

TO: Administration and Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: January 31, 2018

SUBJECT: POA Write-Off Request

BACKGROUND

The Provincial Offences Act Collection/Write-Off Policy No. 1.13 provides guidelines for write-off of items deemed uncollectable when all appropriate collection steps as per policy have been exhausted and the fine has been in default for six (6) years. As stated in the policy, fines are written off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.

The Annual Write-off report, as compiled by POA Staff, included all records for 2011 convictions, underpayments of \$25 or less and deceased persons convictions and was presented to the Municipal Partners for perusal on November 22, 2017. The final write-off total as at December 31, 2017, in the amount of \$36,333.48, is now being brought forward to the Administration & Finance Executive Committee for recommendation.