

PURPOSE

The purpose of this policy is to set guidelines having to do the paper billing of utilities each quarter.

SCOPE

This policy affects all water and sewer utility users within the Town of Delisle.

DEFINITIONS

Not applicable

POLICY STATEMENT

1. As of January 1st 2026, water and sewer service users will incur an additional \$5.00 paper bill fee each billing period for all users not enrolled in e-billing thereby requiring a paper bill to be mailed to their address.
2. The Chief Administrative Officer may; on a case-by-case basis, provide an exemption to users still requiring a paper bill but remain unable to access e-billing as a result of a disability or other physical or mental barrier.

ROLES AND RESPONSIBILITIES

Chief Administrative Officer	<i>Review and update this policy annually</i>
Assistant Chief Administrative Officer	<i>Ensure new (and current) users are provided the opportunity to register for e-billing and incorporate an additional \$5 fee for those requiring a paper bill.</i>

CERTIFICATION

I, Damon Werrell, Chief Administrative Officer for the Town of Delisle, hereby certify that this policy was duly approved by Council (Resolution # 42-25):



Seal


Damon Werrell
Chief Administrative Officer