



**APPLICATION FORM FOR PERMISSIVE  
EXEMPTION FROM PROPERTY  
TAXATION FOR 2024-2027**

**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

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**DETAILS OF PROPERTY**  
Please complete a separate "Details of Property" form for each property being claimed

Property address: \_\_\_\_\_ Folio No: \_\_\_\_\_

Briefly describe the principal use of the property and how it benefits the community: \_\_\_\_\_

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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? If lease, please provide a copy of the lease.	Own	Lease
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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? If lease, please provide a copy of the lease.	Yes	No
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Is the property offering services/programs that are in direct competition with privately-owned facilities providing a similar service (i.e. daycare, group homes)?	Yes	No
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Is the property being used to provide rental housing, except for short term housing units as per Policy 79-R?	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 2024-2027 term?	Yes	No
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Is there any other reason that would make this property ineligible during the four-year cycle?	Yes	No
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## APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION FOR 2024-2027

### 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 No 79

- Supportive Housing Properties:** short term stay, emergency or crisis protection, or transitional housing for members of the community with the provision of support services
- 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 that are compatible with, or are complementary to, those offered by the municipality. The services provided fulfill some basic need, or otherwise improve the quality of life for the local residents.
- Athletic or Recreational Facilities:** provide space and equipment for the physical and mental enjoyment of the participants
- 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 contact information
- Leases or rent agreements for any portion of the identified property



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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: \_\_\_\_\_