



**Policy 43**  
**Collections Policy**

**POLICY PURPOSE**

43.1 To provide the Finance Department with clear requirements related to the notification process for its accounts receivable.

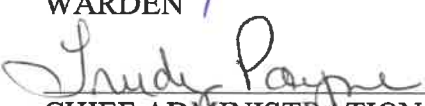
**POLICY DETAILS**

- 43.2 Collection Letters are sent out every September and January for any properties that are in arrears of \$50.00 or more.
- 43.3 Tax bills are sent out in April and due June 30 for all properties, regardless of the amount. Amounts will include arrears.
- 43.4 Pre-warning letters are sent out in May for any properties that are going to be on the tax sale list generated in July.
- 43.5 Monthly statements are sent for the Construction and Demolition Site (RMRF), Septage Receiving Station, Miscellaneous, RCMP and Sherriff for statement amounts that are \$2.00 or more.
- 43.6 Invoices created during the month are due the end of the following month before interest is charged, i.e. Invoice charged Nov. 3, Statement sent Nov. 30, due Dec. 31.
- 43.7 Residents will receive a receipt:
- When the 'request receipt' box amount is checked on the Tax Bill, Statement or Collection Letter.
  - When a resident pays with cash.
  - If after a payment, there is any balance or credit on the account.
- 43.8 As of April 1, 2019, if a property is in arrears one year plus current, it will be on the tax sale list, regardless of the amount owed.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Collections on February 25, 2019.

**SIGNED** this 2nd day of March, 2020

  
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WARDEN

  
\_\_\_\_\_  
CHIEF ADMINISTRATION OFFICER

Approved by Council: February 25, 2019

Effective Date: February 25, 2019

Amended Date: February 24, 2020