



**SMALL BUSINESS PROPERTY – ASSESSMENT SUBCLASS
DECLARATION FORM 2025-006A**

Small Business Property – Annual Declaration Form (Bylaw 2025-006)

Organization / Landowner Information			
Organization Name:		Contact Name:	
Mailing Address:		Telephone Number:	
		Email Address:	

Current Tax Roll #(s) and or Owner #(s):

Confirmation of Full-Time Employees:

Select ONE of the following categories to confirm your organization’s Full-Time Employee** Count (across Canada as of December 31st):

- Category 1 – Less than 30 Full-Time Employees
- Category 2 – Equal to 30, but less than 50 Full-Time Employees
- Category 3 – Equal to or greater than 50 Full-Time Employees

***Full-Time Employee means an employee who provides continuous service in a position with no pre-set end date where the employee is normally required to work an average of at least 30 hours per week. This includes individuals that are paid and/or receive in-kind contributions for their services (including trust allocations through Income Tax Act Section 143 – such as colony members who are 18 years of age and older). Seasonal and casual employees would not be included.*

For **Category 1** and **Category 2**, please provide the actual Full-Time Employee** count across Canada: _____ (provide count here). Based on this count and subject to review and approval under Bylaw 2025-006, you may qualify for the Small Business Property Subclass. **Category 3** organizations are ineligible for this subclass and do not need to provide further details.

Other Eligibility Criteria:

Properties classified by the Provincial Assessor’s Office as “Designated Industrial Property” are ineligible for the “Small Business Property” Sub-Class as per the Municipal Government Act. A property that is leased by a business is not a “Small Business Property” if the business has subleased the property to someone else.

Ongoing Reporting Requirements:

- For **Category 1** (less than 30 Full-Time Employee):
You are required to complete this form only in the initial year. You will not need to submit future annual declarations unless your Full-Time Employee count increases to 30 or more.
- For **Category 2** (equal to 30, but less than 50 Full-Time Employees):
You must submit this form annually by March 31st to maintain your classification as a Small Business Property. Late or non-submission may result in the loss of eligibility for that taxation year.
- For **Category 3** (equal to or greater than 50 Full-Time Employees):
This form is required only in the initial year. It is recommended, but not mandatory, that you continue submitting annual declarations. Should your Full-Time Employee count drop below 50, you may regain eligibility by submitting a future declaration.

DECLARATION:

I _____ am a designated signing officer of the above-mentioned Organization / Landowner located in Vulcan County, and as of December 31, _____, and the information provided above is accurate for the businesses operating on my property(ies).

I acknowledge the following sections of the Municipal Government Act, which permit the inspection of this declaration. I also understand that this declaration must be completed annually as specified by Vulcan County.

Signature of Designated Signing Officer

Date

Municipal Government Act Chapter M-26

Duty to provide information 295

- (1) A person must provide, on request by an assessor, any information necessary for the assessor to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations.
- (2) The Alberta Safety Codes Authority or an agency accredited under the Safety Codes Act must release, on request by an assessor, information or documents respecting a permit issued under the Safety Codes Act.
- (3) An assessor may request information or documents under subsection (2) only in respect of a property within the municipality for which the assessor is preparing an assessment.
- (4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.

The personal information requested on this form is being collected under the authority of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is protected by the FOIP Act. If you have any questions about the collection, contact the FOIP Coordinator at (403) 485-2241.