

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 saanich.ca/climatetaxexemption 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 sustainability@saanich.ca.

Application Submission

Please attach the following documents to this application:

Completed application submitted to a CleanBC Program

Completed energy study (if applicable)

Copy of a costing study or quote outlining the estimated project cost

Copy of an executed capital incentive agreement or proof of pre-approval in a CleanBC and/or BC Hydro Incentive Program (applications may be submitted prior to this being in place, but an agreement with the District will not be executed until received)

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

Please email your application to sustainability@saanich.ca. 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. foi@saanich.ca

Section B: Owner Information

Name(s) of Registered Property Owners

Owner 1 Full Name

Owner 2 Full Name

Owner 3 Full Name

Owner 1 Phone Number

Email

Alternate Phone Number

Email

Mailing Address

Address

City

Province

Postal Code

Section C: Agent Authorization and Information (if 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.

I, _____ am the owner of the land 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 Day Month Year

Name of Owner

Signature of Owner

Name of Agent (if applicable)

Mailing Address of Agent

Address

City

Province

Postal Code

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 BCAssessment.ca.

Address

Postal Code

Assessment Roll Number (Folio)

Parcel ID (PID)

Legal Description of Property

Property Type and
Building Gross Floor
Area (GFA)

Rental Apartment Building, GFA (ft²):

Units:

Commercial, GFA (ft²):

Mixed Use (please fill in floor areas above)

Current Improvement Value (Buildings)

Current Land Value

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 back-up or supplementary energy source?	Yes	No
Estimated Project Expenses: \$		
Estimated GHG Reduction (tCO _{2e} per year):		
Fuel Quantity Displaced (GJ/year):		
Do you have confirmation of pre-approval or an executed capital incentive agreement with CleanBC and/or BC Hydro? If yes, please submit a copy with this application.	Yes	No
Estimated Incentives from Other Sources		<div style="background-color: #00a69a; color: white; padding: 10px; border-radius: 15px; text-align: center;"> Visit betterbuildingsbc.ca for more info on CleanBC Incentives </div>
CleanBC Program:	\$	
Other:	\$	
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 _____, _____.

City Day Month Year

Name of Owner or Authorized Agent

Signature of Owner or Authorized Agent