

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 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:

Strata Lot Information Sheet

And one of the following:

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

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: 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.
The information needed to fill out the Strata Lot information Sheet can be found at 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_{2e} 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.

