



GRAND VALLEY

STAFF REPORT

To: Mayor Soloman and Members of Council
From: Steven Freitas, Director of Finance/Treasurer
Meeting Date: November 26, 2024
Report Number: **2024-110**
Subject: Treasurer's Update

Recommendation

THAT Council receive the Report – Treasurer's Update for information purposes.

Executive Summary

Purpose

The purpose of this report is to present Council with information on the financial activities of the Town of Grand Valley, and procurement information to Council in accordance with Section 23.3 of By-law 2022-14.

Key Findings

Included in the body of the report.

Financial Implications

There are no financial implications to this report.

Report

Background

The accounts payable and receivable listings are provided monthly to Council. Additionally, a few other items of information have been included as updates.

Discussion

Accounts Receivables - Property Tax Arrears

The Town’s property tax Accounts Receivables Arrears are regularly monitored. Under the Ontario Municipal Act, 2001, if property taxes are two calendar years in arrears, the Town can register a Tax Arrears Certificate on title.

The following table summarizes the Town’s property tax A/R as of November 19, 2024:

Age in Years	Taxes	Interest	Total Taxes + Interest	Tax Arrears Certificates Registered
3+ (<=2021)	\$14	\$6	\$20	\$20
2 (2022)	\$19,484	\$4,857	\$24,341	\$24,274
1 (2023)	\$178,425	\$23,810	\$202,234	\$37,799
Current (2024)	\$538,577	\$28,164	\$566,741	\$31,121
Totals	\$736,500	\$56,836	\$793,336	\$93,214
Totals (Oct 16/24)	\$933,463	\$58,089	\$991,552	\$121,404
Change	-\$196,962	-\$1,253	-\$198,215	-\$28,190

(Note: Amounts rounded to nearest \$1)

(Note: Amounts do not include arrears from the November 21, 2024 installment)

The last column in the property tax arrears table above titled “Tax Arrears Certificates Registered” summarized the outstanding amounts per year for the following:

- five (5) properties (down from 6 in Oct) which have Tax Arrears Certificates registered on title for which no partial payments are allowed. Under the Municipal Act, 2001, property owners will have to pay the full “cancellation price” (which includes all arrears, interest, and legal fees) to the Town for us to advise the Town’s Law firm to register a Cancellation Certificate; and
- one (1) property which has a Tax Arrears Certificate registered on title and has subsequently entered into an Extension Agreement with the Town which was passed by by-law after registration. The property owner is making payments as required under their Extension Agreement.

Accounts Receivables - General

The Town’s general Accounts Receivables are regularly monitored, and A/R recoveries that are over 90 days old are diligently investigated and followed-up on. The following summarizes the Town’s general A/R as of November 19, 2024:

Description	DATE ISSUED	TOTAL AMOUNT	CURRENT	30-60 DAYS	60-90 DAYS	OVER 90 DAYS	NOTES
Totals		\$106,780	\$22,011	\$11,158	\$550	\$73,061	
Totals (Oct 16/24)		\$103,587	\$27,367	\$2,758	\$4,313	\$69,150	
Change		\$3,193	-\$5,356	\$8,400	-\$3,763	\$3,911	

HIGHLIGHTS:							
GRANT FROM ONTARIO	2022-12-31	\$40,000	\$0	\$0	\$0	\$40,000	2024-08-28 - Per MT - Ontario Grant for drainage. On Province's list, will Province will pay when they get the funding.
OMAF - Grant for Shill Drainage Works	2022-12-31	\$20,868	\$0	\$0	\$0	\$20,868	2024-10-16 - SF emailed OMAFA for update. OMAFA is aiming to have all grants reviewed and processed before the end of this fiscal year. 2024-07-31 - SF followed up with OMAFA, grant is captured in the additional funding OMAFA recently received to deal with backlog of construction grants.
ROGERS Communications	2022-12-31	\$4,928	\$66	\$66	\$66	\$4,730	2024-08-28 - MT has reached out again to Rogers.
MacPherson Donald	2024-07-31	\$4,185	\$60	\$60	\$60	\$4,005	2024-11-18 - SF has reached out to Insurance Company regarding this GVDFB MVA Invoice.
OTHERS		\$40,984	\$21,945	\$11,092	\$484	\$7,464	Ongoing payments and monitoring.

(Note: Amounts rounded to nearest \$1)

Accounts Payable Payments

Beginning August 2024, a list of all Town Accounts Payable Payments is being maintained, and the following lists all payments processed over \$15,000 in detail:

Invoice Listing	Month	Total # Invoices	Total Invoice Amounts
(Note: Invoice amounts rounded to nearest \$1)	August	179	\$1,011,720
	September	195	\$2,651,290
	October	115	\$1,200,096

Supplier Name	Invoice Description	Invoice Date	Invoice Amount
LANDMARK ONTARIO LTD.,	GRAND VALLEY ELEVATED TANK REHABILITATION 2024	2024-08-27	\$496,720
HugoMB CONTRACTING INC.	PROJECT# 300053108 - BRIDGE 10 REPLACEMENT	2024-08-30	\$60,823
BARRY BRYAN ASSOCIATES	RENOVATION OF GRAND VALLEY & DISTRICT CC	2024-08-19	\$44,517
MINISTER OF FINANCE	AUGUST POLICING CONTRACT	2024-08-15	\$41,869
ONT CLEAN WATER AGENCY	AUG - OPERATIONS AND MAINTENANCE MONTHLY	2024-08-12	\$26,180
GRAND VALLEY LIBRARY	AUG - LIBRARY LEVY PAYMENT	2024-08-09	\$22,568
BEN STONEWORK LTD	NATURAL FIELDSTONE	2024-08-31	\$21,131
R. J. BURNSIDE & ASSOCIATES	PROJECT# 300043281 - GV PARK WELL, TRTMT PMP HOUSE/WTR MAIN	2024-08-21	\$20,941
RECEIVER GENERAL	PP2417 - CPP, EI, INCOME TAX	2024-08-22	\$18,522
RECEIVER GENERAL	PP2416 - CPP, EI, INCOME TAX	2024-08-08	\$17,808
GRAND VALLEY CC	AUG - LEVY PAYMENT 2024	2024-08-09	\$16,740
Sub-Total			\$787,819
Others			\$223,900
Total August			\$1,011,720

Supplier Name	Invoice Description	Invoice Date	Invoice Amount
COUNTY OF DUFFERIN	2024 Q3 - COUNTY LEVY PAYMENT	2024-09-05	\$587,212
DUNCOR ENTERPRISES INC	MICRO SURFACING 2024	2024-09-17	\$301,019
GV & DISTRICT FIRE BOARD	2024 Q3 - FIRE BOARD LEVY	2024-09-05	\$264,040
LANDMARK MUNICIPAL SERVICES	CONTRACT # GV2023-003 - PPC # 2 - GV ELEVATED TANK REHAB	2024-09-27	\$254,134
HugoMB CONTRACTING INC.	CERTIFICATE 3 - BRIDGE 10 REPLACEMENT	2024-09-30	\$253,118
UPPER GRAND SCHOOL BD	2024 Q3 - UPPER GRAND DISTRICT SCHOOL BRD LEVY	2024-09-05	\$244,473
WELLINGTON CONSTR INC.	PROJECT# 300043281 CERTIFICATION # 16 - SEPT 2024	2024-09-05	\$197,095
MINISTER OF FINANCE	SEPTEMBER POLICING CONTRACT	2024-09-15	\$43,723
DALTON R. LOWE & SONS	SUPPLIED GRAVEL AS PER TENDER CONTRACT	2024-09-20	\$32,978
OMERS	AUGUST OMERS REMITTANCE	2024-09-03	\$32,608
RLB LLP	ON SITE CONTROLLER SUPPORT: MARCH 16 - AUGUST 31, 2024	2024-09-23	\$26,736
ONT CLEAN WATER AGENCY	SEPT - OPERATION AND MAINTENANCE MONTH	2024-09-01	\$26,180
GRAND VALLEY LIBRARY	SEPT - LIBRARY LEVY PAYMENT	2024-09-05	\$22,568
OMERS	SEPTEMBER OMERS REMITTANCE	2024-09-30	\$21,911
DUFFERIN-PEEL CATHOLIC	2024 Q3 - DUFFERIN PEEL CATHOLIC DISTRICT BRD LEVY	2024-09-05	\$20,902
RECEIVER GENERAL	PP2418 - CPP, EI, INCOME TAX	2024-09-03	\$17,729
RECEIVER GENERAL	PP2419 - CPP, EI, INCOME TAX	2024-09-18	\$17,258
RECEIVER GENERAL	PP2420 - CPP, EI, INCOME TAX	2024-09-30	\$16,814
GRAND VALLEY CC	SEPT - LEVY PAYMENT 2024	2024-09-05	\$16,740
GV MEDICAL DENTAL BOARD	Q3 - MEDICAL CENTRE LEVY PAYMENT	2024-09-03	\$16,588
Sub-Total			\$2,413,826
Others			\$237,464
Total September			\$2,651,290

Supplier Name	Invoice Description	Invoice Date	Invoice Amount
HugoMB CONTRACTING INC.	CERTIFICATE 4 - BRIDGE 10 REPLACEMENT	2024-10-31	\$510,651
LANDMARK MUNICIPAL SERVICES	CONTRACT # GV2023-003 - PPC # 3 - GV ELEVATED TANK REHAB	2024-10-31	\$244,572
MINISTER OF FINANCE	OCTOBER POLICING CONTRACT	2024-10-15	\$43,723
ONT CLEAN WATER AGENCY	OCTOBER - OPERATION AND MAINTENANCE MONTHLY	2024-10-01	\$26,198
WHISPERING PINES LANDSC	11 STUCKEY - SWM POND USE DEPOSIT REFUND	2024-10-31	\$25,000
OMERS	OCTOBER OMERS REMITTANCE	2024-10-29	\$22,839
GRAND VALLEY LIBRARY	OCT - LIBRARY LEVY PAYMENT	2024-10-08	\$22,568
DALTON R. LOWE & SONS	SUPPLIED GRAVEL AS PER TENDER CONTRACT	2024-10-18	\$17,909
DUFFERIN WATER CO. LTD	MONTHLY FEE/ QUARTERLY HAA SAMPLES/WELL 5 INSP	2024-10-15	\$17,659
RECEIVER GENERAL	PP2422 - CPP, EI, INCOME TAX	2024-10-29	\$17,280
RECEIVER GENERAL	PP2421 - CPP, EI, INCOME TAX	2024-10-16	\$17,164
GRAND VALLEY CC	OCT - LEVY PAYMENT 2024	2024-10-08	\$16,740
Sub-Total			\$982,303
Others			\$217,793
Total October			\$1,200,096

Revenue Receipts

The following outlines significant revenue receipts deposited to the Town’s Operating Bank Account via from September 1 to November 19, 2024:

Description	September	October	November	Total
Property Taxes	\$54,762	\$130,597	\$279,267	\$464,625
OMAF, OMPF, OCIF, Orv Hydro Water/Dividend Pmts	\$40,592	\$114,121	\$38,683	\$193,396
GVWF Amenities Payment		\$144,134		\$144,134
Gas Tax				\$0
Other Revenue Receipts	\$119,375	\$36,251	\$95,876	\$251,501
Total	\$214,728	\$425,102	\$413,826	\$1,053,656

(Note: Amounts rounded to nearest \$1)

Canada Post Mail Service Disruption

Ahead of the Canada Post Mail Service Disruption, Town staff met to discuss options regarding the Town’s many payables and receivables processes to ensure continuity.

To date, the following has been done:

- On November 13th, a Town News story was published on the Town’s website and on social media regarding alternate payment or delivery methods.
- Where possible, cheques for vendor payments were issued and mailed out in advance of the strike.
- Payments to vendors via EFT have been investigated and implemented where possible. Vendors who cannot be paid via EFT have been encouraged to pick-up cheques.
- Alternative payment options for property taxes have been encouraged including internet banking, payments at banks, and in person or over the phone at the Town Municipal office.

EFT for Payroll & A/P

Investigations are ongoing to be able to generate payment files directly from the Town’s Financial System and interface to our financial institution for Electronic Funds Transfer (EFT) for Payroll and Accounts Payable.

The Town has had initial discussions with both our Financial System consultant and our financial institution cash management representative. Next steps include setup on our end to generate test files which will need to be reviewed by our financial institution before taking these processes live.

Accounts Payable Listings

Attachment 1 – Accounts Payable Listing for the Town of Grand Valley for the period of October 2024.

Attachment 2 – Accounts Payable Listing for the Grand Valley and District Community Centre for the period of September & October 2024.

Procurement Update

Attachment 3 – Procurements for the period October 18 – November 19, 2024, is submitted to Council in accordance with section 23.3 of By-law 2022-14:

23.3. Information Report to Council

For information purposes, the Treasurer shall submit a monthly status report to Council on all contract awards, contract extensions and contract amendments, valued at \$25,000 or higher that were undertaken since the previous report.

Financial Impact

There is no financial impact.

Consultations

Meghan Townsend, Chief Administrative Officer/Clerk
Helena Snider, Administration/Accounting Assistant
Sarah Courtemanche, Accounting Clerk

Attachments

Attachment 1 – Accounts Payable – Town of Grand Valley
Attachment 2 – Accounts Payable – Grand Valley and District Community Centre
Attachment 3 – Monthly Procurement Update Report – Town of Grand Valley

This report was submitted by

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This report was approved by

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