



TERMS AND CONDITIONS

The City's pre-authorized payment plan provides property owners with a convenient way to pay property taxes and/or utility bills. Payments will be automatically withdrawn from your bank account based on the program you have signed up for.

General

- A completed application, along with your banking information, must be submitted to City Hall 15 days prior to the payment date.
- There is no need to reapply each year. Your application will automatically renew.
- If your banking information changes, or you wish to cancel or change your application, written notification must be received by the City at least 15 days prior to the next withdrawal.
- If you sell your property, you must cancel your enrollment by notifying the City in writing. The sale of your property does not automatically stop your payments.
- Dishonoured payments will be subject to a \$25.00 fee. More than two (2) dishonoured payments may result in the cancellation of your application.

Utility Billing

- The amount withdrawn will be the balance owing on your utility account as noted on your utility bill. If you have a credit balance on your account, no withdrawal will be made.
- Your payment will be withdrawn on the due date as shown on your utility bill.

Property Taxes

- Payments will be withdrawn on the 1st of each month.
- If eligible, the homeowner grant must be claimed after receipt of the tax notice and prior to the tax due date to avoid penalties.
- If you are on the static payment plan, there is no payment withdrawal on July 1st. If there is a balance owing on your property tax account it is your responsibility to pay the amount on or before the due date. Any unpaid amount after the due date is subject to a 10% penalty.
- If you are on the calculated payment plan, a new payment amount will be recalculated for you each year based on the current year's taxes plus 3%. If a credit balance exists on your account on the tax due date, the credit will automatically be applied to reduce the new monthly payment amount. The new payment amount will begin on August 1st of each year and unless otherwise requested, you will be notified of your new payment amount by email.
- Credit balances will earn interest at the quarterly rate as set by the Province of British Columbia.
- Accounts with arrears or delinquent taxes are subject to interest charges as provided in the *Community Charter*.
- If your property is sold, you will receive a credit through your Statement of Adjustments by your Solicitor or Notary.
- There are no refunds provided under this program.

Initial monthly payment for calculated payment plan:

Previous Years Net Taxes \$ _____

Add: 3% (Net Taxes x 0.03) \$ _____

Less: Home Owner Grant \$ _____

\$ _____ / 12 = \$ _____
(monthly withdrawal)