



STAFF REPORT

To: Council

From: Marcia d'Eon, Director of Operations

Approved by: Warren Macleod, Chief Administrative Officer

Date: May 13, 2026

Subject: RMRF Account Write off

ORIGIN

Regional Materials Recovery Facility (RMRF) Accounts Receivable review from March 31, 2026 has led to the following request for write off.

RECOMMENDATION

That the Municipality of the District of Shelburne write off the balance of \$637.12 from RMRF Account **PARTI001** using the 2026/2027 shared services bank interest and charges account (GL#00-29540-000).

BACKGROUND

Municipal Government Act requires that all accounts considered uncollectible and which are to be removed from the accounts of the Municipality of the District of Shelburne be approved by Council.

DETAILS

One RMRF Account is being presented for write-off.

Account # PARTI001
Account Holder's Name: Patrick Swaine
Balance Owing: \$637.12

This RMRF charge account remains unpaid despite the Operations Executive Assistant contacting the client on several documented occasions by telephone and monthly invoicing as well as account suspension. This account totals \$637.12 and is deemed uncollectable by the Director of Operations.

APPLICABLE LEGISLATION

Municipal Government Act section 38(a)-(b) requires that the treasurer shall promptly advise the council of:

- (a) all moneys due to the municipality that the treasurer considers cannot reasonably be collected after pursuing all reasonable avenues of collection; and
- (b) the reasons for the belief that such moneys cannot be collected, and the council may write off the amounts determined to be uncollectible. 1998, c. 18,

BUDGET IMPLICAITON

Total amount of the write-off is \$637.12 to be taken from 2026/2027 budget using the shared services bank interest and charges account.

ATTACHMENTS

- Account Summary

Customer Name/Code

Source	Invoice	DueDate	Date	Total	Fiscal 26	Fiscal 25	Fiscal 24	Prior
Partick Swaine Roofing and Repairs (PARTI001)								
PARTI001	2405125623	05/31/2024	005/31/2024	-	-	-	0.05	-
PARTI001	2405125916	05/31/2024	005/31/2024	-	-	-	0.19	-
PARTI001	2405136118	05/31/2024	005/31/2024	-	-	-	0.32	-
PARTI001	2405136135	05/31/2024	005/31/2024	-	-	-	0.34	-
PARTI001	2406123644	06/30/2024	006/30/2024	-	-	-	0.28	-
PARTI001	2406125147	06/30/2024	006/30/2024	-	-	-	0.53	-
PARTI001	2406125623	06/30/2024	006/30/2024	-	-	-	0.05	-
PARTI001	2406125916	06/30/2024	006/30/2024	-	-	-	0.19	-
PARTI001	2406136118	06/30/2024	006/30/2024	-	-	-	0.32	-
PARTI001	2406136135	06/30/2024	006/30/2024	-	-	-	0.34	-
PARTI001	2406136523	06/30/2024	006/30/2024	-	-	-	0.66	-
PARTI001	2407123644	07/31/2024	007/31/2024	-	-	-	0.28	-
PARTI001	2407125147	07/31/2024	007/31/2024	-	-	-	0.53	-
PARTI001	2407125623	07/31/2024	007/31/2024	-	-	-	0.05	-
PARTI001	2407125916	07/31/2024	007/31/2024	-	-	-	0.19	-
PARTI001	2407136118	07/31/2024	007/31/2024	-	-	-	0.32	-
PARTI001	2407136135	07/31/2024	007/31/2024	-	-	-	0.34	-
PARTI001	2407136523	07/31/2024	007/31/2024	-	-	-	0.66	-
PARTI001	2024138047	09/30/2024	1:08/21/2024	-	-	-	90.00	-
PARTI001	2024138077	09/30/2024	908/28/2024	-	-	-	162.48	-
PARTI001	2408123644	08/31/2024	008/31/2024	-	-	-	0.28	-
PARTI001	2408125147	08/31/2024	008/31/2024	-	-	-	0.53	-
PARTI001	2408125623	08/31/2024	008/31/2024	-	-	-	0.05	-
PARTI001	2408125916	08/31/2024	008/31/2024	-	-	-	0.19	-
PARTI001	2408136118	08/31/2024	008/31/2024	-	-	-	0.32	-
PARTI001	2408136135	08/31/2024	008/31/2024	-	-	-	0.34	-
PARTI001	2408136523	08/31/2024	008/31/2024	-	-	-	0.66	-
PARTI001	2409123644	09/30/2024	009/30/2024	-	-	-	0.28	-
PARTI001	2409125147	09/30/2024	009/30/2024	-	-	-	0.53	-
PARTI001	2409125623	09/30/2024	009/30/2024	-	-	-	0.05	-
PARTI001	2409125916	09/30/2024	009/30/2024	-	-	-	0.19	-
PARTI001	2409136118	09/30/2024	009/30/2024	-	-	-	0.32	-
PARTI001	2409136135	09/30/2024	009/30/2024	-	-	-	0.34	-
PARTI001	2409136523	09/30/2024	009/30/2024	-	-	-	0.66	-
PARTI001	2409138047	09/30/2024	009/30/2024	-	-	-	0.75	-
PARTI001	2409138077	09/30/2024	009/30/2024	-	-	-	1.35	-
PARTI001	2410123644	10/31/2024	010/31/2024	-	-	-	0.28	-
PARTI001	2410125147	10/31/2024	010/31/2024	-	-	-	0.53	-
PARTI001	2410125623	10/31/2024	010/31/2024	-	-	-	0.05	-
PARTI001	2410125916	10/31/2024	010/31/2024	-	-	-	0.19	-
PARTI001	2410136118	10/31/2024	010/31/2024	-	-	-	0.32	-
PARTI001	2410136135	10/31/2024	010/31/2024	-	-	-	0.34	-
PARTI001	2410136523	10/31/2024	010/31/2024	-	-	-	0.66	-
PARTI001	2410138047	10/31/2024	010/31/2024	-	-	-	0.75	-
PARTI001	2410138077	10/31/2024	010/31/2024	-	-	-	1.35	-
PARTI001	2411123644	11/30/2024	011/30/2024	-	-	-	0.28	-
PARTI001	2411125147	11/30/2024	011/30/2024	-	-	-	0.53	-
PARTI001	2411125623	11/30/2024	011/30/2024	-	-	-	0.05	-
PARTI001	2411125916	11/30/2024	011/30/2024	-	-	-	0.19	-

Customer Name/Code

Source	Invoice	DueDate	Date	Total	Fiscal 26	Fiscal 25	Fiscal 24	Prior
Partick Swaine Roofing and Repairs (PARTI001)								
PARTI001	2411136118	11/30/2024	011/30/2024	-	-	-	0.32	-
PARTI001	2411136135	11/30/2024	011/30/2024	-	-	-	0.34	-
PARTI001	2411136523	11/30/2024	011/30/2024	-	-	-	0.66	-
PARTI001	2411138047	11/30/2024	011/30/2024	-	-	-	0.75	-
PARTI001	2411138077	11/30/2024	011/30/2024	-	-	-	1.35	-
PARTI001	2412123644	12/31/2024	012/31/2024	-	-	-	0.28	-
PARTI001	2412125147	12/31/2024	012/31/2024	-	-	-	0.53	-
PARTI001	2412125623	12/31/2024	012/31/2024	-	-	-	0.05	-
PARTI001	2412125916	12/31/2024	012/31/2024	-	-	-	0.19	-
PARTI001	2412136118	12/31/2024	012/31/2024	-	-	-	0.32	-
PARTI001	2412136135	12/31/2024	012/31/2024	-	-	-	0.34	-
PARTI001	2412136523	12/31/2024	012/31/2024	-	-	-	0.66	-
PARTI001	2412138047	12/31/2024	012/31/2024	-	-	-	0.75	-
PARTI001	2412138077	12/31/2024	012/31/2024	-	-	-	1.35	-
PARTI001	2501123644	01/31/2025	001/31/2025	-	-	-	0.28	-
PARTI001	2501125147	01/31/2025	001/31/2025	-	-	-	0.53	-
PARTI001	2501125623	01/31/2025	001/31/2025	-	-	-	0.05	-
PARTI001	2501125916	01/31/2025	001/31/2025	-	-	-	0.19	-
PARTI001	2501136118	01/31/2025	001/31/2025	-	-	-	0.32	-
PARTI001	2501136135	01/31/2025	001/31/2025	-	-	-	0.34	-
PARTI001	2501136523	01/31/2025	001/31/2025	-	-	-	0.66	-
PARTI001	2501138047	01/31/2025	001/31/2025	-	-	-	0.75	-
PARTI001	2501138077	01/31/2025	001/31/2025	-	-	-	1.35	-
PARTI001	2502123644	02/28/2025	002/28/2025	-	-	-	0.28	-
PARTI001	2502125147	02/28/2025	002/28/2025	-	-	-	0.53	-
PARTI001	2502125623	02/28/2025	002/28/2025	-	-	-	0.05	-
PARTI001	2502125916	02/28/2025	002/28/2025	-	-	-	0.19	-
PARTI001	2502136118	02/28/2025	002/28/2025	-	-	-	0.32	-
PARTI001	2502136135	02/28/2025	002/28/2025	-	-	-	0.34	-
PARTI001	2502136523	02/28/2025	002/28/2025	-	-	-	0.66	-
PARTI001	2502138047	02/28/2025	002/28/2025	-	-	-	0.75	-
PARTI001	2502138077	02/28/2025	002/28/2025	-	-	-	1.35	-
PARTI001	2503123644	03/31/2025	003/31/2025	-	-	-	0.28	-
PARTI001	2503125147	03/31/2025	003/31/2025	-	-	-	0.53	-
PARTI001	2503125623	03/31/2025	003/31/2025	-	-	-	0.05	-
PARTI001	2503125916	03/31/2025	003/31/2025	-	-	-	0.19	-
PARTI001	2503136118	03/31/2025	003/31/2025	-	-	-	0.32	-
PARTI001	2503136135	03/31/2025	003/31/2025	-	-	-	0.34	-
PARTI001	2503136523	03/31/2025	003/31/2025	-	-	-	0.66	-
PARTI001	2503138047	03/31/2025	003/31/2025	-	-	-	0.75	-
PARTI001	2503138077	03/31/2025	003/31/2025	-	-	-	1.35	-
PARTI001	2504123644	04/30/2025	004/30/2025	-	-	0.28	-	-
PARTI001	2504125147	04/30/2025	004/30/2025	-	-	0.53	-	-
PARTI001	2504125623	04/30/2025	004/30/2025	-	-	0.05	-	-
PARTI001	2504125916	04/30/2025	004/30/2025	-	-	0.19	-	-
PARTI001	2504136118	04/30/2025	004/30/2025	-	-	0.32	-	-
PARTI001	2504136135	04/30/2025	004/30/2025	-	-	0.34	-	-
PARTI001	2504136523	04/30/2025	004/30/2025	-	-	0.66	-	-
PARTI001	2504138047	04/30/2025	004/30/2025	-	-	0.75	-	-

Customer Name/Code

Source	Invoice	DueDate	Date	Total	Fiscal 26	Fiscal 25	Fiscal 24	Prior
Partick Swaine Roofing and Repairs (PARTI001)								
PARTI001	2504138077	04/30/2025	004/30/2025	-	-	1.35	-	-
PARTI001	2505123644	05/31/2025	005/31/2025	-	-	0.28	-	-
PARTI001	2505125147	05/31/2025	005/31/2025	-	-	0.53	-	-
PARTI001	2505125623	05/31/2025	005/31/2025	-	-	0.05	-	-
PARTI001	2505125916	05/31/2025	005/31/2025	-	-	0.19	-	-
PARTI001	2505136118	05/31/2025	005/31/2025	-	-	0.32	-	-
PARTI001	2505136135	05/31/2025	005/31/2025	-	-	0.34	-	-
PARTI001	2505136523	05/31/2025	005/31/2025	-	-	0.66	-	-
PARTI001	2505138047	05/31/2025	005/31/2025	-	-	0.75	-	-
PARTI001	2505138077	05/31/2025	005/31/2025	-	-	1.35	-	-
PARTI001	2506123644	06/30/2025	006/30/2025	-	-	0.28	-	-
PARTI001	2506125147	06/30/2025	006/30/2025	-	-	0.53	-	-
PARTI001	2506125623	06/30/2025	006/30/2025	-	-	0.05	-	-
PARTI001	2506125916	06/30/2025	006/30/2025	-	-	0.19	-	-
PARTI001	2506136118	06/30/2025	006/30/2025	-	-	0.32	-	-
PARTI001	2506136135	06/30/2025	006/30/2025	-	-	0.34	-	-
PARTI001	2506136523	06/30/2025	006/30/2025	-	-	0.66	-	-
PARTI001	2506138047	06/30/2025	006/30/2025	-	-	0.75	-	-
PARTI001	2506138077	06/30/2025	006/30/2025	-	-	1.35	-	-
PARTI001	2507123644	07/31/2025	007/31/2025	-	-	0.28	-	-
PARTI001	2507125147	07/31/2025	007/31/2025	-	-	0.53	-	-
PARTI001	2507125623	07/31/2025	007/31/2025	-	-	0.05	-	-
PARTI001	2507125916	07/31/2025	007/31/2025	-	-	0.19	-	-
PARTI001	2507136118	07/31/2025	007/31/2025	-	-	0.32	-	-
PARTI001	2507136135	07/31/2025	007/31/2025	-	-	0.34	-	-
PARTI001	2507136523	07/31/2025	007/31/2025	-	-	0.66	-	-
PARTI001	2507138047	07/31/2025	007/31/2025	-	-	0.75	-	-
PARTI001	2507138077	07/31/2025	007/31/2025	-	-	1.35	-	-
PARTI001	2508123644	08/31/2025	008/31/2025	-	-	0.28	-	-
PARTI001	2508125147	08/31/2025	008/31/2025	-	-	0.53	-	-
PARTI001	2508125623	08/31/2025	008/31/2025	-	-	0.05	-	-
PARTI001	2508125916	08/31/2025	008/31/2025	-	-	0.19	-	-
PARTI001	2508136118	08/31/2025	008/31/2025	-	-	0.32	-	-
PARTI001	2508136135	08/31/2025	008/31/2025	-	-	0.34	-	-
PARTI001	2508136523	08/31/2025	008/31/2025	-	-	0.66	-	-
PARTI001	2508138047	08/31/2025	008/31/2025	-	-	0.75	-	-
PARTI001	2508138077	08/31/2025	008/31/2025	-	-	1.35	-	-
PARTI001	2509123644	09/30/2025	009/30/2025	-	-	0.28	-	-
PARTI001	2509125147	09/30/2025	009/30/2025	-	-	0.53	-	-
PARTI001	2509125623	09/30/2025	009/30/2025	-	-	0.05	-	-
PARTI001	2509125916	09/30/2025	009/30/2025	-	-	0.19	-	-
PARTI001	2509136118	09/30/2025	009/30/2025	-	-	0.32	-	-
PARTI001	2509136135	09/30/2025	009/30/2025	-	-	0.34	-	-
PARTI001	2509136523	09/30/2025	009/30/2025	-	-	0.66	-	-
PARTI001	2509138047	09/30/2025	009/30/2025	-	-	0.75	-	-
PARTI001	2509138077	09/30/2025	009/30/2025	-	-	1.35	-	-
PARTI001	2510123644	10/31/2025	010/31/2025	-	-	0.28	-	-
PARTI001	2510125147	10/31/2025	010/31/2025	-	-	0.53	-	-
PARTI001	2510125623	10/31/2025	010/31/2025	-	-	0.05	-	-

Customer Name/Code

Source	Invoice	DueDate	Date	Total	Fiscal 26	Fiscal 25	Fiscal 24	Prior
Partick Swaine Roofing and Repairs (PARTI001)								
PARTI001	2510125916	10/31/2025	010/31/2025	-	-	0.19	-	-
PARTI001	2510136118	10/31/2025	010/31/2025	-	-	0.32	-	-
PARTI001	2510136135	10/31/2025	010/31/2025	-	-	0.34	-	-
PARTI001	2510136523	10/31/2025	010/31/2025	-	-	0.66	-	-
PARTI001	2510138047	10/31/2025	010/31/2025	-	-	0.75	-	-
PARTI001	2510138077	10/31/2025	010/31/2025	-	-	1.35	-	-
PARTI001	2511123644	11/30/2025	011/30/2025	-	-	0.28	-	-
PARTI001	2511125147	11/30/2025	011/30/2025	-	-	0.53	-	-
PARTI001	2511125623	11/30/2025	011/30/2025	-	-	0.05	-	-
PARTI001	2511125916	11/30/2025	011/30/2025	-	-	0.19	-	-
PARTI001	2511136118	11/30/2025	011/30/2025	-	-	0.32	-	-
PARTI001	2511136135	11/30/2025	011/30/2025	-	-	0.34	-	-
PARTI001	2511136523	11/30/2025	011/30/2025	-	-	0.66	-	-
PARTI001	2511138047	11/30/2025	011/30/2025	-	-	0.75	-	-
PARTI001	2511138077	11/30/2025	011/30/2025	-	-	1.35	-	-
PARTI001	2512123644	12/31/2025	012/31/2025	-	-	0.28	-	-
PARTI001	2512125147	12/31/2025	012/31/2025	-	-	0.53	-	-
PARTI001	2512125623	12/31/2025	012/31/2025	-	-	0.05	-	-
PARTI001	2512125916	12/31/2025	012/31/2025	-	-	0.19	-	-
PARTI001	2512136118	12/31/2025	012/31/2025	-	-	0.32	-	-
PARTI001	2512136135	12/31/2025	012/31/2025	-	-	0.34	-	-
PARTI001	2512136523	12/31/2025	012/31/2025	-	-	0.66	-	-
PARTI001	2512138047	12/31/2025	012/31/2025	-	-	0.75	-	-
PARTI001	2512138077	12/31/2025	012/31/2025	-	-	1.35	-	-
PARTI001	2601123644	01/31/2026	001/31/2026	-	-	0.28	-	-
PARTI001	2601125147	01/31/2026	001/31/2026	-	-	0.53	-	-
PARTI001	2601125623	01/31/2026	001/31/2026	-	-	0.05	-	-
PARTI001	2601125916	01/31/2026	001/31/2026	-	-	0.19	-	-
PARTI001	2601136118	01/31/2026	001/31/2026	-	-	0.32	-	-
PARTI001	2601136135	01/31/2026	001/31/2026	-	-	0.34	-	-
PARTI001	2601136523	01/31/2026	001/31/2026	-	-	0.66	-	-
PARTI001	2601138047	01/31/2026	001/31/2026	-	-	0.75	-	-
PARTI001	2601138077	01/31/2026	001/31/2026	-	-	1.35	-	-
PARTI001	2602123644	02/28/2026	002/28/2026	-	-	0.28	-	-
PARTI001	2602125147	02/28/2026	002/28/2026	-	-	0.53	-	-
PARTI001	2602125623	02/28/2026	002/28/2026	-	-	0.05	-	-
PARTI001	2602125916	02/28/2026	002/28/2026	-	-	0.19	-	-
PARTI001	2602136118	02/28/2026	002/28/2026	-	-	0.32	-	-
PARTI001	2602136135	02/28/2026	002/28/2026	-	-	0.34	-	-
PARTI001	2602136523	02/28/2026	002/28/2026	-	-	0.66	-	-
PARTI001	2602138047	02/28/2026	002/28/2026	-	-	0.75	-	-
PARTI001	2602138077	02/28/2026	002/28/2026	-	-	1.35	-	-
PARTI001	2603123644	03/31/2026	003/31/2026	-	-	0.28	-	-
PARTI001	2603125147	03/31/2026	003/31/2026	-	-	0.53	-	-
PARTI001	2603125623	03/31/2026	003/31/2026	-	-	0.05	-	-
PARTI001	2603125916	03/31/2026	003/31/2026	-	-	0.19	-	-
PARTI001	2603136118	03/31/2026	003/31/2026	-	-	0.32	-	-
PARTI001	2603136135	03/31/2026	003/31/2026	-	-	0.34	-	-
PARTI001	2603136523	03/31/2026	003/31/2026	-	-	0.66	-	-

