

POLICY

POLICY NO. F-4

CSRD TICKET INFORMATION COLLECTION

Preamble:

The CSRD has adopted a ticket information bylaw that authorizes the use of municipal ticket information (MTI) for the enforcement of certain bylaws, to designate certain bylaw offences, and to set fine amounts to correspond with those offences. The MTI includes the warning that *"If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days from the date of service of this ticket, you will be deemed to have pleaded guilty to the offence charged and the fine amount will be immediately payable."*

Note: the "reverse" is the Certificate of Service

This policy establishes the process for collecting fines that have not been paid within the 14 day timeframe to either pay or dispute the tickets.

Policy:

For violators that are deemed to have pleaded guilty to the offence for which they have been fined, proceedings may begin for collection of the debt incurred by the issuance of the MTI. The process for initiating collections is as follows:

1. After the initial 14 days to pay or dispute an MTI has elapsed, the finance department will send out a letter and a photocopy of the MTI to the violator advising that they have pleaded guilty and demanding payment within fifteen (15) days of the date noted on the letter. The letter will be signed by the Manager of Finance, the Deputy Treasurer or a designate. This letter cautions that failure to comply with the payment terms will result in further collection attempts.
2. Should the violator not remit payment after the first letter, a second notice will be issued informing the violator that if payment is not received within 15 days of the date on the second notice, the debt will be forwarded to a collection agency with the warning that collections proceedings will damage their credit rating and they should strongly consider remitting payment prior to collections proceedings being initiated.
3. If payment is not received following the second notice, a letter will be sent to the violator advising that their debt has been turned over to a collection agency.

This policy may be reviewed on an annual basis to ensure that the collections process is meeting the purpose of ensuring compliance with Regional District bylaws.

NOVEMBER 2011

*MAY be
considered
reg instead letter
on 2nd notice
if appropriate
J*