

Strathcona County Tax Exemption Incentive Application Process

Application Process

1. Prior to submitting an application, Applicants may contact Strathcona County (the “County”) Economic Development & Tourism to request an initial discussion to outline the application requirements and provide guidance on the application process.
2. Applications can be obtained from the County website (<https://www.strathcona.ca/business-and-development/development/industrial-development/industrial-development-incentives/>) or via request to the County Economic Development & Tourism by phone at 780-464-8095 or in person at 2001 Sherwood Drive, Sherwood Park, AB, T8A 3W7.
3. In Order to apply for the County Tax Exemption Incentives, Applicants shall submit an application, in the Form approved by the County and in accordance with section 8 of either the Industrial Heartland Incentive Tax Exemption Bylaw, Bylaw No. 62-2020 or the Strathcona Industrial Area Incentive Tax Exemption Bylaw, Bylaw No. 20-2021 (the “Bylaw”), to the County Incentive Review Committee (the “Committee”) for evaluation. The application shall be emailed to: scedt@strathcona.ca
4. The Committee will review the application, including ensuring all:
 - a. required information is provided; and
 - b. criteria and conditions required by the Bylaw are met, including, but not limited to, the requirements pursuant to sections 5 and 8(i) – (vii).
5. Within thirty (30) business days the Committee will acknowledge receipt of the application and will advise an Applicant, in writing, if:
 - a. additional information is required; or
 - b. the application is accepted for consideration.
6. The Chief Commissioner will make a decision regarding the application in accordance with sections 9 to 12 of the Bylaw.
7. Should an application be approved, the County will provide details to the Applicant that outlines the tax exemption period and reporting requirements to ensure compliance over the term of the tax exemption.
8. Upon completion of the tax exemption period, the County will provide a report to the successful Applicant to summarize annual provisions of the incentive.

Roles and Responsibilities

1. The Committee may consist of representatives from relevant County departments and is authorized to review applications and verify information.
2. The Committee may include representatives from the following County departments:
 - a. Tax & Assessment
 - b. Economic Development & Tourism
 - c. Legislative & Legal Services
 - d. Finance
 - e. Planning & Development Services
3. Compliance reviews will take place on an annual basis, where projects will be required to submit updated information to verify ongoing achievement of key incentive criteria, such as employment.

Bylaw 62-2020 “Industrial Heartland Incentive Tax Exemption Bylaw” and Bylaw 20-2021 “Strathcona Industrial Area Incentive Tax Exemption Bylaw” can be accessed in their entirety on Strathcona County’s “Frequently Requested Bylaws” webpage: <https://www.strathcona.ca/council-county/bylaws-and-policies/frequently-requested-bylaws/>