenues and Expenditures) Attached
- c. **Budget** for 2024 Attached

Declaration:

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

- 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-profit/charity exempt owner/lessee.
- The charity or non-profit organization is in full compliance with the *Income Tax Act* of Canada (through Charities Directorate of The Canada Revenue Agency) or the *Society Act*, Chapter 433 in British Columbia.
- The property use will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the permissive tax exemption granted by the District.
- I understand that all required information must be attached to this application to be considered for a Permissive Tax Exemption.

Authorized Signature: _____ Date: _____

Printed Name: _____ Position: _____