



Policy Number **2021-01**

Policy Type **Administration**

Policy Name Utility Paper Billing Surcharge

Original Approval Date May 26, 2021 (Motion # 2021-164)

Version 1

The Town of Eston will charge an additional \$1.00 surcharge on every account that has at least one paper bill sent out during the monthly billing cycle. This is intended to help cover the cost to the municipality of mailing out physical copies of the bills.

This \$1.00 surcharge will be billed only once per billing cycle regardless of the number of bills printed for that account and will only be removed if every customer on the account is set to either not receive a bill, or to receive the bill via email.

Mayor Signature

Chief Administrative Officer