



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Tano Ferraro, Manager of Finance/Deputy Treasurer

Department: Finance

Date of Report: July 15, 2024

Report Number: FIN-17-2024

Subject: Municipal Drainage Billing and Collection Policy

Recommendation

That the report of the Manager of Finance/Deputy Treasurer dated July 15, 2024 FIN-17-2024 regarding the Municipal Drainage and Collection Policy be received; and

That the updated Municipal Drainage Billing and Collection Policy be approved.

Report

The purpose of the policy update is to implement some operational changes and to better align the process with the systems and software utilized by the finance department.

The updated Municipal Drainage Billing and Collection Policy is attached as Appendix A. The changes to the existing policy include the following:

- The time period before drainage assessments are considered overdue is increased from 30 days to 90 days.
- Assessed properties will be issued a drainage invoice. Drainage invoices will be similar in format to water and wastewater invoices.
- More details provided on the process for financing, including the addition of the option to submit a request for financing through an online form.

These changes are intended to improve the customer experience as well as increase operational effectiveness.

Consultations

Brian MacMillan, Drainage Superintendent

Marilyn Abbruzzese, Supervisor of Revenue

Financial Implications

Not Applicable

Prepared By:



Manager of Finance/Deputy Treasurer

Tano Ferraro

Link to Strategic Goals

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Yes

Communications

Not Applicable

Report Approval Details

Document Title:	FIN-17-2024 Municipal Drainage Billing and Collection Policy.docx
Attachments:	- Municipal Billing and Collection Policy.pdf
Final Approval Date:	Jul 18, 2024

This report and all of its attachments were approved and signed as outlined below:



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia