



TOWN OF MARYSTOWN

Roll-out Bin Financial Assistance Policy

Approval Date:	June 4, 2018
Effective Date:	June 5, 2018
Date Last Reviewed:	N/A

PURPOSE

The Town of Marystown recognizes that property owners may, from time to time, encounter financial difficulties and acknowledges there may be cases of genuine financial hardship where the mandatory purchase and use of a roll-out bin may cause further distress.

It is not the intention of the Town to cause hardship to any property owner through the implementation of mandatory roll-out bins. Consideration will be given to those property owners who require assistance.

SCOPE

This policy applies to all property owners of Marystown who meet the requirements of financial hardship and purchased or will purchase a roll-out bin between March 20, 2018*, and July 31, 2018.

(* The mandatory use of bins was approved at the Regular Council Meeting of March 20, 2018, to come into effect July 1, 2018.)

POLICY STATEMENT

The Town of Marystown has implemented the early mandatory use of roll-out bins to ensure that all property owners are properly containing their garbage and refuse so as to not create a nuisance or attract insects, rodents or other vermin.

This policy establishes the guidelines for assessment of an application for financial assistance due to hardship, applying the principles of fairness, integrity and confidentiality.

DEFINITIONS

Clerk – the Clerk appointed by the Town Council of Marystown or his/her designate

Financial hardship – the willingness but inability to meet allowable living expenses due to adverse financial conditions

Income – money received, especially on a regular basis, through work, pensions, savings plans, benefits, investments, auxiliary/basement rentals or other means

Property owner – a resident who owns property within the municipal boundaries of Marystown and is occupying that property for the majority of the year

Town or the Town – Town of Marystown

RESPONSIBILITIES

Council is responsible for approving this policy and any amendments and approving applications for financial assistance as per this policy.

The Clerk will support the implementation of this policy and recommend any amendments.

The Director of Finance & Administration will administer this policy to ensure compliance and consistence.

REFERENCES

None.

QUESTIONS

The Director of Finance & Administration will act as a resource on financial hardship as it pertains to this policy.

PROCEDURE

Any property owner who cannot afford the cost of a roll-out bin due to financial hardship will be required to complete an application for financial assistance.

Applicants will be required to attach original proof of purchase of a roll-out bin and a copy of their 2017 Income Tax Notice of Assessment from Canada Revenue Agency (CRA) to the application.

Applicants are eligible to receive up to \$100.00 in financial assistance for one bin only per primary, owner-occupied residence.

Applicants will have until **July 31, 2018**, to submit an application. Applications received after the deadline will not be accepted.

Approval Process

The Director of Finance & Administration shall review each application for completeness. **Incomplete applications will not be considered.**

The Director of Finance & Administration will prepare a summary report of the applications, relative to the eligibility criteria, for the Clerk's recommendation to Council through the Finance Committee.

When assessing applications, Council may consider whether there is a reasonable cause for financial hardship as per the following:

Size of Family Unit	Minimum Household Income (Before Tax)
1 person	\$19,970.00
2 persons	\$24,859.00
3 persons	\$30,561.00
4 persons	\$37,107.00
5 persons	\$42,086.00
6 persons	\$47,466.00
7 persons or more	\$52,846.00

Requests will not be approved retroactively (prior to March 20, 2018).

Applicants will be advised as to whether their request for financial assistance was approved or denied.



Sam Synard
Mayor



Dennis Kelly
Chief Administrative Officer



**Town of Marystown
ROLL-OUT BIN FINANCIAL ASSISTANCE POLICY**

APPLICATION FOR FINANCIAL ASSISTANCE

* Applications must be received by July 31, 2018

APPLICANT DETAILS

Name: _____

Civic Mailing Address: _____

Mailing Address: _____

Phone Number: _____

Email: _____

PARTICULARS OF HOUSEHOLD AND INCOME

Number of Adults in Household _____ Annual Household Income (before tax) _____

Number of Dependants in Household (under 18 years and/or in school) _____ Property is privately owned and owner-occupied Yes No

SUPPORTING DOCUMENTATION

Proof of purchase for a roll-out bin 2017 CRA Income Tax Notices of Assessment

DECLARATION

I hereby declare that I am experiencing financial hardship and this is a full and true statement of my circumstances. I acknowledge that completion of this application does not guarantee financial assistance.

Signature

Date

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT, 2015

The personal information collected on this form will only be used by the Town of Marystown for the sole purpose of assessing financial hardship. Information will be stored securely by the Town and not disclosed to any third parties or used for any other purpose without your express written consent.