



Finance Committee Meeting Minutes

November 29, 2021, 3:45 PM

Location: Electronic Meeting

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Present: Larry Snively, Mayor
Richard Meloche, Deputy Mayor
Morley Bowman, Councillor, Ward 1
Chris Vander Doelen, Councillor, Ward 3

Also Present: Doug Sweet, Chief Administrative Officer
Katelynn Giurissevich, Director, Corporate Services
Heather MacDonald, Assistant Manager, Finance
Shelley Brown, Deputy Clerk
Tanya Tuzlova, Finance Committee Recording Secretary

Regrets: None

Absent: None

From public: Joanne Bissonnette, Co-An Park
Sharon Nietzsche, 391 Erie Aire Beach Road
Michael Meleg on behalf of Milan and Eileen Meleg

1. Call to Order

The Chair called the meeting to order at 3:47 PM

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

3. Adoption of Published Agenda

3.1 Finance Committee Meeting Agenda for November 29, 2021

FC 21-11-001

Moved by Councillor Bowman

Seconded by Councillor Vander Doelen

That the published agenda and addendum for the November 29, 2021 Finance Committee Meeting be adopted as presented.

Carried

4. Adoption of Minutes

4.1 Finance Committee Meeting Minutes for October 25, 2021

FC 21-11-002

Moved by Councillor Vander Doelen

Seconded by Councillor Bowman

That the minutes of the Finance Committee Meeting held October 25, 2021 be adopted as circulated.

Carried

5. Public Presentations/Correspondence

5.1 Request for Additional Funding of \$1,000.00 for 2021 Season from Co-An Park Committee (See attached letter)

Ms. Bissonnette explained that due to the COVID-19 restrictions, some events at the park were cancelled and as a result they were not able to generate sufficient revenue to cover their 2021 expenses. At its November 10, 2021 meeting, the Committee passed a motion to request additional funding in the amount of \$1,000 from the Town of Essex and the Town of Amherstburg to cover the expenses for 2021.

FC 21-11-003

Moved by Councillor Bowman

Seconded by Mayor Snively

That the request for additional funding for the 2021 Co-An Park season in the amount of \$1,000.00 be approved and funded from the Community Partnership Fund.

Carried

5.2 Waiver of Waiver of Interest Request – Sharon Nietzke (See attached correspondence).

Ms. Nietzke explained her request to waive interest fees. She was late in submitting her payment through Virtual City Hall due to health reasons and has never had a late payment before.

Councillor Bowman commented that it is not customary to return late fees and therefore he would not support waiving the interest.

Mayor Snively commented that interest fees had never been waived before and therefore he would not support waiving the fees.

FC 21-11-004

Moved by Councillor Bowman

Seconded by Councillor Vander Doelen

That the request from Sharon Nietzke for a waiver of interest charged for the tax payment made on November 2, 2021 in the amount of \$14.20 be denied.

Carried

5.3 Request for Relief from Non-Resident Cemetery Rates- Milan and Eileen Meleg (see attached correspondence)

Michael Meleg addressed the Committee on behalf of his parents, Milan and Eileen Meleg. Mr. Meleg stated that his parents lived in the Harrow area for over 60 years. Mr. Meleg further stated that due to health reasons his parents moved into their son's home in Windsor. As a result of the move, his parents were not eligible for the resident rate for the purchase of the interment rights pertaining to the two lots recently purchased at Colchester Memorial Cemetery. They are requesting that as former long-term residents of the Town they be granted the resident rate and be given a refund of the difference in fees.

FC 21-11-005

Moved by Councillor Bowman

Seconded by Councillor Vander Doelen

That Administration review the resident and non-resident fee structure for interment rights as defined in Schedule B of By-Law 1812 and provide the Committee with a recommendation on the treatment of "resident vs non-resident" and

That the decision to grant Milan and Eileen Meleg a refund for the variance in the non-resident vs. resident rate for the purchase of interment rights be deferred pending administrative review.

5 Unfinished Business

6 Verbal Report

Kate Giurissevich, Director, Corporate Services

Re: Verbal Report regarding interest charged on drain bill

Ms. Giurissevich explained that interest was applied as a result of a payment being made to the wrong account by the resident. She advised that in this instance the resident applied the payment to the tax account rather the general receivable account as stated on the invoice. Ms. Giurissevich further explained that drain bills and property taxes should be paid on two separate accounts. Ms. Giurissevich added that payment instructions are indicated on drain bills and when a payment is not applied to the correct account, an administration fee of \$27.14 to correct the error charged.

FC 21-11-006

Moved by Councillor Bowman

Seconded by Councillor Vander Doelen

That the verbal report by Kate Giurissevich, Director, Corporate Services be received re: Discussion of the issue of incorrect payment which has resulted in interest charge in the amount of \$1.58 (Lucier).

7 Correspondence

8 Discussion

10 Adjournment

FC 21-11-007

Moved by Councillor Vander Doelen

Seconded by Councillor Bowman

That the meeting be adjourned at 4:27 PM.

Carried

11 Future Meetings

To be determined

Chair

Recording Secretary