



# Acceptable Methods of Payment

## Financial and Business Planning Services – Cash Control Policy C36

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<b>Policy:</b>	C36 – Acceptable Methods of Payment
<b>Policy Department(s):</b>	Financial and Business Planning Services – Cash Control
<b>Adoption Date:</b>	December 12, 2022
<b>Adoption Reference:</b>	CM20221212.010
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### Policy Purpose

The purpose of this policy is to establish a set of directions that guides the customers to make payments to the County of Grande Prairie No. 1.

### Policy Statement

The County of Grande Prairie No. 1 recognizes the importance of providing customers with clear guidelines for their payments. This Policy defines the methods of payments accepted by the County of Grande Prairie No. 1.

### Definitions

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“NSF” means non-sufficient funds or insufficient funds or otherwise returned payments.

### Policy Guidelines

1. The following methods of payment shall be accepted by the County of Grande Prairie No. 1:
  - 1.1. Cash or cheque in Canadian currency.
  - 1.2. US currency cheques may be accepted for tax payments only, and the exchange gain or loss will be applied to the property tax account.
  - 1.3. Debit Card payments.
  - 1.4. Online payments.
  - 1.5. Pre-Authorized Payments.
  - 1.6. Electronic Funds Transfers.
  - 1.7. Post-dated cheques can be accepted provided the date is no later than sixty (60) days. An exception to this rule will be when the customer has agreed to provide a series of postdated cheques as part of a payment plan.



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- 1.8. Visa and Mastercard credit card payments are accepted for all services listed in the current Schedule of Fees, Rates, and Charges Bylaw with the exception of development levies.
- 1.9. Visa and Mastercard credit card payments are accepted for property tax payments, with a fee to recover the cost of credit card fees as listed in the current Schedule of Fees, Rates and Charges Bylaw.
2. NSF Cheques or NSF Preauthorized Payment Fees
  - 2.1 Charges for NSF cheques, NSF Preauthorized Payments or otherwise returned payments will be in accordance with the Schedule of Fees, Rates and Charges Bylaw. NSF cheques not collected within a reasonable length of time (normally within 30 days) may be referred to a collection agency, taken to small claims court, or transferred to the customer's tax account if permitted under the Municipal Government Act.
3. Administrative Responsibilities
  - 3.1 The County Manager or Designate shall be responsible for monitoring compliance with this policy.

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy C13 – Collection of Outstanding Receivables Schedule of Fees, Rates, and Charges Bylaw
<b>Other</b>	County of Grande Prairie Strategic Plan

## Revision History

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July 15, 2024	Reviewed and Amended CM20240715.048
December 12, 2022	Adoption Date CM20221212.010