

Appendix B:

Permissive Tax Exemption Applications  
Recommended for Approval



APPLICATION FORM FOR PERMISSIVE  
EXEMPTION FROM PROPERTY TAXATION  
FOR 2017-2019

(Section 224 of the Community Charter)

1. **IDENTIFICATION OF APPLICANT:**

Organization name: VICTORIA TRUTH CENTRE INC.

Are you registered under the *Societies Act*?

Yes

☒

No

☐

Are you a registered charity?

Yes

☒

No

☐

Mailing Address: 2815 CEDAR HILL ROAD VICTORIA BC V8T 3H6

Contact Person:

Debra McLean, Secretary

Email Address:

[REDACTED]

Telephone Number:

[REDACTED]

Fax Number:

[REDACTED]

Preferred method of application reminder:

Email

☒

Mail

☐

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

Folio Number: 08590055 Address: 2815 CEDAR HILL ROAD

Legal Description: LOT 2 Sections 29 and 30, VICTORIA DISTRICT, PLAN 8748

Registered Owner (if different than above): \_\_\_\_\_

3. **ABOUT YOUR ORGANIZATION:** Please provide a brief description of the goals and objectives of the organization.

Our centre has Regular Sunday Service at 11:00am - 12:00 each Sunday throughout the year. Our children's service is held at the same time, from September to June each year. We hold a fellowship coffee/tea and goodies after each service. Our Centre is available for memorial services upon request.

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.

At this time, we are only holding our Sunday services and ready to offer our new premises for memorial services. Visitors have mentioned how uplifting and positive they feel after attending our service. We hope to build our congregation this year and all persons (public) are invited to attend.

DOCUMENT REC'D

MAY 30 2017

PUBLIC SERVICE CENTRE  
CITY OF VICTORIA



APPLICATION FORM FOR PERMISSIVE  
EXEMPTION FROM PROPERTY TAXATION  
FOR 2017-2019

(Section 224 of the Community Charter)

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

there are no commercial activities happening on our property, and do not expect to have any in the future.

6. **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.

none.

7. **CATEGORY:** Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption categories please read the full text of the Permissive Tax Exemption policy found at [www.victoria.ca/permissive](http://www.victoria.ca/permissive).

Social Service

☐

Arts & Cultural Facility

☐

Place of Worship

☒

Athletic/Recreational Facility

☐

Rail/Track Property

☐

Educational Facility: Independent School Classification: Group 1 ☐ 2 ☐ 3 ☐ 4 ☐

Supportive Housing

- Temporary or transitional housing
- Treatment program
- Permanent facility
- Supportive staff
- Group home
- Special needs/disability housing

☐  
☐  
☐  
☐  
☐  
☐

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

We publish this information on our web site (currently under updating - from our move to this new location) and we acknowledge the exemption at every A.G.M of the society.



**APPLICATION FORM FOR PERMISSIVE  
EXEMPTION FROM PROPERTY TAXATION  
FOR 2017-2019**

(Section 224 of the Community Charter)

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

10. **PROPERTY OWNERSHIP:** Do you plan on selling any portion of the property during 2017 – 2019?

Yes

☐

No

☒

11. **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, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City 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 City.

A handwritten signature in black ink, appearing to read "Gloria Hallihan".

Signature

Treasurer + member of the  
Board of Directors

Position

GLORIA HALLIHAN

Name (please print)

May 30 2017

Date

**VICTORIA TRUTH CENTRE INC.**

**Financial Statements**

**Year Ended December 31, 2016**

*(Unaudited - See Notice To Reader)*

---

NOTICE TO READER

---

On the basis of information provided by management, we have compiled the Statement of Financial Position of Victoria Truth Centre Inc. as at December 31, 2016 and the Statements of Operations and Changes in Net Assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

*Green Horwood & Co. LLP*

Victoria, British Columbia  
February 24, 2017

---

GREEN HORWOOD & CO. LLP  
Chartered Professional Accountants

**VICTORIA TRUTH CENTRE INC.**

**Index to Financial Statements**

**Year Ended December 31, 2016**

*(Unaudited - See Notice To Reader)*

---

|                                    | Page  |
|------------------------------------|-------|
| NOTICE TO READER                   | 1     |
| FINANCIAL STATEMENTS               |       |
| Statement of Financial Position    | 2     |
| Statement of Operations            | 3     |
| Statement of Changes in Net Assets | 4     |
| Notes to Financial Statements      | 5 - 6 |

VICTORIA TRUTH CENTRE INC.

Statement of Financial Position

December 31, 2016

(Unaudited - See Notice To Reader)

|                                    | 2016                | 2015              |
|------------------------------------|---------------------|-------------------|
| <b>ASSETS</b>                      |                     |                   |
| <b>CURRENT</b>                     |                     |                   |
| Cash                               | \$ 41,280           | \$ 29,237         |
| Term deposits                      | 6,911,016           | -                 |
| Interest receivable                | 1,636               | -                 |
| Goods and services tax recoverable | 7,819               | 713               |
| Prepaid expenses                   | 9,276               | -                 |
|                                    | <u>6,971,027</u>    | <u>29,950</u>     |
| PROPERTY AND EQUIPMENT (Note 3)    | <u>12,328</u>       | <u>328,147</u>    |
|                                    | <u>\$ 6,983,355</u> | <u>\$ 358,097</u> |
| <b>LIABILITIES AND NET ASSETS</b>  |                     |                   |
| <b>CURRENT</b>                     |                     |                   |
| Accounts payable                   | \$ 2,866            | \$ 1,673          |
| <b>NET ASSETS</b>                  |                     |                   |
| Unrestricted fund                  | 69,473              | 28,979            |
| Restricted fund                    | <u>6,911,016</u>    | <u>327,445</u>    |
|                                    | <u>6,980,489</u>    | <u>356,424</u>    |
|                                    | <u>\$ 6,983,355</u> | <u>\$ 358,097</u> |

ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director



**VICTORIA TRUTH CENTRE INC.**  
**Statement of Operations**  
**For the Year Ended December 31, 2016**  
*(Unaudited - See Notice To Reader)*

|   | 2016                | 2015            |
|---|---------------------|-----------------|
| <b>RECEIPTS</b>   |                     |                 |
| Bequest from Estate of John D Craig                     | \$ 40,466 ✓         | \$ -            |
| Use of facilities                                       | 24,500 ✓            | 65,079          |
| Interest and other income                               | 2,946 ✓             | -               |
| Donations, tithes and offerings                         | 2,643 ✓             | 11,276          |
| Government rebate                                       | -                   | 713             |
|   | <u>70,555</u>       | <u>77,068</u>   |
| <b>DISBURSEMENTS</b>                                    |                     |                 |
| Repairs and maintenance                                 | 21,850 ✓            | 21,830          |
| Contracted services                                     | 10,885 ✓            | 11,220          |
| Insurance   | 9,471 ✓             | 9,343           |
| Telephone and utilities                                 | 8,321 ✓             | 5,466           |
| Return of damage deposit                                | 6,356 ✓             | -               |
| Amortization  | 3,305 ✓             | 16,525          |
| Professional fees                                       | 3,133 ✓             | 4,482           |
| Office and miscellaneous                                | 1,205 ✓             | 2,499           |
| Interest and bank charges                               | 436 ✓               | 389             |
| Advertising   | 238 ✓               | 662             |
| Memberships   | 75 ✓                | -               |
| WCB   | 69 ✓                | 74              |
|   | <u>65,344</u>       | <u>72,490</u>   |
| <b>EXCESS OF RECEIPTS OVER EXPENSES FROM OPERATIONS</b> | 5,211               | 4,578           |
| <b>OTHER RECEIPTS (DISBURSEMENTS)</b>                   |                     |                 |
| Gain on disposal of property <i>(Note 3)</i>            | ✓ 6,618,854 ✓       | -               |
| <b>EXCESS OF RECEIPTS OVER EXPENSES</b>                 | <u>\$ 6,624,065</u> | <u>\$ 4,578</u> |

**VICTORIA TRUTH CENTRE INC.**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2016**  
*(Unaudited - See Notice To Reader)*

|                                       | Unrestricted<br>Fund | Restricted<br>Fund  | 2016                | 2015              |
|---------------------------------------|----------------------|---------------------|---------------------|-------------------|
| <b>NET ASSETS - BEGINNING OF YEAR</b> | \$ 28,979            | \$ 327,445          | \$ 356,424          | \$ 351,846        |
| Excess of receipts over expenses      | 8,516                | (3,305)             | 5,211               | 4,578             |
| Net property proceeds                 | -                    | 6,618,854           | 6,618,854           | -                 |
| Transferred to unrestricted           | 31,978               | (31,978)            | -                   | -                 |
| <b>NET ASSETS - END OF YEAR</b>       | <u>\$ 69,473</u>     | <u>\$ 6,911,016</u> | <u>\$ 6,980,489</u> | <u>\$ 356,424</u> |

\* Restricted fund is internally restricted for property and equipment

# VICTORIA TRUTH CENTRE INC.

## Notes to Financial Statements

Year Ended December 31, 2016

(Unaudited - See Notice To Reader)

---

### 1. GENERAL

Victoria Truth Centre Inc. is a non-profit registered charitable organization incorporated under the Society Act of British Columbia. The primary purpose of the Society is to conduct church services, study groups, activities for youth and counselling.

---

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Volunteer services

The Society receives significant benefits from the unremunerated services of its volunteers. As no objective basis exists to value these contributions they have not been reflected in these statements.

#### Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization. Property and equipment is amortized over its estimated useful life on a declining balance basis at the following rates:

|                         |     |
|-------------------------|-----|
| Buildings               | 5%  |
| Computer equipment      | 55% |
| Furniture and equipment | 20% |

In the year of acquisition, property and equipment is amortized at one-half of the annual rate.

#### Revenue recognition

Victoria Truth Centre Inc. follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Seminar fees are recognized as revenue when the seminars are held.

Contributions of property are recognized only when a fair value as of the date of contribution can be reasonably estimated, the property is to be used in the normal course of operations and would otherwise have been purchased.

---

# VICTORIA TRUTH CENTRE INC.

## Notes to Financial Statements

Year Ended December 31, 2016

(Unaudited - See Notice To Reader)

### 3. PROPERTY AND EQUIPMENT

|                         | Cost             | Accumulated<br>amortization | 2016<br>Net book<br>value | 2015<br>Net book<br>value |
|-------------------------|------------------|-----------------------------|---------------------------|---------------------------|
| Land                    | \$ -             | \$ -                        | \$ -                      | \$ 74,050                 |
| Buildings               | -                | -                           | -                         | 238,464                   |
| Computer equipment      | 702              | 473                         | 229                       | 509                       |
| Furniture and equipment | 97,008           | 84,909                      | 12,099                    | 15,124                    |
|                         | <u>\$ 97,710</u> | <u>\$ 85,382</u>            | <u>\$ 12,328</u>          | <u>\$ 328,147</u>         |

During the year, the Society sold its land and building at 1201 Fort Street for total proceeds of \$7,200,000. A new property was purchased February 2, 2017 at 2815 Cedar Hill Road.

### 4. DUE TO MEMBERS

Contracted services includes a total of \$17,480 (2015 - \$20,335) paid to directors and/or officers of the Society for services rendered to the Society.

These related party transactions are in the normal course of operations and are measured at the exchange amount being the consideration agreed by the parties.