



## STAFF REPORT

**To:** Mayor Soloman and Members of Council  
**From:** Steven Freitas, Director of Finance/Treasurer  
**Meeting Date:** April 22, 2025  
**Report Number:** 2025-068  
**Subject:** Treasurer's Update

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### Recommendation

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

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### 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 this 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 April 12, 2025:

<b>Age in Years</b>	<b>Taxes</b>	<b>Interest</b>	<b>Total Taxes + Interest</b>	<b>Tax Arrears Certificates Registered</b>
3+ (<=2022)	\$15,921	\$5,367	\$21,288	\$21,249
2 (2023)	\$95,545	\$18,093	\$113,638	\$33,487
1 (2024)	\$455,481	\$35,394	\$490,875	\$26,408
Current (2025)	\$262,800	\$7,606	\$270,406	\$7,041
<b>Totals</b>	<b>\$829,747</b>	<b>\$66,460</b>	<b>\$896,207</b>	<b>\$88,186</b>
<b>Totals (Mar 14/25)</b>	<b>\$1,130,928</b>	<b>\$73,465</b>	<b>\$1,204,393</b>	<b>\$104,345</b>
<b>Change</b>	<b>-\$301,181</b>	<b>-\$7,004</b>	<b>-\$308,185</b>	<b>-\$16,159</b>

(Note: Amounts rounded to nearest \$1)

For comparative purposes, the following table summarizes the Town's property tax A/R (previously reported) as of March 14, 2025:

<b>Age in Years</b>	<b>Taxes</b>	<b>Interest</b>	<b>Total Taxes + Interest</b>	<b>Tax Arrears Certificates Registered</b>
3+ (<=2022)	\$19,471	\$5,834	\$25,305	\$25,266
2 (2023)	\$114,624	\$21,053	\$135,677	\$39,413
1 (2024)	\$561,442	\$38,567	\$600,009	\$33,308
Current (2025)	\$435,391	\$8,011	\$443,402	\$6,357
<b>Totals</b>	<b>\$1,130,928</b>	<b>\$73,465</b>	<b>\$1,204,393</b>	<b>\$104,345</b>
<b>Totals (Feb 18/25)</b>	<b>\$1,525,233</b>	<b>\$70,482</b>	<b>\$1,595,715</b>	<b>\$109,624</b>
<b>Change</b>	<b>-\$394,305</b>	<b>\$2,982</b>	<b>-\$391,322</b>	<b>-\$5,279</b>

(Note: Amounts rounded to nearest \$1)

The Town's property tax A/R as of April 12, 2025, have decreased from the previous report by approximately \$308k. This primarily reflects payments towards the February 11, 2025, installment (\$173k), while the remainder relates to payments towards 2024 (\$109k), 2023 (\$22k) and 2022 (\$4k) tax arrears.

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

- Four (4) properties 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.

Since the previous report, one (1) property which had a Tax Arrears Certificate registered on title has paid the "full cancellation price". We have instructed our lawyers to cancel the Tax Arrears Certificate registered on title.

#### Property Tax Arrears Notices

On March 10, 2025, arrears notices were mailed to property owners with overdue tax amounts of \$5.00 or greater, of which 35 also included a letter indicating "**Urgent Notice Immediate Action Required**".

As per Section 373(1) of the Municipal Act, 2001, these properties became eligible for tax registration proceedings on January 1, 2025, as a result of unpaid property tax arrears that are two years and over. The letter advised that the Town intends to forward the tax file to the Municipal Solicitor to start the tax registration process on April 1, 2025. Property owners were advised that the charges for this legal process would be added to their account as well, and that these charges would be quite costly. Property owners were also advised that if the tax registration process begins, all taxes, penalties and associated costs must be paid in full within one year, or the property will be sold by public tender.

To prevent the tax registration process from beginning, the following options were outlined:

- 1) Payment in full of all outstanding property tax arrears were to be received in our office before March 31, 2025, or

- 2) Property owners must contact the Property Tax department no later than March 28, 2025, to set up a payment plan which will cover all outstanding tax arrears as well as the current property taxes, to be paid in full by the end of 2025.

By March 28, 2025, 8 property owners had contacted the Town to propose payment plans which were agreed to. These accounts will not be sent to the Municipal Solicitor for further action at this point, and the Town will continue to monitor tax arrears accordingly. Owners have been advised that if payments are not made in accordance with proposed plans, their account will be sent to the Municipal Solicitor.

As of April 12, 2025, the number of properties with unpaid property tax arrears that are two years and over has decreased from 35 to 26. Of the 26 properties, 5 continue on proposed payment plans, while the Town is in the process of sending details for the remaining properties to the Municipal Solicitor to begin the tax registration process.

#### 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 April 12, 2025:

Description	DATE ISSUED	TOTAL AMOUNT	CURRENT	30-60 DAYS	60-90 DAYS	OVER 90 DAYS	NOTES
<b>Totals</b>		<b>\$62,649</b>	<b>\$17,831</b>	<b>\$2,060</b>	<b>\$136</b>	<b>\$42,622</b>	
Totals (Mar 14/25)		\$113,702	\$43,101	\$27,533	\$131	\$42,937	
Change		-\$51,053	-\$25,270	-\$25,473	\$5	-\$315	

<b>HIGHLIGHTS:</b>							
GRANT FROM ONTARIO	2022-12-31	\$40,000	\$0	\$0	\$0	\$40,000	Grant for drainage. Province will pay when they get the funding.
OTHERS		\$22,649	\$17,831	\$2,060	\$136	\$2,622	Ongoing payments & monitoring

Accounts Payable Payments

The following lists all Accounts Payable payments processed over \$15,000 in detail (by amount in descending order):

Invoice Listing	Month	Total # Invoices	Total Invoice Amounts
(Note: Invoice amounts rounded to nearest \$1)	February 2025	210	\$737,269
	March 2025	193	\$1,771,590

  

Supplier Name	Invoice Description	Invoice Date	Invoice Amount
HugoMB CONTRACTING INC.	CERTIFICATE 6 - BRIDGE 10 REPLACEMENT	2025-02-25	\$119,574
PREMIER TRUCK GROUP OF CAMBRIDGE	NEW WS PLOW TRUCK	2025-02-07	\$53,181
MINISTER OF FINANCE	FEBRUARY POLICING SERVICES	2025-02-15	\$45,944
DALTON R. LOWE & SONS CONST.	SUPPLIED, HAULED, MIXED AND STACKED WINTER SAND	2025-02-03	\$34,429
ONTARIO CLEAN WATER AGENCY	FEBRUARY OPERATIONS AND MAINTENANCE	2025-02-01	\$33,242
OMERS	FEBRUARY OMERS REMITTANCE	2025-02-20	\$24,857
GRAND VALLEY LIBRARY	FEBRUARY LEVY PAYMENT	2025-02-12	\$24,286
RON CRANE CUSTOM FARMING	SNOW PLOWING	2025-02-24	\$22,374
R. J. BURNSIDE & ASSOCIATES	GRAND VALLEY SOUTH EAST SPS - CONSTRUCTION ACTIVITIES	2025-02-24	\$22,032
RECEIVER GENERAL	PP2503 CPP EI INCOME TAX	2025-02-06	\$22,018
RECEIVER GENERAL	PP2504 CPP EI INCOME TAX	2025-02-19	\$21,536
GRAND VALLEY COMMUNITY CENTRE	FEBRUARY LEVY PAYMENT	2025-02-01	\$17,902
COX CONSTRUCTION LIMITED	HOLDBACK RELEASE	2025-02-06	\$15,272
<b>Sub-Total</b>			<b>\$456,648</b>
Others			\$280,621
<b>Total February 2025</b>			<b>\$737,269</b>

  

Supplier Name	Invoice Description	Invoice Date	Invoice Amount
COUNTY OF DUFFERIN	2025 Q1 LEVY PAYMENT	2025-03-31	\$630,693
GRAND VALLEY & DISTRICT FIRE BD	Q1 LEVY	2025-03-01	\$274,113
UPPER GRAND DISTRICT SCHOOL BD	2025 Q1 LEVY PAYMENT	2025-03-31	\$252,933
MINISTER OF FINANCE	MARCH POLICING SERVICES	2025-03-15	\$45,944
R. J. BURNSIDE & ASSOCIATES	PROJECT 300050698.001 GRAND VALLEY SOUTHEAST SPS-	2025-03-24	\$39,649
OMERS	MARCH OMERS REMITTANCE	2025-03-31	\$36,015
ONTARIO CLEAN WATER AGENCY	MONTHLY OPERATIONS AND MAINTENANCE	2025-03-01	\$33,242
MINISTER OF FINANCE	2024 EHT RETURN	2025-03-06	\$24,848
GRAND VALLEY LIBRARY	MARCH LEVY PAYMENT	2025-03-01	\$24,286
RLB LLP	CONTROLLER AND BOOKKEEPING SUPPORT	2025-03-05	\$23,430
TREE TECH TREE & PROPERTY MTCE	TREE REMOVAL	2025-03-12	\$22,207
RECEIVER GENERAL	PP2505 CPP EI INCOME TAX DEDUCTIONS	2025-03-04	\$21,182
DUFFERIN-PEEL CATHOLIC DISTRICT	2025 Q1 LEVY PAYMENT	2025-03-31	\$21,112
RECEIVER GENERAL	PP2506 CPP EI INCOME TAX	2025-03-18	\$20,659
BLACK & MCDONALD LIMITED	POLE INSTALL & POWER SUPPLY	2025-03-18	\$18,928
DUFFERIN WATER CO. LTD	MONTHLY MAINTENANCE, MICRO SAMPLES	2025-02-28	\$18,511
GRAND VALLEY COMMUNITY CENTRE	MARCH LEVY PAYMENT	2025-03-01	\$17,902
DUFFERIN WATER CO. LTD	FINAL GENERATOR RENTAL - WATER TOWER PROJECT	2025-03-06	\$15,917
<b>Sub-Total</b>			<b>\$1,541,570</b>
Others			\$230,020
<b>Total March 2025</b>			<b>\$1,771,590</b>

Revenue Receipts

The following outlines significant revenue receipts deposited to the Town's Operating Bank Account from March 1, 2025, to April 12, 2025:

Description	March 2025	April 2025	Total
Property Taxes	\$119,754	\$61,866	<b>\$181,620</b>
OMAFA, OMPF, OCIF, Orv Hydro Water/Dividend Pmts			<b>\$0</b>
GVWF Amenities Payment			<b>\$0</b>
Gas Tax			<b>\$0</b>
Other Revenue Receipts	\$107,060	\$28,131	<b>\$135,191</b>
<b>Total</b>	<b>\$226,814</b>	<b>\$89,996</b>	<b>\$316,811</b>

(Note: Amounts rounded to nearest \$1)

**Budget Variance Reports & Accounts Payable Listings**

Attachment 1 – **NEW** PRELIMINARY UNAUDITED Budget Variance Report for the Town of Grand Valley for Period 12 (December) & Year to Date (YTD) 2024.

Attachment 2 – **NEW** Budget Variance Report for the Town of Grand Valley for Period 3 (March) & Year to Date (YTD) 2025.

Attachment 3 – Accounts Payable Listing for the Town of Grand Valley for the period of January to March 2025.

Attachment 4 – Accounts Payable Listing for the Grand Valley and District Community Centre for the period of March 2025.

**Procurement Update**

Attachment 5 – Procurements for the period March 22, 2025, to April 26, 2025, 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

**Attachments**

Attachment 1 – **NEW** PRELIMINARY UNAUDITED Budget Variance Report – TGV – P12 2024.

Attachment 2 – **NEW** Budget Variance Report – TGV – P3 2025.

Attachment 3 – Accounts Payable – Town of Grand Valley

Attachment 4 – Accounts Payable – Grand Valley and District Community Centre

Attachment 5 – 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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