



POLICY AND PROCEDURE

POLICY: RESIDENTIAL SEPTIC PUMPING ASSISTANCE POLICY

RELEVANT TO: PLANNING AND DEVELOPMENT DEPARTMENT

ISSUED BY: TOWN OF PORTUGAL COVE-ST. PHILIP'S

1.0 TITLE:

This document shall be known and cited as the *Residential Septic Pumping Assistance Policy*.

2.0 INTERPRETATION:

2.1 “*Council*” means the duly elected Council of the Town of Portugal Cove-St. Philip’s.

2.2 “*Town*” means the Town of the Town of Portugal Cove-St. Philip’s as incorporated under the Municipalities Act.

3.0 POLICY STATEMENT:

The purpose of this policy is to provide guidance for the eligibility and processing of a reimbursement for part of the cost of pumping out a residential septic tank.

4.0 ELIGIBILITY:

4.1 To be eligible for reimbursement, the date on the paid receipt submitted to the Town must identify the same calendar year as when the application is submitted. For example, if an application is submitted to the Town on July 1, 2024, the paid receipt must have been issued in 2024. For residential septic tank pumping completed during December month, applications will be accepted by the Town until January 31 of the following calendar year.

4.2 A property owner shall not be eligible for reimbursement where they owe outstanding taxes from a previous calendar year, or any and all other fees

or charges to the Town (whether or not the said taxes, fees or charges pertain to the property which is the subject of the application). The Town may waive this requirement upon the property owner making satisfactory payment arrangements for such taxes, fees or charges. Where satisfactory payment arrangements have been made and a reimbursement is issued, the reimbursement will be applied as a credit to the outstanding taxes, fees or charges.

5.0 POLICY PROCEDURE:

- 5.1** Reimbursement may be provided for property owners pumping out a residential septic tank for routine maintenance or replacement.
- 5.2** A property owner shall apply to the Town for reimbursement on such application form as may be prescribed by Council. A copy of the paid receipt from the licensed Sewage Waste Hauler shall be included with the application at the time of submission. The paid receipt must identify the civic address for the property on which the work was completed. The date on the paid receipt must identify the same calendar year as when the application is submitted. For example, if an application is submitted to the Town on July 1, 2024, the paid invoice must have been issued in 2024. For residential septic tank pumping completed during the December month, applications will be accepted by the Town until January 31 of the following calendar year.
- 5.3** Waste disposal must be carried out by a licensed Sewage Waste Hauler registered with the Department of Digital Government and Service NL and disposed of at an approved waste disposal site.
- 5.4** The maximum reimbursement shall be 50% of the cost to have the residential septic tank pumped out, to a maximum of \$ 250.00.
- 5.5** Each residential property shall be eligible for a reimbursement a maximum of once every four (4) years.
- 5.6** Residential septic tank pumping reimbursements will have a yearly budget limit established by Council (however, this program may be cancelled at any time by Council during preparation of their yearly operating budget). Reimbursements shall be available to eligible property owners until the budgeted funds are expended, at which time any further reimbursements will not be available. Property owners may wish to inquire with the Town prior to having their residential septic tank pumped as to whether funds are still available.

5.7 A property owner may apply for preapproval prior to having their septic tank pumped out to confirm if funds are available. If a property owner is preapproved, the paid invoice must be submitted to the Town within 30 days of the preapproval date.

5.8 If a reimbursement is to be issued, payment will be forwarded to the property owner at the mailing address identified on the application form.

6.0 REPEALS:

This policy rescinds all previous policies on this subject matter.

7.0 AMENDMENTS:

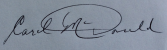
None.

8.0 RESOLUTION:

8.1 Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, Council has adopted by Resolution the above referenced Policy on the _20_ day of __February_____, 2024.

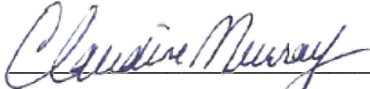
8.2 Resolution # 2024-050_____

8.3 Effective Date: _20_ day of __February_____, 2024.



Carl Smith

Mayor



Claudine Murray

Claudine Murray, Town Clerk