

HAMIOTA MUNICIPALITY

Policies and Procedures

Policy Number: 500.1

Section: Finance

Subject: Accounts Receivable

Passed by Resolution of Council: #5 – April 20, 2016

BACKGROUND

From time to time the Hamiota Municipality provides goods and services to its ratepayers that make a specific request. The Municipal Act allows municipalities to conduct business as a corporation and as such may provide such goods and services to ratepayers subject to compensation.

Council wishes to have a process in place that is fair to everyone but insures that the municipality is compensated for all goods and services in a timely fashion and if not then the debt to be secured on the tax rolls. This type of system is identified in the Municipal Act as follows;

Municipality is corporation

250(1) A municipality is a corporation and, subject to this Act, has the rights and is subject to the liabilities of a corporation and may exercise its powers for municipal purposes.

General Powers

250(2) Without limiting the generality of subsection (1), a municipality may for municipal purposes do the following:

(d) Enter into agreements with one or more of the following regarding anything the municipality has power to do within the municipality:

- (i) a person,
- (ii) the Government of Canada or one of its agencies,
- (iii) the Government of Manitoba or one of its agencies,
- (iv) a local authority,
- (v) a band as defined in the *Indian Act*(Canada),
- (vi) another municipality in Manitoba or a municipality in another Province;

(e) Use municipal equipment, materials and labour to carry out private works on private property.



Powers respecting works, services, utilities

252(1) a municipality exercising powers in the nature of those referred to in clause 250(2)(b), (c) and (e) may set terms and conditions in respect of users, including

- (a) setting the rates and amounts of deposits, fees and other charges, and charging and collecting them:

Collection of fees

252(2) A charge referred to in clause (1)(a) may be collected by the municipality in the same manner as a tax may be collected or enforced under this Act.

POLICY/PROCEDURE

1. A request would be made by a ratepayer or organization to the municipal office for a specific good or service. A quotation for the goods or service would be provided at that time and the ratepayer or organization would then authorize it.
2. The office will be provided with a written confirmation that the goods and service was completed and custom work form should be submitted no later than the 25th of each month and the ratepayer would then be invoiced by the 30th of that month for the agreed upon amount.
3. The first initial invoice submitted under this policy will only be sent once. A statement will then be sent to the ratepayer on the 30th of the following month to serve as a reminder of the goods and services provided. If payment is still not received by the 30th of the month after the statement was issued, a letter indicating that if the invoice is not paid within 30 days the amount will be added to the tax rolls of the municipality against the affected property.
4. All amounts added to the tax roll after 90 days under this policy will be added as outstanding arrears and be subject to penalties as if they were tax arrears.
5. If an account is set up for an organization that is not a landowner then Council would need to be made aware of and authorize the good and service to be provided. CAO would authorize the release of equipment. The good and service will be billed out on the 30th of the month with a 30 day term.