

Financial Services Committee Meeting Minutes

Date: January 30, 2023
Time: 1:00 pm
Location: Zoom

Members Present **Mayor Bent**
 Deputy Mayor Gosse
 Councillor Tilley
 Councillor Connors
 Councillor Butler
 Councillor Barrett

Staff Present **Liz Davis, Director of Financial**
 Services
 Gail Pomroy, Town Clerk
 Brian Crawley, Chief Administrative
 Officer

1. Disbursements from the Operating Fund

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay accounts payable cheques totaling \$332,556.59 as per the attached listing.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay accounts payable cheques totaling \$332,556.59 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$196,161.06.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$196,161.06.

1.c Direct Payments

The approval of the Committee was requested to ratify direct payments totaling \$973,245.21.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify direct payments totaling \$973,245.21.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$800,963.32, 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 \$800,963.32 as per the attached listing.

2.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$84,072.48.

The Committee concurred to accept the capital change orders as presented.

3. Tax and Other Receivables Adjustments

3.a 220130 - LOCKY002

As per signed affidavit on file, this business ceased to operate on March 29, 2022. It is recommended that business tax and interest totaling \$649.29 be adjusted to reflect this closure.

The Committee concurred to adjust the account as requested.

3.b 230130 – AMOTH001

As per signed affidavit, this business ceased to operate as of November 2017. There was no business tax charged from 2017 to 2022 as daycares were exempt from business tax. It is recommended that business tax for 2023 in the amount of \$350.00 be adjusted.

The Committee concurred to adjust the account as requested.

3.c 230130 – AVALO009

As per signed affidavit, this business ceased to operate on December 30, 2022. It is recommended that business tax in the amount of \$8.17 be adjustment to reflect this closure.

The Committee concurred to adjust the account as requested.

3.d 230130 – KAYLA001

As per signed affidavit, this business ceased to operate as of August 2016. Business tax was not charged from 2016 to 2022 as daycares were exempt from business taxes during that period. It is recommended that 2023 business tax in the amount of \$350.00 be adjusted.

The Committee concurred to adjust the account as requested.

3.e 230130 – MS.TA001

As per signed affidavit, this business ceased to operate on June 30, 2021. There was no business tax charged for 2021 and 2022 as daycares were

exempt from business tax during that time. It is recommended that 2023 business tax in the amount of \$350.00 be adjusted.

The Committee concurred to adjust the account as requested.

3.f 230130 – SOMAT001

As per signed affidavit, this business ceased to operate on December 30, 2022. It is recommended that business taxes totaling \$350.96 be adjusted to reflect this closure.

The Committee concurred to adjust the account as requested.

3.g 230130 – BEN.F001

As per signed affidavit, this business ceased to operate on June 14, 2021. No adjustment is required for 2021 and 2022 as daycares were exempt from business tax during that period. It is recommended that business tax for 2023 in the amount of \$350.00 be adjusted.

The Committee concurred to adjust the account as requested.

3.h 230130 – MCCAR012

This business ceased to operated as of December 31, 2022 as per the signed affidavit on file. It is recommended that business tax in the amount of \$1,811.70 be adjusted to reflect this closure.

The Committee concurred to adjust the account as requested.

3.i 230130 – RANDE003

As per signed affidavit, this business ceased to operate on May 31, 2022. It is recommended that business tax totaling \$2,567.99 be adjusted to reflect this business closure.

The Committee concurred to adjust the account as requested.

3.j 230130 – RONWH001

As per signed affidavit, this business ceased to operate on September 30, 2022. It is recommended that business tax totaling \$920.43 be adjusted to reflect this business closure.

The Committee concurred to adjust the account as requested.

3.k 230130 – SNOWY001

As per the signed affidavit, this business ceased to operate in 2017. As daycares were exempt from business tax from 2017 to 2022, no adjustment is required during that time period. It is recommended that business tax in the amount of \$350.00 be adjusted to reflect this closure.

The Committee concurred to adjust the account as requested.

3.l 230130 – GREEW003

This property was identified for power of sale in 2022. When the owner saw the posted notice, the owner came forward to inquire about the balance owing. They claimed that they were unaware that this property was being charged taxes as they had never received a bill. Until they came forward in December 2022 the mailing address was unknown as this is a piece of vacant land. The owner is now requesting that the interest charged from be adjusted. It should be noted that is also the property owner's responsibility to ensure that their contact information is up to date to ensure that they receive all correspondence from the town.

It is recommended that 50% of the interest charged in the amount of \$1,606.70 be adjusted.

The Committee concurred to adjust the account as requested.

3.m 230130 – DAWEG005

The town has received correspondence from this resident in 2021 regarding this property. It was sold to their father in 1952 and subsequently was willed to them in 1987. The resident has been paying taxes on this account since then but when they attempted to sell the property, they were told that they did not have clear title and that is was

considered Crown land. The resident is requesting a refund for all property taxes paid since 1987.

Up until 2021, the owner claimed and used this land as their own and had a deed and will as proof of ownership. This is all that the town requires to update the title on a piece of property and as such, they should be responsible for the property taxes until they relinquished their claim to this land.

Therefore, it is recommended that 2021 property tax paid in the amount of \$2,438.15 be refunded to resident.

The Committee concurred to adjust the account as requested.

Recommendation:

Be it so resolved that approval be given to adjust tax and other receivables accounts as follows:

- LOCKY002 \$649.29
- AMOTH001 \$350.00
- AVALO009 \$8.17
- KAYLA001 \$350.00
- MS.TAY001 \$350.00
- SOMAT001 \$350.96
- BEN.F001 \$350.00
- MCCAR012 \$1,811.70
- RANDE003 \$2,567.99
- RONWH001 \$920.43
- SNOWY001 \$350.00
- GREEW003 \$1,606.70
- DAWEG005 \$2,438.15

4. Department Report

4.a Financial Services Department Report

An update recent operations in the Financial Services Department was provided for the information of the Committee.

Recommendation:

Be it so resolved that the recommendations/decisions of the Financial and Administrative Services Committee meeting held on January 30, 2023 be accepted as presented.

- MNL Committees
- Nominations for SJIAA Board of Directors
- Municipal Affairs Training
- Anti-Racism Coalition
- Emergency Management Training

5. Additional Items

1. Correspondence from Resident

Councillor Tilley brought forward a request from a resident for a refund of taxes paid on a subsidiary apartment. The Committee reviewed the particulars of this matter and concurred with the procedure used by staff in this matter.

There being no further business, the meeting was adjourned at 1:32 p.m.

Deputy Mayor Andrea Gosse, Chair

Liz Davis, Director of Financial
Services