



THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

Application for Water and Sewer Levy Relief under Bylaw 2023-36

Deadline for application is November 30th of the year for which relief is requested. Please note that for 2023, rates and relief will be pro-rated at 50% for July through December. *

Please print clearly.

Year for Which Relief is Requested: _____

Property Address: _____

Name of Relief Applicant: _____

Name of Spouse (if applicable): _____

Applicant Phone and/or Email: _____

Relief Applicant Category: ☐ Property Owner ☐ Tenant

Landlord Name (if applicable): _____

Landlord Phone and/or Email: _____

Per Bylaw 2023-36, eligible persons are recipients of ODSP payments, recipients of OAS-GIS payments, or recipients of Ontario Works payments aged 65 and over. To qualify for relief, applicants must have water and sewer billing history during the “base rate” period of April 1st, 2022 to March 31st 2022, and the new water and sewer levy must be greater than the charges levied during the “base rate” period.

Please attach the following supporting documentation:

☐ Proof of Eligibility (OAS-GIS statement **or** ODSP statement **or** Ontario Works statement)

☐ Copy of Photo ID

☐ **Tenants only** – Proof of Tenancy and Water/Sewer Cost Responsibility prior to July 1st 2023 (Ex. Copy of lease, letter from landlord)

I certify that the information provided is true and complete, and accurately reflects my financial circumstances. I understand that I will be notified of the status of my application by December 15th, and that I may be required to provide additional information to proceed with the application.

Initial

I consent to the Township contacting and confirming the information provided in this application with any relevant third parties, and I authorize these third parties to release such information to the Township of Manitouwadge.

Initial

Signature of Applicant

Date

Office Use Only

A “Base Rate” Water and Sewer Charges 01 Apr 2022 – 31 Mar 2023 \$ _____

B “Subject Year” Water and Sewer Levy \$ _____

C “Subject Year” Relief (lesser of [B – A] and \$250) *see note above \$ _____

Verified and approved by: _____ Date: _____

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BYLAW NO. 2023-~~36~~

Being a Bylaw to Provide for Relief of Water and Sewer Levy Increases for the Purposes of Relieving Financial Hardship.

WHEREAS the Council of the Corporation of the Township of Manitouwadge deems it appropriate to enact this by-law for the purpose of establishing a relief program for water and sewer levies for low-income persons and low-income persons with disabilities;

NOW THEREFORE the Council of the Corporation of the Township of Manitouwadge enacts as follows:

Definitions

1. In this by-law:

“base rate” means the total water and sewer charges levied for the *subject property* for the usage period of April 1st, 2022 through March 31st, 2023;

“eligible increase” means the amount by which the annual water and sewer levies for the *subject year* for an *eligible property* exceed the *base rate*;

“eligible person” means:

- i) a low-income person with disabilities who owns eligible property or holds an eligible tenancy as defined in this by-law;
- ii) a low-income senior who owns eligible property or holds an eligible tenancy as defined in this by-law;
- iii) the spouse of either i) or ii) who owns eligible property or holds an eligible tenancy as defined in this by-law;

“eligible property” means property within the municipality of Manitouwadge that is classified in the residential property class that is owned by, and is the primary residence of an eligible person as defined in the *Income Tax Act* (Canada);

“eligible tenancy” means a residential tenancy within the municipality of Manitouwadge that has a start date prior to July 1st, 2023, and is the primary residence of an eligible person as defined in the *Income Tax Act* (Canada);

“low-income person with disabilities” means a person who is in receipt of assistance paid under the *Ontario Disability Support Program Act, 1997*, as amended;

“low-income senior” means a person who is at least 65 years of age and who is in receipt of payments under the Guaranteed Income Supplement (GIS), as established under Part II of the *Old Age Security Act* (Canada); or who is in receipt of financial assistance under the *Ontario Works Act, 1997*;

“municipality” shall have the same meaning as in the *Municipal Act*. A reference to its geographical area or to the municipal corporation, as the context requires;

“spouse” means a person:

- i) to whom the person is married; or

- ii) with whom the person is living outside marriage in a conjugal relationship, if the two persons:
 - (a) have cohabited for at least one year;
 - (b) are together the parents of a child; or
 - (c) have together entered into a cohabitation agreement under Section 53 of the *Family Law Act*;

“subject property” means the property in respect of which an application is made under this by-law;

“subject year” means the year in respect of which an application is made under this by-law;

“treasurer” means the treasurer of the municipality or a person delegated with the treasurer’s powers and duties under Subsection 286(5) of the *Act*.

Applications

- 2. All applications made under this by-law shall be made to the treasurer of the Corporation of the Township of Manitouwadge in accordance with the following:
 - i) An eligible person may make application to the treasurer each year for relief of an *eligible increase* of annual water and sewer levies;
 - ii) All applications shall be made in a form as set out by the treasurer;
 - iii) Applications shall include supporting documentation to establish the eligibility of the person seeking the deferral;
 - iv) Applications shall include an authorization signed by the applicant authorizing third parties to release to the treasurer all information the treasurer may require to verify the accuracy of the information submitted by the applicant.
- 3. The treasurer may, at any time, request the applicant provide such additional information and documentation as the treasurer may require in order to evaluate the application.
- 4. An application shall be deemed abandoned and no relief will be provided in respect of the subject year if an application is requested to provide any of the following and does not satisfy that request within 60 days:
 - i) Information, authorizations or documents required to fulfil the minimum application requirements set out under Section 3; and/or
 - ii) Any additional information or documentation requested by the treasurer under Section 4.
- 5. Any request made by a treasurer in respect of an application made under this by-law shall clearly state the deadline for response and the date on which the application will be deemed abandoned under Section 4 of this by-law.

Determination of Eligibility

- 6. The treasurer, upon receipt of an application meeting all criteria set out in Section 3 of this by-law and any information requested under Section 4 of this by-law shall make the following determinations:

- i) Is the subject property an eligible property;
 - ii) Is there an eligible increase in the subject year;
 - iii) Is the applicant an eligible person; and
 - iv) If positive determinations are made in respect of i, ii, and iii; the amount of relief to be provided.
7. The determinations of the treasurer as to the eligibility of the applicant, the eligibility of the property and whether an application is deemed abandoned shall be final.

Amount and Form of Relief

8. The amount of relief granted to an eligible person in respect of an eligible property for any taxation year, shall apply to the eligible increase for the property, with up to a maximum of two-hundred and fifty dollars (\$250.00). Property tax accounts need to be paid to-date, and amount of relief approved will be applied to the second installment of the final tax bill in the applicable taxation year.
9. Where the treasurer has determined that an applicant and the property meet the requirements of this by-law, the amount of relief to which the applicant has been deemed eligible shall be granted and that amount owing cancelled by way of a credit applied against the applicant's account.
10. Any credits applied against a tax account under this by-law shall be treated in the same manner as a payment and shall be applied to any outstanding tax amounts in the order in which those amounts were imposed.
11. Where an applicant, or the applicant's spouse, each own what would otherwise be eligible properties pursuant to this by-law, the relief granted under this by-law shall be limited to one of the otherwise eligible properties and shall be the primary residence in which they occupy.

Integrity Provisions

12. Every person who, pursuant to this by-law:
- i) files a fraudulent application; or
 - ii) fails to fully disclose their financial circumstances in support of an application; or
 - iii) fails to notify the treasurer of a change in financial circumstances as required herein.

False Statement

15. The making of a false or intentionally misleading statement in an application for an authorization or in any document required to be submitted to the treasurer provided for by this By-law shall be deemed to be a violation of the provisions of this By-law.

Penalties

16. Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.

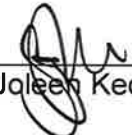
General

17. Nothing in this by-law derogates from any tax deferral or other relief granted under any predecessor to this by-law, or from any tax lien arising under any predecessor to this by-law.
18. **Schedule "A"**
Application attachment.
19. **THAT** this By-law shall come into force on the date of its final passing.

READ A FIRST AND SECOND TIME this 9th day of August, 2023 and
READ A THIRD TIME AND FINALLY enacted this 9th day of August, 2023.



Mayor Jim Moffat



Joleen Keough, Clerk