The Corporation of the Town of South Bruce Peninsula

By-Law Number 98-2013

Being a By-Law to Amend By-Law Number 44-2009
Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Accounts Receivable Collection)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

And whereas Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by amending the policy regarding accounts receivable collection.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enact as follows:

1. That policy TR.7.1 Accounts Receivable Collection be amended as attached hereto and shall form part of the Municipal Policy Manual

2. That all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.

3. That this by-law shall come into full force and effect upon the final passing thereof.
Read a first and second time this 3rd day of September, 2013.

Mayor

Clerk

Read a third time and finally passed this 3rd day of September, 2013.

Mayor

Clerk
Accounts Receivable Collection

Purpose:

The purpose of this policy is to establish procedures regarding the collection of fees and charges approved by Council pursuant to the Municipal Act.

Procedure:

1. All invoices are due and payable 30 days from the date of the invoice.

2. Any outstanding invoice(s) over 60 days will result in credit privileges being revoked.

3. Interest will be charged at the rate of 2.00% on the first day of each month after an account is older than 30 days, except in special circumstances, approved by the Manager of Financial Services.

4. Outstanding invoices over 90 days will be collected in the following manner:

   4.1 Outstanding accounts where the person owns property within the Town of South Bruce Peninsula: A notice will be sent indicating that if the account is not paid within 30 days of the notice being sent, the amount shall be added to the tax roll and collected in the same manner as municipal taxes.

   4.2 Outstanding accounts where the person does not own property in the Town of South Bruce Peninsula: A notice will be sent that if the account is not paid within 20 days of the notice being sent, the Manager of Financial Services may forward the outstanding account, including any financing charges to a collection agency to collect.

   4.3 The Manager of Financial Services may enter into an agreement for payment or use other means of collection of the outstanding account, as deemed appropriate by the Manager of Financial Services and in the best interests of the Town.