



THE RURAL MUNICIPALITY OF LAC DU BONNET
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Financial Administration	<i>Classification</i>	Policy
<i>Subject</i>	Methods of Payment	<i>Pages</i>	3
<i>Authority</i>	Council Rural Municipality of Lac du Bonnet	<i>Effective Date</i>	December 3, 2019
<i>Approved</i>	Resolution No. 2019 0394	<i>Index</i>	

1.01 Purpose and Objective:

The Municipality has a responsibility for collection of property taxes, utility (water and sewer) billings and all other municipal revenues.

The purpose of this policy is to establish the terms and conditions of each method of payment offered to the taxpayers of the Rural Municipality of Lac du Bonnet.

1.02 Policy:

The Rural Municipality of Lac du Bonnet wishes to adopt a policy to define what types of payments that will be accepted by the Rural Municipality of Lac du Bonnet for collection of property taxes and all other municipal revenues.

This policy outlines all accepted methods of payment and in what manner the payment can be made to the municipality.

1.03 Method of Payments:

Methods of payment options accepted by the Rural Municipality of Lac du Bonnet to pay for taxes, utilities or other revenues collected by the municipality:

Cash: Cash payments can be made in person at the Rural Municipality of Lac du Bonnet Administrative office.

Debit: Point of sale payments are accepted at the Rural Municipality of Lac du Bonnet Administrative office. Credit Card payments are not accepted.

Cheque: Personal or business cheques made out the Rural Municipality of Lac du Bonnet are accepted by mail, in person, or can be dropped in the mail slot located on the

front entrance of the RM of Lac du Bonnet Administrative Office. Post dated cheques are accepted.

Money Order: Money orders are to be made out to the Rural Municipality of Lac du Bonnet and will be accepted by mail, in person, or can be dropped in the mail slot located on the front entrance of the RM of Lac du Bonnet Administrative Office.

E-Transfer: E-Transfers are to be sent to rmldb@lacdubonnet.com indicating the tax roll number in the message.

E-Transfer Question – What am I paying for?

E-Transfer Answer: propertytax (one-word, small caps)

Online Banking: Taxpayers may pay through their financial institutions online banking.

The Rural Municipality is partnered with the following financial institutions:

Royal Bank of Canada, Scotiabank & Manitoba Credit Unions

Tax Installment Payment Plan:

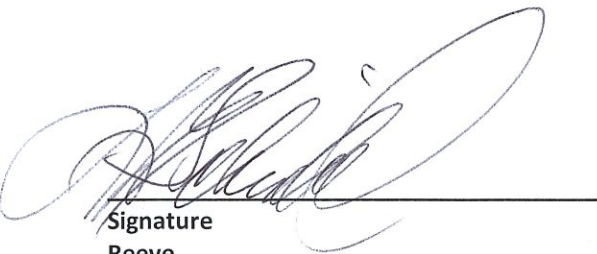
- Taxpayer must apply for the TIPP program by filling out the application form attached as schedule "A" in the Methods of Payment By-Law and submit this application to the Rural Municipality of Lac du Bonnet with a copy of a void cheque or equivalent.
- Tax Installment Payments will be preauthorized from the taxpayer's financial institution.
- Deadline for applications is January 1st, any applications received after that date will require a lump sum "catch up" payment.
- Applications will be reviewed and processed by the CAO or their designate.
- All arrears and associated penalties as well as supplemental taxes must be paid in full on the subject property prior to approval of application.
- Tax installment calculations will be based on the previous year tax levy divided by 12 months, payable monthly from January to June with the remainder of the year being calculated by using the current year's tax levy less installments from July to December. Written notification will be provided via email to the participant, with the recalculation of taxes and payment schedule.
- New charges for supplementary taxes will be required to be paid separately by the date that is noted on the supplementary tax statement.
- Money will be withdrawn from the applicants on the 15th of each month except in the cases where the 15th falls on the weekend or a holiday, the withdrawal will be made the next business day following the 15th.
- Any amount left owing on the taxpayers roll as of the 15th of December each year will be automatically be withdrawn from the taxpayers account on that day.
- Any payments returned by a financial institution for any reason will be subject to a \$25.00 administration fee to be added to the participants tax roll. Written notification will be provided to the participant advising the missed monthly payment will need to be made prior to the next withdrawal date. Personal and Business cheques will not be accepted for the arrear's payment.

- The Rural Municipality of Lac du Bonnet will automatically cancel the taxpayer's participation in the Tax Installment Payment Program if they miss 2 consecutive monthly payments or if they initiate a "stop payment" at their financial institution.
- A taxpayer may rejoin the program, provided they were not removed due to missed payments, the taxpayer would be considered a new applicant and must complete a new application.
- If a taxpayer sells their property to buy another property within the RM, they would be required to submit a new application for the new property.
- Two weeks written notice must be given by the applicant in order to change financial institution information or a request to be removed from the program.
- Where a taxpayer is removed from the program for any reason, the CAO or designate shall retain all installment payments made by the taxpayer and apply the sum against the current years' taxes.
- All provisions of the Fee's and Charges Bylaw will apply to the taxpayer for any outstanding payments for that year.

1.04 Payments Options:

Payment options that are accepted by the Rural Municipality of Lac du Bonnet are as follows:

- In person at the Rural Municipality of Lac du Bonnet Administrative Office located at #4187 HWY 317 between the hours of 8:30 am to 4:30 pm Monday through Friday, excluding holidays.
- After hours mail slot located on the front door of the Administrative Office
- Online through above stated financial institutions
- Through application and approval of the Tax Installment Payment Plan.



Signature
Reeve



Signature
Chief Administrative Officer