

Financial Services Committee Meeting Minutes

Date: December 12, 2022
Time: 12:38 pm
Location: Zoom

Members Present **Deputy Mayor Gosse**
 Councillor Tilley
 Councillor Moores
 Councillor Connors
 Councillor Butler
 Councillor Hillier
 Councillor Hardy
 Councillor Barrett

Staff Present **Liz Davis, Director of Financial**
 Services
 Brian Crawley, Chief Administrative
 Officer

1. Disbursements from the Operating Fund

1.a Accounts Payable Cheques

Due to circumstances beyond our control, this item is not available at this time. It is hoped that it will be available in time for Monday's meeting and will be emailed out as soon as it is available.

The accounts payable cheque register was not available and will be added to the next committee of the whole meeting with a recommendation for the public council meeting.

1.b Manual Cheques

Due to circumstances beyond our control, this item is not available at this time. It is hoped that it will be available in time for Monday's meeting and will be emailed out as soon as it is available.

The accounts payable cheque register was not available and will be added to the next committee of the whole meeting with a recommendation for the public council meeting.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$1,695,917.91 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay capital invoices totaling \$1,695,917.91 as per the attached report.

2.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$51,760.01 as per the attached report.

The Committee concurred to accept the change orders as presented.

3. Tax and Other Receivables Adjustments

3.a 221212 – Outstanding Taxes on Inactive Businesses

The Committee reviewed the list of inactive businesses. Most of the businesses listed had been inactive prior to 2020 with some even before that. Staff had exhausted all collection efforts on these accounts and some had been sent for third party collection without success.

The Committee concurred to adjust tax accounts for inactive businesses as requested.

Recommendation:

Be it so resolved that approval be given to adjust inactive business accounts as follows:

KANDA001	\$258.69
NEWFO026	\$360.89
CAPMA001	\$1,146.62
C&ECO001	\$1,873.65
CBSTA001	\$1,826.29
DANCE001	\$13,635.81
LAVIS001	\$2,105.54
BUGDB001	\$8.44
SHUTT001	\$765.96
PRIDE001	\$673.31
GETAW001	\$3,100.61
THEMO001	\$3,698.52

3.b 221212 – Tax Balances Owing Prior to 6 Years

The Committee reviewed a list of accounts with long outstanding balances where no payment or contact from the owner has been made for over six years. An allowance for bad debt has been made for the balances on the accounts greater than six years. Since collection of the balances outstanding for greater than six years is unlikely, staff are recommending that the balances be adjusted accordingly.

The Committee concurred to adjust accounts as recommended.

Recommendation:

Be it so resolved that tax accounts be adjusted as follows:

AVAL0007	\$1,924.30
DICKS002	\$1,924.30
HUNTS002	\$1,924.30
HAYMJ001	\$3,216.15
ESTAR001	\$3,917.72
STAIN002	\$696.78
STAMP003	\$1,738.19
RUPER001	\$1,165.84
DWYED004	\$16,004.08
CHUBD001	\$8,923.94
DUFFP004	\$1,294.36

PETTJ013	\$673.18
PENNE001	\$1,591.77
GREEK002	\$5,991.88
ESTAR009	\$52,965.84
SEARD011	\$4,903.09
NUGER005	\$4,020.83
ESTAJ021	\$1,088.51
BUTLL009	\$2,384.44
ATTIC001	\$1,397.00
CLARE004	\$3,934.66
DAWEP005	\$6,455.61
DOC'S002	\$6,242.65
GLEEG001	\$7,593.01
TOPSA008	\$18,047.58
TOPSA008	\$11,414.77

3.c 221212 – Water Lot Leases in Arrears - Collections

The Committee reviewed the information presented and concurred to proceed with all collection methods available to collect unpaid water lot lease fees.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolve that approval be given to initiate third party collection activity to collect unpaid water lot lease fees.

4. Other Items for Discussion

4.a Approval to Pay - Councillor Remuneration - 2023 Fiscal year

The approval of the Committee is requested for the disbursement of Councillor Remuneration as per the *Municipalities Act, 1999* and the *Municipal Councillors Remuneration and Reimbursement Regulations* for the 2023 fiscal year as per the following schedule:

- April 14, 2023 - 1st Quarter Remuneration
- July 7, 2023 - 2nd Quarter Remuneration
- October 6, 2023 - 3rd Quarter Remuneration
- December 15, 2023 - 4th Quarter Remuneration

The remuneration remains unchanged for 2023 fiscal year and is as follows:

Mayor	\$46,079.20
Deputy Mayor	\$32,084.72
Councillors	\$30,142.40

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to approve the disbursement of councillor remuneration as per the *Municipalities Act, 1999* and the *Municipal Councillor Remuneration and Reimbursement Regulations* for the 2023 fiscal year as per the following schedule:

- April 14, 2023 - 1st Quarter Remuneration
- July 7, 2023 - 2nd Quarter Remuneration
- October 6, 2023 - 3rd Quarter Remuneration
- December 15, 2023 - 4th Quarter Remuneration

4.b Approval to Release Cheques and Make Payments During the Holiday Period

It is necessary to put forward a motion to permit the Financial Services Department to continue with normal operations during the holiday period when no Committee or Council meetings will be held. Any items paid or released from December 21, 2022 to January 16, 2023 will be ratified at the January 17, 2023 Council meeting.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to make payments and release cheques from December 21, 2022 to January 16, 2023. Any items paid or released during this time frame will be ratified at the regular council meeting of January 17, 2023.

5. Department Report

5.a Department Report

This was provided for the information of the Committee.

Recommendation:

Be it so resolved that the recommendations/decision made at the Financial and Administrative Services Committee meeting of December 12, 2022 be accepted as presented.

Items discussed:

- Urban Municipalities Congress meetings - December 9-10, 2022
- projects
- collections
- Fire Department activity

There being no further business, the meeting was adjourned at 1:06 p.m.

Deputy Mayor Andrea Gosse, Chair

Liz Davis, Director of Financial
Services