

MEETING DATE: AUGUST 20, 2019

BRIEFING NOTE - TO COUNCIL

SUBJECT

Option Pay Credit Card Software Update – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the Option Pay Credit Card Software Update for information.

DETAILS

Background: The County of Vermilion River has historically only accepted debit card, cheque and cash payments. However, with new technology at the forefront, the County of Vermilion River is able to process credit card transactions through a third party service provider known as OptionPay. As of June 28, 2019, Customers have had the option to remit payment via credit card so long as they consent and agree to pay a service fee on each transaction for the convenience.

Administration has prepared the attached report which outlines the types of payments received to date as well as the total amount of those payments for Council's review.

Discussion: Administration has set up a tablet kiosk at the front desk of the administration office for customers to remit payment via credit card. In addition, administration has also integrated an embedded URL into the County's website thereby allowing customers to remit payment via credit card online.

Relevant Policy/Legislation Practices: Credit Card Payment Acceptance Policy F1 014

IMPLICATIONS OF RECOMMENDATION

Financial: OptionPay software is provided to the County at no cost. OptionPay fees are collected by virtue of charging customers a service fee on each transaction.

Communication Required: Advertisements have been circulated via social media, the County website and in the most recent newsletter. The County will continue to advise customers of this



new initiative over the coming months to ensure that our customers are aware of their payment options as it relates to County goods and services.

Implementation: Implementation took place on June 28th, 2019.

ATTACHMENTS

1. Breakdown of transactions

PREPARED BY: Shannon Harrower, Executive Secretary & Leah Sadegian, PW Finance

APPROVED BY: Viren Tailor, Director of Corporate Services

DATE: August 7, 2019