City of Mississauga

Corporate Policy & Procedure

Outdoor Maintenance Subsidy

Policy number:	04-02-05
Effective date:	July 4, 2018
Last review date:	May 7, 2024
Accountable division:	Finance/Revenue and Taxation Section
Approved by:	Council

Policy Statement

The City will provide an Outdoor Maintenance subsidy to an eligible Low-income Senior or Low-Income Person with Disabilities who resides in a residential property to help offset the cost of hiring a service provider to perform Outdoor Maintenance services.

Purpose

The purpose of this policy is to outline the Outdoor Maintenance Subsidy Program, including eligibility criteria and program administration.

Scope

This policy applies to all applications for an Outdoor Maintenance subsidy for applicable services paid for by the applicant.

Legislative Authority

This policy is in accordance with the *Municipal Act, 2001*, as amended, which authorizes the City to govern its affairs as it considers appropriate.

The procedures for gathering and recording age and income level information outlined in this policy comply with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). For additional information on MFIPPA refer to Corporate Policy and Procedure – 03-02-05 – Records Management, Corporate Policy and Procedure – 03-02-12 – Privacy and Corporate Policy and Procedure – 03-02-12 – Accessing City Information.

Definitions

For the purposes of this policy:

“Able-bodied Person” means a person who is 16 years of age or older and is capable of performing Outdoor Maintenance services.

“Low-Income Person with Disabilities” means a person who was in receipt of an allowance, benefits or income support as a disabled person under the Ontario Disability Support Program (ODSP) during the time the claimed services were provided.

“Low-Income Senior” means a person who was 65 years of age or older and in receipt of the Guaranteed Income Supplement (GIS) as provided under the *Old Age Security Act (Canada)* during the time the claimed services were provided.

“Multi-Unit Residence” means a residential property where multiple separate dwellings are contained within one building or complex such as, but not limited to, apartment buildings and townhomes whereby the condominium corporation provides Outdoor Maintenance services.

“Outdoor Maintenance” means garden work, including the care of lawns, plants and trees in the yard of a Residence, yard clean-up and snow removal.

“Owner” means a person who, during the time the claimed services were provided, was the assessed owner of the property.

“Proof of Payment” means a paid invoice and/or receipt for the claimed services as issued by the service provider.

“Residence” means a residential property where a building is used or suitable for use as a dwelling and land that forms part of a garden or grounds of a building suitable for use as a dwelling.

“Spouse of Owner” means a person who, during the time the claimed services were provided, was married to the Owner of the property or had cohabitated for more than 3 years or was in a relationship of some permanence if they are the parents of a child.

“Subject Property” means the property where the Outdoor Maintenance services were performed.

“Subsidy Year” means the eligible claim period. The claimed services must have been provided between January 1st and December 31st for the year of the application.

“Tenant” means a person who, during the time the claimed services were provided, occupied and leased the subject residential property from an Owner.

Program Funding

The Outdoor Maintenance Subsidy Program will be funded by the property tax levy.

Administration

Outdoor Maintenance subsidies are administered by the Revenue & Taxation Section, Finance Division.

Eligibility Criteria

To qualify for the Outdoor Maintenance subsidy, an applicant must satisfy the following criteria:

- Be 65 years of age or older and in receipt of the Guaranteed Income Supplement (GIS) under Part II of the Old Age Security Act (Canada) and able to provide their T4A (OAS) slip to verify receipt of GIS for the subsidy claim period

OR

- Be in receipt of benefits or income support as a person with a disability under the *Ontario Disability Support Program Act, 1997* during the subsidy claim period

AND must

a) Have resided at the Subject Property as either Owner, Spouse of Owner or Tenant during the time that the claimed services were provided
b) Be claiming expenses for a property that is their primary Residence (i.e. an applicant may only claim for one property)
c) Be able to provide Proof of Payment for services claimed during the subsidy period

AND must not

a) Be Able-bodied or have had any Able-bodied Persons residing at the property during the time the claimed services were provided
b) Be living in a Multi-Unit Residence unless it can be verified that the Outdoor Maintenance service(s) being claimed are not provided

Who Can Apply

The Owner, Spouse of Owner or a Tenant of the property may apply for the Outdoor Maintenance subsidy to offset the cost of applicable expenses incurred during the Subsidy Year.

Application

An Outdoor Maintenance subsidy will be issued only following an application process.

The required application, available at www.mississauga.ca, must be submitted in the City's standard form established for this purpose, be accompanied by the documentation outlined in the Documentation Required section of this policy and signed by the applicant.

Application Timelines

Applications must be submitted between January 1 and March 31 of the year following the year in which the eligible expense(s) were incurred. Only one application may be submitted for each Subsidy Year. Applications submitted outside the applicable application period will not be considered.

The applicant is responsible for ensuring that the application is received by the City on time. In cases where the date of receipt is questioned, staff may request proof of submission. Examples of proof of submission are:

- Registered or certified mail receipt
- Proof of delivery from a courier service company
- Fax confirmation report along with a copy of the application, or

- Proof of email received

Documentation Required

The City requires applications to include the following:

- For Low-Income Seniors in receipt of the GIS, a copy of their T4A (OAS) slip for the subsidy claim period, and
- Proof of Payment for services claimed which may include paid invoices and/or receipts as issued by a service provider. Generic receipts from a receipt booklet may also be accepted. A receipt template is available on the City's website at www.mississauga.ca. All Proof of Payment documents must contain:
  - Name, telephone number and signature of the person providing the service
  - Name of the payer, payment date(s) and amount(s)
  - Address where the service was provided
  - A description of the service including the date the service was provided

Request for Additional Information

The City may require information in addition to that submitted with the application in order to validate the Outdoor Maintenance subsidy application. For an applicant who has an illness, injury or other condition preventing them from performing Outdoor Maintenance, medical documentation supporting the application may be required. In such cases, the applicant will be notified in writing. The information or documentation required must be submitted by the date specified on the incomplete notice. If the information as requested is not provided by the specified deadline, the City will consider the application incomplete, and no subsidy will be provided.

Subsidy Amount

The subsidy amount payable to qualified applicants will equal the total amount of eligible expenses claimed, up to a maximum of the amount approved through the budget process, per Subsidy Year.

Revision History

Reference	Description
BC-0003-2018 – 2018 06 13 – Adopted 2018 07 04	
May 31, 2021	Scheduled review. No changes required.
October 18, 2021	Housekeeping due to Corporate Services reorg.
February 07, 2024	Housekeeping revisions to reflect changes to organizational structure.

Reference	Description
May 7, 2024	Scheduled Review. Administrative revision to remove the option of in-person delivery of applications.
January 16, 2025	Housekeeping revision to update the subsidy payable to qualified applicants to the “amount approved through the budget process”.
2026 11 02	Housekeeping revision to clarify requirements with respect to Multi-Unit Residences and application timelines.