



<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Utility Billing Policy	WS-002	260/25	December 13/2025	1	

Policy Objective:

To clearly outline to the Staff and Council how the Utility billing shall be completed.

Background:

Policy:

1. Billing Notices

- a. The Utility invoices shall be invoiced on a Yearly basis
 - i. Invoices shall be calculated on or before May 1 of each year with all invoices due on or before December 31st of the year issued.
- b. All Utility invoices shall be invoiced to the landowner.
 - i. If there is a tenant on the property, the landowner can make a written request to the Village Office to allow for a copy of the utility notice to be sent to the tenant and that the tenant may pay for those utilities.
 - ii. However, the ultimate responsibility of the invoices to be paid within the 30 days is the landowners.

2. Process of unpaid invoice

- a. Upon 30 calendar days of a Utility bill invoice sent as per 1.a.i of this policy, the landowner is responsible to have the invoice paid.
- b. Should a Utility bill remain outstanding at day 31:
 - i. The water may be disconnected at the cost of for disconnecting in accordance with the Rates and Charges Policy.
 - ii. Garbage collection may cease;
 - iii. The Utility arrears shall be placed on the tax roll of the affected lands.
 - iv. Connection will be in conjunction with current connections rates as per Resort Village Policy or Bylaw.

3. Reconnection may occur after:

- a. All tax arrears and utility arrears must be paid in full.
- b. The reconnection fee must be paid in full.