



# PAYMENT ACCEPTANCE

## THE CORPORATION OF THE TOWN OF FOX CREEK, ALBERTA

### BYLAW 879-2024

**WHEREAS** it is deemed expedient to establish a bylaw regarding the types of payments accepted by the Town and the stipulations attached thereto;

**NOW THEREFORE**, the Council of the Town of Fox Creek duly assembled enacts as follows:

#### 1. SHORT TITLE

1.1. This bylaw may be cited as the "Payment Acceptance Bylaw."

#### 2. DEFINITIONS

- 2.1. **CAO** – shall mean the Chief Administrative Officer for the Town of Fox Creek or their designate.
- 2.2. **COUNCIL** – shall mean the duly elected Council of the Town of Fox Creek.
- 2.3. **DROPBOX** – shall mean the receptacle for receiving incoming mail
- 2.4. **DUE DATE** – shall mean the final date by which a payment must be made as specified on the invoice, utility bill, tax notice, or any other relevant document.
- 2.5. **EFT** – shall mean the electronic funds transfer (EFT) which will allow money to be electronically transferred from the bank account to the Town's bank account.
- 2.6. **PAYMENT** – shall mean any monetary transaction made to settle an invoice, utility bill, tax notice, or any other amount due to the Town.
- 2.7. **PERSON** – shall mean any individual, corporation, society, association, partnership, or firm.
- 2.8. **POSTMARK** – shall mean the official mark or stamp affixed by Canada Post or an equivalent postal service indicating the date of mailing.
- 2.9. **TOWN** – shall mean the Town of Fox Creek

#### 3. ACCEPTABLE FORMS OF PAYMENT

3.1. The Town shall accept the following forms of payment in Canadian currency:

- Cash
- Cheques
- Bank Drafts
- Debit cards
- Credit cards
- Online Banking
- Electronic Funds Transfer (EFT)



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### 4. PAYMENT STIPULATIONS

#### 4.1. Mailed Cheques:

- 4.1.1. Cheques mailed to the Town must bear a postmark from Canada Post or an equivalent postal service
- 4.1.2. The postmark date must not be later than midnight of the Due Date specified on the invoice, utility bill, tax notice, or any other document.

#### 4.2. Postdated Cheques:

- 4.2.1. Postdated cheques must be dated no later than the Due Date of the invoice, utility bill, tax notice, or any other document they are intended to pay.

#### 4.3. Online Payments:

- 4.3.1. Online payments made through a financial institution shall be processed on the date the payee initiates the transaction.
- 4.3.2. The initiation date of the transaction shall be evidenced by the payment confirmation received from the financial institution.
- 4.3.3. It is the responsibility of the person to ensure that the financial institution accurately dates the payment. Any discrepancies or errors shall be addressed between the person and the financial institution.

#### 4.4. Electronic Funds Transfer (EFT)

- 4.4.1. A Person must enroll in the applicable EFT program.

#### 4.5. Credit Card Transactions

- 4.5.1. Credit card transactions shall be deemed received on the date they are processed and approved by the credit card issuer.

#### 4.6. In-Person Payments:

- 4.6.1. Payments made in person must be completed by the close of business on or before the Due Date specified on the invoice, utility bill, tax notice, or any other document.

#### 4.7. Dropbox

- 4.7.1. Payments placed in the Dropbox prior to 8:00 a.m. on the following business day after the Due Date specified on the invoice, utility bill, tax notice, or any other document, shall be deemed to be received on the Due Date.

### 5. DISHONORED PAYMENTS

- 5.1. Any dishonored payments, including but not limited to returned cheques and declined electronic transactions, shall be subject to applicable service fees and penalties.





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## 6. UNFORESEEN ISSUES

6.1. The Town does not accept responsibility for delayed payments due to but not limited to: Internet Issues, Email Issues, Power Outages or disruptions involving third parties, such as financial institutions, resulting in delayed payments. Ensure payments are made ahead of the deadline to avoid any complications that might arise from unforeseen issues.

## 7. SEVERABILITY

7.1. Every provision of this Bylaw is independent of all other provisions, and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

## 8. EFFECTIVE DATE

8.1. This Bylaw 879-2024 is passed and comes into full force and effect when it receives third and final reading and is signed following the Municipal Government Act.

READ A FIRST TIME THIS 1 DAY OF August, 2024

READ A SECOND TIME THIS 1 DAY OF August, 2024

GIVEN UNANIMOUS CONSENT TO GO TO THIRD READING ON THIS 1 DAY OF August, 2024.

READ A THIRD AND FINAL TIME THIS 1 DAY OF August, 2024

Sheila Gilmour

Mayor

Kristen Milne

Chief Administrative Officer