

TOWN OF FLORENCEVILLE-BRISTOL

SEWER DISCONNECTION POLICY

POLICY NO. 05

Category:	Engineering & Public Works
Policy Number:	05
Effective Date:	February 9, 2010
Approval by Council:	February 9, 2010
Supersedes:	Not Applicable
Amended:	Not Applicable

1. PURPOSE:

The Sewer Disconnection Policy is for ALL properties connected to the municipal sewerage system. The policy will ensure a standard and uniform procedure for staff to follow when determining when sewer service will be disconnected.

Staff is aware of the hardship that will be placed on residents when their sewer service is removed. However, all costs incurred as a result of a sewer disconnection are the responsibility of the property owner.

2. RESPONSIBILITIES OF THE MUNICIPALITY:

- a) Ensure that the property owner has been informed of the disconnection date.
- b) Ensure that the property owner is aware of the \$500 disconnection fee to be charged to the property.
- c) Ensure that the property owner is aware of the \$500 re-connection fee payable in full before reconnection occurs.
- d) Ensure the Department of Health and Wellness is aware of the sewer disconnection.

3. RESPONSIBILITIES OF THE PROPERTY OWNER:

To be aware that failure to pay their sewerage fees or make suitable arrangements will result in an additional \$1000 cost being charged to the property to cover the disconnection/re-connection fees.

4. CRITERIA TO DISCONNECT SEWER ARREARS:

- a) SEWER BALANCE: When an account meets the following criteria it shall be scheduled for disconnection unless payment for prior years is made or suitable payment arrangements have been agreed to by the Municipality.
 - i) Sewer account balance for prior years is greater than six (6) months.
 - ii) Sewer fee for the current half year owing is not included in balance.
 - iii) Costs for disconnection and re-connection are not included in balance.

5. PROCEDURE TIME TABLE DISCONNECTION:

After January 1st of each year a review of all sewer account balances shall be conducted to identify the balances for prior years. If an account is identified as having sewerage arrears greater than six (6) months, it shall be scheduled for disconnection. All disconnections shall be scheduled between May and October.

6. PROCEDURE TIME TABLE RECONNECTION:

Upon receipt at the Town Office of cash, money order or certified cheque for the full amount of arrears and the \$500 disconnection fee and the \$500 re-connection fee, the Town will arrange to re-connect the sewer lateral within three (3) working days. The Town will complete all restoration.

Certification for Town of Florenceville-Bristol Policy Manual:	
I certify that this <i>Sewer Disconnection Policy</i> , as indicated above was adopted by Council.	
_____ Mayor	_____ Date of Council Resolution
_____ Clerk	_____ Date Policy in Effect