

**Application must be completed in full.** All required documentation must be supplied. If sections do not apply, please write "N/A" (Not Applicable). Incomplete applications will not be accepted and/or will be returned to applicant. If more space is required, please attach additional pages.

*Freedom of Information and Protection of Privacy Act (FOIPPA)* Personal information you provide on this form is collected under the authority of the Community Charter will be used only for purposes related to your application for a permissive tax exemption. Questions about the collection of your personal information may be referred to the Director of Corporate and Financial Services, Kari Bolton at City Hall at 250-992-2111.

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Numbers of years in operation: \_\_\_\_\_

Telephone number: \_\_\_\_\_ ☐ Non-profit society ☐ Public Worship ☐ Land for Affordable Housing

## SOCIETY EXECUTIVE

Title	Name	Telephone Number

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## ORGANIZATION DESCRIPTION

Purpose of organization: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## PROPERTY INFORMATION

Legal Description and/or Civic Address of property for which exemption is request: \_\_\_\_\_

Describe how the land and buildings are used: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Percentage of land/buildings which are included in the uses stated above: \_\_\_\_\_

Retail facilities located within the land/buildings for which exemption requested *(kitchen area, area in which items are sold or made, bar, lounge or restaurant area, daycare, and/or residence)*

Number of days the facilities were available to the general public to rent *(banquet room, hall, meeting areas, and/or kitchen)*: \_\_\_\_\_

Number of days used by your group or non-profit groups *(free rental)*: \_\_\_\_\_ Total number of days that structures are used in entire year: \_\_\_\_\_



# Application for Exemption from Taxation

## PROPERTY INFORMATION - *continued*

Details of any leases or rental agreements for portions of the property:

---

Details of any area of structures in which smoking is permitted:

---

State how the activities on this property benefit the community and involves the general public (use additional paper if required)

Number of paid employees: \_\_\_\_\_ Number of active volunteers: \_\_\_\_\_

## FINANCIAL INFORMATION

Please attach: Recent financial statements of organization or statement of revenue/expenses and balance sheet for period ending *(statement must be signed by two directors. If older than one year, an interim statement may be required)*

List all other agencies from whom a grant was received in the year for which the attached statements were prepared:

Grants applied from other agencies this year which were approved or if a reply has not yet been received:

---

Details of any contracts with the Provincial or Federal governments for the provision of services:

Percentage or operating costs covered by grants from Provincial/Federal governments: \_\_\_\_\_

Annual Operating Budget total: \$ \_\_\_\_\_ for year ending: \_\_\_\_\_

Has your organization received a permissive exemption previously? \_\_\_\_\_ If yes, please describe any significant changes in your organization since your last exemption, i.e., organizational goals, structure or funding.

---

## SIGNATURE

I hereby certify that I am a member of the Board of the group applying for this property tax exemption and I believe the information contained in this application is true and correct.

\_\_\_\_\_  
SIGNATURE AND TITLE

\_\_\_\_\_  
DATE

Applications must be delivered to the City of Quesnel, 410 Kinchant Street, Quesnel, B.C., V2J 7J5, Attention: Kari Bolton, Director of Corporate and Financial Services, by July 31, 2023 along with:

- ☐ Full financial statements (non-profit societies)
- ☐ Statement of non-religious income (public worship)