



TOWNSHIP OF NIPISSING POLICY			
Effective Date: September 5, 2017		Number: 2017-01	Revision: 0
Title: Administration – Collections Policy			
Approved By: Tom Piper Mayor	Signature:		Page: 1 of 1

Purpose:

The Township of Nipissing is committed to ensuring the effective and efficient collection of outstanding accounts receivable, including amounts owing to the Township for taxes and user fees.

Scope:

This policy includes all accounts receivable relating to invoices issued directly by the Township.

Objectives:

The Township’s objectives with respect to the collection of outstanding balances include:

1. Minimizing the demands on the Township’s cash reserves by collecting outstanding balances within the timeframes defined below:
 - Municipal property taxes – Interim installment due March 31st and Final installment due September 30th each year.
 - Other billings are due 30 days following the date of the invoice.
2. Developing appropriate strategies for the collection of delinquent accounts that reduces the financial loss to the Township while at the same time providing accommodation for taxpayers experiencing financial challenges.

Policy:

COLLECTION OF OUTSTANDING TAX BALANCES

Payments shall be processed on the date received at the Township’s office and applied to a taxpayer’s account based on the provision of s.347 of the Municipal Act, as follows:

1. The payment shall first be applied against late payment charges owing in respect of those taxes according to the length of time the charges have been owing, with the charges imposed earlier being discharged before charges imposed later.

2. The payment shall then be applied against the taxes owing according to the length of time they have been owing, with the taxes imposed earlier being discharged before taxes imposed later.

TAXES IN ARREARS

In the event that payment is not received on or before the due date, the taxpayer will be considered to be in arrears. When a taxpayer is considered to be in arrears, the Township will (in escalating order):

- Apply interest and penalties as permitted under s.345 of the Municipal Act.
- Issue monthly reminder notices to the taxpayer until such time as the taxpayer's account is fully paid.
- Contact the taxpayer by mail or telephone, or both, the purpose of which is to negotiate a payment schedule that will result in the taxpayer's account being brought into a current state.

At the beginning of each fiscal year, the Treasurer will provide Council with a report outlining the amount of taxes in arrears, the status of the Township's collection efforts and a recommendation as to whether to proceed with tax registration.

In accordance with Bill 68, Modernizing Ontario's Municipal Legislation Act which received royal assent on May 30, 2017, all tax accounts owing on January 1 of the second year following that in which the taxes became owing may have a tax arrears certificate registered against it.

ACCOUNTS RECEIVABLE IN ARREARS

In the event that payment is not received on or before the due date, the customer will be considered to be in arrears. When a customer is considered to be in arrears, the Township will (in escalating order):

- Apply interest and administrative charges in accordance with policy established by Council.
- Issue reminder notices to the customer until such time as the account is fully paid.
- Add the amount outstanding to the customer's tax account if permitted by legislation.