



Remittance Process
For
POPA Tickets
Commercial Trip Permits
Transit Markers

INDEX

PAGE	
3	Glossary of Terms Agency Abbreviations Codes to Classify Usage of POPA Tickets
4	Importance of Remitting Timely as per Procedure Ownership, Accountability and Audits
4	Yearly POPA Ticket Inventory Count Retention of Tickets and Summaries Ticket Errors or Issues Supplies
5-6	Handling of Tickets and Voluntary Paid Fines Voided Tickets Paid Tickets after Hearing Date Tickets up to and Including Hearing Date Tickets Sent to Court Tickets Lost or Misplaced Ticket Transfers Between Agencies Additional Considerations
6-10	Preparing Remittance Report Remittance Report Instructions
11	Agency Remittance Schedule

GLOSSARY OF TERMS

Agency Abbreviations:

CVE -	Commercial Vehicle Enforcement
JIS -	Justice Information System
MUN -	Municipal Police
POPA -	Provincial Offences Procedure Act
RCMP -	Royal Canadian Mounted Police
DNR -	Department of Natural Resources
ORVE-	Off Road Vehicle Enforcement
FED-	Federal
DPS-	Department of Public Safety
SNB-	Service New Brunswick
DFO-	Department of Fisheries & Oceans

Codes to Classify Usage of POPA Tickets

A -	Off Road Vehicle Act / Fish & Wildlife Act
C -	Motor Carrier Act
D -	Transportation of Dangerous Goods Act
F -	Federal Contravention
G -	Gas & Motive Fuel Tax Act
H -	Highway Act
L -	Liquor Control Act
V -	Motor Vehicle Act

The Following Applies to All Agencies:

Importance of Remitting Timely as per Procedures

It is pertinent to follow the remittance procedures, ensuring to submit remittances on your scheduled remittance submission dates. **Please refer to the Agency Remittance Schedule at the end of the Remittance Procedure manual.** By doing this you are not only complying with remittance procedures but also contributing to efficient processing times which in hand returns valuable funds straight back into your community.

Yearly POPA Ticket Inventory Count

At the beginning of each year all Agencies will receive a yearly inventory count request via email from SNB. All Agencies are accountable to verify data and return results to SNB within a specified time frame. It is crucial to maintain accurate up-to-date records throughout the year. This will ensure accurate inventory counts.

Ownership & Accountability

- All agencies are held accountable for the location of the POPA Tickets/Permits distributed to the agency and to maintain an accurate inventory.
- An annual inventory count will be done of the outstanding POPA tickets/Permits;
 - SNB will communicate with DPS of the upcoming inventory counts and include the involved Agencies.
 - SNB will communicate with the Agencies responsible for inventory counts and allow adequate time to complete the count requirements.
 - Each Agency is responsible to complete the requirements by the communicated deadline.
 - SNB will provide DPS with the inventory count results. DPS will follow up with individual Agencies regarding any outstanding counts not received by the communicated deadline.
- The usage of POPA Tickets/Permits will be monitored and inventory restricted if the Agency fails to maintain an accurate count of their inventory and/or remittances are not completed timely as per procedures.

****If there are extenuating circumstances** that cause a remittance or inventory count to be delayed please share this information with DPS; DPSPOPA@gnb.ca and SNB popa@snb.ca to ensure there are no interruption in supply orders and to maintain a communication flow.

Retention of Tickets and Summaries

- A copy of the submitted remittance form may be retained by the issuing agency for their records.

Ticket Errors or Issues

- Are noted on the submitted remittance form
- An SNB Service Quality Support staff member will contact the Agency when additional information is required.

For any questions or concerns regarding the remittances of ticket usage please contact SNB Service Quality Support at popa@snb.ca or **506-453-2084**

Supplies

When the Agency / Office require supplies, please order by completing the following steps:

- Go to www.snb.ca
- Click on Manage/Create Client Administrator Account
- Select POPA Enforcement Services
- Select POPA-Ticket Order (located on right hand side of the screen under SUPPORT)
- Complete the necessary fields and submit. Please ensure your mailing address is provided in the comments section.
- A confirmation page will be provided once your order is submitted. Please keep this for reference.

Please note: You must be self-registered before submitting an order. Instructions are located on the SNB site under **Identity and Access Management (IAM)**.

Handling of Tickets and Voluntary Paid Fines

VOIDED Tickets:

- **Only send** Gold (Provincial Accounting copy) to SNB -Service Delivery Support.

PAID Tickets AFTER the Hearing Date:

- Send White (Departmental copy) to the Department of Public Safety
 - *Exception (for Federal Agencies ONLY): send white copy to Justice
- Send Gold (Provincial Accounting copy) to SNB - Service Quality Support.

Tickets UP TO and INCLUDING Hearing Date:

- Any person who pays a voluntary penalty has the right, up to the hearing date, to change his/her mind and may request the right to appear at the hearing. In such a case the amount of the voluntary penalty for that particular ticket **must be remitted to the Court.** For that reason, **do not remit the voluntary penalty for any ticket or report the use of that ticket to SNB - Service Delivery Support until after the Court hearing date for that ticket.**
 - ***Exception (for Federal Agencies ONLY):** Federal Agencies are required to fax/scan a copy of any ticket issued under the Federal Contravention Act to the Contravention Centre no later than 48 hours after issuance, then immediately follow-up with the original white copy in the mail. Please scan or fax to the attention of **Michelle Doiron (michelle.doiron@gnb.ca)**, Fax 506-453-2234

Tickets SENT TO COURT:

- Send Blue (Court copy)
- White (Departmental copy) to the Public Safety.
 - ***Exception (for Federal Agencies ONLY):** send white copy to Justice
- Send Gold (Provincial Accounting copy) to SNB -Service Delivery Support.

Tickets (or part of a ticket) LOST or MISPLACED:

- Submit a [Ticket Declaration Form](#) to SNB – Service Quality Support stating the ticket number(s) and location of agency.

Ticket TRANSFERS Between Agencies:

- Send a detailed letter of the transaction to SNB – Service Quality Support.
Note: Each district, regional office, or municipality is responsible for their inventory.

Additional Considerations:

- Please instruct Officers **not to write on the reverse side of any ticket** without first separating that part from other parts of the form, in order to avoid accidental smudging on the front.
- To ensure accuracy in data processing, please instruct officers to print clearly on tickets when issuing.
- Please remind staff not to destroy a ticket. All serialized stock must be accounted for. Each Agency is responsible for their inventory and yearly count.
- **Please note:** Any ticket written under a Federal act, payment must be mailed to or paid in person at the following address:
 - Voluntarily Contravention Payment Centre
Chancery Place
P.O. Box 6000
Fredericton, NB
E3B 5H1
- **Federal Agencies and DNR ONLY:** Please use code A when issuing a ticket written under the Fish & Wildlife Act.

Preparing the Remittance Report

Complete the electronic remittance form for your Agency as per instructions below. The electronic templates will calculate and provide the necessary total breakdowns required by Public Safety.

***IMPORTANT:** All remittance reports are required to be sent bi-weekly according to the remittance schedule located at the end of the Remittance Process and Procedures document. Please mail a copy of the completed remittance form along with gold tickets to SNB-Service Quality Support the same day that you email the remittance forms.

- Email excel remittance form to **both**:
 - Katie Walsh-Aube at Public Safety; DPSPOPA@gnb.ca
 - SNB; popa@snb.ca
- Mail a copy of the completed remittance form along with gold tickets to:
 - SNB-Service Quality Support
Attention: POPA
140 Alison Blvd
Fredericton NB E3C 0A9

Remittance Report Instructions

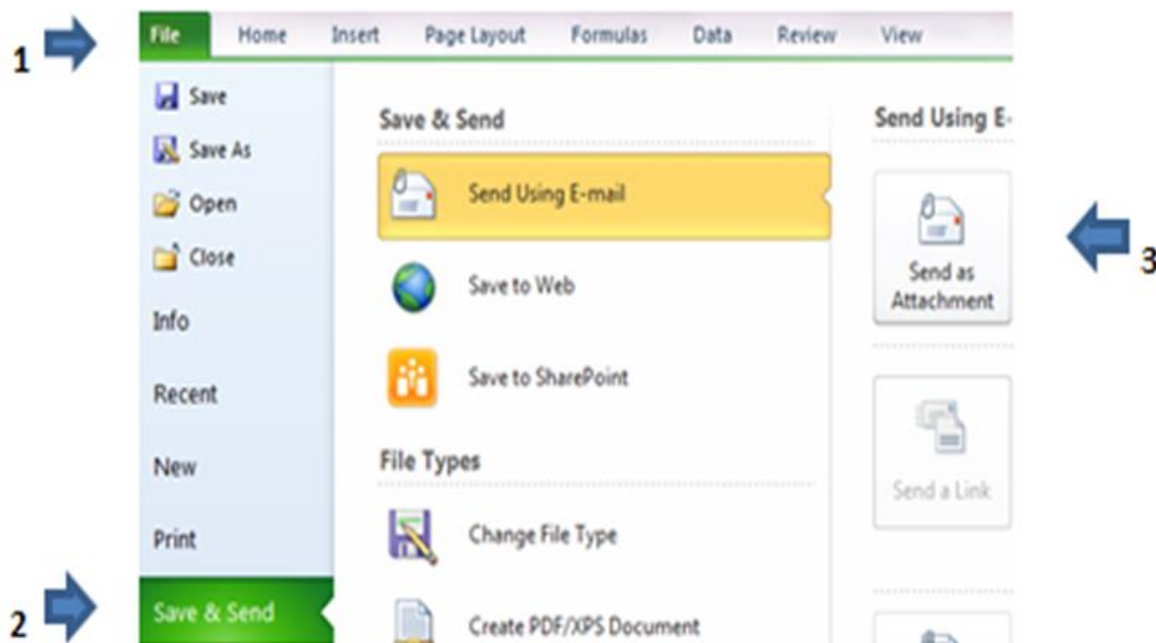
- 1 Enter** the remittance date at the top left hand corner of the remittance form.
- 2 Select** the office code from the drop down menu.
*Note: You must click on the shaded square to access the drop down menu.
- 3 Enter** your name.
- 4a Enter** the ticket number in the “Series #” column.
- b Select** the fine code from the “Code” drop down menu.
*Note: To ensure proper codes are selected please refer to the “Code” section at the top of the remittance form:

Code	A - Off Road Vehicle Act Fines or Fish & Wildlife Act / Amendes Véhicules hors route ou Loi sur le poisson et la faune	Code	G - Gas & Motive Fuel Tax Act / Loi de la Taxe sur L'Essence et les Carburants
	C - Motor Carrier Act / Loi des Transports Routiers		H - Highway Act / Loi sur la Voirie
	D - Transportation of Dangerous Goods Act / Loi sur le Transport de Marchandises Dangereuses		L - Liquor Control Act / Loi sur la Réglementation des Alcools
	F & O - Federal Contravention / Contravention aux lois Fédérales		V - Motor Vehicle Act / Loi sur les Véhicules à Moteur

- c Select** the ticket status from the drop down menu in the “Void/Court” section.
*Note: If the ticket has a paid status, leave this field blank.
- d Enter** the ticket amount in the “Agency Total” section.

*You will notice the DPS portion will auto-calculate. Continue until the remainder of tickets have been entered. Please ensure tickets are entered in sequential order, starting from the lowest ticket number.

5a Select “file” at the top left corner of the screen, then “Send Using E-mail, “Send as Attachment”



b Attach and send email to popa@snb.ca and DPSPOPA@gnb.ca (DPS).

c In the subject line, please indicate your Agency name & Remittance Date

* Example: Bathurst CVE – Sept 4, 2014

6 ** It is recommended you keep a copy for your records.

REMISE DES DROITS DE PERMIS ET DES AMENDES VOLONTAIRES PAYÉES					2		Brunswick		
DATE			Office No. / N° du bureau & AGENCY			Signature:			
D/J	M/M	Y/A							
1			RCMP St. George RCMP (2692) RCMP Tracadie RCMP (2677) RCMP Woodstock RCMP (2689) Municipal Municipal Bathurst (205) Municipal BNPP/Magadoo (232) Municipal Edmundston (212) Municipal Fredericton (213)			3			
SUBMIT Bi-Weekly (1st & 3rd week of the month)					Document (1ère et 3ème semaine de mois)				
1. Email this excel template to: - popa@snb.ca and - katie.walsh-aube@gnb.ca (DPS) ** if no tickets were issued, email a zero report					- katie.walsh-aube@gnb.ca (DPS) ** si aucun billet n'a été émit, envoyez un rapport avec zéro				
2. Mail tickets to; Service New Brunswick 140 Alison Blvd Fredericton NB E3C 0A9 Attention: POPA					2. Envoyez les billets à; Service Nouveau-Brunswick 140 boul Alison Fredericton NB E3C 0A9 Attention: POPA				
Code A - Off Road Vehicle Act Fines / Amendes Véhicules hors route C - Motor Carrier Act / Loi des Transports Routiers D - Transportation of Dangerous Goods Act / Loi sur le Transport de Marchandises Dangereuses F - Federal Contravention / Contravention aux lois Fédérales					Code G - Gas & Motive Fuel Tax Act / Loi de la Taxe sur L'Essence et les Carburants H - Highway Act / Loi sur la Voirie L - Liquor Control Act / Loi sur la Réglementation des Alcools V - Motor Vehicle Act / Loi sur les Véhicules à Moteur				
Series # / # de série	Code	Void / Court OR/OU vide / cour de justice	Agency Total / total d'agence	DPS Portion / portion de Sécurité Publique	Series # / # de série	Code	Void / Court OR/OU vide / cour de justice	Agency Total / total d'agence	DPS Portion / portion de Sécurité Publique
P 36524	v		172.50	168.00	P 36534	v		329.50	325.00
P 36525	A		172.50	168.00	P 36535	V	Void		-
P 36526	C		172.50	168.00	P 36536	v	Void	304.50	300.00
P 36527	D		310.50	306.00	P 36537	v	Court	305.50	301.00
P 36528	F		305.50	301.00	P 36538	g	Void		-
P 36529	v		172.50	168.00	P 36539	v	Court		-
P 36530	v		312.50	308.00	P				-
P 36531	v	Void		-	P				-
P 36532	v		299.50	295.00	P				-

For Commercial Permit Agencies Only:

➤ Commercial Trip Permits and Transit Markers:

1 **Select** the second tab at the bottom of the online remittance form.

2 **Enter** the quantities in the corresponding "Quantities" sections.

*Note: there are separate sections for voided permits and permits issued. Please ensure you enter in the appropriate section.

3 **Type** the permit or transit numbers in the Remarks section.

SUMMARY OF FEES / SOMMAIRE DES DROITS						
ITEM	Code	Quantity of voids / quantité de vides	Quantity issued / quantité s'est écoulée	DPS Portion / portion de Sécurité publique TOTAL \$	✓	Remarks / Remarques
Transit Marker / Indicateur de transit	2					
Commercial Trip Permit / Permis de voyage utilitaire						3
Combination of Vehicles / Véhicules combination	T 623					
Single Vehicle Loaded / Véhicules simple avec charge	T 625					
Single Vehicle / Véhicules simple	T 627					
SUB - SUB TOTAL / SOUS - SOUS-TOTAL		901	0	0	\$ -	
Single-Trip Fuel-Tax Permit (scales) / Permis de voyage simple pour taxe sur l'essence (la pesée)	840					
Federal Contravention / Contravention aux lois fédérales	F & O 872	0	0	-		
Motor Vehicle Act Fines / Amendes - Loi sur les véhicules à moteur	V 861	0	0	-		
Off Road Vehicle Act Fines / Amendes - Véhicules hors route	A 863	0	0	-		
Motor Carrier Act Fines / Amendes - Loi sur les transports routiers	C 865	0	0	-		
Highway Act Fines / Amendes - Loi sur la voirie	H 867	0	0	-		
Transp. of Dangerous Goods Act, Fines / Amendes - Loi sur le transp. des marchandises dangereuses	D 869	0	0	-		
Liquor Control Act Fines / Amendes - Loi sur la réglementation des Alcools	L 871	0	0	-		

➤ Email excel remittance form to **both**:

- Katie Walsh-Aube at Public Safety; DPSPOPA@gnb.ca
- SNB; popa@snb.ca

Commercial Trip Permit Agencies Only:

All remittance reports are required to be sent bi-weekly according to the remittance schedule located at the end of the Remittance Process and Procedures document.

➤ Email excel remittance form to **both**:

- Katie Walsh-Aube at Public Safety; DPSPOPA@gnb.ca
- SNB; popa@snb.ca

Please mail a copy of the completed remittance form along with payment and the blue copy of the Commercial Trip Permit and/or Transit Marker the same day that you email the remittance forms.

➤ Send blue copies of commercial trip permits and transit markers, along with payment to:

- Department of Public Safety
Argyle Place
P.O. Box 6000
Fredericton, NB
E3B 5H1
Attention: Katie Walsh-Aube

Remittance Schedule for Agencies

For consistency purposes please ensure to remit according to the rotation schedule below. If there are no tickets to remit please fill out the top section of the remittance form and send as per instruction and add note stating no tickets to remit.

*The following Agencies/Offices are required to remit on the **1st and 3rd** week of each month:

- All RCMP Agencies
- All CVE Offices
- All Commercial Trip Permit Agencies

*The following Agencies/Offices are required to remit on the **2nd and 4th** week of each month:

- All Municipal Police Agencies
- All DNR Offices
- All DFO Offices
- All Federal agencies
- ORVE Miramichi
- Military Police-CFB Gaagetown
- All M.V. Inspectors