

Review Aug 1, 2016.

TOWN OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE: February 18, 1992 SECTION: ⁴⁰⁰~~100~~ POLICY: ⁴⁰⁸~~108~~

APPROVED BY: COUNCIL SUBJECT: TERMS OF PAYMENT
UTILITY BILLINGS

REVISED DATE: October 1, 1999 PAGE NO.: 1 of 2
June 1, 2009

PURPOSE AND INTENT

To establish a policy to standardize the terms of payment of utility billings and include the same together with other important information on the utility billings.

POLICY

That Terms of Payment shall be printed on the back of all utility billings and are as follows:

Cheques are a conditional payment until the Cheque is honored by the bank upon which it is drawn. If a cheque is not honored penalties will apply.

Cheques not honored by the bank will be subject to a \$20.00 fee. **Do not mail cash.**

The Utility Statement is due upon receipt and payable on or before the "DUE DATE" as shown on the bill. Please allow sufficient time for payment to reach our office. Payment made through the mail will be applied to your account on the date of receipt at our office. We are not responsible for lost, misdirected or undelivered mail. Online/Telebanking payments will be posted to accounts on the date that the funds are transferred into the Town's account.

The following is also to be included on the Terms of Payment Notice:

Late Payment Charge

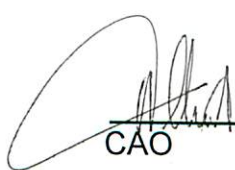
A one-time late payment charge of 1.67% (10% annually) will be applied to amounts outstanding after the due date shown.

Important: The Town of Chestermere requires a minimum of one (1) weeks notice when terminating service. The property owner will be responsible for all charges.



Mayor

Res # 253-09.


CAO