

Policy

The Village of Innisfree will provide convenient ways for the Village to accept payments for revenue sources subject to industry standards and limits.

Purpose

To provide direction on the forms of payments accepted by the Village and set limits by payment type. The Village incurs an expense (percentage of sales) as a vendor in credit card transactions. The Village wishes to control the level of charges it incurs through specifying the types of services not applicable for payment via credit card and permitted transaction amounts.

To ensure the protection of privacy of cardholder data including any processes, systems, and transmissions relating to credit/debit/pre-paid card payments is set in place. Additionally, record retention processes are clearly defined.

Scope

This policy applies to all Village employees and all types of payments received by the Village.

1.0 RESPONSIBILITIES

- 1.1 The Chief Administrative Officer or Designate has the authority to adjust the transaction limits as required.
- 1.2 The CAO and all Designated employees are responsible for adherence to this policy and shall be familiar with Village of Innisfree "Documents and Data Security Policy - 1200-02."
- 1.3 Administration is responsible for implementation of and adherence of this Policy regarding payments received at the Village Office.
- 1.4 The CAO is responsible for updating this Policy and auditing the adherence of this policy.

2.0 STANDARDS

Credit Card Acceptance

- 2.1 The Village accepts Visa and MasterCard credit cards at the Village Administration Office located at 5116 – 50 Avenue, Innisfree, Alberta.
- 2.2 The Village does not accept Visa or MasterCard credit cards via phone/email/instant messaging as a payment method.
- 2.3 Credit cards shall not be processed for more than the amount of the transaction, e.g., no "cash back."

Debit Card Acceptance

- 2.4 Debit cards are accepted for all revenue sources.

Cash Acceptance

2.5 Canadian currency is accepted for all revenue sources.

2.6 Foreign currency will only be accepted at the Innisfree Recreation Park/Birch Lake Campground.

Cheques, Money Orders & Bank Drafts Acceptance

2.7 Cheques, Money Orders and Bank Drafts in Canadian dollars are accepted for all revenue sources when made payable to the Village of Innisfree.

3.0 PRIVACY AND RECORD RETENTION

3.1 All credit/debit/pre-paid card transactions' information will comply with the Payment Canada Industry Data Security Standard (PCI DSS).

3.2 Cardholder data will neither be stored electronically (e.g., spreadsheet, network drive, database server) nor transmitted/received by electronic messaging (e.g., email, instant messaging, etc.)

3.3 Retention of any credit/debit/pre-paid card transaction information required for municipal accounting processes will comply with the Record Retention Bylaw 609, as amended, replaced, or repealed from time to time.

4.0 END OF PROCEDURE