

Capital Projects – Residential Water Service Connection Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 19th day of February 2026.

1. TITLE

1.1 This document shall be known and cited as the *Capital Projects – Residential Water Service Connection Policy*.

2. INTERPRETATIONS

2.1 “**Council**” shall mean the Town Council of Portugal Cove – St. Philip's.

2.2 “**Employee**” or “**Employees**” shall mean any individual under an employment contract with the Town of Portugal Cove-St. Philip's including all members of staff, volunteers, contractors and members of Council.

2.3 “**Employer**” shall mean the Town of Portugal Cove-St. Philip's as represented by the Chief Administrative Officer or his/her designate.

2.4 “**Town**” shall mean the Town of Portugal Cove – St. Philip's.

2.5 “**Capital Works Project**” shall mean any cost-shared project, that is undertaken by the Town, where extension of potable water is included within the work scope.

2.6 “**Service Stubs**” shall mean the service pipe and components, connected to the potable water system, extending to the property line.

2.7 “**Applicant**” shall mean the property owner, or designate, who applies for a residential property to connect to the water system.

3. POLICY STATEMENT AND SCOPE

3.1 The purpose of this Policy is to establish guidelines for processing applications and associated fees for residential water service connections to the Town's piped Water System, classified as a Capital Works Project.

- 3.2 All other pertinent information related to the installation and connection to the Towns water system can be found in the Water and Sewer By-Law.
- 3.3 This Policy shall act in conjunction with the *Water & Sewer Capital Works Cost Recovery Policy*.

4. APPLICATION

- 4.1 This policy shall apply to all existing residential properties that receive a Town provided service stub, during the construction of a Capital Works Project that involves the extension or installation of a Town owned potable water system. To be considered an existing residential property, the property must have an existing dwelling.
- 4.2 This policy shall not apply to the following:
- 4.2.1 Commercial Properties;
 - 4.2.2 Any sewer (sanitary or storm) service stub that may be provided, regardless of whether it was installed as part of a Capital Works Project or;
 - 4.2.3 any vacant residential lots, existing or that could be potentially subdivided due to installation of services. These properties shall follow the Towns Water and Sewer By-Law section 5.2.5.6 (a)(ii).
- 4.3 This Policy applies to all eligible properties, that are involved in any future Capital Works Project from 2025 onwards.

5. POLICY PROCEDURE

- 5.1 Upon receipt of an application from a residential property owner, in accordance with section 4.1, the Town shall confirm placement of a curb stop and acceptance of the water main infrastructure prior to the issuance of an Approval in Principle (AIP) and permit.
- 5.2 The applicant must adhere to the stipulations set out in the Approval in Principle (AIP) and Permit, issued by the Town; and pay the required fees.
- 5.2.1 The permit fee for connection to the Town's piped water system (under a Capital Works Project) shall be set at \$50.00 for the Permit. There shall be no other fees collected under this type of application.

- If the application contains other development, that is not related to the installation of a residential water service line, a separate application must be submitted for these and shall have applicable fees applied per the current year Tax Structure and Schedule of Fees.

5.3 Connection specifications shall be carried out by the property owner in accordance with the Towns Water and Sewer By-Law and the current year Municipal Roads, Water and Sewer Master Construction Specifications.

5.4 Inspections shall still be required per section 5.2.5.8 of the Water and Sewer By-Law.

6. REPEALS OF PREVIOUS POLICIES AND AMENDMENTS

6.1 None.

7. AMENDMENTS

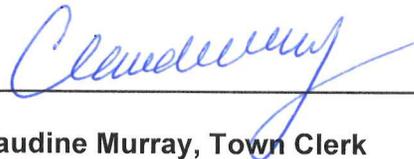
7.1 None.

8. INITIAL EFFECTIVE DATE / RESOLUTION

8.1 This policy first came into effect on February 19, 2026, through a resolution of Council, #2026-469.



Dave Bartlett, Mayor



Claudine Murray, Town Clerk