

The Region of Peel has approved a Financial Assistance Program to eligible Peel home owners to assist with the disconnection of downspouts from the sanitary sewer system within the disconnection program areas. The program offers a reimbursement cost for labour and materials used for completing downspout disconnection, up to a maximum of \$1,000.

Who is eligible?

To qualify for the Downspout Disconnection Financial Assistance Program, you must:

- ✓ Own a residential property within the Region of Peel
- ✓ Submit a complete application with all required supporting documentation
- ✓ Have a combined gross household income of \$60,000 or less
- ✓ Be 65 years of age or older or qualify for a pension plan under the Income Tax Act **OR**
- ✓ Be a person with a disability and be receiving disability benefits

Documents Required Checklist

For all Applicants:	
<input type="checkbox"/>	Signed and completed application form
<input type="checkbox"/>	Most recent Income Tax Assessment Form for all property owners
<input type="checkbox"/>	Original invoice and/or receipts for labour and material costs
For Low-Income Senior Applicants and Applicants Qualifying for Pensions:	
<input type="checkbox"/>	A recent copy of the following: T4A-OAS, T4A, and/or Guaranteed Income Supplement (GIS) statement
<input type="checkbox"/>	Verification of a registered pension or annuity under the Income Tax Act
For Applicants with Disabilities:	
<input type="checkbox"/>	Verification of disability income (i.e. Ontario Disability Support Program, Workplace Safety and Insurance Board, Private Disability Insurance, etc.)

Applicants are advised to block out the Social Insurance Number of all documents submitted.

Disconnection Verifications

Following the submission of a completed application with all required documentation, the Region will schedule a property visit with the owner(s) to verify that the downspout disconnections on the property meet the program requirements for reimbursement.

Historical Downspout Disconnection Rebate Program Payments

The maximum reimbursement under the Downspout Disconnection Financial Assistance Program is a total of \$1,000 per eligible household. Any rebate payments or work for the property under any historical Region of Peel Downspout Disconnection programs will be adjusted from the total amount of financial assistance reimbursement available.

Application Processing Timelines

Following the submission of a completed application with all required documentation, the application processing timeline is 6-8 weeks.

APPLICANT INFORMATION	
Full Legal Name of Residential Property Owner(s):	
Spousal and Additional Owner Information: <i>Note: If there are additional owners, please attach a list with the first/last name for each, date of birth, and signature.</i>	
Spouse's Legal Name: Age:	Additional Owner's Legal Name: Age:
Full Property Address:	
City:	Postal Code:
Home Telephone:	Mobile/Day Phone Number:
Water Service Account No. (found on water bill):	
APPLICATION REQUIREMENTS	
I/We have:	
<input checked="" type="checkbox"/> Completed and signed all areas of this application form and included information for each registered property Owner	
<input checked="" type="checkbox"/> Attached original invoice(s) and/or receipt(s) for labour and material costs	
<input checked="" type="checkbox"/> Attached copies of the most recent Income Tax Assessment Form for all property owners	
<input checked="" type="checkbox"/> Attached any required supporting documentation (outlined on page 1)	
I have read, understood and agree to the Terms and Conditions of the Downspout Disconnection Financial Assistance Program , as attached. Dated at _____(City), this _____ day of _____, 20____	
_____ Name of Owner (Print) (must be over 18 years of age)	_____ Name of Co-Owner (Print)
_____ Signature of Owner (must be over 18 years of age)	_____ Signature of Co-Owner

REGION OF PEEL USE ONLY	
Applicant Number	
Date Application Received	Date:
Financial Assistance Eligibility Approval Date	Date:
Disconnection Verification Date	Date:
Financial Assistance Amount <i>(to a maximum of \$1000.00)</i>	Amount:
Processed Date	Date:

The Region of Peel requests your consent to send you information by e-mail. Canada's anti-spam law came into effect on July 1, 2014 and may affect the Region of Peel's ability to send you electronic messages on issues that may be of interest to you.

By checking this box, you consent to receiving electronic messages from the Region of Peel which may include updates, news, publications and information on programs, services and events.

You may withdraw your consent and unsubscribe at any time by contacting Public Works Customer Service at the Region of Peel at 905-791-7800 ext. 4409

Email Address: _____

**Notice With Respect To The Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act)**

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, c.M.56 ("MFIPPA") and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, retention, use, disclosure and disposal of information, including MFIPPA. Information will be used for the purpose of processing the rebate application and verifying compliance with the Program. Any questions regarding this collection may be directed to Public Works Customer Service at 905-791-7800 x4409 to be forwarded to an appropriate staff member.

Please mail this application to:

**Attention: Downspout Disconnection Financial Assistance Program
2 Copper Road
Brampton, ON L6T 4W5**

Please mail pages 1-4 to the Region of Peel

Terms and Conditions of the Downspout Disconnection Financial Assistance Program

PLEASE READ CAREFULLY

In consideration of receiving Downspout Disconnection Financial Assistance (the “Financial Assistance Program”) from The Regional Municipality of Peel (the “Region of Peel”) the applicant Owner(s), as further defined below, acknowledges and agrees to the following:

Definitions in this application:

1. **“Area Municipality”** is defined as the municipality in which the residential property receiving the benefit of the Work is located (i.e. City of Mississauga, the City of Brampton or the Town of Caledon).
2. **“Completed Work”** is defined as Work that is fully functional and acceptable under industry standard.
3. **“Contractor”** is defined as a qualified contractor retained by the Owner to complete the required Work on the residential property. For example an eaves trough company.
4. **“Owner”** is defined as the applicant(s) to the Program and the registered owner(s) of the residential property where the Work is to be completed.
5. **“Regional Representative”** is defined as a Region of Peel employee, or a contractor or a consultant hired by and representing the Region of Peel (for the purposes of evaluating and administrating applications or inquiries under the Program).
6. **“Financial Assistance”** is defined as money provided by the Region of Peel to the Owner(s) to a maximum of \$1000.00 per property for the completion of downspout disconnection on an eligible property as approved and verified through information contained in this application and a property verification visit.
7. **“Work”** is defined as including:
 - a. Disconnection of all downspouts on the residential property from the sanitary sewer system by the Owner(s) or a Contractor as outlined in these Terms and Conditions
 - b. Obtaining and submitting with the Financial Assistance Application all receipt(s) or invoice(s) related to the disconnection of downspouts on the property for which financial assistance is being applied for.

8. Work complete before Application made:

The Work performed on the residential property is to be coordinated and completed at the Owner’s sole discretion. Any and all costs for the performance of the Work shall be at the Owner’s sole cost and expense. Applicable Financial Assistance, if any, may be granted upon approval of a fully completed application. Funds will be released upon review by the Region of written confirmation of the Work being declared Complete, verification by the Region of Peel that the Work has been conducted, and only if all Financial Assistance Program requirements are met.

9. Eligibility to receive financial assistance:

- a. To be eligible to receive financial assistance, a person must:
 - i. Be a low-income senior, or low-income person with a disability, residing within the Region of Peel in an eligible property;
 - ii. Occupy the residential property for which the application is made as the Owner's personal principal residence;
 - iii. Make an application, together with any spouse or additional registered property Owner (where applicable), for financial assistance in accordance with the application requirements; and
 - iv. Have paid in full all water charges, and any arrears payable, for all previous years, as well as charges due and owing for the current year in respect to the property for which the application is made.
- b. Where title to the eligible property is held by an eligible person and spouse (where applicable) and there is no other Owner, one of the joint Owners must qualify as an eligible person, but where title to the eligible property is held jointly by an eligible person and a person or persons who are not the spouse of an eligible person, all of the joint Owners must qualify as an eligible person.

10. Applications for the Financial Assistance Program:

- a. Applications for financial assistance must be legible, complete, accurate and in writing on the form prepared by the Region of Peel for this purpose;
- b. Applications must include required documentation to establish that the applicant, or, in the case of property held jointly as outlined in section 9(b), the applicant's spouse, is an eligible person, and that the residential property with respect to the Financial Assistance Program application is made is made eligible for such financial assistance;
- c. An application for financial assistance will be denied where it does not meet all Financial Assistance Program terms and conditions.

11. Conditions for Financial Assistance:

- a. In order to receive the Financial Assistance where the Owner(s) is/are eligible, the Owner(s) shall submit to the Region of Peel a completed and compliant application form, together with all invoices and/or receipts and other supporting documentation for completion of the Work and costs of the same, within one year of the Work being completed;
- b. The Work must be completed prior to making an application in a manner that meets the Terms and Conditions of Downspout Disconnection;
- c. The Financial Assistance for eligible Owner(s) shall be in the form of cost reimbursement, payable by cheque, for eligible Work and limited to a maximum upset limit of \$1000 for each eligible property/ eligible applicant or joint applicants. No applicant shall receive financial assistance for more than one eligible property. No joint applicants shall receive more than \$1,000 per eligible property. Each eligible property Owner who may have received rebates for downspout disconnection under a historical rebate program will have the financial

assistance amount adjusted accordingly to account for historical payments so as not to exceed the maximum upset limit amount of financial assistance per property/applicant;

- d. There is no reimbursement for costs incurred by the applicant(s) related to property maintenance work, for example, for rotting fascia board, roofing work, upgraded specialty finishes, or for damaged goods, landscaping, or the restoration of property after the downspout disconnection Work is completed. Reimbursement is only provided strictly for the Work directly related to the downspout disconnection and for standard aluminum eaves trough and downspout materials.
- e. Dated and unaltered original invoice(s)/receipt(s) itemizing and detailing the location, work and materials related to the disconnection and any other related supporting documentation must be included with this application.
- f. Verification that the downspout disconnection(s) on the property after the Work has been completed will be completed by a Regional Representative as part of the approval process. The Owner shall provide Regional Representatives with reasonable access to the property to verify the Downspout Disconnection Work Conditions, as set out below;

12. Required documentation for eligibility screening for the Financial Assistance Program:

- a. In addition to the required application documentation for the downspout disconnection(s), documentation of Financial Assistance eligibility is required;
- b. All registered property Owner(s) shall submit copies of their most recent Income Tax Notice of Assessment(s) from the Canada Revenue Agency for all persons occupying the property for which the application for Financial Assistance is made;
- c. Seniors are classified as being:
 - being 65 years of age or older; or,
 - being 60-64 years of age and receiving a Guaranteed Income Supplement under the *Old Age Security Act*; or,
 - if widowed, receiving the Spouse's Allowance under the *Old Age Security Act*; or,
 - be 50 years of age or older and be receiving either a pension or a pension annuity resulting from a pension plan under the *Income Tax Act* (Canada)
 - Documented proof that an applicant is a Senior shall be part of the application, where applicable. In addition to the most recent Income Tax Notice of Assessment(s),
 - Proof of date of birth/age must be included; and,
 - Where between 60-64 years of age, a copy of the applicant's most recent Old Age Security T4A (if applicable) and most recent proof of receipt of the Guaranteed Income Supplement (GIS) (if applicable) must be included; or,

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- Where widowhood is an eligibility factor, a copy of the most recent Spousal Allowance T4A (if applicable) must be included; or,
 - Where annuity pension is an eligibility factor, most recent proof of receipt of a registered pension or registered annuity under the *Income Tax Act* (Canada) (if applicable) must be included.
- d. Persons with a Disability are classified as being persons who are in receipt of a disability benefit from one or more of the following:
- Ontario Disability Support Program (ODSP)
 - Workplace Safety Insurance Board (WSIB)
 - Motor Vehicle Accident Insurance
 - Employer Disability Insurance
 - Canada Pension Plan
 - Employment Insurance Sickness Benefit
 - Private Disability Insurance
 - Disability programs provided by professional associations

Documented proof that an applicant is a Person with a Disability shall be submitted as part of the application, where applicable. In addition to the most recent Income Tax Notice of Assessment(s), a copy of the most recent proof of receipt of disability benefit income from one or more of the above list must be included in the application.

- e. Since the Region respects the privacy and security of applicants and does not require the same in order to process an application, applicants are advised to block out their Social Insurance Number on all documents submitted.

Downspout Disconnection Work Conditions to be met for Financial Assistance eligibility:

13. The Owner(s) must ensure the downspout disconnection(s) meets the requirements for Financial Assistance application processing by the Region of Peel:
- a. ALL downspouts on the eligible property must be disconnected. If, for any reason, the Owner(s) determine that one or more downspouts cannot be disconnected, they may also consider applying for an exemption under the Region's Mandatory Downspout Disconnection Program when and as applicable. Approval of an exemption is subject to the terms and conditions of the Mandatory Downspout Disconnection Program and is not guaranteed.
 - b. Flow from the disconnected downspout(s) must be discharged away from the building through use of an elbow and extension which discharge to a splash pad;
 - c. Flow from the disconnected downspout must not discharge directly onto public sidewalks; and,

- d. The standpipe which remains from downspout disconnection must be permanently sealed and capped to the satisfaction of the Region of Peel during verification.
14. The Owner should ensure that additional recommendations for downspout disconnection have been considered and that disconnection follows the Area Municipality's by-laws for completion:
 - a. The ground surface is graded at a 2% slope away from the house or building;
 - b. Flow from disconnected downspouts does not negatively impact any neighbouring property; and,
 - c. Flow from the disconnected downspouts discharges to a permeable surfaces (i.e. grass and not a driveway) to avoid creating a hazardous situation or slip and fall risks for which the applicant may be held responsible.
15. If the recommended criteria in s. 13 or s. 14 cannot be met then the Owner may determine it is necessary to consult with a Contractor to determine alternative options for rerouting downspouts to achieve disconnection.
16. In addition to the above requirements, the downspout disconnection hardware items must be installed in proper working order in compliance with all applicable statutes, regulations, and by-laws;

Additional Conditions:

17. The Region, does not guarantee or warrant:
 - a. Professional advice in determining the design of the downspout disconnect;
 - b. That the downspout disconnection Work or materials used will be free of defects;
 - c. The quality of workmanship of the installation; and
 - d. The suitability of the applicant's property for installation.
18. The Owner, is responsible for all costs and expenses in connection with the installation or any alterations necessary for proper downspout disconnection prior to application for the Financial Assistance Program;
19. The applicant(s)/Owner(s) shall release, waive, indemnify, save and hold harmless the Region, including its respective Boards, Commissions, directors, officers, employees, agents, contractors, elected and appointed officials, and all persons for whom it is responsible in law, and their successors (collectively referred to as "Regional, against all liability, loss, costs, damages, and expenses, causes of action, actions, claims, demands, lawsuits, and other proceedings, by whomever made, sustained, brought or prosecuted, including third party bodily injury, death, personal injury, and property damage, in any way based upon, occasioned by or attributable to the Owner/applicant's participation in this Program, including any negligence on the part of the Region and Regional Personnel;
20. The Owner(s) shall refund all Financial Assistance to the Region upon demand if the application form is found to contain any material misstatement or misrepresentation or if the Owner(s) breach(es) any of the terms and conditions in this application.

21. The Owner(s), not the Region of Peel, is responsible for the on-going operation and maintenance of all equipment installed as part of the Work.
22. Distribution of Financial Assistance Program funding is on a first come, first-served basis. Funding is limited and will only be distributed while funds last.
23. The Region of Peel may deny any application that does not meet the requirements set out herein at its sole discretion.
24. The Region of Peel reserves the right to cancel, suspend or alter the Program at any time or refuse, in its sole discretion, all further applications.