

**TOWN OF LEGAL
BY LAW #07-2016
UTILITY PRE-AUTHORIZED PAYMENT PLAN BYLAW**

A BYLAW OF THE TOWN OF LEGAL IN THE PROVINCE OF ALBERTA TO PROVIDE A PRE-AUTHORIZED PAYMENT PLAN FOR UTILITY ACCOUNTS.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities; and

WHEREAS this Bylaw is to ensure each Consumer is aware of the requirements of the Town of Legal Utility Pre-Authorized Payment Plan (Pre-Authorized Debit (PAD));

NOW THEREFORE, the Municipal Council of the Town of Legal in the Province of Alberta, duly assembled, hereby enacts as follows:

DEFINITIONS

1. "Consumer" means any person to whom the Town of Legal supplies utility services, and in whose name an account has been opened with the Town of Legal for the purpose of providing utility services as defined in the Water Bylaw #08-2016, Wastewater Bylaw #09-2016 and Waste Collection Bylaw #10-2016.
2. "PAD" means Pre-Authorized Debit.

PRE-AUTHORIZED PAYMENT PROCESS

1. An Agreement, stipulating the terms, conditions, and penalties of the Utility Pre-Authorized Payment Plan for pre-authorized payment withdrawal is attached to this Bylaw as Schedule "A" and forms part of this Bylaw.
2. Consumers can only sign up to the Utility Pre-Authorized Payment Plan if the balance owing on the Consumers utility account is zero (\$0.00) at the time Schedule "A" is submitted.
3. Payments will be collected from Consumers bank accounts as follows:
 - i. Consumers on a Monthly Billing Cycle: on the fifteenth (15th) day of every month or the next business day.
 - ii. Consumers on a Bimonthly Billing Cycle: on the fifteenth (15th) day or the next business day of the months of February, April, June, August, October, December.
4. If a Consumers payment is returned, a service charge fee, as per Fee Schedule Policy 2.10, will be automatically applied to the Consumers account.
5. In the event of a returned payment, the payment, penalties and the service charge will be withdrawn from the Consumers bank accounts as follows:
 - i. Consumers on a Monthly Billing Cycle: by the twenty-fifth (25th) of every month or the next business day.
 - ii. Consumers on a Bimonthly Billing Cycle: on the fifteenth (15th) day or the next business day of the months of January, March, May, July, September, November.

If the second attempt for withdrawal is returned this shall result in the Consumers termination from the Utility Pre-Authorized Payment Plan.

6. Consumers may choose to withdraw from the Utility Pre-Authorized Payment Plan, upon completion of the Cancellation of Pre-Authorized Payment Plan, attached to this Bylaw as Schedule "B".
7. Consumers must return Schedule "B" no later than fifteen (15) business days prior to the next withdrawal/due date.
8. The Town of Legal reserves the right to remove any Consumer from the Utility Pre-Authorized Payment Plan at any time.



EFFECTIVE DATE

This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME THIS 19 DAY OF December, 2016 A.D.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 19 DAY OF December, 2016 A.D.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

READ A THIRD AND FINAL TIME THIS 19 DAY OF December, 2016 A.D.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

**UTILITY PERSONAL PRE-AUTHORIZED PAYMENT PLAN
APPLICATION**

Bylaw #07-2016 - Schedule "A"



NAME: _____	UTILITY ACCOUNT: _____
MAILING ADDRESS: _____ _____	CIVIC ADDRESS: _____ _____
PHONE #: _____	ALTERNATE PHONE: _____

LEGAL, AB T0G 1L0

BANK ACCOUNT INFORMATION
Please have financial institution complete the following information or attach a VOID cheque:

DEPOSIT ACCOUNT NUMBER: _____	TRANSIT #: _____
BANK #: _____	
Financial Institution: _____	TELLER INITIAL: <input type="text"/>
Address: _____	

1. I/We hereby authorize the Town of Legal to debit the bank account identified above for all utility charges payable, as identified on my/our Town of Legal Utility Statement, on the fifteenth (15th) day of every month or the next business day.
2. I/We hereby understand that I/we may revoke our authorization at any time by completing a Pre-Authorized Payment Plan Cancellation form and returning it to the Town of Legal no later than fifteen (15) days prior to the next withdrawal/due date. Cancellation forms are available by request at the Town of Legal Office. A sample cancellation form is available at www.cdnpay.ca or by request at most financial institutions.
3. I/We hereby understand that any returned payments are subject to a \$25.00 service charge and may result in my/our termination from this plan. I/We understand that in the event of a returned payment, the payment and service charge will be added to the next month's withdrawal.
4. In the event of the sale of the above noted property, I/we will notify the Town of Legal, in writing at least fifteen (15) days prior to the next due date, to arrange for withdrawal from the plan.
5. In the event of change in bank account, I/we will notify the Town of Legal, in writing at least fifteen (15) days prior to the next due date, to provide the new bank account information.
6. Nothing in this Pre-Authorized Payment Plan form shall be interpreted to relieve the owner/applicant from the obligation to pay any utility charges, including penalties, owing to the Town of Legal in the manner or on the date(s) for payment established by the bylaws of the Town of Legal.
7. I/We understand there will be monthly charges in the amount of the payment and we will be notified of the withdrawal amount on the Town of Legal Utility Statement as indicated by the balance owing.
8. I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any Pre-Authorized Debit that is not authorized or is not consistent with this Pre-Authorized Debit agreement. To obtain more information on my/our recourse rights, I may contact my financial institution or visit www.cdnpay.ca.
9. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.



AUTHORIZATION:

NAME OF APPLICANT *(Please Print)*

NAME OF CO-APPLICANT *(Please Print)*

SIGNATURE OF APPLICANT

SIGNATURE OF CO-APPLICANT

DATE

DATE

When the form is completed, please mail or fax a copy to:

Town of Legal
Box 390
Legal, Alberta T0G 1L0
PHONE: 780-961-3773
FAX: 780-961-4133

The information collected on this document will be used for the purposes allowed under the authority of the Municipal Government Act. The information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Town of Legal.

CANCELLATION OF UTILITY PERSONAL PRE-AUTHORIZED PAYMENT PLAN

Bylaw #07-2016 - Schedule "B"



NAME: _____	UTILITY ACCOUNT: _____
MAILING ADDRESS: _____	CIVIC ADDRESS: _____
	LEGAL, ALBERTA T0G 1L0
PHONE #: _____	ALTERNATE PHONE: _____

I/We hereby give notice to the Town of Legal that I/we wish to withdraw from the Utility Pre-Authorized Payment Plan on the date of _____ for the Utility Account # _____.

I/We are aware that this cancellation form must be received fifteen (15) days prior to the next withdrawal/due date.

I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement in the space provided below.

I/We understand that all outstanding amounts now become due and payable and subject to penalties in accordance with the applicable bylaws.

Nothing in this cancellation form shall be interpreted to relieve the owner/applicant from the obligation to pay outstanding balances, including penalties, owing to the Town of Legal in the manner or the date(s) established by the bylaws.

This form must be completed by the owner(s) whose name appears on the utility account.

Signature of Applicant

Date

Signature of Co-Applicant

Date

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