



STAFF REPORT

To: Mayor Soloman and Members of Council
From: Steven Freitas, Director of Finance/Treasurer
Meeting Date: May 27, 2025
Report Number: 2025-092
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 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 May 21, 2025:

Age in Years	Taxes	Interest	Total Taxes + Interest	Tax Arrears Certificates Registered
3+ (<=2022)	\$11,816	\$5,013	\$16,829	\$16,789
2 (2023)	\$85,716	\$17,165	\$102,881	\$28,023
1 (2024)	\$405,342	\$35,939	\$441,281	\$19,816
Current (2025)	\$770,290	\$15,032	\$785,322	\$8,821
Totals	\$1,273,164	\$73,149	\$1,346,313	\$73,448
Totals (Apr 12/25)	\$829,747	\$66,460	\$896,207	\$88,186
Change	\$443,417	\$6,689	\$450,106	-\$14,737

(Note: Amounts rounded to nearest \$1)

(Note: New Totals include arrears from the May 13, 2025 installment)

For comparative purposes, the following table summarizes the Town's property tax A/R (previously reported) as of April 12, 2025:

Age in Years	Taxes	Interest	Total Taxes + Interest	Tax Arrears Certificates Registered
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
Totals	\$829,747	\$66,460	\$896,207	\$88,186
Totals (Mar 14/25)	\$1,130,928	\$73,465	\$1,204,393	\$104,345
Change	-\$301,181	-\$7,004	-\$308,185	-\$16,159

(Note: Amounts rounded to nearest \$1)

Although the Town's property tax A/R as of May 21, 2025, have increased from the previous report, they also reflect amounts owing from the May 13, 2025, installment which were not outstanding as of April 12, 2025. A/R related to tax years 2024 and earlier have decreased slightly over the reporting period.

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

- Three (3) 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.

On May 3, 2025, the number of properties with unpaid property tax arrears that are two years and over had decreased from 35 to 23. Of the 23 properties, 1 continued on a proposed payment plan, 1 has been sold (all arrears have been paid) and for the remaining 21 properties the Town sent details to the Municipal Solicitor to begin the tax registration process.

As of May 21, 2025, on behalf of the Town, the Municipal Solicitor has sent notices via registered mail to the 21 properties ("Farm Debt Mediation Act – Notice of Intent to Realize on Security").

Payment Receipts of Property Taxes in a Timely Manner

At the April 22, 2025, Council meeting, under Resolution Number 2025-04-21, Council directed staff to review the applicable By-Law regarding payments of property tax and to suggest changing the working to clarify the timing of receipt of payment. Furthermore, Council requested a report be brought back after the second payment with the details of how many batch payments are made the day after.

The 2025 Interim Tax Levy By-Law, 2024-55, is the applicable By-Law in force that set the two installment due dates as February 11 and May 13, 2025. The applicability of penalties and interest are included under section 5 of the By-Law which outlines the following:

5. That any instalment or any part of any instalment of rates, taxes and assessments not paid on the due date, a penalty shall be added on one and one quarter (1.25) per cent on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.

The Municipal Act does not specifically define when a payment is considered late, it defines the powers and duties given to municipalities regarding “Late Payment Charges” under section 345 as follows:

345 (1) A local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date. 2001, c. 25, s. 345 (1).

Whereas the Municipal Act does not define when a payment is considered late, staff researched for guidance from another Federal Agency, the Financial Consumer Agency of Canada (FCAC). According to the FCAC, generally a payment is considered late in Canada after 5 p.m. on the due date. While the FCAC does not explicitly state this as a hard rule, it is a common understanding within the financial industry and is often reflected in agreements with financial institutions. This timing allows for payments made throughout the day to be processed before the end of the business day and considered timely. The FCAC is responsible for protecting consumer rights in the financial industry. The FCAC focuses on regulating and supervising federally regulated financial institutions, such as banks, and promoting financial literacy.

While the FCAC does not directly deal with property tax late payments, staff recommend the Town adopt similar guidance on late payments to specify the following:

“To avoid late penalty and interest, regardless of your preferred payment method, payments must be received on or before the end of business day (4:30 PM Eastern Standard Time [EST]) on the installment due dates appearing on your Tax Bill.”

The 2025 Levy and Collection of Taxes By-Law will be presented at the June 10, 2025, Council meeting and staff will include wording in the By-Law to clarify the timing of receipt of payments to align with FCAC guidance regarding when a payment is considered late on due dates.

On April 28, 2025, the Deputy Clerk/Communications Coordinator and the Director of Finance/Treasurer focussed on this effort and developed enhancing tax information which was published on the Town's website to address and provide clearer clarification related to payments of taxes on installment due dates and late payment charges.

On May 1, 2025, reminders that the 2nd installment of the 2025 Interim Tax bill were coming due on May 13, 2025, were posted on the Town's website and on social media.

On the morning of May 14, 2025, after posting all payments received by the Town on or before May 13, 2025, the Town applied Day of Default (D.O.D.) penalty to 578 properties on unpaid balances of taxes (full or partial) related to the May 13, 2025, installment due date.

On May 14, 2025, the Town received payments in our bank account related to 44 property tax payments made via online banking which were batched with a date of May 13, 2025.

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 May 21, 2025:

Description	DATE ISSUED	TOTAL AMOUNT	CURRENT	30-60 DAYS	60-90 DAYS	OVER 90 DAYS	NOTES
Totals		\$66,540	\$18,608	\$3,210	\$2,060	\$42,662	
Totals (Apr 12/25)		\$62,649	\$17,831	\$2,060	\$136	\$42,622	
Change		\$3,891	\$777	\$1,150	\$1,924	\$40	

HIGHLIGHTS:							
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		\$26,540	\$18,608	\$3,210	\$2,060	\$2,662	Ongoing payments & monitoring

(Note: Amounts rounded to nearest \$1)

Accounts Payable Payments

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

Invoice Listing	Month	Total # Invoices	Total Invoice Amounts
(Note: Invoice amounts rounded to nearest \$1)	March 2025	211	\$1,821,439
	April 2025	174	\$772,535

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- CONSTRUCTION ACTIVITIES	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 MTC SPECIALISTS INC	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
Sub-Total			\$1,541,570
Others			\$279,869
Total March 2025			\$1,821,439

Supplier Name	Invoice Description	Invoice Date	Invoice Amount
GEN-PRO	PC #2 GVCC EXPANSION	2025-04-29	\$144,512
NADELEC CONTRACTING INC	SUPPLY/INSTAL LIGHTING PRKLT/BALLFIELDS	2025-04-22	\$71,597
GEN-PRO	PC #1 GVCC EXPANSION	2025-04-01	\$70,856
MINISTER OF FINANCE	APRIL POLICING SERVICES	2025-04-15	\$45,944
ONTARIO CLEAN WATER AGENCY	OPERATIONS & MAINTENANCE	2025-04-01	\$33,242
OMERS	OMERS APRIL 2025	2025-04-30	\$25,648
GRAND VALLEY LIBRARY	APRIL LEVY PAYMENT	2025-04-04	\$24,286
RECEIVER GENERAL	PAYROLL DEDUCTIONS CPP, EI, ITAX	2025-04-16	\$23,326
RECEIVER GENERAL	PAYROLL DEDUCTIONS APRIL 2025	2025-04-30	\$21,301
RECEIVER GENERAL	PP2507 CPP EI INCOME TAXES	2025-04-03	\$20,843
COUNTY OF DUFFERIN	WINTER SALT	2025-04-30	\$18,680
GRAND VALLEY COMMUNITY CENTRE	APRIL LEVY PAYMENT	2025-04-04	\$17,902
DUFFERIN WATER CO. LTD	WATER SAMPLES/WELL INSP/HAA SAMPLES MAR	2025-04-10	\$16,367
RLB LLP	INTERIM BILLING RE: FISCAL Y/E DEC 2024	2025-04-22	\$16,357
R. J. BURNSIDE & ASSOCIATES	PROJ#300059667.0000 - 2	2025-04-25	\$15,586
Sub-Total			\$566,447
Others			\$206,088
Total April 2025			\$772,535

Revenue Receipts

The following outlines significant revenue receipts deposited to the Town's Operating Bank Account from April 1, 2025, to May 21, 2025:

Description	April 2025	May 2025	Total
Property Taxes	\$120,806	\$644,768	\$765,575
OMAFA, OMPF, OCIF, Orv Hydro Water/Dividend Pmts		\$87,225	\$87,225
ICIP-CCR		\$28,889	\$28,889
GVWF Amenities Payment			\$0
Gas Tax			\$0
Other Revenue Receipts	\$46,597	\$77,079	\$123,675
Total	\$167,403	\$837,961	\$1,005,364

(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 4 (April) & Year to Date (YTD) 2025.

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

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

Procurement Update

Attachment 5 – Procurements for the period April 26, 2025, to May 20, 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 – P4 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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