



# Mid-West Planning District

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## POLICY

Title	Invoicing of Annual Levy
Policy #	2-2025
Issue Date	February 06, 2025
Resolution	18/25
Authority	Mid-West Planning District Board
Repeals Policy #	2-2020

**SUBJECT / APPLICATION:** The intent of this policy is to implement procedures for the issuance and invoicing of the annual levy to the member municipalities of the Mid-West Planning District.

**LEGAL AUTHORITY / RELEVANT BY-LAWS:** The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

### POLICY:

The Mid-West Planning District will invoice the annual municipal levy over 4 equal payments (Quarterly), as per the following payment schedule. Overdue accounts are subject to late fees, as set forth by the MWPD payment policy.

Invoice Issued after budget approval, with received payment by March 31.

Invoice Issued April 01 with received payment by June 30.

Invoice Issued July 01 with received payment by September 30.

Invoice Issued October 01 with received payment by December 31.

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on February 06, 2025, by Resolution # 18 /25.

  
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Development Officer/Designated Officer

  
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Board Chair