



GRAND VALLEY

## STAFF REPORT

**To:** Mayor Soloman and Members of Council  
**From:** Steven Freitas, Director of Finance/Treasurer  
**Meeting Date:** December 9, 2025  
**Report Number:** 2025-215  
**Subject:** Accounts Receivable – Colbeck Park Committee

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### Recommendation

**THAT** Council receives report Accounts Receivable – Colbeck Park Committee  
**AND FURTHER THAT** Council provides direction on the option(s) to be taken related to the outstanding balance on this accounts receivable.

### Executive Summary

#### Purpose

To provide Council with an update regarding a balance owing on an invoice issued in 2021 and seek guidance from Council on the direction to be taken.

#### Key Findings

The balance owing from the Colbeck Park Committee for invoice # 6891, originally issued on 2021-08-31 in the amount of \$8,174.31, is over 4 years old and remains at \$2,686.31.

#### Financial Implications

This accounts receivable balance owing is over 4 years old.

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## Report

### Background

On January 27, 2020, the Town received a request from a group of residents who had formed the Colbeck Park Committee for approval of a new project in the Colbeck park, namely the installation a half basketball court. The request estimated project costs at \$12,893.00 (before taxes), and in addition to asking for the Town’s approval, the committee asked for support either financially or in-kind to help with the project. The Committee indicated that it had approximately \$5,000.00 in funds remaining from the Playground project (from 2019) and indicated that they were also prepared to continue fundraising and collecting donations upon approval of the project.

At the meeting on February 11, 2020, Council passed the following resolution:

2020-02-20

Moved by S Miles, Seconded by R Taylor

**BE IT RESOLVED THAT** Council approves the request form the Colbeck Park Committee for the installation of a basketball half-court and directs staff to include a maximum of \$7,500.00 in the 2020 budget for the project and will be used as a match for all money raised by the Colbeck Park Committee.

**CARRIED**

### Discussion

In 2021, project costs related to “Colbeck – Capital Expenditure” under account 1-4-7300-8000 amounted to \$15,674.31.

### Project Financials:

Net Project Cost	\$15,674.31
Council Approved Budget	-\$7,500.00
<b>Recoverable</b>	<b>\$8,174.31</b>

On 2021-08-31, the Town issued invoice #6891 to the Colbeck Park Committee in the amount of \$8,174.31 with a due date of 2021-09-30. The invoice description identified the following:

*“TO REIMBURSE EXPENSES FOR BASKETBACK COURT INSTALLATION.  
COUNCIL APPROVED \$7500 IN FUNDS TOWARDS THESE COSTS.”*

Since the invoice was issued, the Town received one payment in the amount of \$5,488.00 on 2021-09-10 from the Colbeck Park Committee. The balance owing to the Town of \$2,686.31 has been outstanding and has not been accruing interest as the vendor was setup as “service charge exempted” at the time.

The following are some options that can be taken with respect to this balance owing to the Town:

**Option #1** – The Town writes-off this balance owing. This would result in a decrease in Accounts Receivable and an increase in Colbeck Park Expense under account # 1-4-7300-5010.

**Option #2** – The Town sends a Statement of Account to the Colbeck Park Committee c/o Ms. Katrina Gosselin requesting payment.

**Option #2(a)** – The Town changes the vendor setup to remove the “service charge exempted” and start charging interest monthly on any balances outstanding similar to 99% of all other vendor setups (typically vendors who are service charge exempted include boards wholly controlled by Council, other municipalities, Provincial and Federal Governments).

### **Financial Impact**

The balance owing from the Colbeck Park Committee for invoice # 6891, originally issued on 2021-08-31 in the amount of \$8,174.31, is over 4 years old and remains at \$2,686.31.

### **Consultations**

Meghan Townsend, CAO/Clerk

### **Attachments**

None.

### **This report was submitted by**

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### **This report was approved by**

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