
New Resident Attraction and Incentive Program Policy

Purpose of Policy:

This New Resident Attraction and Incentive Program Policy (this “Policy”) sets out the guidelines for Administration to implement the New Resident Attraction and Incentive Programs.

A. Definitions:

1. **Assessor** – an accredited professional delegated to evaluate properties for taxation purposes
2. **Assessment Value** – the dollar value assigned to a property to apply applicable property taxes.
3. **Bill of Sale** – a certificate of transfer of personal property.
4. **CAO** – Chief Administrative Officer
5. **Council** – the Village of Berwyn Council and its delegates.
6. **Residential Renovation** – Upgrades made to the exterior of a residential property.
7. **Municipal Rate** – the tax rate applied to the assessment value to calculate the portion of property taxes collected for the purpose of operating the Village.
8. **Municipal Taxes** – the portion of property taxes collected for the purpose of operating the Village.
9. **New Build** – either existing or built specifically for the purchaser that has not been previously lived in.
10. **New Resident** – a resident that moves into the Village of Berwyn from another municipality or country.
11. **Occupancy Permit** – a document issued, certifying a building's compliance with applicable building codes indicating it to be in a condition suitable for occupancy.
12. **Owner** – the holder of a Title or Bill of Sale.
13. **Primary Residence** – the main residence where the owner(s) live for the most substantial portion of the year.

- 14. **Residence** – any building or structure used exclusively for human habitation and includes site-built, manufactured, and modular homes.
- 15. **Residential Property** – property zoned for living or dwelling.
- 16. **Residential Renovation** – Upgrades made to the exterior of a residential property.
- 17. **Roll** - An assessment roll is a listing of all assessable properties in a municipality and their assessed values
- 18. **Tax Rate Bylaw** – Bylaw setting the tax rates for the year.
- 19. **Temporary Residence** – a residence that was not intended to be permanent or primary and for the purpose of this policy does not exceed 6 months.
- 20. **Title** – document identifying the registered owner(s) of the property, as provided by Alberta Land Titles.
- 21. **Village** – the Village of Berwyn.

B. Residential Renovations Incentive:

1. Timeline

- (a) The qualifying period of this program will be from January 1 to December 31.
- (a) Applications must be received by December 31.

2. Terms

- (a) If the owner(s) sells the property at any time during the 3 years, the credits will stay with the property and transfer to the new owner(s).
- (b) Applicants can only apply for one of the three New Resident Attraction and Incentive Programs.
- (c) Only renovations to the exterior of the property will be considered.
- (d) Approval is subject to homeowners submitting application and receipts to the Village.
- (e) Maximum credit is 50% of the cost of the exterior renovation or to a maximum of \$2500.
- (f) Only the property owner(s) can apply for the incentive.

- (g) This is a one-time-per-property incentive.
- (h) Year 1 will start the following year of the property assessment value increasing:
 - a. Increase occurring between January 1, and December 31, Year 1 will be the following year.

3. Qualifying Properties

- (a) Residential Properties only,
- (b) If the property has a residential/commercial split, the incentive is only applied to the assessment value associated with residential.

4. Credits

- (a) Credits will be applied as per below:
 - a. Year 1 - 50% of credit applied to Municipal Taxes.
 - b. Year 2 – The remaining 50% of credit applied to Municipal Taxes.
 - c. Any remaining credit will be applied to Municipal taxes the following year(s).
- (b) Credits will be applied annually, within 14 days of the Tax Rate Bylaw being approved by the Council.
- (c) Credits are applied to the municipal rate only.
- (d) Credits will be applied directly to the Roll and will not be paid out.

C. New Build Property Tax Incentive:

1. Timeline

- (a) Applications must be received by December 31.

2. Terms

- (a) If the owner(s) sell the property at any time during the program, the credits will stay with the property and transfer to the new owner(s).
- (b) The property must be the owner(s) primary residence.
- (c) Applicants can only apply for one of the three New Resident Attraction and Incentive Programs.
- (d) This is a one-time-per-property incentive.
- (e) Only the property owner(s) can apply for the incentive.
- (f) Year 1 will start the following year of the property being given the occupancy permit.
 - a. Occupancy being approved between January 1, and December 31, Year 1 will be the following year.

3. Qualifying Properties

- (a) Residential Properties only,
- (b) If the property has a residential/commercial split, the incentive is only applied to the assessment value associated with residential.
- (c) A new build, either existing or built specifically for the purchaser that has not been previously lived in.
 - a. Site-Built Home;
 - b. Modular Home or
 - c. Manufactured Home.

4. Required Documents

- (a) Copy of the Title (This will be collected by Administration internally) or
- (b) Bill of Sale for Manufactured Homes in a Manufactured Home Park and,
- (c) Occupancy Permit (This will be collected by Administration internally).

5. Credits

- (a) Credits will be applied as per below:
 - a. Year 1 - 75% reduction of Municipal Taxes on the total assessment;

- b. Year 2 - 50% reduction of Municipal Taxes on the total assessment;
- c. Year 3 - 25% reduction of Municipal Taxes on the total assessment.
- (b) Credits will be applied annually, within 14 days of the Tax Rate Bylaw being approved by the Council.
- (c) Credits are applied to the municipal rate only.
- (e) Credits will be applied directly to the Roll and will not be paid out.

D. New Resident Grant:

1. Timeline

- (b) The qualifying period of this program will be from January 1 to December 31.
- (c) Applications must be received by December 31.

2. Terms

- (a) The property must be the owner(s) primary residence.
- (b) The owner(s) previous primary residence was not in the Village of Berwyn.
 - a. Applicants that resided in a Temporary Residence in the Village of Berwyn for 6 months or less before purchasing, will also be considered.
- (c) Applicants can only apply for one of the three New Resident Attraction and Incentive Programs.
- (d) Only the property owner(s) can apply for the grant.
- (e) This grant is a one-time-per-property incentive.

3. Qualifying Properties

- (a) Residential Properties only.

4. Grant

- (a) Grant of \$500 towards the qualifying property.
- (b) Grant is applied to either Municipal taxes or Municipal Utilities.

5. Required Documents

- (a) Copy of the Title (This will be collected by Administration internally) or
- (b) Proof of the previous residence (subject to prove satisfactory to CAO approval).
 - a. Utility Bill
 - b. Tax Notice;
 - c. Or other documentation that proves the previous residency.

6. Credit

- (a) Credit will only be issued to the applicant(s).
- (b) Credit will be issued within 30 days of CAO Approval.
- (c) Credit will be in the placed on the resident's account.

VILLAGE OF BERWYN

DATE

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

