



Town of Ponoka  
200 5604 50 Street  
Ponoka, Alberta T4J 1G5  
Phone: 403-783-0127 Fax: 403-783-6745  
[www.ponoka.ca](http://www.ponoka.ca)  
[taxes@ponoka.ca](mailto:taxes@ponoka.ca)

### RESIDENTIAL NEW BUILD INCENTIVE APPLICATION FORM

Application Date:		Tax Roll:	
Owner Name(s):			
Property Address:			
Cell Number:		Home Number:	
Email Address:			
Purchased from (If applicable):			
Date of Purchase:			
Date of Occupancy Certificate:			

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

Initials	Terms
	1. I/We the property owner(s) understand that in Year 1, a 75% reduction in Municipal Taxes will be applied as a credit on the Roll.
	2. I/We the property owner(s) understand that in Year 2, a 50% reduction in Municipal Taxes will be applied as a credit on the Roll.
	3. I/We the property owner(s) understand that in Year 3, a 25% reduction in Municipal Taxes will be applied as a credit on the Roll.
	4. If I/We sell the property, that the credits will stay with the property and transfer to the new owner(s).
	5. 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.

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:		
Year 1 =		Year 2 =		Year 3 =	

**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.

# BYLAW NO. 13-2025

## A BYLAW IN THE TOWN OF PONOKA, IN THE PROVINCE OF ALBERTA TO ESTABLISH A PROCESS FOR RESIDENTIAL PROPERTY EXEMPTIONS IN THE FORM OF A RESIDENTIAL NEW BUILD INCENTIVE.

**WHEREAS**, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended (the “MGA”), a municipal council has authority to govern and the authority to pass bylaws respecting the municipality, including services provided by or on behalf of the municipality;

**AND WHEREAS**, pursuant to Section 364.2(1.1) of the *Municipal Government Act*, RSA 2000, c.M-26 (the “MGA”), Council may, by Bylaw for the purpose of encouraging the development or revitalization of properties in an assessment class specified in section 297(1)(a) for the general benefit of the municipality, provide for full or partial exemptions from taxation;

**NOW THEREFORE**, the Council of the Town of Ponoka, in the Province of Alberta, duly assembled enacts as follows:

### TITLE

1. This bylaw shall be cited as the Town of Ponoka “*Residential New Build Incentive Bylaw*”.

### PURPOSE

2. The purpose of this bylaw is to encourage the development of residential properties.

### DEFINITIONS

3. In this bylaw;

*Assessment Value* – the dollar value assigned to a property for the purpose of applying the exemption.

*CAO* – Chief Administrative Officer.

*Council* – the Ponoka Town Council and its delegates.

*Development Permit* – a document authorizing a development issued pursuant to the Land Use Bylaw.

*Municipal Rate* – the mill rate applied to the assessment value to calculate the portion of property taxes collected for the purpose of operating the Town.

*Municipal Taxes* – the portion of property taxes collected for the purpose of operating the Town.

*Occupancy Certificate* – a document issued, certifying a building's compliance with applicable building codes indicating it to be in a condition suitable for occupancy.

*Owner* – the holder of a Title or Bill of Sale.

# **BYLAW NO. 13-2025**

*Residence* – any building or structure used exclusively for human habitation and includes site-built, manufactured and modular homes.

*Residential New Build*– either existing or built specifically for the purchaser that has not been previously lived in.

*Residential Property* – property zoned for living or dwelling.

*Tax Rate Bylaw* – Bylaw setting the tax rates for the year.

*Title* – document identifying the registered owner(s) of the property, as provided by Alberta Land Titles.

*Year 1* – the year following the Occupancy Certificate being issued.

## **RESIDENTIAL NEW BUILD INCENTIVE**

### **4. Timeline**

- 4.1. The qualifying period of this program will be from January 1, 2026 to December 31, 2029, based on the issue date of the Development Permit.
- 4.2. Applications must be received by December 31, annually to qualify for the next year's incentive.

### **5. Terms**

- 5.1. If the owner(s) sell the property at any time during the program, the exemptions will stay with the property and transfer to the new owner(s).
- 5.2. Only the property owner(s) can apply for the incentive.
- 5.3. Exemptions will commence in Year 1.
- 5.4. Any disputes regarding the application of this incentive will be directed to the CAO or designate for resolution.

### **6. Qualifying Properties**

- 6.1. Residential Properties only,
- 6.2. If the property has a residential/commercial split, the exemption will only be applied to the assessment value associated to residential.
- 6.3. A new build, either existing or built specifically for the purchaser that has not been previously lived in.
  - 6.3.1. Site-Built Home;
  - 6.3.2. Modular Home or
  - 6.3.3. Manufactured Home.

### **7. Required Documents**

- 7.1. Copy of the Title.
- 7.2. Bill of Sale for Manufactured Homes in a Manufactured Home Park and,
- 7.3. Occupancy Certificate.

# BYLAW NO. 13-2025

## 8. Exemptions.

8.1. Exemptions will be applied as per below:

8.1.1. Year 1 - 75% exemption of Municipal Taxes on the total assessment value;

8.1.2. Year 2 – 50% exemption of Municipal Taxes on the total assessment value;

8.1.3. Year 3 - 25% exemption of Municipal Taxes on the total assessment value.

8.2. Exemptions will be applied annually, following the Tax Rate Bylaw being passed by Council.

8.3. Exemptions are applied to the municipal taxes only.

8.4. Exemptions will be applied directly to the Roll and will not be paid out.

## GENERAL

9. That this Bylaw shall take effect on the date of third and final reading.

First Reading:	November 25, 2025
Second Reading:	December 9, 2025
Third & Final Reading:	December 9, 2025

## TOWN OF PONOKA

Original Signed

---

MAYOR

Original Signed

---

CHIEF ADMINISTRATIVE OFFICER