# DISTRICT OF SAANICH CLIMATE ACTION TAX EXEMPTION PROGRAM Application Form for Strata Corporations

## 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 the following documents to this application:

Strata Lot Information Sheet

And one of the following:

NOTE: This application form is for buildings managed by a Strata Corporation. Please see the standard application form at <u>saanich.ca/climatetaxexemption</u> if your building is not stratified.

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

#### **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: Strata Corporation Information										
Strata Plan Number (e.g. VIS1234)	)									
Contact Name	Role/Position (e.g. Council Member, Strata Manager, etc.)									
Mailing Address										
Address										
City	Province		Postal Co	de						
Contact Phone Number	En	nail								
Alternate Contact Name	Role/Position (e.g. Co	uncil Memb	er, Strata Manager,	, etc.)						
Alternate Contact Phone	Em	ail								
Section C: Agent Authorization and Information (if applicable)										
If the strata corporation is authorizing an agent (e.g. engineer, lawyer) 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 in Section B.										
I, am the authorized representative of the Strata Corporation that is the										
subject of this application, and I hereby authorize my agent / solicitor to										
make this application and to act on my behalf in regard to this application.										
Dated at the	, this	of		, ·						
City	D	ау	Month	Year						
Name of Strata Representative	Signature									
Name of Agent (if applicable)										
Mailing Address of Agent										
Address										
City	Province		Postal Co	de						
Agent Phone Number	Agent Email									
	-									



## Section D: Property Information

Property Address of the building(s) for which this Application is being submitted.

Address

Postal Code

Number of Strata Lots

\*Please fill out and attach the Strata Lot Information Sheet found at <u>saanich.ca/climatetaxexemption</u>. The information needed to fill out the Strata Lot information Sheet can be found at <u>BCAssessment.ca</u>.

### 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:

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 municipal utility bills (e.g. water) that are billed to the Strata Corporation are in good standing with no arrears or delinquent amounts.

I/WE HEREBY AGREE that all strata owners have been informed of the program requirements.

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		,		
City		Day		Month		Year	
Name of Strata Representative or Authorized Agent Title/Role							
Signature							

