



ADMINISTRATION REPORT TO COUNCIL

DATE: October 13, 2017
TO: Barry Elliott, Chief Administrative Officer
FROM: Lesley Richer, Director of Finance & Administration
SUBJECT: Cheque Cancellations

Purpose:

To request Council's authorization for cheque cancellations as listed below.

Background:

The following cheques have been cancelled for the reasons indicated.

Payee	Cheque	Date	Amount	Reason
HVL Distribution	21439	June 22, 2017	\$452.44	Cheque lost in mail
Murray Dunn Auto Group	22035	August 9, 2017	\$388.43	Cheque lost in mail

Recommendation:

THAT Council hereby authorizes cancellation of cheque no. 21439 payable to HVL Distribution in the amount of \$452.44 and Cheque no. 22035 payable to Murray Dunn Auto Group in the amount of \$388.43.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lesley Richer".

Lesley Richer
Director of Finance & Administration

Reviewed and Concurred:

A large, stylized handwritten signature in cursive script, likely belonging to Barry Elliott.

Barry Elliott, CAO