Community Non-Profit Tax Exemption Policy

2028 Application Guide



REGINA

COMMUNITY NON-PROFIT TAX EXEMPTION POLICY
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About this Guide

This guide explains what information should be provided in each section of the Community Non-Profit Tax Exemption Policy (CNPTEP) application form. It is intended to help applicants submit complete and accurate applications.

Application Deadlines

Kindly apply by the date applicable to your organization. There are three deadlines as noted below. If your organization is a Community Investment Grant Program (CIGP) Community Partner, apply by the below dates:

- **CIGP Cultural Community Partner - October 29, 2026**
- **CIGP Social Development Community Partner - November 5, 2026**

If your organization is not a Community Investment Grant Community Partner, the deadline for applications to CNPTEP is:

March 15, 2027 at 4:45 p.m.

Before you apply:

- ✅ Read the Community Non-Profit Tax Exemption Policy
- ✅ Complete all application questions
- ✅ Enter "N/A" where a question does not apply
- ✅ Include all required attachments

New applicants – It is recommended that any organization applying for the first time meet with the Tax Exemptions Analyst to discuss the eligibility criteria and application requirements. Please contact:

Carey Bell, Tax Exemption Analyst
(306) 777-7133 or propertytaxexemptions@regina.ca

Electronic:

Applications and attachments should be provided electronically sent to:

propertytaxexemptions@regina.ca

All documents are required to be in a PDF, MS Word or Excel format.

Coordination with Community Investment Grant Program (CIGP).

If your organization is currently receiving a CIGP Grant as a Community Partner and will be submitting a Follow-Up Report (FUR), to avoid sending duplicate information for the CNPTEP application, you will be asked to authorize CNPTEP administrators to access your CIGP application by providing a signature of authorization.

A. GENERAL INFORMATION

Organization Name:	Use your legally incorporated name.
ISC Entity Number:	Include your current corporation number.
Mailing Address:	List your current mailing address.
City and Postal Code:	List current City and Postal Code for mailing address.
Contact Person:	Primary contact responsible for the CNPTEP application submission.
Position:	Primary contact position within the Organization.
Telephone No:	Primary contact phone number.
Email:	Primary contact email address.
Alternate Contact:	Alternate contact responsible for the CNPTEP application submission if primary contact is not available.
Position:	Alternate contact position within the Organization.
Telephone No:	Alternate contact phone number.
Email:	Alternate contact email address.
Application Addresses:	Please list all civic addresses for which you are requesting a tax exemption.

Tips for Success

- ✅ Ensure all contact information is current.
- ✅ Use the organization's legal name consistently throughout the application.

B. APPLICATION REQUIREMENTS

B.1 Organizational Strength

Purpose

Help the City understand your organization's role in Regina and your capacity to deliver services.

What We Are Looking For

- ✅ Clear organizational purpose
- ✅ History and experience
- ✅ Community partnerships
- ✅ Demonstrated ability to deliver programs and services

Strong Response Example

Instead of:
"We provide support programs."

Use:
"We have provided free settlement services to approximately 1,500 newcomers annually since 2012 through partnerships with schools, employers and community agencies."

B.2 Community Need

Purpose

How does your organization demonstrate that it is responding to a genuine community need?

Please describe the community issue, challenge, or gap your organization addresses and explain how you know this need exists.

Describe:

- The need or gap being addressed
- Who benefits
- How the need was identified
- Community consultation activities

Helpful Evidence

Include any evidence such as community feedback, surveys, research, service demands, partnerships, or other information that supports the need for your programs or services.

B.3 Community Impact

Purpose

- Explain the difference your organization makes in the community.
- This information will complement the performance metrics information provided in the performance metrics spreadsheet.

Including

- Programs delivered
- Number of participants served
- Measurable outcomes
- Alignment with City plans

Best Practice

Use quantitative and qualitative information whenever possible.

B.4 Accessibility and Inclusion

Purpose

Demonstrate how barriers to participation are reduced.

Describe

- Physical accessibility
- Financial accessibility
- Cultural inclusion
- Supports for diverse populations
- Subsidies or reduced fees

Applicant Tip

Explain both:

1. Who may face barriers.
2. What your organization does to remove them.

B.5 Financial Need

Purpose

Describe why the tax exemption is important to your organization's sustainability.

Include

- How savings from the exemption will be used
- Impact on services if funding is not received
- Explanation of reserves or deficits
- Government funding received

C. ALIGNMENT WITH THE CITY'S PLANS

Select which of the following City of Regina's Plans your organization supports.

C.1 Community Safety and Well-being (CSWB)

Applicants for organizations whose mandate, mission or purpose addresses one or more of the following criteria identified as priorities by the CSWB Plan will be considered for an exemption:

Applicants should explain how their programs support one or more of:

(a) **Domestic and Intimate Partner Violence** - refers to violence committed by someone in the victim's domestic circle, including partners and ex-partners, immediate family members, other relatives, and family friends,

(b**) Food Insecurity** - refers to an inability or uncertainty that one will be able to obtain or consume an adequate quality diet or a sufficient quantity of food in socially acceptable ways,

(c) **Problematic Substance Use** – refers to harm reduction facilities including safe consumption sites, overdose prevention sites, needle disposals, and greater access to Naloxone kits and other harm reduction supplies along with more accessible detox and treatment services,

(d) **Racism and Discrimination** - refers to a system of oppression that excludes and discriminates a person or group of persons based on race, and

(e) **Safety** - refers to the presence of limited or no risk which reduces or eliminates an individual's or community's experience of harm.

(f) **Service System** - refers to networks of organizations and agencies that support individuals and groups in a variety of ways, including mental health, substance use, employment, food security, education, etc.

What Makes a Strong Response?

Provide specific examples, outcomes and statistics.

Or:

C.2 Culture and Sport

Applicants for organizations will be considered for an exemption if they operate as a sport, culture, recreation, arts or heritage organization in a single facility that is delivering a service that is not provided by another organization in the City and:

(a) are able, often because they are purpose-built or retrofitted, to deliver a unique collection of programs that would not be possible in another space, **or**

(b) are positioned strategically within the City to enhance the activation of key institutional, recreation and economic hubs, such as in Wascana Centre and in downtown Regina.

Be sure to explain your business case, and which criteria specifically apply to your organization.

Applicants should explain how their facility:

- Provides unique programming; or
- Supports a strategic community location.

What Makes a Strong Response?

Clearly explain why the facility itself is important for delivering programs.

D. DESCRIPTION OF THE PROPERTY AND USE OF SPACE

Important

Property tax exemptions are based primarily on the use of the property.

Be Sure to Explain

- Principal property use
- Program and service space
- Administrative space
- Commercial activities
- Ownership or lease arrangements

If Leasing

Include:

- ☑ Lease Agreement
- ☑ Landlord Letter Confirming Benefit Flow-Through,

E. PUBLIC ACKNOWLEDGEMENT OF TAX EXEMPTION

Requirement

Organizations receiving an exemption must publicly acknowledge support from the City of Regina.

Examples include website, annual report, social media and newsletters.

F. PERFORMANCE METRICS

Performance Metrics are used to help demonstrate how the funding through Community Non-Profit Tax Exemption Policy (CNPTEP) is being utilized to support organizations in achieving outcomes that align with and contribute to the achievement of the City's strategic priorities. Please complete all applicable performance metrics related to the programs and/or services that your organization delivers.

Notice to Reader – if your organization is applying to CNPTEP for the first time, please follow the instructions for New CNPTEP Applicants, if your organization has previously been approved for CNPTEP, City Administration will provide your organization with the 2027 Performance Metrics Reporting Spreadsheet which includes the list of metrics to report on.

New CNPTEP Applicants

Organizations are requested to identify which policy criteria their organization best aligns with. There are two choices including Community Safety and Well-being and Culture and Sport. If, for example, your organization provides shelters for marginalized persons, Community Safety and Well-Being is the appropriate criteria to align with. If your organization's property is a performing arts facility, Culture and Sport are the appropriate criteria to align with.

Please provide your organization's performance metrics in the CNPTEP Performance Metrics Report 2027 spreadsheet. This spreadsheet includes multiple tabs and provides instructions for metrics reporting, worksheets to provide reporting on performance metrics, Core Program Descriptions, and data collection practices. Please report on your most recent financial year.

F.1 General Metrics (all organizations)

1) Total attendance participating in core programs
2) Total # program hours
3) Total # of volunteers
4) # of volunteer hours
5) Amount of funding received from other sources

F.2.1 Community Safety & Well-Being Metrics

1) Total # of clients obtaining safe and stable housing
2) Total # of vulnerable women, children and youth provided with direct shelter (24-48 hour emergency)
3) # of youth who have been successful in returning to school and/or have been reintegrated into other educational programs
4) # of community-based alternative programs and program spaces available for youth and adults at risk of destructive behaviors in the community
5) # of youth that report increased skills in establishing goals related to positive lifestyle changes
6) Total # of at-risk older adults that report they feel safe as a result of community engagement related to safe neighbourhoods
7) # of health care and wellness services and programs
8) # of self-declared First Nation, Métis, Inuit Nation, and new Canadians engaged in planning and delivering programs, services, and events

F.2.2 Culture and Sport Metrics

1) Total # of people residing outside of Regina that participated in the program
2) Total # of workers
3) Total amount of funding received from other organizations
4) % attendance resulting from subsidized or reduced pricing structure

F.3 Organization-Specific Metrics

If your organization has specific metrics, in addition to what has been reported in above sections, provide them to demonstrate the community impact of your programs and services.

Returning CNPTEP Applicants

For organizations that have previously received **CNPTEP funding**, the requested performance metrics have been selected based on metrics submitted in prior reporting periods. Administration has identified the measures that best reflect the outcomes and impacts achieved through the range of programs and services delivered by each organization.

The spreadsheet provided includes historical performance data to enable year-over-year comparisons and support the identification of trends over time.

If your organization has additional or alternative performance metrics that you believe more accurately demonstrate its impact and achievements, please include them in your submission for consideration.

Please complete the spreadsheet using data from your organization's most recent full year of operations.

G. SUBMISSION CHECKLIST

Required Attachments

- ☑ Certificate of Incorporation and Articles of Association
- ☑ Current Annual Budget
- ☑ Annual Report
- ☑ Strategic Plan
- ☑ Three Years Financial Statements
- ☑ ISC Profile Report
- ☑ Property Title and/or Lease Agreement
- ☑ Landlord Letter (if applicable)
- ☑ Performance Metrics Spreadsheet
- ☑ Completed Confirmation and Authorization Section

Need Help?
Assessment & Property Revenue Systems Branch

propertytaxexemptions@regina.ca

306-777-7133