

**Township of Southgate
Administration Office**
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

October 1, 2025

Re: Change to Final Billing Process for Municipal Water Users

Please be advised that effective immediately, the Township of Southgate will no longer be issuing final water/wastewater bills.

Users, or their representatives, should be cognizant that the responsibility of the utility account balance resides with the current owner of the utility account associated with the property/roll, regardless of an ownership change.

A Tax Certificate & Water Certificate (where applicable) should be requested when there is a change in ownership of a property.

If the property is connected to the Dundalk Municipal water system, a Water Certificate will include the billing period, current amounts owing, including any arrears, and the last amount charged for the utility account that is associated with the property/roll.

Upon Receipt of the Land Transfer deed with the Township of Southgate, an Ownership Change-Final Read (meter read/calculation at date of transfer) will be reflected on the utility account associated with the property/roll, and the same account will continue with the normal bi-monthly billing schedules as identified in the Water & Wastewater Rates By-Law (2020-072). Please visit www.southgate.ca/municipal-services/environmental-services/water-and-wastewater to see the by-law and rates.

To Request a Tax Certificate:

Email: proptax@southgate.ca
Phone: 519-923-2110 xt 221
Current Cost \$ 61.00

To Request a Water Certificate:

Email: aord@southgate.ca
Phone: 519-923-2110 xt 222
Current Cost \$ 46.00

Sincerely,

Taylor McMann

Taylor McMann

Treasurer

tmcmann@southgate.ca

519-923-2100 x 220