

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: September 23, 2026
Subject: Recreation Program Registration Write Off

Origin

After extensive efforts to collect payment, an invoice for a recreation program registration fee of \$100 was not paid.

Recommendation

THAT, Council of the Municipality of the District of Shelburne expense the recreation program registration fee of \$100 through the Summer Program Expenses GL 00-27120-902 to pay for uncollected invoice #2025151442

Background

Invoice #2025151442 was sent to the customer at the beginning of September 2025 and after not receiving payment it was sent monthly until June 2026. In early July 2026 the Tax Clerk spoke to the customer who claimed they did not receive the invoices, so she checked the mailing address with the customer, and it was the same one the invoices were mailed to. The customer was emailed a statement of their account which showed two outstanding invoices, one being the recreation program registration. The other invoice was subsequently paid, but the recreation program invoice was not. Based on this it is assumed there is no intention of paying the invoice.

Discussion

After extensive but unsuccessful efforts to collect payment, it is recommended to expense the recreation program registration fee of \$100 through the Summer Program Expenses GL 00-27120-902 to pay for the uncollected invoice.

Budget Implications

\$100 to be expensed from the Summer Program Expenses GL 00-27120-902