

July 5, 2011



## City Council Committee Report

**To: Mayor & Council**

**Fr: Heather Kasprick, Deputy Clerk & Supervisor of Provincial Offences**

**Re: POA Write Off's**

### **Recommendation:**

**THAT** Council of the City of Kenora approve the write off receivables list from the Provincial Offences department for the period of January 1, 2004 to December 31, 2004 in the amount of \$524,284.09.

### **Background:**

The transfer of Provincial Offences administration took place in 2000 with the functions of court administration and court support functions for the proceedings of Part I, II and III matters of the Provincial Offences Act.

The City of Kenora entered into an Intermunicipal Service Agreement with the Municipal Partner areas of Red Lake and Sioux Narrows/Nestor Falls to administer the court services for their municipalities along with Kenora.

With the transfer of the Provincial Offences responsibilities also came outstanding fines that were transferred to the Municipality to pursue in collecting. In accordance with the transfer agreement, all fines imposed before transfer the Municipal Partner may collect, enforce and retain.

Under our MOU, the Ministry of Attorney General mandates that we create an annual write off listing and keep our accounts receivable current.

Council needs to be aware that the following accounts will be purged, however, a database will be maintained with the listing of all of the outstanding accounts in the event that we are successful in retaining payment on any of these outstanding fines.

The table below outlines the total amount for each account with an ending last name for the corresponding letters (eg: 'Armstrong' would be under A-B). This total write off amount includes the total owing, including the victim vine surcharge (VFS), court costs (CCS) and base fine amount.

Last name	Write Off Amount
A-B	\$12,334.10
C-D	\$30,166.75
E-F	\$8,647.50
G-H	\$13,006.34
I-J	\$1,385.00
K-L	\$45,423.25
M-N	\$16,194.75
O-P	\$89,200.92
Q-R	\$76,127.83
S-T	\$225,471.15
U-V	\$2,350.00
W-X	\$3,061.50
Y-Z	\$915.00
<b>TOTAL</b>	<b>\$524,284.09</b>

Please be assured that a complete list of all write-offs are being maintained and will continue to be pursued in our collections processes. The POA Clerks and cashiers are aware that if they cannot locate an old fine in the ICON system, they must check the spreadsheet for the outstanding fine.

**Budget:** N/A

**Communication Plan/Notice By-law Requirements:**

N/A