

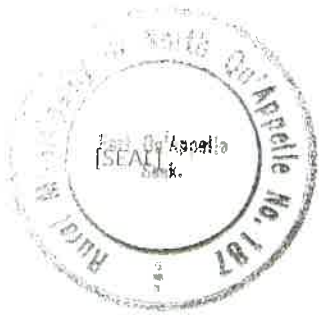
Bylaw amended  
March 8, 2022, through  
Bylaw 2022-04.


BYLAW NO. 2022-03


**A BYLAW TO AUTHORIZE THE APPLICATION OF PENALTIES FOR DEFAULT IN PAYMENT  
OF GENERAL ACCOUNTS RECEIVABLE**

The Council of RM of North Qu'Appelle No. 187 in the Province of Saskatchewan enacts  
as follows:

1. The purpose of this bylaw is to authorize the monthly application of penalties on general accounts receivable with an outstanding balance, as per the attached schedule A; "The Accounts Receivable Policy GG2022-02".
2. This bylaw shall come into force on the 1<sup>st</sup> day of March, 2022.




  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 22<sup>nd</sup> day of February, 2022.

Certified A True Copy of Bylaw No. 2022-02  
passed by the Council of the  
Rural Municipality of North Qu'Appelle  
No. 187 on the 22nd day of February, 2022.

  
\_\_\_\_\_  
Administrator



**Policy Number GG2022-02**

*Resolution of Council- 2022- on Regular Council Meeting of February 22, 2022*

**GOAL**

To provide clarity and consistency on the invoicing and collections of Accounts Receivable.

**SCOPE**

To detail the policies surrounding invoicing and collection of Accounts Receivable.

**Accounts Receivable**

The Accounts Receivable Policy of the Rural Municipality of North Qu'Appelle No. 187 applies to all general (non-tax or utility) receivables due to the RM.

**Invoices & Statements**

Receivables will be recorded promptly and accurately. Invoices and Statements will be mailed within five (5) business days of the fifteenth (15<sup>th</sup>) day 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 1.5% per month (19.56% per annum) to be applied on the first business day of each month.
  - b. Accounts 30-59 Days in Arrears will receive a statement advising that the account is overdue and interest is being applied.
  - c. Accounts 60-90 Days in Arrears will receive, via registered mail, a second statement of account along with a final past due notice.
  - d. Accounts greater than 90 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.
- ex.* 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. *clause d. above,*

**Transfer to Taxes**

According to Section 369 of *The Municipalities Act, SS 2005, c M-36.1*, 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 ice, 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.

*go any prescribed amount.*
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 licence of occupation granted by the municipality and who, pursuant to the licence, owes the municipality for the costs incurred by the municipality in restoring the land used pursuant to the licence;
- 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.

#### **Write-Offs**

A balance may be written off in the normal course of business with the approval of the RM Council for the following reasons:

- a. The balance has been deemed uncollectable by a Collections Agency
- b. The balance has been deemed uncollectable by the Chief Administrative Officer
- c. The invoice requires voiding or changing due to an error made by the RM.
- d. Upon direction by Council Resolution

#### **Returned Cheque**

Any NSF cheques will be charged back to the customer account together with a returned cheque charge (as per our bank NSF fee charge).