



**Municipal Government Act, section 362(1)(n)
Community Organization Property Tax Exemption Regulation**

The personal information collected through this application is for property tax exemption purposes. This collection is authorized by section 4 (c) of the Protection of Privacy Act. For questions about the collection of personal information, please contact the Town of Peace River's Privacy Officer at email: legislativeservices@peaceriver.ca; or telephone (780) 624-2574; or 9911 100 Street, Box 6600, Peace River, Alberta, T8S 1S4.

Application deadline is September 30th of the year preceding the taxation year.

Program Overview

Where a registered non-profit organization owns property or holds property under lease, license or permit that is used primarily for the purpose of the organization, the organization may be eligible for a property tax exemption.

To qualify for property tax exemption, the non-profit organization must submit an application no later than September 30th of the year preceding the taxation year for which the organization is seeking tax exemption. The application and supporting documentation will be reviewed according to the *Municipal Government Act* (MGA), section 362(1)(n) and the Community Organization Property Tax Exemption Regulation (COPTER). If the application is successful, the property in whole or in part will be exempt from paying property taxes for the applicable taxation year.

Please complete the application form below. If at any point, there is insufficient space, please attach a separate sheet. All information is reviewed to determine eligibility.

If you have questions, please contact the Town at (780) 624-2574.

PART 1 – NON-PROFIT ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Contact Name: _____

Contact person is the individual who will be contacted for any questions, requests for more information, and notifications.

Position with Organization: _____

Phone Number: _____

Email Address: _____

President of Organization: _____

Phone Number: _____

Email Address: _____

Treasurer of Organization: _____

Phone Number: _____

Email Address: _____

Organization's objectives/purpose: *(attach additional pages or documents if needed)*

Alberta Corporate/Non-Profit Registries Number: _____

Are the resources of the organization chiefly devoted to the above objectives/purposes? (See *COPPER*, sections 10(1)(b), 15(k)(ii), 16(1)(c)). ☐ Yes ☐ No If No, provide details below.

Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? (See *COPPER*, sections 6(6), 16(1)(c)). ☐ Yes ☐ No If Yes, provide details below.

PART 2 – PROPERTY INFORMATION

Address of the property for which exemption is requested: _____

Legal description (e.g., lot/block/plan): _____

Legal address is optional, however, if there are multiple lots, they may not correspond to one municipal address.

Has the organization applied for tax exemption for this property in previous years? ☐ Yes ☐ No If No, provide a copy of the development permit approval.

Is the organization the titled property owner? ☐ Yes ☐ No If No, provide details below.

Property Owner Name: _____

Phone Number: _____

Do you have a current, signed, agreement with the property owner? ☐ Yes ☐ No
If Yes, provide copy of lease.

Is all the property or a portion of the property held by the organization?

☐ All

☐ Part

Area (size) occupied: _____

Does the organization expect to move from this property?

☐ Yes

☐ No

If Yes, provide details below.

PART 3 – PROPERTY USE INFORMATION

What facilities/programs does the organization operate on the property? How do they benefit the general public?

When is the facility accessible to the general public? If not accessible, please explain.

What membership requirements are there, including fees?

In the COPTER legislation, there are usage and unrestricted access requirements in order to qualify for the exemption. Please confirm that the following information is correct.

Is the property primarily used for the purpose or use described in this application at least 60% of the time the property is in use? (See COPTER, section 4).

☐ Yes

☐ No

Is property used solely for community games, sports, athletics or recreation?

☐ Yes

☐ No

If yes, what percentage of the time is the majority of those participating in the activities held on the property 18 years of age or older? _____ %

Is the property used for the operation of a professional sports franchise?

☐ Yes

☐ No

Is the property unrestricted as described below at least 70% of the time that the property is in use?¹
(See COPTER, section 7).

☐ Yes

☐ No

- Individuals aren't restricted from using the property on any basis including:
 - race, culture, ethnic origin or religious belief,
 - the ownership of property,
 - the requirement to pay fees of any kind, other than minor entrance or service fees, or
 - the requirement to become a member of an organization, provided membership is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and membership occurs within a short period of time after the application or fee is satisfied.

¹ In the COPTER legislation, section 16(3), some organizations such as licensed child care facilities and sheltered workshops, cannot restrict access at any time because of the individual's race, culture, ethnic origin or religious belief. If this application is for one of these organizations, please confirm that this restriction does not exist: ☐ Confirmed, no restriction ☐ Yes, this restriction exists

Does the Organization charge fees? ☐ Yes ☐ No
If yes, please attach copy of your fee schedule.

PART 4 – RETAIL COMMERCIAL OR LICENSED AREA INFORMATION

Is there a retail commercial area at this location? ☐ Yes ☐ No
Does the organization operate this area? ☐ Yes ☐ No

If Yes:

What goods or services are sold at the retail commercial area?

What purpose is the net income from the retail commercial area used?

If No:

Who operates this location? _____

What is the area (size) is occupied? _____

If an area is sub-leased by the organization or leased to another organization by the property owner, that portion of the property is excluded from exemption.

Does the Organization have a bingo license, casino license, pull ticket license, Class C liquor license or a special event license issued under the Gaming, Liquor and Cannabis Regulation (AR 143/96) in respect to the property? ☐ Yes ☐ No

If yes, please provide a copy of the license.

If yes, area (size) affected is: _____

PART 5 – ATTACHMENTS

To process the application, the following documents are **REQUIRED**:

- ☐ Copy of the organization's Certificate of Incorporation AND latest proof of filing from Alberta Registries/Service Alberta.
- ☐ Copy of the organization's most recent financial statements.
- ☐ Copies of available brochures, newsletters, or other pertinent information that would assist the Town to understand the function of the organization and evaluate its eligibility.
- ☐ Copy of the organization's development permit approval if this is a new application by the organization for this property.
- ☐ Copy of the current, signed, lease with the property owner, if applicable.
- ☐ Copies of current gaming and liquor licenses, if applicable.
- ☐ For childcare facilities, copy of the organization's Provincial childcare license.
- ☐ Copy of fee schedule, if applicable.

While not required, it is recommended that the applicant obtain and provide a copy of a letter from the property owner confirming that they (1) are aware of this exemption application; (2) understand that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord; and (3) agree to pass along any benefit of the tax exemption to the organization.

The Town may request additional information and documents in order to determine eligibility. (See COPTER, section 16(1)(a)).

PART 6 – SIGNATURE

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate.

Name: _____ Position: _____

Signature: _____ Date: _____

Please submit application and attachments to:

Town of Peace River
Corporate Services Department – Taxation
P.O. Box 6600, 9911-100 Street
Peace River, AB, T8S 1S4
OR
copter@peacriver.ca

Our preference is to receive applications through email. Please ensure you include a message in the body of the email otherwise it may be flagged as suspicious and deleted.

Questions? Please call (780) 624-2574.