

## TOWN OF LEADER

### ACCOUNTS RECEIVABLE POLICY

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The Accounts Receivable Policy of the Town of Leader applies to all general (non-tax or utility) receivables due to the Town.

#### INVOICES & STATEMENTS

Receivables will be recorded promptly and accurately. Invoices and Statements will be mailed/e-mailed within five (5) business days of the thirtieth (30<sup>th</sup>) of each month. Payment is due within 30 days of the date of an invoice.

#### OVERDUE ACCOUNTS

- a. Any amount outstanding past 30 days will be considered arrears and will accumulate interest penalties at 2.0% per month (24% per annum) to be applied on the first business day of each month.
- b. Accounts 30-60 days in arrears will receive a statement advising that the account is overdue and interest will be applied.
- c. Accounts 60-90 days in arrears will receive a second statement along with a past due notice.
- d. Accounts 90-120 days in arrears will receive, via registered mail, a third statement of account along with a final past due notice.
- e. Accounts greater than 120 days in arrears will be subject to the following collection procedures:
  - Where allowed, arrears will be added to the tax roll;
  - Account will be referred to a collection agency;
  - Subject to legal action;
  - Credit Privileges will be revoked; and/or
  - Service may be suspended.
- f. Any additional costs incurred as a result of action taken under Section 2 (e) of the Accounts Receivable Policy will be borne by the account holder.

According to Section 369 of The Municipalities Act, a Council of a Municipality may add amounts unpaid to the tax roll of a parcel of land.

1. A council may add the following amounts to the tax roll of a parcel of land:
  - a. unpaid costs relating to service connections of a public utility that are owing with respect to the parcel;
  - b. unpaid charges for a utility service provided to the parcel by a public utility that are owing with respect to the parcel;
  - c. unpaid expenses and costs incurred by the municipality in remedying a contravention of a bylaw or enactment if the contravention occurred on all or part of the parcel;
  - d. unpaid fees or charges for services or activities provided by or on behalf of the municipality respecting fire and security alarm systems to the parcel;
  - e. if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and dice, unpaid expenses and costs incurred by the municipality for removing the snow and ice with respect to the parcel;
  - f. any other amount that may be added to the tax roll pursuant to an Act.
2. If a person described in any of the following clauses owes money to a municipality in any of the circumstances described in the following clauses, the municipality may add the amount owing to the tax roll of any parcel of land for which the person is the assessed person:
  - a. a person who was a licensee pursuant to a license of occupation granted by the municipality and who, pursuant to the license, owes the municipality for the costs incurred by the municipality in restoring the land used pursuant to the license;
  - b. a person who owes money to the municipality for the costs incurred by the municipality in eliminating an emergency;
  - c. a person who owes the municipality for any costs incurred by the municipality with respect to a dangerous animal.