



## POLICY # 413

### Toilet Replacement Program

#### **Purpose of the Program**

To encourage residents to replace their 13 – 20 litre flush toilets with higher efficiency 4 – 6 litre flush toilets.

Residents will benefit by saving money on their water bill through water conservation as well as receive a rebate on their utility account. The Toilet Replacement Program compliments the Town of Sundre Bylaw #844, Water Conservation Bylaw, by encouraging homeowners with homes older than 2007 to update to higher efficiency toilet fixtures as named in that bylaw.

#### **Program Statement**

Sundre is committed to leading by example when it comes to environmental sustainability. The Town of Sundre encourages all citizens to reduce their water usage beginning with more efficient toilet fixtures.

#### **Definitions**

*“Sustainability”* – defined as “Living in a way that meets present needs without compromising the ability of future generations to meet their own needs.” (The Natural Step)

*“HET’s”* – defined as High Efficiency Toilet Fixtures. Typically these toilet fixtures are dual flush, 4 litre flush (1.1 gallon), and 4.8 litre flush (1.28 gallon).

*“ULFT’s”* – defined as Ultra Low Flush Toilet Fixtures. Typically these toilet fixtures are single flush 6 litre (1.6 gallon).

*“UNAR”* – Unified North American Requirements for toilet fixtures.

#### **Program Information**

The Toilet Replacement Program will allow Town of Sundre utility account holders to apply for a rebate on their utility bill. The application process is determined in schedule “A”.

To participate in the program, residents must determine their eligibility and follow the proceeding criteria:

1. Applicant must be the primary account holder for the Town of Sundre utility account. The applicant’s account must be on the Town’s water metered system and in good standing.
  - a. Renters may apply for the program, though all rebates will be applied directly on the primary utility account. The primary utility account holder must also sign the application form prior to acceptance.

- b. The Town of Sundre assumes no responsibility in disputes between primary utility account holders and renters.
2. Buildings built/renovated after June 1, 2007 are not eligible for this program. Due to Bylaw #844, Water Conservation Bylaw, which mandates that all new construction, developments, retrofitting, or restoration of residential properties must install low flush toilet fixtures. Also mandated in Bylaw #844, is that all new construction, developments, retrofitting, or restoration of commercial, institutional, industrial, or municipal buildings are required to install dual flush toilets or shall have an average flush of 4.5 litres or less.
3. Program applicants must be replacing 13 – 20 litre toilets. Proof of size of the old toilet must be provided.
4. Limit of three toilet rebates per residence/property.
5. Replacement toilets must be ordered and purchased, in full, on or after July 19, 2010.

Eligible replacement toilet fixtures must be approved HET or ULFT through the UNAR for toilets program. This information will be directly provided to the public through the Town of Sundre website and one hard copy at the Town Office. UNAR qualified HET and ULFT listings are to be updated annually. Any submissions that contain a toilet that is not listed on the approved listing will be reviewed individually by Administration.

The Town must verify old toilets as eligible toilets. All toilets are to be taken to the Town Shop and stored until removal to the nearest recycle centre. Toilets are only accepted if they are clean and inside parts are removed.

Application forms are to be provided by Administration to the public. All forms must be properly filled out with all applicable signatures. Any application forms received with missing information, will not be processed. Required documents include:

- Original sales receipt for new toilet(s).
- Verification receipt for old toilet (from the Town) or proof of recycling.
- Completed application form

### **Replacement Rebates**

Replacement program rebate rates are determined by a resolution of Council.

Rebates are received in the form of a credit on the applicant's utility account. No cash rebates available.

Rebates may take up to eight weeks to process.

Submission of an application does not guarantee a rebate. All applications are processed on a first-come, first-served basis as long as funding is available. Funding for this program is budgeted annually through the Town of Sundre and is set by a resolution of Council.

**Disposal of Toilets by the Town of Sundre**

Toilets received by the Town through this program are to be collected and stored at the Town Shop. The Town of Sundre will ensure disposal of the toilets at the nearest recycling centre within 30 days of program termination.

Administration shall ensure proper disposal of fixtures quarterly or until program termination.

**Program Termination**

The toilet replacement program may be suspended/terminated at any time without notice. Typically suspension of the program will occur once all rebate funding is dispersed for the corresponding year. Termination will occur by a resolution of Council.

The replacement program will be suspended on December 31 of the corresponding year. Council will determine continuation of the program annually through review of this policy.

**Program Administration**

The Sustainability Coordinator shall administer and monitor the program in cooperation with affected departments.

---

Approval

Signature: \_\_\_\_\_

Title: Chief Administrative Officer

Revision: 0

Review Schedule: Annual

Date:

Resolution No.

Reviewed By:

Next Review: January 2011

**Schedule "A" for Policy #413**

**Toilet Replacement Program - Application Process**

1. Determine Eligibility
  - Applicant must be the primary account holder for the Town of Sundre utility account. The applicant's account must be on the Town's water metered system and in good standing.
    - i. Renters may apply for the program, though all rebates will be applied directly on the primary utility account. The primary utility account holder must also sign the application form prior to acceptance.
    - ii. The Town of Sundre assumes no responsibility in disputes between primary utility account holders and renters.
  - Buildings built/renovated after June 1, 2007 are not eligible for this program. Due to Bylaw #844, Water Conservation Bylaw, which mandates that all new construction, developments, retrofitting or restoration of residential properties must install low-flush toilet fixtures. Also mandated in Bylaw #844, is that all new construction, developments, retrofitting or restoration of commercial, institutional, industrial, or municipal buildings are required to install dual flush toilets or shall have an average flush of 4.5 litres or less.
  - Program applicants must be replacing 13 – 20 litre toilets. Proof of the size of the old toilet must be provided.
  - Limit of three toilet rebates per residence/property.
2. Purchase an approved Toilet (HET or ULFT).
  - Applicant must order and purchase, in full, an approved low-flush or dual flush toilet on or after July 19, 2010, and must appear on the most current list of UNAR approved toilets (full listing can be found via the Town of Sundre website and in the Town Office (UNAR Qualified ULFT's and UNAR Qualified HET's). Any submissions with a toilet not on the current listing of UNAR Qualified ULFT's and HET's will be reviewed individually by Administration.
  - Original sales receipt must be submitted with the rebate application form.
3. Verify old toilet.
  - Remove all hardware from the old toilet fixture. Anything metal/plastic must be off the toilet and can be recycled.
  - Take the old 13-20 Litre toilet to the Town of Sundre Shop (behind Wilds Home Hardware). Old toilets will only be accepted at the Town shop Tuesday through Thursday, between the hours of 8:30 AM – 11:30 AM. Limit of three toilets per residence/utility account.
  - Once the old toilet is recycled, you will receive a verification receipt from the Town Shop. Submit with your rebate application.
  - If the applicant chooses not to recycle their old toilet, they will receive only ½ of the rebate specified for their purchased toilet.
4. Send in or drop off completed application at the Town Office with required documents.
  - Original sales receipt for new toilet(s).
  - Verification receipt for old toilet (from the Town) or proof of recycling.
  - Completed application form