



Financial Services Committee Meeting Minutes

Date: March 7, 2022
Time: 12:34 pm - 1:36 pm
Location: Zoom

Members Present
Deputy Mayor Gosse
Councillor Tilley
Councillor Moores
Councillor Connors
Councillor Butler
Councillor Hardy
Councillor Barrett

Staff Present
Liz Davis, Director of Financial Services
Gail Pomroy, Town Clerk
Brian Crawley, Chief Administrative Officer

1. DISBURSEMENTS FROM THE OPERATING FUND

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay Accounts Payable Cheques totaling \$416,238.39 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to approve accounts payable cheques totaling \$416,238.39 as per the attached report.

1.b Manual Cheques

The approval of the Committee was requested to pay manual cheques totaling \$684,165.40.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay manual cheques totaling \$684,165.40.

1.c Direct Payments

The approval of the Committee was requested to ratify direct payments totaling \$419,444.14.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the direct payments totaling \$419,444.14.

2. CAPITAL ITEMS

2.a Capital Invoice Approval

The Committee was requested to approve capital invoices totaling \$43,225.63 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay capital invoices totaling \$43,225.63 as per the attached listing.

2.b Capital Change Orders

The Committee was requested to approve capital change orders for a total amount of \$17,344.63.

The Committee concurred to accept the capital change orders as presented.

2.c Capital Project Update

A financial update of active capital projects was attached for Council review.

This report was provided for the information of Council.

3. TAX AND OTHER RECEIVABLES ADJUSTMENTS

3.a 220307-DRIFT001

This business closed on February 24, 2022 as per the affidavit on file from the owner. A tax adjustment pro-rated for the remainder of 2022 was requested in the amount of \$2,020.52.

The Committee concurred to adjust this account as requested.

3.b 220307-HAYWA005

This home office closed at this location as of November 17, 2021 due to the sale of the home. A tax adjustment for the remainder of 2021 in the amount of \$98.76 and all of 2022 in the amount of \$1,098.10 is requested for a total adjustment of \$1,196.86.

This business will be operating from a new location and the application has been received by the planning department.

The Committee concurred to adjust this account as requested.

3.c 220307-LAWLO002

This business closed effective December 31, 2021 as the affidavit on file. A tax adjustment for 2022 in the amount of \$354.10 was requested.

The Committee concurred to adjust this account as requested.

3.d 220307-ROBEC005

The property owner is requesting an adjustment of all interest charged on this account since January of 2021 in the amount of \$325.31. The property owner states that they did not receive a bill for 2021 or 2022. The civic address of this property as per the assessment roll is 30-32 Barnes Lane, and the mail was going to 30 Barnes Lane. The property owner has since

advised that the correct mailing address is 32 Barnes Lane. The property owner did not, however, reach out to the town until 2022 to rectify this situation. The property owner is now proposing that they make a partial payment and an arrangement for the balance but wishes to have all of the interest charges adjusted.

The Committee concurred to adjust 50% of the interest in the amount of \$162.66.

Recommendation:

Be it so resolved that approval be given to adjust tax and other receivables adjustments as follows:

DRIFT001	\$2,020.52
HAYWA005	\$1,196.86
LAWLO002	\$354.10
ROBEC005	\$162.66

4. OTHER ITEMS FOR DISCUSSION

4.a Financial Statement Review

The Director provided a high-level review of the 2020 financial statements to the Committee.

4.b Taxes Receivable Update

A summary of taxes collected to the end of February 2022 was provided for the information of Council.

5. DEPARTMENT REPORT

5.a Financial Services Department Report

The Director provided an update on the operations of the Financial Services Department.

Recommendation:

Be it so resolved that the decisions/recommendations of the Financial and Administrative Services Committee held on March 7, 2022 be accepted as presented.

The following items were discussed:

- Neighbourhood Watch
- Bay du Nord Environmental Assessment
- Capital Change Orders
- Capital Project Financial Update
- Financial Statement Review
- Taxes Receivable Update
- Departmental Reports

There being no further business, the meeting was adjourned at 1:36 p.m.

Deputy Mayor Andrea Gosse, Chair

Liz Davis, Director of Financial
Services

The Town of Conception Bay South

VENDOR CHEQUE REGISTER REPORT

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
80378	Action Auto & Window Glass Limited	3/4/2022	\$345.00
80379	ADT Security Services Canada, Inc	3/4/2022	\$52.90
80380	Armstrong's Communication Ltd	3/4/2022	\$96.60
80381	AVALON COAL SALT & OIL LTD	3/4/2022	\$178,685.38
80382	Bishop's Cranes Ltd	3/4/2022	\$396.75
80383	Brenntag Canada Inc	3/4/2022	\$10,463.76
80384	BURSEY MANUFACTURING INC	3/4/2022	\$1,191.40
80385	Town of Conception Bay South	3/4/2022	\$333.50
80386	Campbell's Ships Supplies	3/4/2022	\$7,745.39
80387	CAN-AM Platforms & Construction Ltd.	3/4/2022	\$2,386.25
80388	Capital Environmental Limited	3/4/2022	\$3,254.50
80389	Staples Advantage Canada	3/4/2022	\$3,212.92
80390	Economic Developers Association of NL	3/4/2022	\$150.00
80391	ERIC TAYLOR LIMITED	3/4/2022	\$6,526.25
80392	FARRELL'S EXCAVATING LIMITED	3/4/2022	\$31,509.43
80393	Town of Conception Bay South	3/4/2022	\$3,737.50
80394	Grand Concourse Authority	3/4/2022	\$8,883.60
80395	Xylem Canada LP	3/4/2022	\$6,639.86
80396	K&D PRATT GROUP INC	3/4/2022	\$8,440.31
80397	M & M HOLDINGS	3/4/2022	\$523.02
80398	MODERN BUSINESS EQUIPMENT LTD	3/4/2022	\$7.45
80399	NEWFOUNDLAND EXCHEQUER ACCOUNT	3/4/2022	\$552.00
80400	Newfoundland T'Railway Council	3/4/2022	\$100.00
80401	ORKIN CANADA CORPORATION	3/4/2022	\$1,319.05
80402	Perry's Towing	3/4/2022	\$172.50
80403	Randell F. Morgan Paving Limited	3/4/2022	\$2,530.00
80404	RCAP Leasing Inc	3/4/2022	\$239.32
80405	RDM Industrial Ltd	3/4/2022	\$800.40
80406	Recreation NL	3/4/2022	\$375.00
80407	Rooftech Systems Ltd.	3/4/2022	\$3,680.00
80408	Saltwater Strategies	3/4/2022	\$6,348.00
80409	TERRA NOVA OVERHEAD DOOR	3/4/2022	\$1,437.50
80410	ThyssenKrupp Elevator (Canada) Limited	3/4/2022	\$1,381.00
80411	Vallen	3/4/2022	\$2,824.99
80412	WOODPATH CAT & DOG HOSPITAL LTD	3/4/2022	\$73.31
80413	Wood Environment & Infrastructure Solutions	3/4/2022	\$5,227.18
80318	Ainsworth Inc.	2/24/2022	\$1,725.00
80320	Bell Aliant	2/24/2022	\$234.69
80322	Central Square Canada Software Inc.	2/24/2022	\$1,775.03
80323	CIMCO REFRIGERATION	2/24/2022	\$1,792.75
80324	CITY OF ST. JOHN'S	2/24/2022	\$3,413.60
80325	Honeywell Limited	2/24/2022	\$42,049.45
80326	Newfoundland & Labrador Association of	2/24/2022	\$200.00
80327	PIK-FAST EXPRESS INC	2/24/2022	\$32.00
80328	Rogers	2/24/2022	\$1,194.15

80344	Doug Greenslade	2/28/2022	\$2,000.00
80345	Derek Greenslade	2/28/2022	\$2,000.00
80350	CREDIT RECOVERY (2003) LTD.	3/3/2022	\$1,956.24
80348	Jordan White	3/3/2022	\$455.11
80352	Eastlink	3/3/2022	\$460.00
80353	FARRELL'S EXCAVATING LIMITED	3/3/2022	\$50,000.00
80354	GFL Environmental Inc	3/3/2022	\$839.82
80355	Doug Greenslade	3/3/2022	\$1,000.00
80356	Derek Greenslade	3/3/2022	\$1,000.00
80358	PIK-FAST EXPRESS INC	3/3/2022	\$36.25
80359	Ray Creative Agency Inc.	3/3/2022	\$402.50
80361	THE CALL CENTRE, INC	3/3/2022	\$877.98
80376	John Sheehan Entertainment	3/3/2022	\$1,000.00
80321	Cal LeGrow Insurance	2/24/2022	\$151.80
		Total:	\$416,238.39

2.a Capital Invoice Approval

The Committee is requested to approve the payment of capital invoices as follows:

Project	Vendor	Invoice Number	Amount	Description	Funding Program
Coastal Assessment Long Pond Breakwater	CBCL	476291	\$8,725.63	Engineering services	Provincial - 20/23 MYCW (70% cost shared)
Asset Management Software	Infrastructure Solutions	2208	\$5,750.00	Annual Maintenance	FCM – MAMP Grant (80% cost shared)
Asset Management Software	Infrastructure Solutions	2207	\$28,750.00	Software License	FCM – MAMP Grant (80% cost shared)
Total Capital Invoices:			\$43,225.63		