

Thomson Lake Regional Park Authority

Policy No.: **P- 02-2021**
Policy Title: **Payment of Invoicing and Interest Penalties**
Resolution No: **2021-145**

POLICY: Acceptable payment options for services invoiced by Thomson Lake Regional Park Authority.

PURPOSE: The Clearly define acceptable payment procedures for lease and agreement holders.

PROCEDURE:

- A) Thomson Lake Regional Park Authority invoices lease and agreement holders for services provided.
- B) Thomson Lake Regional Park Authority allows a **minimum** of 30 days to pay the invoice. The due date of the invoice is displayed on the top of the invoice form.
- C) The invoice must be paid by the due date.
- D) The accounts that are in arrears will be charged 3% per month interest fee.
- E) Accounts that remain in arrears after 3 months or 90 days will be reviewed by the board. Cancellation of permits or lease may result if payment is not made.
- F) Due Dates:
 - I. Seasonal Site Agreement Holders Levy, Infrastructure/Water, and raw water fee April 1.
 - II. Cottage Lease Holders Levy, infrastructure, and raw water fee October 31
 - III. Marina Permit Holders May 1
 - IV. Private Doc Permit Holders May 1
 - V. Seasonal Site Power Oct 31
 - VI. Cottage water bills are due 30 days after invoice
- G) Seasonal Site Holders can have a payment plan with an additional cost of \$25.00 as an administration fee then payment is due in full by June 30 with prior approval from administration.
- H) Payments Accepted
 - I. Credit Card
 - II. Online Banking
 - III. Cheques & Post-Dated Cheques
 - IV. Cash
 - V. E-transfers



This Policy Effective January 1,2021.

Adoption of the Policy this day November 15,2021


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Chairperson


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Park Administrator