



## **POLICY**

Finance

**Policy #:** 700.23

Issue Date: April 30, 2019

Revision Date: March 21, 2023

### **Water/Sewer Collections Policy**

#### **Purpose**

This policy provides the framework for collection procedures for all water accounts.

#### **Timing**

This policy will take effect on January 1, 2024.

#### **Procedure**

##### **Account Holders**

A water and sewer account is established in the owner's name at the time of property purchase. The owner shall be liable for the payment to the City for all water and sewer rates, fees and charges. The liability imposed upon an owner shall remain with the owner notwithstanding any contract or agreement to the contrary entered into by the owner with any other person.

##### **Penalty**

A penalty of 1.25% will be added on the amount of outstanding water and sewer arrears at the beginning of each month. Penalties may not be waived. Failure to receive a bill does not excuse an account holder from the responsibility for payment of the utility bill and penalty. All payments received will be applied first towards penalty and arrears, if any.

##### **Transfer to Taxes**

Past due accounts more than 60 days in arrears with a balance over \$200.00 will be transferred to the tax roll. A fee associated with the water transfer is applied to the tax roll per the Schedule of Fees.

**Submitted By:** Tiffany Clark, Director of Finance

**Recommended By:** Ken Todd, CAO

**Approved By Council On:** April 30, 2019

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