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**Subject: Water and Wastewater Rebate for Seniors Program Policy**

**Index Number: AD-002-15**

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**Effective Date: May 11, 2015**

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**Policy:**

The Water and Wastewater Rebate for Seniors Program Policy establishes the eligibility for the program, application process and rebate procedure. The rebate program is designed for those residents in the Village of Lansdowne who have secondary dwellings on their premises occupied by a family member who is fifty-five years or older.

**Objective:**

The Township of Leeds and the Thousand Islands deems it desirable to provide senior citizens who are cohabitating with a family member in a secondary dwelling with relief from certain municipal charges in the form of a rebate.

**Definitions:**

- "Dwelling" and "dwelling unit" shall mean a building, room or rooms intended to be used for human habitation and occupied by not more than one family and in which separate kitchen and sanitary facilities are provided for the exclusive use of such a family with a private entrance from outside the building or from a common hallway or stairway inside the building;
- "Family member" means a brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, granddaughter, granddaughter-in-law, grandson, grandson-in-law;
- "Premises" means an applicant's principal residence or normal place of residence within the Village of Lansdowne;
- "Senior" means a person who has attained the age of fifty-five years;
- "Township" means the Corporation of the Township of Leeds and the Thousand Islands.



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**Procedure:**

General Rules of Application

Upon application to the Township of Leeds and the Thousand Islands, a senior may be granted a rebate equal to annual water and wastewater services for the secondary dwelling cohabitated by the senior.

Applications may be made for the period during which the applicant has occupied the premises receiving the services.

Only one water and wastewater senior rebate is applicable in any one year, to any one person, for any one premise.

Initial Applications

First-time applicants shall be responsible for applying to the municipality for rebate. The municipality will not automatically issue a rebate nor will they solicit applications. The municipality will advertise and provide education about the program. Rebates will not be issued prior to the application date.

First-time applicants shall provide proof of age and proof of relationship to the owner of the primary dwelling.

Application Deadline

Program participants are responsible for submitting applications annually.

The deadline for re-application for the Water and Wastewater Senior Rebate Program shall be the 15<sup>th</sup> day of December of the prior year for which the rebate is to be made.

First time applications will be accepted throughout the year.



Township of  
**Leeds** and the  
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#### Approved Rebate Procedure

The rebate, when approved, will be credited to the applicant's water and wastewater account. The maximum amount of the rebate will be equal to the monthly billing amount of the secondary dwelling unit.

#### Removal of the Program

When the secondary dwelling ceases to be occupied by a senior family member, the owner of the premises must inform the municipality to allow for secondary water and wastewater rate charges to be applied.