

# 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](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 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 [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

**NOTE:** This application form is for non-stratified buildings. Please see the application form for Strata Corporations at [saanich.ca/climatetaxexemption](https://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. [foi@saanich.ca](mailto: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](http://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 (ft<sup>2</sup>):

# Units:

Commercial, GFA (ft<sup>2</sup>):

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<sub>2e</sub> 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.*

