



Finance Department
1 Centennial Square
Victoria, BC V8W 1P6

propertytax@victoria.ca

Application Form for Permissive Exemption from Property Taxation for 2027-2028

(Section 224 of the Community Charter)

Section 1. Organization Contact Information

Please provide the following information:

Organization Name: _____

Registered under the *Societies Act*? Yes No Society Registration Number: _____

Registered Charity? Yes No Charity Registration Number: _____

Mailing Address: _____

Contact Person: _____

Email Address: _____ Telephone Number: _____

Section 2. Property Information (COMPLETE A SEPARATE APPLICATION FORM FOR EACH PROPERTY)

Folio/Roll Number: _____ Address: _____

Legal Description: _____

Registered Owner (if different than above): _____

Section 3. About Your Organization

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



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Section 4. Principal Use Of This Property

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

Section 5. Commercial Activity

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



Section 6. Volunteer Information

Please provide a brief description of how your organization incorporates volunteers to deliver services.

Section 7. Permissive Tax Exemption Category

Please select the applicable permissive tax exemption category for which you are applying. For further information on the permissive tax exemption categories, please view the Permissive Tax Exemption Policy found on the City of Victoria’s website at [Property Taxes | City of Victoria](#).

- Arts and Cultural Facility
- Athletic/Recreational Facility
- Social Service
- Rail/Track Property
- Place of Worship

Educational Facility: Independent School Classification: Group 1 2 3 4

Supportive Housing

- Temporary or transitional housing
- Supportive staff
- Treatment program
- Group home
- Permanent facility
- Special needs/disability housing



Section 8. Public Acknowledgement

Recipients of a City of Victoria permissive tax exemption are required to publicly acknowledge the exemption. Please briefly describe how your organization will acknowledge the exemption.

Section 9. Documents Required

- Submit a copy of your organization’s most recent financial statements
- Submit all lease agreements for any portion of the property that your organization rents or leases to another organization or individual. Please note that lease agreements may be provided to BC Assessment for the purpose of determining eligibility for a permissive tax exemption.

Section 10. Property Ownership

Do you plan on selling any portion of the property in 2027-2028?

- Yes No

Section 11. Declaration

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

1. 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.
2. The property use will be in compliance with all applicable municipal policies and bylaws.
3. The organization will publicly acknowledge the permissive tax exemption granted by the City.
4. The information collected on this application form and any supporting documents may be subject to a request made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Any personal information that is included on this form is collected under the authority of s. 26(a) and (c) of *FOIPPA*.
5. The application form will be made publicly available through the online Council meeting agenda.

Signature: _____

Position: _____

Name: _____

Date: _____