



Permissive Tax Exemption Application (2025-2027)

NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process.

Please submit applications to the Finance Department:

Chief Financial Officer
City of Dawson Creek
PO Box 150
Dawson Creek BC V1G 4G4
Fax: 250.782.3352 Email: tax_dept@dawsoncreek.ca

Application Deadline: July 31

The following information must be provided to City Hall by the application deadline for Council's consideration. Late applications will not be considered.

SECTION 1: GENERAL INFORMATION

APPLICATION DATE: _____

FULL NAME OF ORGANIZATION: _____

MAILING ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION: Lot: _____ Block: _____ Plan: _____

TAX ROLL NUMBER: _____ PID: _____

CIVIC ADDRESS OF PROPERTY (if different than mailing address): _____

In what way is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance*).

- ☐ Not-for-profit (registered under Societies Act of BC)
- ☐ Not-for-profit (CRA registered)
- ☐ Registered Charity
- ☐ Other, please specify

SOCIETY NUMBER: _____ BUSINESS NUMBER: _____

REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: _____

Organization Executive:

Title	Name	Phone No.
President		
Secretary		
Treasurer		

CONTACT DETAILS: Contact Person & Title: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Did this property receive a Permissive Tax Exemption in previous years?

- ☐ YES YEAR(S) _____
- ☐ NO

SECTION 2: ORGANIZATIONAL INFORMATION

1. What is the nature of your organization?

- ☐ Non-profit organization
- ☐ Charitable/philanthropic organization
- ☐ Athletic or Service Club/Associations (including golf course)
- ☐ Care facility/ registered assisted living residence
- ☐ Partner of the municipality by agreement under s. 225 of the Community Charter
- ☐ Other local authority
- ☐ Place of public worship (and land surrounding exempt building)
- ☐ Seniors home
- ☐ Hospital
- ☐ Private schools (and land surround the exempt building)

2. Is this society in compliance with all municipal policies, plan, bylaws and other applicable regulations (i.e. business licensing, zoning)?

- ☐ YES
- ☐ NO

If No, please explain: _____

3. Describe the goal(s) of your organization: _____

4. How does the organization provide community support for youth, seniors, vulnerable population, and low income individuals/families?

5. Does the organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, Indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, etc.?

YES _____

NO _____

If Yes, please explain: _____

6. Do the objectives/goals of the organization align with any or all of Council's Strategic priorities (see Appendix A)?

YES _____

NO _____

If Yes, please explain: _____

7. Identify the number of persons served by the organization within the City of Dawson Creek annually.

8. Is membership or enrolment restricted in any way? YES _____ NO _____

If Yes, please explain: _____

SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

☐ YES

☐ NO

2. If No, is the organization a lessee under a lease which requires direct payment of property taxes to the City of Dawson Creek?

☐ YES

☐ NO

If Yes, please attach a copy of the lease.

If No and **NOT** a City leased property, the organization is not eligible for a Permissive Tax Exemption.

3. Does anyone live in the building or do you have any 3rd party agreements including rental or use of the building, parking lot or services rendered?

YES _____

NO _____

If Yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?

SECTION 4: FINANCIAL INFORMATION

1. Does your organization have revenue generating activities on your property (i.e. hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES _____

NO _____

If Yes, please attach a Fee Schedule and indicate the following:

Activity	Organization / Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: _____ Part-time: _____ Number of Volunteers: _____

3. Have you received grants from the City of Dawson Creek, Federal or Provincial government, Regional government, Crown Agencies or other funding agencies in the last 3 years?

YES_____

NO_____

If Yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.

5. 2023 actual operating expenses \$_____
6. 2023 actual operating revenues \$_____
7. 2024 annual operating budget of organization (attach a copy) \$_____
8. 2025 annual operating budget of organization (attach a copy of projected income and expenses) \$_____

A copy of the organizations most recent financial statements must be included with the application.

APPENDIX A

2023 Council Strategic Priorities

Infrastructure and Asset Management

- ❖ To effectively manage and invest in our assets to ensure they are financially sustainable, adaptable to effects of climate change and able to meet current and future service requirements.

Investing in the City's assets – Does your organization invest in the City assets in any way? An example would be providing capital repairs/replacements that are funded by your organization from revenues earned in the course of operations.

Community Partnerships

- ❖ To be stronger as a community by developing and strengthening our relationships and partnerships with First Nations communities, other local governments and community groups and agencies.

Developing and strengthening relationships – How does your organization develop and strengthen relationships with the City of Dawson Creek and/or with other Community groups?

Tourism

- ❖ To diversify our economy and optimize the use of our facilities and amenities by encouraging and promoting events and attracting travellers to stay and explore the community.

Optimizing and diversifying our economy – Does your organization bring events or tourist related activities that promote economic development in Dawson Creek? An example would be an organization hosting a regional/national event that draws individuals to the region.

Parks, Trails and Recreation Facilities

- ❖ To invest in our parks, trails and recreation facilities in order to meet the current and future needs of our citizens, support our tourism objectives and optimize the use of our assets.

Providing public access to the community – Does your organization provide public access to the community as a whole? An example would be making your grounds or facilities available to the general public to enjoy free/low-cost activities.

Vibrant Downtown

- ❖ To create a vibrant downtown that will support and attract business, encourage new residential opportunities and offer a unique visitor experience.

Supporting and attracting business – Does your organization contribute to supporting or attracting business, encouraging new residential opportunities or provide a unique visitor experience?