

New Resident Incentive Policy

Date of Approval by Council: November 8, 2022

Resolution No.: TP/22/307

Lead Role: General Manager Corporate Services

Replaces: TP/22/107

Last Review Date: October 2022

Next Review Date: November 2023

Expires: December 31, 2025

Purpose of Policy:

This New Resident Incentive Policy (this "Policy") sets out the guidelines for Administration to implement the New Resident Incentive.

A. Definitions:

1. **Adult** – 18 years of age or older.
2. **Bill of Sale** – a certificate of transfer of personal property.
3. **CAO** – Chief Administrative Officer.
4. **Child** – Under 18 years of age.
5. **Designate** – appoint (someone appointed) to a specified position.
6. **Manufactured Home Park**
 - a) Poplar Grove Manufactured Home Park or
 - b) Ponoka Trailer Park.
7. **New Resident** – a resident that moves into to the Town of Ponoka from another municipality or country.
8. **Owner** – the holder of a Title or Bill of Sale.
9. **Possession Date** – the date the buyer will receive the keys to the property and can officially move in.
10. **Primary Residence** – the main residence where the owner(s) live for the most substantial portion of the year.
11. **Recreation Pass** – a pass providing access to public swimming at the pool, public skating at the arena and the racquetball courts.

12. **Residence** – any building or structure used exclusively for human habitation and includes site-built, manufactured and modular homes.
13. **Residential Property** – property zoned for living or dwelling.
14. **Title** – document identifying the registered owner(s) of the property, as provided by Alberta Land Titles.

B. New Resident Incentive:

1. Timeline

- (a) The qualifying period of this program will be from January 1, 2023 to December 31, 2025 and based on Possession Date.
- (b) Applications must be received by December 31, of the year of Possession Date.

2. Terms

- (a) The property must be the owner(s) primary residence.
- (b) The owner(s) previous primary residence was not in the Town of Ponoka.
- (c) Only the property owner(s) can apply for the incentive.

3. Qualifying Properties

- (a) Residential Properties only.

4. Required Documents

- a) Proof of purchase:
 - i. Copy of the Title or proof of purchase (Title to be collected by Administration internally, proof of purchase to be provided by the property owner(s)) or
 - ii. Bill of Sale for Manufactured Homes in a Manufactured Home Park
- b) Proof of previous residence (subject to proof satisfactory to the CAO, or Designate).
 - i. Utility Bill;
 - ii. Tax Notice;
 - iii. Or other documentation that proves previous residency.

5. Incentive

- (a) Up to a one-year Family Recreation Pass (two adults, two children).
- (b) Family members included in the pass are to only include parents and children, living in the same household.
- (c) The Recreation Pass provides access to public swimming at the pool, public skating at the arena and the racquetball courts.
- (c) Recreation Passes will be issued within 30 days of receiving all required documentation and the application form being approved by the CAO, or Designate.
- (d) Recreation Passes are non-transferable and hold no cash value.
- (e) The start date of the one-year Recreation Pass will be begin on the issue date of the pass.