

Please note: Only Clean Energy Improvement Program (CEIP) Participants that have a signed Clean Energy Improvement Agreement with the Town of Westlock are eligible to apply for this program.

Introduction

The Westlock Water Conservation Incentive Program (WWCIP) is a new program run in conjunction with the Town's Clean Energy Improvement Program. Although water conservation upgrades are not eligible to be financed through CEIP, residents who complete a CEIP project are eligible to apply for an additional incentive to offset the costs of installing qualified water conservation appliances (see schedule A for details on eligible appliances).

The WWCIP aims to address the importance of water conservation and empower applicants to take tangible actions to save this resource. By saving water, we can reduce the strain on freshwater sources. The more water saved, the more we can support ecosystems.

Rebate Amounts and Application Limits

Eligible participants can apply for the lesser of \$500 or up to 50% of the installed costs of water saving appliances, capped at one rebate per household. Pre-approval is highly recommended to guarantee funding is available for your project. The pre-approval form can be accessed at www.westlock.ca/p/CEIP.

Incentive availability is limited and will be provided on a first come, first served basis to CEIP participants who complete an eligible CEIP project, as determined by the Town of Westlock, which includes submitting a final Upgrade Completion form, completing a post-Project EnerGuide Version 15 Home Evaluation and signing an amended Clean Energy Improvement Agreement. The Municipality does not guarantee that the incentive will be available once a CEIP project is completed unless the participant has been pre-approved for the WWCIP.

Eligibility Criteria

The technical eligibility criteria for WWCIP are as follows:

1. Participants must be residents of the Town of Westlock;
2. Participants must complete an eligible CEIP project;
3. The water conservation upgrade must be a new water saving appliance listed in schedule A of this guide;
4. The installation date of the water conservation upgrade must be after receipt of the CEIP Installation Authorization Notice email. Any water saving appliances installed before the CEIP Installation Authorization Notice date will not be eligible for the WWCIP incentive; and
5. Water conservation upgrades must be installed, and the Completion Form and supporting documents submitted to the Town, no later than 30 days after the completion of the participant's CEIP project.

Participation Process Overview

All applications to the WWCIP will be accepted by email at ceip@westlock.ca or in person at the Town Office located at 10003 106 Street, Westlock, AB.

1. WWCIP Pre-approval Applications

All participants must submit a Pre-approval Application Form to confirm eligibility and funding availability, prior to installing the water saving appliance. The WWCIP Pre-approval Application can only be submitted after the CEIP Installation Authorization Notice has been received by the participant.

Once a Pre-approval Application has been received, and the water conservation upgrade has been confirmed to be eligible for the incentive, rebate funds will be reserved for the project.

2. WWCIP Completion Form

Once the water conservation upgrade has been purchased and installed, participants must submit the Completion Form and supporting documents to confirm the details and cost of the appliance.

Required Documentation at Completion Form Stage

- A copy of the purchase receipts of the water saving appliance(s);
- Proof of installation:
 - A copy of the invoice and receipt, clearly showing the product purchased and amount paid.
 - Photo of the appliance installed in the home
- Photo of the product details sticker (nameplate) on the appliance

Application Extensions

Application extensions may be approved on a case-by-case basis and must either be combined with a CEIP project extension or satisfactory proof of supply chain delays. The Town reserves the right to approve or deny application extensions on a case-by-case basis using reasonable judgement.

Rebate Disbursement

The rebate will be applied to reduce the CEIP financing principal amount placed on the property tax roll, once confirmation of installation of the water saving appliances has been verified; the rebate will not be provided directly to the participant.

Notwithstanding any other term or condition contained herein, the Town shall only be obligated to apply a rebate once the participant has complied with all of the applicable program requirements as described herein, including meeting all eligibility requirements and providing all supporting documentation to the Town.

Schedule A – List of Water Saving Appliances

Clothes Washing Machines – machines that are an Energy Star Most Efficient clothes washer. Rebates will only be issued for washing machines that are “Most Efficient” as determined by Energy Star. Please check <https://data.energystar.gov/Active-Specifications-Most-Efficient/ENERGY-STAR-Most-Efficient-Clothes-Washers/d36s-eh9f> that meet this criteria. To find out more about “Most Efficient” washing machines, visit www.nrcan.gc.ca

Dishwashers – machines that are an Energy Star Most Efficient clothes washer. Rebates will only be issued for washing machines that are “Most Efficient” as determined by Energy Star. Please check <https://data.energystar.gov/Active-Specifications-Most-Efficient/ENERGY-STAR-Most-Efficient-Dishwashers/ejd5-cbxa> that meet this criteria. To find out more about “Most Efficient” washing machines, visit www.nrcan.gc.ca