

# 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 [saanich.ca/climatetaxexemption](https://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](mailto:sustainability@saanich.ca).

### Application Submission

Please attach the following documents to this application:

Completed application submitted to a CleanBC Program

Strata Lot Information Sheet

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 buildings managed by a Strata Corporation. Please see the standard application form at [saanich.ca/climatetaxexemption](https://saanich.ca/climatetaxexemption) if your building is not stratified.

Please email your application to [sustainability@saanich.ca](mailto: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](mailto:foi@saanich.ca)*

## 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 Code

Contact Phone Number Email

Alternate Contact Name Role/Position (e.g. Council Member, Strata Manager, etc.)

Alternate Contact Phone Email

## 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 the contact person identified 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 Day Month Year*

*Name of Strata Representative Signature*

Name of Agent (if applicable)

Mailing Address of Agent

Address

City Province Postal Code

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 [saanich.ca/climatetaxexemption](http://saanich.ca/climatetaxexemption).  
The information needed to fill out the Strata Lot information Sheet can be found at [BCAssessment.ca](http://BCAssessment.ca).**

## 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 <sub>2e</sub> 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		
CleanBC Program:	\$	
Other:	\$	
<div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; text-align: center;">           Visit <a href="https://betterbuildingsbc.ca" style="color: white;">betterbuildingsbc.ca</a> for more info on CleanBC Incentives         </div>		
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.*

