

VILLAGE OF ANMORE

BYLAW NO. 562-2017

A bylaw to authorize a Pre-Authorized Debit Plan

WHEREAS the Community Charter provides that the Council may, by bylaw, authorize the Finance Officer to receive money for taxes and/or utilities before the due date and may provide the terms for accepting and holding the money including interest on it and its rate;

AND WHEREAS it is desirable to encourage the prepayment of property taxes and utilities, and implement a monthly installment system for the convenience of taxpayers;

NOW THEREFORE the Municipal Council of the Village of Anmore in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017”.
2. That Anmore Prepayment Plan Bylaw No. 539, 2015 be repealed in its entirety.
3. Any person being liable to the Village of Anmore for property tax and/or utilities may apply to the Finance Officer of the Village to pay taxes and/or utilities on a 10 month installment basis.
4. The payment of taxes and/or utilities on a 10 month installment basis shall commence upon the execution by the taxpayer of a form prepared by the Village authorizing automatic deduction from the taxpayer’s bank account to the credit of the Village and the form shall be deposited with the Finance Officer of the Village a minimum of 10 days prior to an installment date. The pre-authorized debit amount is to be determined by the taxpayer who is responsible to ensure it does not create an excessive credit on their account.
5.
 - (a) Payments due under the 10 monthly installment basis will be processed and collected on the 15th day of each calendar month for the months from August to May.
 - (b) Monthly installment payments made after a property tax or utility notice due date shall be designated as a credit against the taxes and/or utilities to be assessed in the next billing cycle.
 - (c) The Finance Officer shall, on the last day of each month, credit interest on the amount paid to that day to the benefit of the taxpayer participating in the 10 monthly installment system at a rate equal to the Prime rate of the Village’s principal banker at that date, less 3%. Such interest is to be calculated and credited to the taxpayer’s benefit based upon the daily balances in the taxpayer’s account during the current month. Interest will not be earned until all

utilities, taxes, penalties and interest are paid and there is a credit balance on the account(s). Interest will be not payable by the taxpayer to the Village.

6. The Finance Officer shall indicate on each annual tax bill and/or utility bill to any participating taxpayer, the total of all payments received plus interest earned and show the amount required to pay the balance of the taxes and/or utilities due on the due date of that year and such tax bill and/or utility bill shall be calculated on the basis that amounts due on the Pre-Authorized Debit plan shall be paid as scheduled. Payment of outstanding taxes and/or utilities and claiming of the Home Owner Grant (if applicable) are required by notice due date to avoid penalty and/or interest on the account.
7.
 - (a) A participating taxpayer may give notice in writing 10 days prior to the installment date, to discontinue participating in the monthly installment system but no monies paid into the plan will be returned or refunded and the Finance Officer shall continue to pay interest as set out in the bylaw on those monies previously paid.
 - (b) In the event of the sale of the property, prepayments are to stay on the property's account and responsibility for adjustment shall be between the vendor and purchaser. Furthermore, it is the taxpayer's responsibility to submit a written request to stop pre-authorized debits 10 days prior to the installment date.
 - (c) The Finance Officer may cancel the privilege of continuing in the monthly installment system if two consecutive installments fail to be honoured. Dishonored payments are subject to the current non-sufficient funds (NSF) fee as per the Fees and Charges Bylaw.
 - (d) In the event of an overpayment after paying property taxes and/or utilities, the overpayment will remain on the account and the Finance Officer shall continue to pay interest as set out in the bylaw on those monies overpaid.
 - (e) In the event that the taxpayer's mortgage company is to pay property taxes, it is the taxpayer's responsibility to submit a written request to stop pre-authorized debits 10 days prior to the installment date.
8. Participation in the monthly installment system shall continue until terminated by either party in writing. The amount will remain unchanged unless the participant submits a written request for change 10 days prior to installment date.
9. In addition to the monthly installment system authorized herein, the Finance Officer is also authorized to accept and to hold monies to be applied at a future date in payment of taxes and/or utilities upon the following terms and conditions:

- (a) when tendering any amount under this bylaw the taxpayer shall, in writing addressed to the Finance Officer, designate the account for which such tendered amount is to be accepted and held;
- (b) any amount accepted hereunder shall be held in the amount for the parcel of land and any improvements designed by the taxpayer, and shall, together with interest accrued on the day taxes and/or utilities are due, be applied on account of the payment of taxes and/or utilities; and
- (c) All current and prior year property taxes and utilities must be paid in full prior to enrolling in the Pre-Authorized Debit Plan.

READ a first time the 18th day of April, 2017

READ a second time the 18th day of April, 2017

READ a third time the 2nd day of May, 2017

ADOPTED this 16th day of May, 2017



MAYOR



MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017".

May 16, 2017

DATE



MANAGER OF CORPORATE SERVICES