



1.0 PURPOSE

This policy works to ensure the prompt, effective, and efficient collection of all non-tax and non-water utility revenues due to West Hants Regional Municipality. It provides a standard and consistent practice for collecting accounts receivable, and for dealing with delinquent accounts.

2.0 DEFINITIONS

For the purposes of this policy, the following definitions are provided:

- a. "CAO" refers to the Chief Administrative Officer of the Municipality.
- b. "Council" refers to the Council of the Municipality.
- c. "MGA" refers to the Municipal Government Act.
- d. "Municipality" refers to West Hants Regional Municipality.
- e. "Other Receivable" refers to any receivable owed to the Municipality other than tax or water utility accounts.

3.0 APPLICATION

- a. Municipality staff will maintain an aged list of other receivables outstanding.
- b. When any other receivables account has been outstanding for 30 days or more, that account will be charged interest.
 - i. Interest will be charged on overdue accounts at the rate of one and a quarter percent (1.25%) per month (fifteen percent (15%) per annum) simple interest.

- c. Payments are applied first against all accrued interest with the remaining being applied to the principal in the order of oldest to most recent.
- d. Reminder notices will be sent to the customer of the outstanding account when it enters arrears. Once the balance becomes 90 days outstanding, a final notice will be sent. If payment has not been received within thirty days from the date of the final notice, the account may be turned over to a collection agency for further action.
- e. Where the above collection steps have failed, and the account is greater than 120 days, the account may be sent to a collection agency, and those additional costs will be borne by the customer.
- f. The Municipality reserve the right to reject a program registration or facility rental if there is a balance on the account over 90 days.
- g. An account is deemed to be uncollectible after all internal and external means of collection have been exhausted. Uncollectible accounts will be approved by the Director, Financial Services. Anything over the Director's signing authority, will additionally be brought back to Council for approval, prior to being written off.

4.0 REPEAL

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on **28th** day of **May, 2024**.





WEST HANTS REGIONAL MUNICIPALITY
ACCOUNTS RECEIVABLE POLICY

RCOFN-015.00

Deanna Snair
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date: May 14, 2024</i>
<i>Approval:</i>	<i>Date: May 28, 2024</i>
<i>Description: Initial approval of the Accounts Receivable Policy, RCOFN-00X.00</i>	