



**APPLICATION FORM FOR PERMISSIVE
EXEMPTION FROM PROPERTY
TAXATION FOR 2021-2023**

(Section 224 of the Community Charter)

1. IDENTIFICATION OF APPLICANT:

Organization name: Esquimalt Chamber of Commerce

Are you registered under the *Societies Act*? Yes ☒ No ☐

Are you a registered charity? Yes ☐ No ☒

Mailing Address: 103 - 1249 Esquimalt Rd, Esquimalt BC V9A 3P2

Contact Person: Ash Knightley Email Address: ash.knightley@gmail.com

Telephone Number: 250 507-2891 Fax Number: _____

Preferred method of application reminder: Email ☒ Mail ☐

2. PROPERTY (complete a separate form for each property)

Folio Number: 1624000 Address: 1249 Esquimalt Rd

Legal Description: LT 262 ESQLD PL VIP 285-4

Registered Owner (if different than above): Ian and Sandra Boorman

3. ABOUT YOUR ORGANIZATION: Please include (i) a brief description of the goals, objectives and mandate of the organization, (ii) your administrative, volunteer and Board structures and (iii) your days and hours of operation. Please attach additional documentation if necessary.

The Esquimalt Chamber of Commerce is a cornerstone of the business community in Esquimalt. We exist to help start, run and grow business within the Township. We are focused on providing resources and programs that support local businesses and advance the vitality of our region. We support the economic growth of Esquimalt by working with the Township to implement economic growth strategies.

A Chamber of Commerce (or Board of Trade) is a voluntary member-funded association. We are independent from government and take direction from our volunteer Board of Directors.

The Chamber has two primary functions:

First to act as a spokesperson for the business community and translates group thinking into action. This includes:

- Writing Letters of Support
- Consulting with municipal City Council
- Advocating on business issues through BC & Canadian Chamber policy
- Contributing to taskforces (SIPP, SiCoC, EcDev)
- Liaison for the community for tourism and economic development.

Second to offer products and services that benefit members including:

- Networking, professional development & community events
- Providing business resources such as eNewsletters, business mentoring and support for activities like Think Local First.
- Centralized and relevant COVID information access.

The Chamber used the funds from last year's grant to fund a part time office administrator this fiscal year. The office is now open regularly Monday, Wednesday and Friday from 10am to 2pm.

4. **PRINCIPAL USE OF THIS PROPERTY:** Please provide a brief description of the principal use of the property and how this use benefits the community.

The property is used primarily as the administrative office for the Chamber of Commerce. This a central location in the community that is also wheelchair accessible.

The Chamber does allow member businesses and organizations to use the space on a nominal fee-for-use basis. Fees are typically \$25 to \$50 per meeting depending on duration. This is helpful for home-based businesses to help grow their operations. Esquimalt's Township Community Arts Council (TCAC) uses the space on an on-going basis. They pay \$350 per month to use the space for regular meetings without the overhead of obtaining leased space.

5. **PUBLIC ACCESS:** Please describe how your organization's services are available to the public. Is access to your organization's services limited in any way?

The office serves as a 'Visitor Centre' for the community where the general public can find information about Esquimalt businesses, sites and cultural activities. Being able to have regular office hours has been helpful in providing this service.

For example, in partnership with the Township, we created a walking map used by Victoria Shipyards' visiting work-crews to locate restaurants and other services within Esquimalt thus keeping business in Esquimalt. The Tudor House Liquor Store reported for a given period, a 30% increase in business attributed to this map.

6. **USAGE STATISTICS:** What percentage of your total client/member base are Esquimalt residents?

Our membership breakdown is approximately 70% Esquimalt businesses/residents, 18% Victoria, and 12% Colwood, View Royal, Vancouver, Campbell River combined.

7. **COMMERCIAL ACTIVITY:** Please provide a brief description of any commercial activities that your organization conducts on this property.

There is no other commercial activity on the property other than the Chamber's own business.

8. **FUNDING:** Please provide details about any fees that are charged for your services. Please outline the attempts made to secure funding from other sources and provide details about funding that has been secured, including from other municipalities or levels of government?

The large majority of our membership base is home based businesses and small businesses under 5 people. We charge \$150 to \$200 for our memberships for these groups.

We receive no other funding from other organizations beyond this tax exemption application that was approved in 2019.

9. **LEASED SPACE:** Please attach any and all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual.

10. **PUBLIC ACKNOWLEDGEMENT:** All recipients of Township of Esquimalt permissive tax exemptions are required to publicly acknowledge the exemption. How does your organization plan on publicly acknowledging the exemption?

We advertise this support as an acknowledgement on our website home page. See <https://esquimaltchamber.ca/>

This is also something we discuss with our membership as part of financial reporting at our AGM.

11. **FINANCIAL STATEMENTS:** Attach your most recent financial statements.

12. **DECLARATION:**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration or if the conditions of the exemption are breached, the organization will remit to the Township an amount equal to the taxes that would have otherwise been payable by a non-exempt owner.
- The property use will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the permissive tax exemption granted by the Township.



Signature

Treasurer

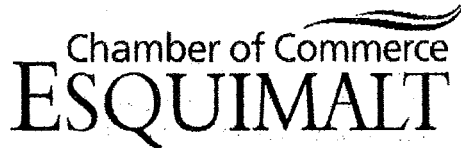
Position

Ash Knightley

Name (please print)

13 Aug 2020

Date



#103-1249 Esquimalt Rd, Esquimalt, BC, V9A 3P2

Phone: 250-590-2125

Email: admin@esquimaltchamber.ca Website: www.esquimaltchamber.ca

Agreement to Assign Property Tax Exemption

This is an agreement

BETWEEN:

Ian Boorman.

3347 University Woods, Victoria, B.C. V8P 5R2

("the Landlord")

AND

Esquimalt Chamber of Commerce

103-1249 Esquimalt Rd, Esquimalt, BC, V9A 3P2

("the Tenant")

Overview

The Esquimalt Chamber of Commerce intends submitting an application to the Municipality of Esquimalt for a Permissive Tax Exemption against the property taxes paid on the office space that we rent from the Landlord. As per the lease agreement, the Tenant pays gross rent (including property taxes) to the Landlord on a monthly basis. The Landlord and Tenant are in the first year of a 5 year lease agreement.

It is intended that this agreement remain in effect on an ongoing basis to support permissive tax exemption requests into the future. This agreement will be cancelled if the Tenant ceases to occupy this space or if either party informs the other party in writing of their wish to terminate the agreement.

The Tenant currently leases a 660 sq ft space (37.975% of total); Panago Pizza currently leases a 1078 sq ft space (62.025% of total); for a total of 1738 sq ft of commercial space in the building. See floor plate attached.

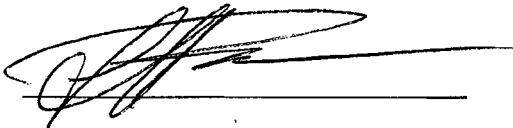
Terms

The following terms and conditions are agreed to in support of our annual application(s) to the Municipality:

1. The Landlord hereby gives consent for the Municipality of Esquimalt to disclose the exempted amount of tax (if any) granted annually as it relates to this application process.

2. Each year, once the property tax invoices have been sent out to the recipients, the Tenant will contact the Municipality to get a statement of the exempted amount approved for our premises in that given year.
3. The Tenant will forward a copy of the statement to the Landlord.
4. The Tenant will withhold rent in the subsequent months equivalent to the amount of the tax exemption granted to the Tenant for that fiscal year.
5. Aside from the amount withheld, the amount of rent paid monthly to the Landlord by the Tenant would not change from the amount stipulated in the Lease Agreement.

Signed in agreement:



Landlord - Ian Boorman,

July 17, 2019

Date



17 July 2019

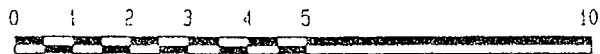
Tenant – Ash Knightley, Treasurer

Date

Attachments: 1

SKETCH PLAN OF COMMERCIAL LEASE AREA OF PART OF
THE GROUND FLOOR OF A BUILDING SITUATE ON LOT 262,
SUBURBAN LOT 40, ESQUIMALT DISTRICT, PLAN 2854

SCALE - 1 : 125



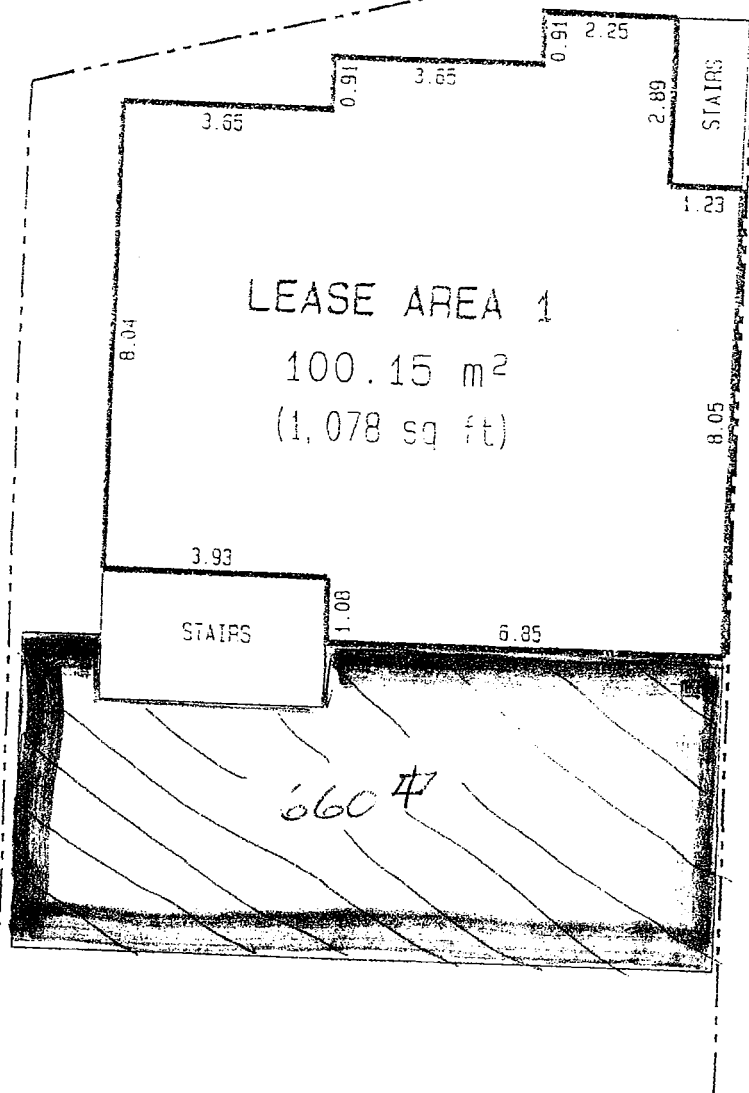
All distances are in metres & decimals thereof.

LEASE MEASUREMENTS ARE TO
CENTRE-LINES OF WALLS.

ESQUIMALT ROAD



COMERFORD STREET



FILE: 7139-19

POWELL & ASSOCIATES

B C LAND SURVEYORS

940 View Street

Victoria, BC V8V 3L5

phone (250) 382-8855

PARKING

CERTIFIED CORRECT

This 2nd day of June, 1998.

Alan M. Powell

SCHEDULE "A"

Alan M. Powell, BCLS



February 24, 2020

NOTICE TO READERS

Esquimalt Chamber of Commerce

AACT Financial Solutions Inc. has compiled the Balance sheet, Statement of Operations and Statement of Accumulated Assets for **Esquimalt Chamber of Commerce** for the fiscal year ending December 31, 2019 that was created from the information supplied to us by the Board of Directors.

AACT Financial Solutions has not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information; however we have the following remarks.

The following items are in the year-end adjustment account:

- \$0.06 owing to Tom Spetter Design from June 6, 2018 invoice
- \$198.00 reversal of 2017 unearned income from Country Grocer
- \$90.00 reversal of expense that was never billed by Royal Canadian Legion, but was expensed in anticipation of an invoice
- \$88.48 to Amazon that was inadvertently charged to the Chamber credit card and is owed back to the Chamber by the Chris Edgley

Accordingly, readers are cautioned that these statements may not be appropriate for their purposes.

If you have any question or concern please feel free to contact us.

A handwritten signature in dark ink, appearing to read "Laurel Gedge", is written over a horizontal line.

Laurel Gedge
AACT Financial Solutions Inc

Esquimalt Chamber of Commerce
Statement of Operations for the Year 2019
(Unaudited)

	<u>2018</u>	<u>2019</u>
Receipts		
Membership Fees	\$ 13,675	\$ 17,470
Funds from Group Insurance	8,556	8,358
Fundraising & Social Events Income	-	350
Rental Income	3,285.00	4,355
Other Income	-	-
Total Receipts	<u>25,516</u>	<u>30,533</u>
General & Administrative Disbursements		
Accounting	1,040	546
Advertising & Promotion	93	437
Amortization Expense	419	198
Bank & Credit Card Charges	992	653
Charitable Donations	90	95
Insurance	739	768
Cash Short/Over	7	-
Interest Expenses	3	12
License, Dues & Fees	-	1,133
Meals & Entertainment	-	-
Office Expenses	2,873	-
Website Hosting	243	621
Rent	15,592	16,632
Repairs & Maintenance	105	450
Security & Alarms	188	185
Seminars/Workshops	326	-
Social Events and Meetings	1,936	2,531
Telephone & Utilities	1,850	2,038
Wages and Salaries	6,741	4,057
Subcontractors	1,865	-
Year-end adjustments	(237)	197
Total Disbursements	<u>34,865</u>	<u>30,553</u>
Net Receipts for the Year (Statement III)	<u>\$ (9,349)</u>	<u>\$ (20)</u>

Approved by President Board of Directors

Esquimalt Chamber of Commerce
Balance Sheet as at December 31, 2019
(Unaudited)

	<u>2018</u>	<u>2019</u>
ASSETS		
Current Assets		
Cash & Bank Accounts	\$ 11,000	\$ 10,949
Accounts Receivable	-	81.00
Pre-paid Expenses	633	872
	<u>11,633</u>	<u>11,902</u>
Capital Assets		
Equipment at Original Cost	1,867	1,867
Accumulated Amortization	<u>(1,442)</u>	<u>(1,640)</u>
	425	227
Total Assets	<u>\$ 12,058</u>	<u>\$ 12,129</u>
LIABILITIES & EARNINGS		
Current Liabilities		
Trade Accounts Payable	\$ 90	\$ 453
Visa Payable	656.00	144
Wages Payable	-	-
Unearned Revenue	<u>-</u>	<u>240</u>
	746	837
Net Assets		
Previous Year Accumulated Assets	\$ 20,661	\$ 11,312
This Year Net Receipts (Statement III)	<u>(9,349)</u>	<u>(20)</u>
	11,312	11,292
Total Liabilities & Accumulated Assets	<u>\$ 12,058</u>	<u>\$ 12,129</u>

Approved by President Board of Directors

Esquimalt Chamber of Commerce
Statement of Accumulated Assets as at December 31, 2019
(Unaudited)

	<u>Invested in Capital Assets</u>	<u>2018</u>	<u>2019</u>
Net Assets at the Beginning of the Year	\$ 843	\$ 20,659	\$ 11,310
Plus: Net Assets (Disbursements) for the Year	(198)	(9,349)	(20)
Net Assets at the End of the Year (Statement I)	\$ 645	\$ 11,310	\$ 11,290