



Town of Ponoka
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NEW RESIDENT INCENTIVE APPLICATION FORM

Application Date:		Tax Roll:	
Owner Name(s):			
Property Address:			
Cell Number:		Home Number:	
Email Address:			
Previous Address:			
Proof of previous Residency: *Subject to proof satisfactory to the CAO or Designate			

☐ Up to a one-year Family Recreation Pass

By signing and initialing this form, I/We understand that this program is subject to the following terms:

Initials	Terms
	1. I/We confirm that the above property will be our primary residence.
	2. I/We confirm that our previous primary residence was not in the Town of Ponoka.
	3. I/We understand that a copy of the Bill of Sale for a Manufactured Home in a Manufactured Home Park must be provided with this application form (Initial only if applicable).
	4. I/We understand that the Incentive is for (up to) a one-year Family Recreation Pass (two Adults, two Children).
	5. I/We understand that family members included in the pass are to only include parents and children, living in the same household
	6. Recreation Passes issued as part of this Incentive cannot be transferred to another person(s) or a cash equivalent issued to the holder(s).

Signature:		Date:	
Signature:		Date:	

Where did you hear about this incentive program?

☐ Social Media ☐ Mail Flyer ☐ Radio Ad ☐ Newspaper ☐ Other: _____

Office Use Only			
Received by:		Date:	
Approved by:		Date:	

FOIP Notification: The personal information you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the Town of Ponoka at 403-783-0130.

RECREATION PASS INFORMATION

	First Name	Last Name	Birthdate
Adult #1:			
Adult #2:			
Child #1:			
Child #2:			

The Recreation Pass for the Town of Ponoka provides access for the above listed people that reside in the home to go to public swimming at the pool, public skating at the arena or the rental of the racquetball courts at the Arena.

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.