



Comprehensive Permissive Tax Exemption Application Non-Profit Organizations or Athletic/Service Club 1 Year Application (2022)

APPLICATION DEADLINE

Forward your application on or before **JUNE 30, 2021** to:

- **Mail or in person:** Collections Division, City Hall, 32315 South Fraser Way, Abbotsford BC V2T 1W7
- **Email:** cash@abbotsford.ca

Late applications will **NOT** be accepted.

REQUIREMENTS

Applications must be submitted using this form. The following items must be submitted with the application:

- Confirmation of charity status per CRA website (www.cra-arc.gc.ca/chrts-gvng/lstngs/) - OR - Certificate of Good Standing as a registered society per BC Registry Services
- Registered Charity Information Return submitted to the CRA for most recent fiscal year
- Financial Statements for most recent fiscal year (signed by auditors or Treasurer)
- Financial Budget for current 12 months
- Scale drawing of property: (i) building floorplan (including, use of space), and (ii) property overview of secondary buildings, parking lots, playgrounds, fields, etc.
- Itemized listing of services, programs and donations provided by the organization

Only complete applications, with all supporting documentation, will be processed. Additional information may be requested, as deemed necessary.

APPLICANT INFORMATION

Application Date:	
For Taxation Year:	2022
Charity Registration Number:	
Society Registration Number:	

1. Full Name or Title of Organization:

2. Mailing Address of Organization:

3. Civic Address of Property; if different than mailing address:

4. Property Legal Description: Folio / Roll # _____ Plan: _____ Lot: _____

NOTE: each property requires a separate application

5. Contact Person (Name and Title): _____

Telephone(s): _____ E-mail: _____
(preferred communication method)

ENTRY CRITERIA

1. Is the organization a registered charity or society that is active and in good standing?
 - Yes – Provide confirmation of charity status (CRA), or Certificate of Good Standing (BC Registry Services)
 - No – Not eligible for permissive tax exemption

2. Is the organization in compliance with all municipal policies, plans, bylaws and other applicable regulations (i.e. business licensing, permits, and zoning)?
 - Yes
 - No – Please explain:

3. Is the organization the registered owner of the property?
 - Yes
 - No – Is the organization a lessee under a lease that requires payment of property taxes to the City of Abbotsford?
 - Yes – Attach copy of lease agreement
 - No – Do you lease from the City of Abbotsford?
 - Yes – Attach copy of lease agreement
 - No – Not eligible for permissive tax exemption

4. Are the organization's services or programs equally available to all residents of Abbotsford? Any restrictions must be within the framework of the *Constitution Act, 1982, Canadian Charter of Rights and Freedoms*.
 - Yes
 - No – Not eligible for permissive tax exemption

5. Nature of organization, please tick boxes that apply to your organization:
 - Charitable, philanthropic or other not for profit corporation
 - Service club or association
 - Athletic club or association
 - Recreational facility or grounds or park space
 - Cultural facility
 - Preservation of wildlife, environment or domestic animal shelter
 - Social services, such as food banks, drop-in centers for people with special needs, seniors, or youth
 - Support services and programs for people with special needs, who are in some way disadvantaged and need assistance in maximizing their quality of life; such as counseling for substance abuse or employment re-entry programs
 - Short-term emergency or protective housing
 - Halfway houses, group homes or supportive housing for people with special needs
 - Other, describe below:

6. Briefly describe your organization’s primary goals and objectives, including your mission or vision statement.

Non-Profit Organizations

1. Does the organization provide services or programs that are in competition with other local businesses? Is any portion of your property used for commercial activities to generate a profit?

- No – The property is used entirely for non-profit activities
- Yes – Please indicate the following:

Type of activity	Area (sq.ft.) of premises used	Fees charged

2. (a) Total annual operating budget for your organization: \$ _____
 (b) Total annual operating budget for services or programs offered in Abbotsford: \$ _____

3. Does the organization provide services or programs to people outside of Abbotsford? List those services or programs, and identify the percentage of total services and programs offered at the subject property that are used or received by people outside of Abbotsford.

- No – 100% of services or programs benefit the residents of Abbotsford
- Yes – Please indicate the following:

Services or programs (please describe)	% of Total Services or Programs

Athletic Clubs or Associations

1. Are the services or programs offered by your organization widely available in the City? Is your organization competing against other local businesses providing the same recreational services or programs?

No

Yes – Not eligible for permissive tax exemption

COMMUNITY SUPPORT CORE CHECKLIST

1. Who benefits from your organization's services or programs?
2. Explain how your organization has the support of the Abbotsford community.
3. Do donations / resources remain exclusively within the City of Abbotsford? If not, explain.
4. How would your organization, if successful, acknowledge the City's permissive tax exemption.

ORGANIZATIONAL CHECKLIST

The City's *2019 - 2022 Strategic Plan* aligns all municipal planning decisions and guides departmental business planning and budgeting. Organizations applying for a permissive tax exemption should consider the four (4) cornerstones of this plan – Complete Community; Organizational Alignment; Fiscal Discipline; and Vibrant Economy – as Council aims to support organizations within the community that align with its strategic goals and objectives.

For more information on *2019 - 2022 Strategic Plan*, visit <https://www.abbotsford.ca/strategic>.

Vibrant Economy

1. How does your organization contribute to developing a vibrant and diverse economy?

2. Describe the relationships your organization has built with local business and/or community groups and how these relationships promote a vibrant economy?

3. How do you measure your success? What benchmarks and measures are in place? Please provide details of benchmarks and scoring (attach supporting documents if available).

4. What does innovation look like in your organization?

Complete Community

1. How does your organization address one or all of the below key issues facing our community? (only describe those that apply to your organization’s mission)
 - (a) Protect the natural environment

 - (b) Embrace cultural diversity

 - (c) Mitigate social issues

(d) Ensure public safety

2. How does your organization support or work with other local businesses, community groups or organizations?

3. How does your organization educate the community and promote engagement from the public?

Fiscal Discipline

1. Does your organization receive or ask for any other contributions from the City?

2. How will the City's contribution create a return on our investment? Consider both quantitative (e.g. increased business dollars, tourism) and qualitative benefits (e.g. cultural diversity, safety, environment)

3. Is your organization self-sustainable? If so, how? If not, what are your plans to become self-sustainable in both the short-term and the long-term?

Organizational Alignment

1. How does your organization build community?

2. How do your programs or services increase the quality of life for Abbotsford residents?

3. How does your organization work with Abbotsford residents to promote leadership and develop future capacity?

OTHER SUPPORTING DOCUMENTATION

1. List all licenses held by the organization (i.e. licenses under the Community Care Facility Act, Hospital Act, Library Act, City of Abbotsford Business License, Liquor License or other)

2. Does the organization have any third-party agreements, including rentals or leases allowing for use of the building(s) or parking lot(s), or portions thereof? (i.e. daycare, for-profit business, or other not-for-profit organization leasing or renting space)

No

Yes – Please indicate the following:

Name of third-party organization	Type of activity	Area (sq.ft.) of premises used	Exclusive Use (Yes/No)	Fees charged

3. Does anyone live in any of the building(s)?

No

Yes – Attached is the caretaker agreement that specifies accommodation in exchange for service

Terms of Application

I understand that additional information may be requested prior to consideration of this application for a permissive tax exemption.

I understand that if this application is approved in full or in part for the year, it is our organization’s responsibility to complete a comprehensive application or renewal application (as determined by the City of Abbotsford), submitting on or before **June 30 of each year** to be considered for future permissive tax exemptions.

I understand that any permissive tax exemptions given for the current tax year are not indicative of permissive tax exemptions to be awarded in future years.

I understand that it is our organization’s responsibility to contact the City of Abbotsford if any changes occur with respect to ownership or principal use of property.

Certification

I certify that I am a current board member of this organization and that the information provided in this application and supporting documentation is true and accurate to the best of my knowledge.

Name: _____ **Signature:** _____

Position: _____ **Date:** _____

Knowingly submitting an application or information that is not true or accurate will result in loss of eligibility.