



POLICY – WT 05

UTILITY ARREARS

APPROVAL DATE:	2000-11-14	CROSS-REFERENCE:	Fees and Charges Bylaw
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2007-09-16; 2011-10-50V; 2011-09-9V; 2014-10-5V; 2021-08-16	REVIEW DATE:	2022

POLICY STATEMENT

To establish the way in which overdue Village of Marwayne utility account balances are collected.

BACKGROUND

There have been many instances in which utility accounts have not been paid by property owners residing within the Village of Marwayne. As per the Municipal Government Act (MGA), the Village is permitted to transfer these amounts to the property owner's tax roll account for collection. The transfer from a property owners utility account to their tax roll incurs an administrative fee of \$40 as per the Fees and Charges Bylaw and is also subject to the bi-annual interest penalties for unpaid taxes.

OBJECTIVE

To transfer unpaid utility account balances to the tax roll for collection as per the Municipal Government Act (MGA) legislation.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and Property Owners and is subject to the terms set forth below:

- Any utility accounts in arrears for services supplied by the Village to any land or premises may be added to the tax roll associated with the property to which the utility services have been supplied and may be collected in any of the ways provided for the collection of taxes as per the Municipal Government Act (MGA), as amended from time to time.
- The CAO is authorized to transfer unpaid utility account balances in excess of \$250.00 to the tax roll associated with the property to which utility services have been supplied.
- Property owners, regardless of whether or not they have rented their premises to a third party, are responsible for remitting payment to their tax roll account for any unpaid utility charges.
- Property owners may collect the amount owed to them by their renter at their own discretion, as the case may be.
- Transfers from utility accounts to tax roll accounts incur an administrative fee as per the Village's Fees and Charges Bylaw, amended from time to time.
- The Village of Marwayne reserves the right to disconnect utility services if no effort is made to remit payment for outstanding utility account and/or tax roll account balances.
- Should a property owner's utilities be disconnected, a fee in accordance with the Village's Fees and Charges Bylaw shall be applied to the property



owner's account. The payment of the outstanding utility account balance, along with a supplemental reconnection fee shall be applied to the property owner's account prior to the Village restoring the utility services.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant