



**Permissive Tax Exemption Application  
(2024-2027)**

**NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process**

**Please submit application to the Finance Department**

Director of Finance  
Municipality of North Cowichan  
Duncan, BC V9L 6A1  
Fax. 250.746.3133  
Email: [finance@northcowichan.ca](mailto:finance@northcowichan.ca)

**APPLICATION DEADLINE: AUGUST 1**

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

**SECTION 1: GENERAL INFORMATION**

APPLICATION DATE: June 22, 2025  
FULL NAME OF ORGANIZATION: House of Grace Pregnancy Centre  
MAILING ADDRESS OF PROPERTY: 5855 York Rd. Unit #202 Duncan BC V9L 3S3  
LEGAL DESCRIPTION:  
Lot: A Block: Section 18 Plan: VIP10709  
TAX ROLL NUMBER: 04-315-01313.000 PID: 005-335-353  
CIVIC ADDRESS OF PROPERTY (if different than mailing address): \_\_\_\_\_

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

**Not for profit (registered under Societies Act of BC)**

- Not for profit (CRA registered)
- Registered Charity
- Other, please specify.

Not for profit

SOCIETY NUMBER: S0075817 BUSINESS NUMBER: 759416407BC0001  
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: \_\_\_\_\_

Organization Executive:

Title	Name	Phone No.
President	Executive Director: Corina Finlay	250-737-4337
Secretary	Chair: M. Vivian	250-737-4337
Treasurer	Treasurer/Secretary J. Stott	250-737-4337

CONTACT DETAILS:

Contact Person & Title: Corina Finlay  
Mailing Address: 5885 York Rd Unit #202 Duncan BC V9L 3S3  
Phone Number: 250-737-4337 Email: corina@houseofgrace.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES \_\_\_\_\_ NO \_\_\_\_\_  
YEAR(S) \_\_\_\_\_  
**NO**

**SECTION 2: ORGANIZATIONAL INFORMATION**

1. What is the nature of your organization?

**Non-profit organization**

- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES   
NO

If no, please explain:

3. Describe the goals and objectives of your organization:

At House of Grace Pregnancy Centre we envision a community where no woman, man or family faces the effects of an unexpected pregnancy alone; without judgement, empowering them to process their fears & griefs in a safe place, with dignity & hope. Clients are able to make informed decisions with medically accurate information on all pregnancy outcomes. We are a safe place for families to come get resources & support. We offer accurate information and compassionate support, under the supervision of a trained counsellor to those impacted by an unexpected pregnancy, including emotional and spiritual help (Client led), coupled with material support and education. We also offer all forms of pregnancy loss grief support including support for after an abortion.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

We provide resources & parenting support which contributes to the well being of families, which supports the Economic Development in North Cowichan and the Cowichan Valley. In a growing community this supports its citizens as women and men who experience unexpected pregnancy can feel supported and loved while building community connection and finding strong supportive relationships. All support and resources are free and available to all. All services are confidential and offered regardless of race, color, religion, creed, national origin, age, ability, gender identity, sexual orientation, lifestyle, or circumstances.

Describe the activities your organization carries out that contribute to the well-being of the community?

We support families by giving them material resources, hope, & support to while empowering them to make their own informed decisions for the support of their family well-being. We are accessible to all public members, providing a safe place for those with unexpected pregnancy or past pregnancy loss or financial hardship where practical resources are given as needed to the vulnerable. Residents of North Cowichan can be helped through us in order to enjoy a standard of living that includes support and programs to build healthy families. In order for that to happen, we purpose to walk alongside families to build solid meaningful relationships with the practical support.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

Our services are FREE including pregnancy tests, pregnancy option support, parenting support, infant clothing, diapers, and baby supplies, plus grief support for pregnancy loss including abortion. This includes service for youth, low income families, people of all ethnicity and religion. We provide a referral service for all other community agencies that would support homelessness, people experiencing domestic violence or have pets in need. Grace Kidz Thrift store also provides a community resource serving the residents of the Cowichan Valley for affordable, gently used clothing for moms, children, including kid's toys, books and baby wear. All proceeds go to support the House of Grace.

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?  
All our services are confidential and offered regardless of race, color, religion, creed, national origin, age, ability, gender identity, sexual orientation, lifestyle or circumstances. We strive to help, support and embrace the family life to make them feel known and respected, valued and loved while going through an unexpected pregnancy, pregnancy loss or needing parenting support or material goods.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.  
50 multiple visits each  
\_\_\_\_\_

8. Is membership or enrolment restricted in any way? YES  NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?

**SECTION 3: PROPERTY INFORMATION**

1. Is the organization the registered owner of the property for which the exemption is being requested?  
YES   
NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?  
YES   
NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3<sup>rd</sup> party agreements including rental or use of the building, parking lot or services rendered?

YES  NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?  
It's located in Duncan near the Trans Canada Hwy, near bus services, has decent amount of parking and not far from residential, commercial and schools.

**SECTION 4: FINANCIAL INFORMATION**

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES  NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: \_\_\_\_\_ Part-time: <sup>4</sup> \_\_\_\_\_ Number of Volunteers: <sup>27</sup> \_\_\_\_\_

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES  NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc.  
**We do multiple fundraising efforts throughout the year plus have monthly donors.**

- |    |   |                 |
|----|---|-----------------|
| 5. | Prior year actual operating expenses  | \$ 127,348.47   |
| 6. | Prior year actual operating revenues  | \$ 146,025.38   |
| 7. | Current year annual operating budget of organization (attach a copy)                      | \$ see attached |
| 8. | Projected annual operating budget of the organization for the year of requested exemption | \$ see attached |

**A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.**

**Permissive Tax Exemption Application  
(2024-2027)**

**NOTE: Applicants may be requested to attend a Committee of the Whole meeting in September as part of the application process**


**Please submit application to the Finance Department**

Director of Finance  
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**APPLICATION DEADLINE: AUGUST 1**

The following information must be provided to Municipal Hall, either in person or by email, by the application deadline for Council's consideration. **Late applications will not be considered.**

**SECTION 1: GENERAL INFORMATION**

APPLICATION DATE: July 22, 2025  
FULL NAME OF ORGANIZATION: Grace Kidz Thrift  
MAILING ADDRESS OF PROPERTY: 5855 York Rd #202, Duncan, BC V9L 3S3  
LEGAL DESCRIPTION:  
Lot: A Block: Section 18 Range 7 Plan: VIP10709  
TAX ROLL NUMBER: 04-315-01313.000 PID: 005-335-353  
CIVIC ADDRESS OF PROPERTY (if different than mailing address): 5855 York Rd #103, Duncan, BC V9L 

In what ways is your organization registered? (*Applications will not be considered from societies who are not in good standing and may be asked to provide proof of good standing and compliance.*)

Not for profit (registered under Societies Act of BC)  
Not for profit (CRA registered)  
Registered Charity  
Other, please specify.

SOCIETY NUMBER: S0075817 BUSINESS NUMBER: 759416407  
REGISTERED CHARITY OR NON-PROFIT ORGANIZATION NUMBER: \_\_\_\_\_

Organization Executive:

Title	Name	Phone No.
President	Corina Finlay, Executive Director	(250) 737-4337
Secretary	J. Stott, Treasurer, Secretary	(250) 737-4337
Treasurer	M. Vivian, Board Chair	(250) 737-4337

CONTACT DETAILS:

Contact Person & Title: Corina Finlay  
Mailing Address: 5855 York Rd #202, Duncan, BC V9L 3S3  
Phone Number: (250) 737-4337 Email: admin@houseofgrace.ca

Did this property receive a Permissive Tax Exemption in previous years?

YES                      YEAR(S) \_\_\_\_\_  
NO

**SECTION 2: ORGANIZATIONAL INFORMATION**

1. What is the nature of your organization?

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations (including golf course)
- Care facility/registered assisted living residence
- Partner of the municipality by agreement under s. 225 of the Community Charter
- Other local authority
- Place of public worship (and land surrounding exempt building)
- Senior's home

2. To the best of your knowledge, is your organization in compliance with all municipal policies, bylaws and other applicable regulations (i.e., business licencing, zoning)?

YES   
NO

If no, please explain:



3. Describe the goals and objectives of your organization:

Grace Kidz Thrift, main floor of the House of Grace building, serves the Cowichan Valley with an amazing selection of gently used items for babies, kids, women, moms, and grandmas with affordability! We offer a range of children's and women's clothing, shoes, maternity wear, books, baby gear, toys, puzzles, games, jewelry, and purses & diapers at a very affordable price. We serve the families of the Cowichan Valley in order to help raise the standard of their living through affordably prices goods.

4. Do the objectives/goals of your organization align with any or all of North Cowichan's Strategic priorities?

YES

NO

If yes, please explain:

Healthy economies involve good community, and thrift shops are a thriving environment for families, babies and children. Affordability is a huge factor and so supporting the Cowichan Valley community with essential needs such as clothing and good quality toys brings well being to family life as a whole. We are a great place to visit as well as meet other people in the Cowichan Valley for social connection as well.

Describe the activities your organization carries out that contribute to the well-being of the community?

Thrift store shopping benefits local communities by saving money, reducing waste, and supporting vital programs that uplift those in need. Supporting our House of Grace Pregnancy Centre with revenues in turn offers the additional support to the community as well. Grace Kidz Thrift is also a place for social interaction and purpose for those who volunteer at the store while also interacting and supporting those who come in to shop. It's a great place to meet other parents who rely on the inventory of affordable clothing for their family.

5. Does your organization provide life essentials (food and shelter) and/or skills to a vulnerable population – caregivers, youth, indigenous, low income, immigrants and refugees, people experiencing homelessness, people experiencing domestic violence, people living with mental illness, persons with disabilities, pets, etc.?

YES

NO

If yes, please explain:

Yes, we provide affordable essentials such as clothing to all kinds of vulnerable population and are serving the Cowichan Valley families who want to recycle and reuse while finding needs for their family at a very affordable price. All can access our thrift store in a central location in Duncan near the Trans Canada Hwy. Our volunteers do an exceptional job to provide a friendly atmosphere for our shoppers as well as a great place for their purpose to serve their community and find social interaction for themselves.

6. How does your organization foster diversity, promote inclusivity, and/or champion conservation?

Grace Kidz Thrift play a significant role in fostering community inclusion by providing affordable goods, supporting locals and creating opportunities for social interaction for volunteers and shoppers. We also contribute to environmental sustainability through the accepting of community goods in order to re-sell through recycling. Everyone is welcome! It's a great place for social connection and relationship building.

7. Identify the number of persons served by the organization within the Municipality of North Cowichan annually.

3000

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8. Is membership or enrolment restricted in any way? YES  NO

If yes, please explain:

Provide examples of programs or services aimed at reducing disparities and/or barriers to access, if applicable?  
We are here and available for goods, services while providing a friendly caring atmosphere for all.

### SECTION 3: PROPERTY INFORMATION

1. Is the organization the registered owner of the property for which the exemption is being requested?

YES

NO

2. If no, is the organization a lessee under a lease which requires direct payment of the property taxes to the Municipality of North Cowichan?

YES

NO

If yes, please attach a copy of the lease.

3. Does anyone live in the building, or do you have any 3<sup>rd</sup> party agreements including rental or use of the building, parking lot or services rendered?

YES  NO

If yes, please attach agreement(s) and indicate the following:

Leased to	Sq. Footage leased	Rate Charged

4. How is your organization accessible to the public?  
We are located on York Rd. off the Trans Canada Highway and have ample parking as well as a sidewalk for pedestrians.

**SECTION 4: FINANCIAL INFORMATION**

1. Does your organization have revenue generating activities on your property (i.e., hall rentals, catering, daycares, preschools, parking lots, etc.)?

YES  NO

If yes, please attach a Fee Schedule and indicate the following:

Activity	Organization/Operator	Annual Income

2. Is your organization run by volunteers, paid staff, or a combination of both?

Number of employees: Full-time: \_\_\_\_\_ Part-time: <sup>1</sup>\_\_\_\_\_ Number of Volunteers: <sup>20</sup>\_\_\_\_\_

3. Have you received grants from the Municipality of North Cowichan, Federal or Provincial government, regional government, Crown Agencies or other funding agencies in the last 3 years?

YES  NO

If yes, please indicate the following:

Date Received Grant	Amount Received	From	Purpose

4. Please list other sources of revenue not covered, such as membership fees charged or fundraising, etc. All revenues come from the sale of gently used items at the thrift store.

- |    |   |                 |
|----|---|-----------------|
| 5. | Prior year actual operating expenses  | \$ 30,000       |
| 6. | Prior year actual operating revenues  | \$ 36,000       |
| 7. | Current year annual operating budget of organization (attach a copy)                      | \$ see attached |
| 8. | Projected annual operating budget of the organization for the year of requested exemption | \$ see attached |

**A copy of the organizations most recent financial statements must be included with the application, along with a copy of the projected income and expenses.**

	HOUSE OF GRACE BUDGET		Proposed Budget 2025	Notes	Proposed Budget 2026	
Acct#	INCOME		2025		2026	
<b>4000</b>	<b>4000 Revenue Donations</b>					
4100	Donations - Business'			Over \$17K in Business donations		
4200	Donations - Churches					
4400	Donations - Personal			Over \$1100/month in recurring donations via 18 donors		
4410	Donations - Grants					
4420	Donations - Other Registered Charities					
4470	Donations - Community Organizations					
<b>4480</b>	<b>Donation</b>					
4490	Donations - website portal					
	<b>4000 TOTAL REVENUE - DONATIONS</b>					
<b>4500</b>	<b>4500 Revenue - Fundraisers</b>					
4510	Fundraising - Bottles 4 Hope -			Raised \$12,300	\$15,000.00	
4560	Fundraising - Year End mailout			Over \$30K raised	\$25,000.00	
4550	Fundraising - special event(s)			Raised \$17,994	\$15,000.00	
4570	Great Commission Foundation		\$120,000.00	See GCF Monthly Tab	\$65,000.00	Various donors
	<b>4500 TOTAL REVENUE- FUNDRAISERS</b>					
4880	Grace Kidz Thrift		\$40,000.00	Slight Increase	\$40,000.00	
4890	GST refund					
	<b>4800 REVENUE (OTHER)</b>					
	<b>TOTAL INCOME:</b>		<b>\$160,000.00</b>	<b>does not include year end mailout</b>	<b>\$160,000.00</b>	
	<b>EXPENSES:</b>					
<b>5000</b>	<b>5000 PAYROLL EXPENSES</b>					

	HOUSE OF GRACE BUDGET		Proposed Budget 2025	Notes	Proposed Budget 2026
5012	Wages - Executive Director		\$30,000.00	No Increase	\$30,000.00
5013	Wages - Client Services Director CSD - 12 months		\$13,000.00	TBD	\$13,000.00
5011	Administration costs ( wages, honorarium, contract)				
5015	Sub-Contractor costs - GKT		\$23,400.00	Includes GKT & Admin	\$23,400.00
5027	EI Expense. (6.7%)		\$1,000.00		\$1,000.00
5030	CPP Expense (7.3%)		\$2,300.00		\$2,300.00
5040	Worksafe BC		\$200.00	\$892.88 was when ED not with GCF. Now under GCF and paid only & \$44.04 to date which so significantly cheaper through GCF	\$200.00
	Medical Benefits		\$5,168.00	New expense in 2024 & will be approx \$5,168.00 in 2025	\$5,168.00
5035	GST Expenses		\$500.00		\$500.00
	<b>5000 TOTAL PAYROLL EXPENSES</b>		<b>\$75,568.00</b>		<b>\$75,568.00</b>
	<b>5200 ADMINISTRATION EXPENSES</b>				
5270	Insurance		\$1,942.00		\$1,942.00
5320	Rent House of Grace		\$36,683.16		\$36,683.16
5321	Rent GKT		\$18,000.00		\$18,000.00
5331	Automobile expenses- Parking/Mileage/Meals		\$954.52	QBO - different under CGF	\$954.52
5264	Miscellaneous centre expenses		\$17.99	QBO - different under CGF	\$17.99
5265	Advertising- Google Adwords			QBO - different under CGF	
5205	Advertising (newspaper, web, signs)		\$1,063.53	QBO - different under CGF	\$1,063.53

	HOUSE OF GRACE BUDGET		Proposed Budget 2025	Notes	Proposed Budget 2026	
5212	Bank charges(accounting AFT, E-Transfer, Square (5213,5214,5215,5216)		\$823.07	QBO - different under CGF	\$823.07	
5220	Centre supplies (kitchen,cleaning, coffee etc)		\$55.60	QBO - different under CGF	\$55.60	
5229	client - Program expenses Rachel's Vineyard (books,tests, RV)			QBO - different under CGF		
5230	Client - Practical helps - supplies, gift cards: food/gas etc)			QBO - different under CGF		
5250	Mailings - (postage, envelopes, printing etc) incl year end mailout		\$636.58	QBO - different under CGF	\$636.58	
5252	Fixtures HG & GKT			QBO - different under CGF		
5253	Board, Staff, Volunteers - meetings, meals, travel, pastors lunch, vol lunch		\$125.53	QBO - different under CGF	\$125.53	
5255	Dues & Licences (Annual fees, BC Societies, PCC, property taxes)inc 5259		\$630.00	QBO - different under CGF	\$630.00	
5256	Fundraising Expenses -supplies, printing, event supplies church promotion, bottle campaign		\$675.62	QBO - different under CGF	\$675.62	
5257	Prof. Dev. (ED training, conferences, training materials)		\$3,000.00	QBO - different under CGF	\$3,000.00	
5260	Office Supplies & materials (cartridges, stationary,etc)		\$36.94	QBO - different under CGF	\$36.94	
5235	Office Equip(repairs, maint, upgrade comp.) incl 5261		\$1,107.12	QBO - different under CGF	\$1,107.12	
5302	Accounting Fees - QBO fee, QBO payroll) incl 5304		\$756.00	QBO	\$756.00	
5313	Annual email & web licences (incl 5362,5364)		\$1,132.37	QBO	\$1,132.37	
5314	Honoraria to Guest Speakers, Board trainers		\$725.00	Crystal & Brenda	\$725.00	
5315	Repairs		\$105.00		\$105.00	
?	Great Commission Foundation Fees		\$10,000.00	Fluctuates according to funds received	\$10,000.00	
5310	Telus telephone/internet/security					

	HOUSE OF GRACE BUDGET		Proposed Budget 2025	Notes	Proposed Budget 2026	
5311	Telus Security Expenses			All Combined under GCF Phone/Internet		
5361	Telus Internet		\$2,076.02		\$2,076.02	
5999/ 5217	Supplies - Grace Kidz Thrift Misc		\$1,186.34		\$1,186.34	
	<b>5200 TOTAL ADMIN. &amp; OPERATING EXPENSES</b>		<b>\$81,732.39</b>		<b>\$81,732.39</b>	
	<b>TOTAL EXPENSES</b>		<b>\$157,300.39</b>		<b>\$157,300.39</b>	
	<b>NET</b>		<b>\$2,699.61</b>		<b>\$2,699.61</b>	