



**Village of Rycroft
REQUEST FOR DECISION**

Council Meeting Date: March 04, 2026

TOPIC: Promoting e-notices for residential utility and tax notices.

ADMINISTRATION RECOMMENDATION: That Council approve a \$2.00 fee for each mailing of bills and notices.

BACKGROUND: Currently, the Village of Rycroft sends out about 50% of its correspondence via Canada Post. As Administration looks for ways to reduce operating cost, and there decrease financial impacts on the residents, Administration would like to coordinate a campaign to have residents receive their invoicing via electronic means.

Administration would prepare an awareness campaign prior to any change.

At the start date : XXXX, the village would charge individuals \$2.00 per occurrence for hard copy invoice.

While full uptake is not expected this one measure could save the village up to \$3,500.00 annually.

FINANCIAL IMPLICATIONS: 4 rolls cost 520.80 every 2 months. For the month of May Village of Rycroft would send out \$309.40 worth of stamps for the taxes and \$156.00 for the utility bills for a roughly grand total of \$465.40 not including any letter or cheque runs for the month. For the year we would roughly spend just on stamp would be \$3254.80 Envelopes for a box 500 cost roughly \$54.45, grand total for the year roughly \$199.84

FINANCIAL COST SAVINGS: If we start charging the residents \$2.00 each to mail out the utility and tax bills, we will save roughly \$3400 per year.

ALTERNATIVE OPTIONS:

1. Council could decline the option to charge the residents for the stamps.

Chief Administrative Officer

Feb 23, 2026

Date