

mailing address removed

January 5, 2024

**Re: Water & Sewer Billing**

**Address:** *address removed*

Starting in 2024, your Water & Sewer bills will come directly from the Township of Selwyn, and not Peterborough Utilities Group (PUG).

For you, this means a few changes:

- **New billing cycle:** you will no longer receive a bill every month. All flat rate water & sewer bills will now be sent out every two (2) months
  - We are aiming for March to be the first bill date, which will include the period since your last PUG bill
- **New payee:** Selwyn (Township) Water and Sewer
  - If you pay through online/telephone banking, please delete your Peterborough Utilities account and add your new Selwyn account (details will be included with your first new bill)
  - Cash, debit, and cheque payment can be made at the Municipal Office (1310 Centre line)
- **New pre-authorized payment plan enrollment process** (see enclosed form)
- **New paperless notification enrollment process**
  - If you are not enrolling in pre-authorized payment, email [finance@selwyntownship.ca](mailto:finance@selwyntownship.ca) to request paperless notifications
  - If you already use your Virtual Town Hall (VTH) your Water & Sewer account will appear as soon as we create it
- **New Tenant authorization form** (see enclosed form)
  - The owner of the property is being sent a similar form

**Mail:**  
Township of Selwyn  
PO Box 270  
Bridgenorth ON K0L 1H0

**In-person or drop-box:**  
Township of Selwyn Municipal Office  
1310 Centre Line

To complete the forms online, please visit our website:  
[www.selwyntownship.ca/LakefieldWaterSewerForms](http://www.selwyntownship.ca/LakefieldWaterSewerForms). To complete the forms in person, please visit us at the Municipal Office.

For your account preferences to be in place for the first billing cycle, please return any applicable enrolment/application forms to us by **January 31, 2024**.

As we continue to work through the process and have more information to share, we will update our website: [www.selwyntownship.ca/LakefieldWaterSewer](http://www.selwyntownship.ca/LakefieldWaterSewer)

If you have any questions, please feel free to contact us.

Thank you,



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