# DISTRICT OF SAANICH CLIMATE ACTION TAX EXEMPTION PROGRAM Application Form

## Section A: General Information and Instructions

The Climate Action Tax Exemption (CATE) Program is intended to incentivize electrification of mechanical equipment in commercial and some multi-unit residential buildings (rental or condominium strata corporations) in Saanich by providing some tax exemptions on municipal property taxes.

Please see <u>saanich.ca/climatetaxexemption</u> for more information on this incentive program, including eligibility criteria and program requirements.

For more information or for assistance in filling out this application, please contact <u>sustainability@saanich.ca</u>.

# **Application Submission**

Please attach one of the following documents to this application:

Proof of acceptance in a Provincial Incentive Program, outlining the project, eligible project expenses, estimated incentive amount, and an executed capital incentive agreement or proof of pre-approval; OR

An energy or feasibility study that consists of a report by a Professional Engineer or Certified Energy Manager, and which details: the planned electrification retrofit to at least one major mechanical system; the estimated energy and GHG savings resulting for the retrofit; an estimate of project costs; and, and any amounts received through incentives provided through other levels of government or agency.

Please email your application to <u>sustainability@saanich.ca</u>. You may also mail or deliver your application in person to the third-floor planning counter at Municipal Hall (address below):

District of Saanich C/O Sustainability Division 770 Vernon Ave Victoria BC V8X 2W7

NOTE: This application form is for non-stratifed buildings. Please see the application form for Strata Corporations at **saanich.ca/climatetaxexemption** if you are applying on behalf of a Strata.

#### **Personal Information Collection Notice:**

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for the processing and management of the Climate Action Tax Exemption Program. Questions related to privacy protection can be directed to the District's Privacy Officer at: 770 Vernon Ave, Victoria BC V8X 2W7, t. 250-475-1775, e. <u>foi@saanich.ca</u>



Section B: Owner In	formation							
Name(s) of Registered Property Owners								
Owner 1 Full Name	Owner 2 Full Name	Owner 3 Full Na	me					
Owner 1 Phone Number	Email							
Alternate Phone Number	Email							
Mailing Address								
Address								
City	Province	Postal Cod	e					
Section C: Agent Aut	horization and Information (i	f applicable)						
If the property owner is authorizing an agent (e.g. Property Manager) to act on their behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.								
Ι,	am the owner of the land	that is the subject of this ap	oplication, and I					
hereby authorize my agent / solicitor to make this application and to act								
on my behalf in regard to th	is application.							
Dated at the	, this	of	, .					
	City Day	Month	Year					
Name of Owner	Signature of Owner							
Name of Agent (if applicabl	e)							
Mailing Address of Agent								
Address								
City	Province	Postal Cod	e					
Agent Phone	Agent Email							



# **Section D: Property Information**

Property of the building(s) for which this Application is being submitted . This information can be found on your property tax bill and/or <u>BCAssessment.ca</u> .							
Address		Postal Code					
Assessment Roll Number (Fo	lio) Parcel ID (F	PID)					
Legal Description of Property	,						
Property Type and Building Gross Floor Area (GFA)	Rental Apartment Building,	GFA (ft²): # Units:					
	Commercial, GFA (ft <sup>2</sup> ):						
	Mixed Use (please fill in floo	or areas above)					
Current Improvement Value (I	Buildings) Current Land Valu	e Total Assessed Value					

## Section E: Project Description

Provide a description of the proposed electrification retrofit, including a summary of the mechanical systems to be replaced and the new electrical equipment to be installed:

Is an electrical service upgrade required? Yes No If yes, please explain:					
Will the new mechanical system retain natural gas as a Yes No back-up or supplementary energy source?					
Estimated Project Expenses: \$					
Estimated GHG Reduction (tCO2e per year):					
Fuel Quantity Displaced (GJ/year):					
Estimated Incentives from Other Sources: \$					
Expected date of purchasing equipment:					
Expected date of completed installation:					
If your building is a rental apartment, please describe how tenants may be impacted by the Project and steps you are taking to minimize disruption:					

Note: Completed projects that submit all project completion documentation by August 31 will be eligible for the tax exemption to come into effect the following calendar year.



### Section F: Sworn Declaration

I/WE HEREBY CERTIFY that all property taxes and municipal utility bills are in good standing with no arrears or delinquent amounts for the participating property.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the District by such inquiry as it deems appropriate, including inspection of the property for which this application is being made. If any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the exemption may be delayed, reduced, cancelled or repayment of any exemption may be required.

I/WE HEREBY AGREE that all exemptions will be calculated and awarded in the sole discretion of the District. The District is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of an exemption.

I/WE HEREBY UNDERSTAND that information submitted to the District for this Program may be disclosed to CleanBC or its program administrators in accordance with the Freedom of Information and Protection of Privacy Act Section 33(2)(d).

Dated at the		, this		of		1	
	City		Day	Ι	Month	Year	
Name of Owner or Au	thorized Agent	Signature	of Owne	r or Authorize	ed Agent		