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COMMUNITY NON-PROFIT TAX EXEMPTION POLICY
2028 Application Form

Instructions:

Read the Community Non-Profit Tax Exemption Policy and Application Guide before completing this application. The policy includes criteria to be met by your organization, and the application guide provides additional information about the requirements in each section of the Application Form.

Applications are assessed based on how well they support community needs and align with City priorities. Please answer each question as fully as possible and provide supporting documents where requested.

Tax exemptions are based on the principal use of the property and the community services provided by the organization. Any portion of the property used by the private sector or an organization not meeting the terms of the Policy is not eligible for a tax exemption.

Approval of Tax Exemptions are via Council passing a Bylaw.

Submission Guidelines:

Organizations may submit their application and all applicable attachments through electronic transmission.

Before You Submit

- ☑ All questions have been answered. Write "N/A" if a question does not apply.
- ☑ All required attachments are included.
- ☑ Contact information is complete and current.
- ☑ The application is signed by an authorized signing officer.

Application Deadline

For a 2028 property tax exemption, the application deadline is: **March 15, 2027 at 4:30 p.m.**

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 cbell@regina.ca

Electronic:

Applications and attachments provided electronically are to be sent to:
propertytaxexemptions@regina.ca

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

A. GENERAL INFORMATION

Organization Name: ***(use legal entity name)***	Enter your legal incorporated name.
ISC Entity Number:	Enter your current corporation number.
Mailing Address:	Enter your current mailing address.
City and Postal Code:	Enter your city and postal code for mailing address.
Contact Person: (Staff member)	Enter primary contact responsible for tthe CNPTEP Application submission.
Position:	Enter primary contact position within the Organization.
Telephone No:	Enter primary contact phone number.
Email:	Enter primary contact email address.
Alternate Contact:	Enter alternate contact responsible for the CNPTEP Application subbmission if primary contact is not available.
Position:	Enter alternate contact position within the Organization.
Telephone No:	Enter alternate contact phone number.
Email:	Enter alternate contact email address.
Please list the civic address of each property for which you are requesting a tax exemption:	Please list all civic addresses for which you are requesting a tax exemption.

B. APPLICATION REQUIREMENTS

B.1 Organizational Strength

1. Community Non-Profit Tax Exemption Policy tax exemptions provide support to non-profit organizations that play a unique, strategic and essential role in the community. Please describe how your organization meets these criteria.

   Click or tap here to enter text.

2. Summarize your organization's history (including the number of years in operation) and mandate or purpose. If your mandate/purpose has changed over time, please describe how and why.

   Click or tap here to enter text.

3. List all your key partner organizations, describing the nature and role of each partnership in the work you do.

Click or tap here to enter text.

4. Describe your organization's approach to delivering its mandate, programs and services.

Click or tap here to enter text.

B.2 Community Need

5. Describe the community needs to which your organization is responding and demonstrate how your organization has engaged the community to determine those needs (e.g. forums, focus groups, community engagement pieces).

Click or tap here to enter text.

B.3 Community Impact

6. Describe how your organization's core programs and services address the objectives outlined in the City's Official Community Plan, Community Safety and Well-being Plan, Recreation Master Plan, and Cultural Plan. If possible, please reference specific items of relevance from the Plans.

Click or tap here to enter text.

B.4 Accessibility & Inclusion

7. Please explain how your organization ensures programs and services are accessible and inclusive of diverse groups, including equity-deserving groups, such as First Nations, Métis, Inuit, ethnocultural minorities, 2SLGBTQIA+ people, people with disabilities, etc.

Click or tap here to enter text.

8. Please indicate whether your organization has any known physical accessibility barriers that may affect access to your facility, programs, or services. This includes, but is not limited to, accessible parking, entrances, elevators, doorways, washrooms, and interior pathways.

Click or tap here to enter text.

If yes, please identify any existing physical accessibility barriers and describe any plans to address them.

Click or tap here to enter text.

B.5 Financial Need

9. Describe how your organization will use the property tax exemption funding to provide services that will benefit the community.

Click or tap here to enter text.

10. Describe the impact on your organization, its users, and the community if the property tax exemption is not granted. List the services that will be affected and any hardships that may be placed on users.

Click or tap here to enter text.

11. If applicable, please answer.
Your organization had a significant surplus, cash on hand and/or reserve fund(s), as per your most recent financial statements; what is your organization's plan for those funds? (e.g. Capital Plan, investing in the community, etc.). Please provide a detailed explanation.

Click or tap here to enter text.

12. If applicable, please answer.
Your organization ran a deficit, as per your most recent financial statements; what is your organization's plan to reduce that deficit? Please provide a detailed explanation.

Click or tap here to enter text.

13. If your organization received funding from the Federal and/or Provincial governments, please list the amount of funding along with a brief description of what the funding is provided for.

Click or tap here to enter text.

If there is other City support already provided, please list them:

Click or tap here to enter text.

C. ALIGNMENT WITH THE CITY'S PLANS

Community Safety and Well-being (CSWB)

14. If your organization's mandate, mission, or purpose supports one or more of the following criteria identified as priorities by the CSWB Plan, please check the associated box(es) below and provide an explanation to demonstrate how your organization aligns with these criteria.

a)	*Domestic and Intimate Partner Violence*	☐ Yes	☐ Not Applicable
b)	*Food Insecurity*	☐ Yes	☐ Not Applicable
c)	*Problematic Substance Use*	☐ Yes	☐ Not Applicable
d)	*Racism and Discrimination*	☐ Yes	☐ Not Applicable
e)	*Safety*	☐ Yes	☐ Not Applicable
f)	*Service System*	☐ Yes	☐ Not Applicable

For each box that you have checked, explain how your organization aligns with each CSWB plan criteria.

Click or tap here to enter text.

Culture and Sport

15. If your organization operates 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, please check the associated box below and provide an explanation to demonstrate how your organization aligns with this criteria.

a) Your facility is purpose-built or retrofitted, to deliver a unique collection of programs that would not be possible in another space; or ☐

b) Your facility is strategically located within the City to enhance the activation of key institutional, recreation, and economic hubs, such as Wascana Centre and/or downtown Regina. ☐

If yes, please explain how your organization aligns with Cultural and Sport criteria.

Click or tap here to enter text.

D. DESCRIPTION OF THE PROPERTY AND USE OF SPACE

16. Select all that apply to your organization:

1) Operates a community garden on public lands. ☐

2) Would receive a statutory exemption per Sections 262 (j) or (p) of *The Cities Act*, if the Organization owned the building or land. ☐
262 (j) specifically identifies libraries
262 (p) specifically identifies the Royal Canadian Legion and other organizations.

3) Your organization has a facility under construction that will qualify for a statutory exemption once completed. ☐

If you would qualify for a statutory exemption, specify the relevant Act and section(s)

Click or tap here to enter text.

☐ Attach a copy of the building permit.

☐ Attach a copy of the project plan, indicate when construction will commence, the estimated completion date and expected occupancy date. Indicate the financial status and financing arrangement (i.e., cash in hand, subject to fundraising, etc.)

The principal use of the property:

17. Please describe the principal use of the property (i.e., administration, program, service delivery, and housing).

Click or tap here to enter text.

18. **Commercial Activity:** Please describe any commercial activities that are conducted on this property.

Click or tap here to enter text.

a) Does the non-profit organization occupy:
the entire property , or a portion of the property

b) For exactly how many square feet of this property are you requesting a tax exemption for?

Click or tap here to enter text.

c) Does your organization own the property? ☐ Yes ☐ No

1. If no, please attach the lease agreement. ☐ Lease agreement attached

2. If your organization leases property, the property owner must provide a letter confirming they:
   a) are aware of the application for property tax exemption and agree to pass along any benefit of the property tax exemption to your organization, and
   b) understand that if the property tax exemption is approved, the City calculates taxes on the area occupied by the organization based on a methodology that may be different from that used by the property owner.

ci) Does your organization lease out any space? Yes No

If yes, describe the lease(s), including the area (in square footage), and provide a copy of the lease agreement(s).

Click or tap here to enter text.

E. PUBLIC ACKNOWLEDGEMENT OF TAX EXEMPTION

19. All recipients of the permissive tax exemption are required to publicly acknowledge the exemption. Please explain how your organization will publicly acknowledge the tax exemption (i.e., Website, annual report).

Click or tap here to enter text.

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 the 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.

G. SUBMISSION REQUIREMENTS

Attachments – Attach the following supporting information to your application:

- ☐ Certificate of Incorporation and Articles of Association.
- ☐ A copy of your organization's annual budget for your current year.
- ☐ Your organization's most recent Annual Report.
- ☐ Your organization's most recent Strategic Plan.
- ☐ Three years approved Annual Financial Statements, signed by one or more Directors, as per the *The Non-profit Corporations Act, 2022.*
- ☐ Profile report from Corporate Registry (*Information Service Corporation (ISC); the profile report must be within 30 days from the application submission date if not provided to CIGP).*
- ☐ Certificate of Title of property and/or Lease agreement(s) for the property.
- ☐ If the property is leased include a letter from the landlord indicating that the tax exemption benefit will flow to the applicant organization.
- ☐ Your Performance Metrics for the most two recent complete financial years (attach Excel File).

Confirmation and Authorization

☐ I confirm that our organization is a registered non-profit community organization that is operating with an active status, and that has been incorporated for at least one year at the time of application submission, and I authorize the City of Regina to verify our active status. **(Required)**

☐ I authorize the City of Regina to verify whether the organization has any unpaid accounts with the City of Regina (taxes, utilities, tickets, permits, etc.). **(Required)**

If there are known unpaid accounts, please list them and the reason they are unpaid:

Click or tap here to enter text.

☐ I authorize the City of Regina to verify whether the organization has received any other support from the City. **(Required)**

☐ I agree that in addition to the administration and evaluation of this Program, the City may use the information provided in this application for other uses, as follows: administration of other programs administered by the City for which the applicant has applied such as tax exemption or housing incentives programs. **(Optional)**

Signature

On behalf of the organization, I (**a signing officer of the organization**) hereby declare that all the information presented and provided with this application is true and correct**.**

Click or tap here to enter text.

Name (print)

Click or tap here to enter text.

Position Title

Signature

Date