



# Hamlet of Cambridge Bay By-Laws

<b>By-Law Name:</b>	Accounts Receivable Collections
<b>By-Law Number:</b>	212

## Description

A by-law of the Municipal Corporation of the Hamlet of Cambridge Bay, Nunavut outlining the collection of revenues owed to the Municipal Corporation, pursuant to the *Hamlets Act*, R.S.N.W.T., 1988, c. H-1, s. 169 as amended by s. Nu 2003, c. 3, s.54.

## By-Law

WHEREAS, it is in the best interest for Council to establish a process for the collection of charges for services provided by the Municipal Corporation.

NOW THEREFORE, THE COUNCIL OF THE HAMLET OF Cambridge Bay, at a duly assembled meeting enacts as follows:

## Interpretation

1. In this by-law:

“Accounts Receivable”	means any amount owed to the Municipal Corporation by any individual, business, society, non-profit, agency, or government for any services provided by the Municipal Corporation;
“Council”	means the Council of the Hamlet of Cambridge Bay;
“Individual”	means any individual other than a Local Business or Non-Local Business.
“Local Business”	means any business, society, non-profit, agency, or government that operates and maintains a business office in the Hamlet.
“Non-Local Business”	means any business, society, non-profit, agency, or government that operates in the

Hamlet but does not maintain a business office in the Hamlet.

“SAO”

means the Senior Administrative Officer of the Municipal Corporation.

## **Application**

2. This by-law shall override any collection provisions outlined in any other by-laws of the Hamlet of Cambridge Bay, and shall be referenced for any collections procedures.

## **Procedure**

3. Any Accounts Receivable outstanding for more than 30 days will receive a statement which shows the outstanding Accounts Receivable owed to the Hamlet.
4. Any Accounts Receivable outstanding for more than 60 days will receive a statement which shows the outstanding Accounts Receivable owed to the Hamlet as well as a letter as outlined in Schedule A.
5. Any Accounts Receivable outstanding for more than 90 days will receive a statement which shows the outstanding Accounts Receivable owed to the Hamlet as well as a letter as outlined in Schedule B.
6. Any Accounts Receivable outstanding for more than 120 days will receive a statement which shows the outstanding Accounts Receivable owed to the Hamlet as well as being subject to the collections procedures or cut-off of services as outlined in Schedule C.

## **Business Accounts Receivable**

7. Local Businesses, which have outstanding Accounts Receivable for more than 120 days, will be subject to offsets of any amounts owed by the Hamlet to that business as well as collection procedures or cut-off of services as outlined in Schedule C.
8. Non-Local Businesses shall be required to prepay a deposit amount as determined by the SAO which shall be estimated to include up to the total estimate of the value of services to be provided to the Non-Local Business during their operations in the Hamlet.
10. Non-Local Businesses which have outstanding Accounts Receivable for more than 120 days will be subject to offsets of the deposit amount or any amounts owed by the Hamlet to that business as well as collection procedures or cut-off of services as outlined in Schedule C.
11. Any Local or Non-Local Business which has an outstanding Accounts Receivable which has been sent to collections or has been subjected to cut-off of services shall be required to prepay a deposit amount which shall be estimated to include up to 1 year of the value of services to be provided to the Local or Non-Local Business by the Hamlet.

### **Individual Accounts Receivable**

12. Any Individual who has an Accounts Receivable outstanding for more than 120 days shall be subject to offsets of any amounts owed by the Hamlet to that individual for any services.
13. Any Individual who is also an employee or member of Council of the Hamlet shall be required to sign an authorization for payroll deductions of any amounts of Accounts Receivable outstanding for more than 120 days by that individual to the Hamlet.

### **Interest and Penalties**

14. Accounts Receivable which are outstanding for more than 30 days shall be subjected to interest charges and penalties as outlined in Schedule D.

### **Council Authority**

15. Notwithstanding any item in this by-law, Council may waive interest charges and penalties for individuals for humanitarian reasons, or any reason they see fit but must do so by resolution, which outlines the reasoning for the exception in a duly held meeting.
16. Notwithstanding any item in this by-law, Council may not waive interest charges and penalties for Local or Non-Local Businesses for any reasons but may vary the deposit amounts required as estimated by the SAO if the estimated deposit amount would place an undue burden on the business.
17. Any Individual or Business has the right to appeal, in writing, any decision made from this by-law to Council.
18. This by-law shall come into force and be effective on the date of passing of the third and final reading





## Hamlet of Cambridge Bay NU.

### BY-LAW No 212. – Schedule A

### ACCOUNTS RECEIVABLE COLLECTIONS

#### 60 Days Past Due Notice

Individual or Business  
Address

Account Number

Date

Dear \_\_\_\_\_,

This is just a friendly reminder that your Accounts Receivable account which is indicated above and which is also shown on the attached statement, is showing in our records as being overdue for more than 60 days.

Please make payment on this account as soon as possible or please make arrangement at the Hamlet office for payment of this account.

If your payment is in the mail, thank you for your attention to this matter, and we look forward to providing further services to you (or your organization).

Sincerely,

Accounts Receivable Clerk



## Hamlet of Cambridge Bay NU.

### BY-LAW No. 212 – Schedule B

### ACCOUNTS RECEIVABLE COLLECTIONS

#### 90 Days Past Due Notice

Individual or Business  
Address

Account Number

Date

Dear \_\_\_\_\_,

Our records indicate that your Accounts Receivable account is outstanding for more than 90 days as shown in the attached statement.

It is important that you make payment of the amount outstanding or that you make arrangements with the Hamlet office for payment in order for your services to continue uninterrupted.

If this account continues to be overdue past 120 days, we will take the measures outlined in the attached Schedule C, of the Accounts Receivable Collections By-law # , which may include sending the overdue amount to a collection agency or cut-off of services. You may also be required to prepay a deposit for reconnection for services.

If your payment is in the mail, thank you for your payment.

Sincerely,

Director of Finance



## Hamlet of Cambridge Bay NU.

### BY-LAW No. 212 – Schedule C

#### ACCOUNTS RECEIVABLE COLLECTIONS

1. Any Accounts Receivable outstanding for more than 120 days will be contacted directly by phone or fax requesting that payment, or arrangements for payment, be made on outstanding amounts within 48 hours.
2. If payment, or arrangements for payment, is not received within 48 hours after direct contact, services will immediately be cut-off.
3. If payment is not received, or arrangements for payment have not been made, within 48 hours and the Individual or Business is no longer receiving services from the Hamlet, the account will be turned over to a collection agency for collection action.
4. If payment is not received after service cut-off, and all attempts to collect have been exhausted, the Senior Administrative Officer will direct this account to the collection agency for collection action.
5. If payment was not received after 48 hours, payment arrangements had not been made, and/or services have been cut-off, the Senior Administrative Officer may direct that any Individual or Business must immediately pay or make 50% payment on outstanding Accounts Receivable or prepay a deposit as outlined in this by-law prior to any services being reinstated.
6. Council of the Hamlet of Cambridge Bay will have the final say on any matter provided that it is received in writing, from any Individual or Business affected by any decision made according to this by-law.
7. Councils' say on any matter related to this by-law shall be final.



## **Hamlet of Cambridge Bay NU.**

### **BY-LAW No. 212 – Schedule D**

#### **ACCOUNTS RECEIVABLE COLLECTIONS**

1. Interest shall be charged at a rate of two (2) percent per month on all accounts overdue for more than thirty (30) days past due.
2. Interest shall be calculated on a compound basis on all overdue amounts.
3. The annual rate of interest shall be twenty-four (24) percent.
4. The minimum charge for interest shall be \$ 1.00.
5. Council may waive interest charges to individuals for humanitarian reasons.
6. There shall be no waiving of interest charges for any business.