

**Financial Services Committee Meeting Minutes**

Date: September 11, 2023  
Time: 12:27 pm  
Location: Zoom

**Members Present**      **Mayor Bent**  
                                 **Deputy Mayor Gosse**  
                                 **Councillor Moores**  
                                 **Councillor Butler**  
                                 **Councillor Hillier**  
                                 **Councillor Barrett**

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

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**1. Disbursements from the Operating Fund**

**1.a Accounts Payable Cheques**

The approval of the Committee was requested to pay accounts payable invoices totaling \$132,769.19 as per the attached report.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that approval be given to pay accounts payable cheques totaling \$132,769.19 as per the attached report.

**1.b Manual Cheques**

The approval of the Committee is requested to ratify the payment of manual cheques totaling \$52,546.38 as per the attached report.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$52,546.38.

**2. Capital Items**

**2.a Capital Invoice Approval**

The Committee was requested to approve the payment of capital invoices in the amount of \$47,700.98, as per the attached report.

The Committee concurred with the following recommendation:

Be it so resolved that approval be given to pay capital invoices totaling \$47,700.98 as per the attached report.

**2.b Capital Project Update**

A financial update of active capital projects was provided for the information of the Committee.

**3. Tax and Other Receivables Adjustments**

**3.a 230911 - FAIRA001**

As per signed affidavit, this business ceased operations at this location on December 1, 2021.

It is recommended that a portion of the 2021 business tax and business tax and interest for 2022 and 2023 in the amount of \$ 769.74 be adjusted to reflect this business closure.

The Committee concurred to adjust this account as recommended.

**3.b 230911 - KENNW008**

Resident was on the water disconnect list in 2022. Signed up for a pre-authorized payment amount of \$300 monthly in August 2022. Payments have been returned as “Not Sufficient Funds” and “Payment Stopped/Recalled” by resident.

The approval of the Committee is requested to proceed with water disconnection for this property.

The Committee agreed to proceed with water disconnection for this property.

**3.c 230911 - SHAPP001**

The attached letter was received and was included for discussion by the Committee.

The reviewed the request and the information provided. The Committee concurred to deny this request.

**3.d Recommendation**

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

- FAIRA001 \$769.74
- SHAPP001 Request Denied

**4. Other Items for Discussion**

**4.a Foxtrap Harbour Authority**

The Deputy Mayor requested that this item be added to the agenda.

This item has been discussed at previous meetings and was deferred pending information from the Municipal Assessment Agency regarding a potential reassessment to reduce the value.

The Director and taxation staff spoke with MAA and they advised that there will not be a change in the assessed value of the Foxtrap Harbour Authority.

The Committee discussed this item in detail. They reviewed all issues that were brought forward. They concurred that the request for a grant to offset taxes or a reduction in taxes was not approved.

**5. Department Report**

**5.a Financial Services Department Report**

This was presented for the information of the Committee.

**5.b Recommendation**

Be it so resolved that the recommendations/decisions of the Financial and Administrative Services Committee meeting of September 11, 2023 be accepted as presented.

- capital project update
- water disconnections
- Harbour Authority of Foxtrap
- Enforcement Statistics
- Fire Statistics
- Animal Collection from Private Citizens
- Letter of Support – Salvation Army
- Yard Sales
- Department Update

There being no further business, the meeting was adjourned at 1:00 p.m.

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Deputy Mayor Andrea Gosse, Chair

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Liz Davis, Director of Financial  
Services