



## Property Tax Penalty Waiver

Please provide all of the required information in the fields below, so that your request can be addressed effectively.  
***Please note that all information provided on this application form may be included in a Council agenda, and will become public record.***

Name of Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please select which tax relief category applies to your Property Tax Penalty Waiver request (see clarification on the reverse side):

Error in Fact     Tax Exempt Properties While Under Construction     Compassionate Grounds     Other:

Have you received a Property Tax Penalty Waiver in the past 5 years?

Yes     No

Have you attached documentation as proof to support your Property Tax Penalty Waiver request?

Yes     No

I, the undersigned, certify that the information provided in this Property Tax Penalty Waiver request form is correct to the best of my knowledge, that I am the owner of the property described above, and that I understand that any applicable information necessary will be included in the public Council meeting agenda.

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Signature – Property Owner

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Date

*This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purposes of requesting Council's review and response in a public venue for a Property Tax Penalty waiver. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.*

## Property Tax Penalty Waiver Information

Please return this completed request to the City of Fort Saskatchewan's Legislative Services Department at:

City Hall  
10005-102 Street  
Fort Saskatchewan, Alberta  
T8L 2C5  
[legislativeservices@fortsask.ca](mailto:legislativeservices@fortsask.ca)

A member of the Legislative Services Department will be in contact with you to determine a timeline for the request being added to a Council meeting agenda package.

Information provided in this request, along with supporting background will be used to provide Council with the necessary details in order to make an informed decision in the matter. When making a decision on a Property Tax Penalty Waiver request, Council shall consider the impact on the City's property tax payers as a whole, and shall make their decision in accordance with the Property Tax Penalty Waiver Policy FIN-029-C and Procedure FIN-029-A.

In order for Council to consider the Property Tax Penalty Waiver request the tax account of property owners must be in good standing with the City, and have no outstanding tax arrears including tax penalties at the time of application.

Council may consider Property Tax Penalty Waiver requests, which align with the following:

Error of Fact:

- is only applicable to objective and material errors, such as building characteristics or tax-exempt status, but does not include subjective property valuation assessment matters; and/or
- is only available for the current or prior taxation year.

Tax Exempt Properties While Under Construction:

- requests must be made by a tax-exempt organization; and/or
- construction must currently be in progress on facilities on the property that will be used for a tax-exempt purpose upon completion of the construction.

Compassionate Grounds:

- a death or critical illness in the family has made it difficult or impossible to meet the tax obligations, and a late payment penalty was incurred as a result; and/or
- only applies to the penalty portion of the tax assessment in the current Tax Year.

Property Tax Penalty Waiver requests that do not fall into the above 3 categories may be heard, but will require additional supporting documentation as proof, in order for Council to make an informed decision.

Council may deny requests to waive tax penalties in the following circumstances:

1. taxes imposed for the designated industrial property requisition;
2. taxes or penalties unrelated to the current Tax Year; and/or
3. Amounts added to the tax roll that do not relate to the annual property assessment and taxation process, including but not limited to:
  - a. charges arising from the tax recovery process;
  - b. unpaid violation tickets;
  - c. utility consumption or installation charges; and
  - d. any penalties, interests or other charges related to those amounts.