

**TO:** Mayor Caul & Members of Council  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** June 22, 2021  
**SUBJECT:** Collections (Accounts Receivable, Taxation and Water & Sewer) Policy Update

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## **BACKGROUND**

Collection Policy Number 1.9 for procedure and collection of Accounts Receivable, Taxation and Water & Sewer was first created in 2006. This is the fourth review of this policy since that time.

The major changes in this review consist of the following:

- Adding- please allow 2-3 days for your bank to process the transaction.
  - Bank processing takes time and we sometimes have people complain when their payments are late as they pay on the due date
- Removing references to Day Care
- Application of Payment of Accounts Receivable- rewording slightly so that payments are first applied to the interest, and then to the oldest invoice, or specified invoice.
- Tax Collection- Final bills- adding “unless an alternate due date is authorized by Council By-Law
- Water and Sanitary Sewer- Removing Old Contract and replacing it with the current version of the customer contract.

Attached you will find the revised Policy.

## **RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve the Collection (Accounts Receivable, Taxation and Water & Sewer) Policy Number 1.9 as presented.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to approve the Collection (Accounts Receivable, Taxation and Water & Sewer) Policy Number 1.9 as presented.