

Acceptable Methods of Payment

Financial and Business Planning Services – Cash Control
Policy C36

Policy:	C36 – Acceptable Methods of Payment
Policy Department(s):	Financial Services – Cash Control
Adoption Date:	December 12, 2022
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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

”CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

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

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.

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- 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.
- 1.8. Visa and Mastercard Credit Card payments are accepted for all the services listed in the Schedule of Fees, Rates, and Charges Bylaw with the exception of development levies. Tax payments made with credit card will have a fee applied online or in person in accordance with the Schedule of Fees, Rates and Charges.
2. NSF Cheques or NSF Preauthorized Payment Fees
 - 2.1 A NSF fee, in accordance with the Schedule of Fees, Rates and Charges will be due immediately. .
3. Administrative Responsibilities
 - 3.1 The County Manager or Designate shall be responsible for monitoring compliance with this policy.

References

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

Revision History

Review Date	Description
May 25, 2026	Reviewed and Presented for Information
December 12, 2022	Adoption Date CM20221212.010