

**GENERAL STATEMENT OF POLICY**

71.01 It shall be the policy of the Region of Queens Municipality to provide a mechanism whereby residents may comply with an order to connect to the Region of Queens' sewer system in lieu of the Region carrying out the work required pursuant to the *Municipal Government Act*.

**POLICY PROCEDURE**

71.02 The applicant shall be the owner of the property served with an order to connect to the Region of Queens' sewer system.

71.03 The applicant shall complete the Sewer Installation – Application for Compliance Assistance Form as attached.

71.04 The applicant shall provide documentation of all household sources of income and a monthly budget of all expenditures.

71.05 The applicant shall submit a written quotation from the contractor(s) who will be providing the service.

71.06 The completed application will be reviewed by the Engineer for approval of the contractor's(s) price and then forwarded to the finance department for final approval.

71.07 The compliance assistance will be repaid at an interest rate of one percent (1%) per month plus a principal payment for a term not to exceed five (5) years with interest be applied first on each payment.

71.08 Notwithstanding 71.07, if the applicant's income meets the income level as established by Council's low income tax exemption policy, the Director of Finance may, at his/her discretion, extend the repayment period. The Director of Finance may also exempt the individual from paying a monthly interest charge on the outstanding debt. Applicant's who are applying under this category must provide the Treasurer with a copy of their previous year's income tax assessment or other proof of income satisfactory to the Director of Finance.

71.09 This compliance assistance shall form a lien on the property and, in default of compliance with the terms of the agreement, may result in the commencement of tax sale or other proceedings for collection

**Approved by Council:            October 16, 2006**