



TOWN OF RODDICKTON-BIDE ARM

Policy Statement

Index	Public Works	Section	Water and Sewer		
Title	Discontinuance of Water Service/Unpaid Accounts	Policy Number	13-01-01		
Approved Date	21 Feb. 13	Effective Date	21 Feb 13	Revision Date	

PURPOSE

To state the Town’s policy on discontinuance of water service due to unpaid accounts.

POLICY STATEMENT

Shut-off notices to unpaid accounts will be issued each year not later than 30 June by the office. Copies of shut-off notices will be forwarded by the office to the Town Superintendent indicating the accounts that remain unpaid as of 31 July.

Within one week of 31 July, letters will be forwarded by the office to the unpaid accounts advising them that services will be disconnected if not paid within five days.

Following the expiration of five days, a listing of the outstanding accounts will be sent to the Superintendent by the office with instructions to proceed with shut-offs at the earliest possible date.

The office will advise the Superintendent on a daily basis the accounts that have been paid following final notice to properly facilitate the shut-offs.

The accounts that remain unpaid should be reviewed periodically by the Superintendent to ensure that the services have not been connected by the owners.

These instances should be reported and appropriate actions taken immediately.

REFERENCE

Approved: February 21, 2013

IN WITNESS WHEREOF, the policy is sealed with the Seal of the Town of Roddickton-Bide Arm.

Mayor

Town Clerk