

Appendix 1 Terms of Reference for the City of Toronto ("City") Home Dialysis Water Rebate Program ("Rebate Program")

Purpose

The purpose of the Rebate Program is to provide eligible persons with a financial rebate, to an annual maximum amount as specified below, for the use of home dialysis which treats reduced kidney function.

Administration

The Rebate Program will be administered by the City's Revenue Services Division and will be under the jurisdiction of the Treasurer. The Treasurer shall be authorized to prescribe any City form required for the Rebate Program and to amend or revise such forms from time to time.

Funding for the Rebate Program

City Council will approve initial funding for the Rebate Program and funding in future years will be approved through the annual rate-supported budget for Toronto Water.

Basis for the Rebate and Maximum Rebate Amount

The rebate provided to an eligible person under the Rebate Program will cover 100% of the cost of the actual increased water consumption over and above the determined historical average household consumption to a maximum increased household water consumption of 600 cubic metres per year. The City will use data from the Water Meter Program (WMP) automated meter reading system, in correlation with the information provided by the applicant, including information related to the type of dialysis equipment utilized and the frequency of treatments received, in order to determine, in the City's sole discretion, the actual increased water consumption attributed to the dialysis treatment.

Calculation of Water Consumption and Rebate Amount

Rebate amounts payable under the Rebate Program will be calculated, for each billing period, as the difference between the recorded consumption for the period multiplied by the applicable water rate and the household historical daily average water consumption for the period multiplied by the applicable water rate, to a maximum increased household water consumption of 600 cubic metres per year.

Rebate Credited to Utility Bill

If all eligibility requirements are met, the rebate will be in the form of a credit applied to the water/sewage portion of the eligible person's utility bill for the property which is the

subject of the Rebate Program application, unless the rebate is specifically requested to be in the form of a cheque issued to the eligible person.

Rebate Program Eligibility Requirements

In order to be eligible for the rebate, the following minimum requirements must be met by an applicant under the Rebate Program:

- The applicant must be a resident of the City and must receive a utility bill, as that term is defined under Toronto Municipal Code, Chapter 849, Water and Sewage Services and Utility Bill, for a residential property equipped with a meter under the City's Water Meter Program (WMP).
- The applicant must be named on the utility account as an owner or as a designated tenant/agent or be a dependant of the owner/designated tenant/agent that is undergoing dialysis treatment and who resides at the property.
- Either the applicant or a dependant of the applicant residing at the property must require and receive the necessary dialysis treatment at the residential property identified in the utility bill. A rebate will only be considered for the duration of the home dialysis treatment period. No rebate will be provided by the City once the home dialysis treatment ends.
- The applicant must properly complete and submit any required City application and/or forms/documentation under the Rebate Program to the satisfaction of the City.
- The applicant's utility bill must reflect an increased water consumption to the satisfaction of the City which the City determines is directly related to the home dialysis treatment.
- Payment to the City for all taxes payable for all previous years and utility charges payable for the current year related to the residential property, which is the subject of the Rebate program application, have been paid in full.
- The applicant has received written notification of approval from the City authorizing the rebate.
- A change in property ownership will automatically terminate the applicant's entitlement to receive the rebate. An applicant will be required to reapply for the rebate in the context of the utility bill for the new property.
- For ownership changes where there is a designated tenant/agent who is enrolled in the Home Dialysis Water Rebate Program and who remains living at the property, a new Utility Bill Designate Mailing Request must be submitted. Once the designated tenant/agent is reinstated to the account, the tenant/agent must contact Revenue Services to have their Home Dialysis Water Rebate Program reinstated (a new application is not required).
- The City of Toronto, Revenue Services Division must be notified at the end of treatment.
- The applicant must notify the Treasurer of any change in circumstances which would alter his or her eligibility status, or the amount of the rebate to which they are entitled.

Rebate Program Application Requirements

For a calendar year, an application for a rebate under the Rebate Program may be made by one eligible person, which application:

- Must be in writing, on a form prescribed by the City for this purpose, and be submitted to the Revenue Services Division Utility Billing Unit.
- Must include documentation in support thereof in a form satisfactory to the Treasurer and his or her designate, to establish that the applicant is an eligible person, that the residential property and utility bill with respect to which the application is made is eligible for such rebate, and to establish the amount of rebate to which the eligible person is entitled.
- Must include the following:
 - a signed letter from the hospital/physician confirming the patient is on an in-home dialysis treatment program, the start date of in-home treatment and the anticipated length of treatment;
 - name of the person receiving home dialysis treatment;
 - address where the person receives treatment;
 - utility account information;
 - description of the home dialysis unit being used, including approximate number of gallons or cubic metres of water per use of the machine and the frequency of home treatments.

Retroactivity

If approved, the rebate will be applied and credited to the eligible person's utility bill retroactively to the date of application for the rebate.

Personal Information

The Application Form for the Rebate Program will indicate that the personal information contained in the form is collected by the City for the purposes of program administration.

False Statements

Any false or deceptive statement by an applicant in an application or related documentation under the Rebate Program or otherwise false pretense, as determined by the City in its sole discretion, will render the applicant ineligible for the rebate and require repayment by the applicant to the City of any rebate paid or credited. In these circumstances, the City will be entitled to add the amount of the rebate paid or credited back onto the applicant's utility bill from the date that the rebate was originally made.

Rebate Program Review

The Rebate Program will be reviewed by Revenue Services staff annually and will consist of a review of all utility accounts receiving a rebate under the Rebate Program.

City's Right to Cancel

The City reserves the right to cancel the Rebate Program at any time.