

THE CORPORATION OF THE  
MUNICIPALITY OF GREENSTONE

**POLICY MANUAL**

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**SECTION:** PUBLIC SERVICES

**SUBJECT:** Septic and Holding  
Tank Pumping Service

**DATE:** August 12, 2013

**AUTHORIZATION:** 13-192

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**1. General**

The Municipality of Greenstone will provide pumping services to every property owner who utilizes a septic tank and/or a holding tank, based on the conditions set out herein:

- 1.1** The property owner is responsible for contacting the Public Services Department at the Greenstone Administration Office to verify eligibility for reimbursement of expenses.
- 1.2** The property owner is responsible for contacting the contractor, and arranging a mutually agreeable date and time in order that the property owner can be present during the pumping operation.
- 1.3** The property owner is responsible for uncovering any tank requiring service to make it accessible to the contractor for pumping.
- 1.4** Outhouses do not qualify for reimbursement of expenses.
- 1.5** The property owner shall indemnify and save harmless the Corporation of the Municipality of Greenstone from and against all liens, damages, losses, claims, demand

payments, suits, actions, recoveries and judgments of every nature and description brought against the property owner and/or the Municipality by reason of any act or omission of the said property owners in the execution of, or as a result of the work or in the guarding of it. All fees applicable shall be acquired and paid for by the property owner.

## **2. Frequency of Services**

- 2.1 Each residential tank will be eligible once every two (2) calendar years, if required. (Where calendar year refers to service during any month of the eligible year.)
- 2.2 Each commercial/ business tank will be eligible once per calendar year, if required.
- 2.3 Frequency of service is provided to tanks and is not based on property ownership. A change of ownership does not have an effect on the number of times a tank will be serviced, i.e. a residential tank will only be serviced every two (2) calendar years regardless of how many times the ownership of the tank changes over the two year period.
- 2.4 Where more than one tank exists on the same property, each tank is to be identified by number and location to provide a record of service for each tank. It is not a requirement that all tanks on the same property be pumped out on the same date of the eligible calendar year.

## **3. Records**

- 3.1 Records pertaining to septic tank service as related to requests for reimbursement will be maintained by the Municipality in accordance with By-law 11-25, Being a By-law to establish retention periods for records of the Municipality.

#### 4. Re-imbusement

- 4.1 The property owner is responsible for paying the contractor once the work has been completed.
- 4.2 The property owner will be reimbursed to a maximum of the quote/tendered price received by the Municipality from the contractor for the pumping service. This price can be obtained by contacting the Public Services Department.
- 4.3 To submit a request for reimbursement of septic pumping expenses, a copy of the original invoice from the contractor and a completed Application for Reimbursement of Septic Pumping Fees form (attached) shall be forwarded to the Municipality within 6 months of the date of the contractor's invoice, at the following address:

Municipality of Greenstone, Administration Office  
Public Services Department  
1800 Main Street, P. O. Box 70  
Geraldton, ON POT 1M0

Requests for reimbursement of expenses that are received after the 6 month term as described will not be honoured.

- 4.4 Extra mileage charges and/or additional fees shall be paid for by the property owner.

**APPLICATION FOR REIMBURSEMENT OF SEPTIC PUMPING FEES**  
**CONFIRMATION OF SEPTIC TANK PUMPING**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

ADDRESS OF PUMP-OUT: \_\_\_\_\_  
 \_\_\_\_\_

TANK NO. & LOCATION (if more than one tank exists on the same property)	TANK TYPE HOLDING/SEPTIC	SIZE/QUANTITY LITRES (Gal.)
<b>TOTAL</b>		

Property Representative: \_\_\_\_\_  
*(Signature)*

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_  
*(Signature)*

Date: \_\_\_\_\_