



**APPLICATION FORM FOR PERMISSIVE
EXEMPTION FROM PROPERTY
TAXATION FOR 2026-2027**

FOR OFFICE USE ONLY

Date Received: _____

Received Stamp:

Method Received:

☐ In Person

☐ Mail

☐ E-Mail

Stamped Copy Given/Sent to Applicant ☐

APPLICANT INFORMATION

Organization name: _____

Contact name: _____ Title: _____

Telephone no: _____ Fax No: _____

Email address: _____

Mailing address: _____

Are you registered under the societies act? Yes No

If so, please provide registration number: _____

Are you a registered charity? Yes No

If so, please provide registration number: _____

ABOUT YOUR ORGANIZATION

Describe your organization. Include a short history and briefly describe the goals and objectives. (Attach a separate sheet if necessary.) OR Please provide a brief description of the goals and objectives of the organization



APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION FOR 2026-2027

DETAILS OF PROPERTY

Please complete a separate "Details of Property" form for each property being claimed

Property address: _____ Folio No: _____

Briefly describe the principle use of the property and how it benefits the community: _____

Is your facility open to the public or to members only?	Public	Members
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If members only, is membership available to any individual in the community?	Yes	No
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Does your organization own or lease the property?	Own	Lease
If lease, please provide a copy of the lease.		

If portion, please provide the following:

Gross floor area of the building: _____ sq ft

Floor area being claimed for use: _____ sq ft

Is part of the property being utilized for a for-profit Commercial enterprise or to sell alcohol/meals?	Yes	No
If yes, please provide a copy of the lease & map indicating the property area used.		

Is the property offering services/programs that are in direct competition with privately-owned facilities providing a similar service?	Yes	No
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Is the property being used to provide rental housing, except for short term housing units as per Policy 180-02?	Yes	No
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Is the property vacant land or a building without an Occupancy Permit?	Yes	No
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Do you plan on selling any portion of the property during the 2026-2027 term?	Yes	No
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Is there any other reason that would make this property ineligible during the four year cycle? If yes, please attach explanation.	Yes	No
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DETAILS OF PROPERTY Cont'd

Please complete a separate "Details of Property" form for each property being claimed

Please select the applicable permissive tax exemption category for which you are applying.

For definitions of these categories, please review the Permissive Tax Exemption Policy 180-02

- ☐ **Supportive Housing Properties:** short-term stay (less than 2 years and stated purpose is to be short-term), emergency or crisis protection, or transitional housing for members of the community with the provision of support services, seniors housing.
- ☐ **Community Support Programs:** support services and programs to members of the community with special needs, who are in some way disadvantaged and need assistance in maximizing their quality of life
- ☐ **Arts & Culture Facilities:** preparation and delivery of artistic and cultural events or exhibits to the public
- ☐ **Complementary Extensions to Municipal Services & Programs:** support services provided fulfill some basic need that the City could/would otherwise provide
- ☐ **Athletic or Recreational Facilities:** provide space and equipment for the physical and mental enjoyment of the participants
- ☐ **Licensed Day Care/preschool Facilities:** provide space, equipment and qualified staff for group child care and education, licensed by the local health authority
- ☐ **Places of Worship:**
 - i) facilities for public worship occupied by a religious organization as a tenant
 - ii) land surrounding places for public worship; church halls and land surrounding them or other property attached and deemed necessary

ATTACHMENTS REQUIRED

- ☐ Latest Financial Statements (signed)
- ☐ Budget for upcoming year
- ☐ List of executive/board members including **full** contact information
- ☐ Leases or rent agreements for any portion of the identified property
- ☐ Last Registered Charity Information Return or Non-profit Organization Return submitted to CRA
- ☐ Number of **active** volunteers/congregants/worshippers at time of application
- ☐ Number of employees in last year
- ☐ Details of grant funding received in the past year from other levels of government (Federal, Provincial, Tribal) or expected in the next year (capital and operating)



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DECLARATION

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

- If the property is sold within the exemption cycle, the organization will notify the City of this sale.
- 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

Signature: _____ Position: _____

Name (Please Print): _____ Date: _____