

Appendix F5-A
Schedule A, Statutory Declaration

TO RESOLUTION NO.

REQUEST FOR WRITE-OFF OF ACCOUNTS OF _____

COMMUNITY OF _____

DEBTOR' NAME ADDRESS	ORIGINAL DEBT DATE OF AMOUNT OF	AMOUNT TO BE WRITTEN OFF	REASON FOR WRITE-OFF
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TOTAL _____

**The community council of _____ recommend that
the above account(s) be written off as per resolution no. _____.**

(date)

(mayor/chairperson signature)

(date)

(minister's signature)

Part 2 of Schedule A

The following list of reasons for write-off codes are to be used in the accounts receivable log system as well as in Schedule A of the listing described in this procedure.

<u>CODE</u>	<u>REASON</u>
1	Debtors who have died leaving no known estate.
2	Debtors who cannot be located.
3	Debtors who are indigent (Employment and Income Assistance).
4	Debts where, in the view of the creditor department, further expense to collect is not justified in relation to the amount of the debt and the possibility of collection.
5	Debts where the Attorney General has indicated that the amount involved does not warrant the prospective costs of action to collect.
6	Debts where the liability has not been admitted by the debtor and where the success of proceedings is unlikely.
7	Debt where a corporation is inoperative and is without assets.
8	Debts which arose as a result of an administrative error through which the debtor was not advised of the debt within a reasonable time and the demand payment would be inequitable or cause hardship to the debtor.
9	Other, explain.

Statutory Declaration

I, _____, of the City of Winnipeg, in the Province of Manitoba

DO SOLEMNLY DECLARE THAT:

1. I am the executive director, Northern Affairs, Manitoba Municipal and Northern Relations.
2. To the best of my knowledge and belief, resolution no. _____ passed by the Council of _____ on the _____ day of _____, 20____, providing for cancellation of certain debts owing to the said Community Council of _____ is bona fide and is in the best interests of the said community.
3. None of the debts included for cancellation in the said resolution involves an incentive to an industry to commence, expand or continue business in the said community.

And, I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

(signature)

DECLARED before me at the City of
Winnipeg, in the Province of Manitoba this
_____ day of _____, 20____.

(commissioner for oaths signature)

My commission expires: _____