

Financial Services Committee Meeting Minutes

Date: December 13, 2021
Time: 12:00 pm
Location: Zoom

Members Present Mayor Bent
Deputy Mayor Gosse
Councillor Tilley
Councillor Connors
Councillor Butler
Councillor Hardy

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

1. DISBURSEMENTS FROM THE OPERATING FUND

1.1 Accounts Payable Cheques

The approval of the Committee was requested to pay Accounts Payable Cheques totaling \$377,121.98 as per the attached listing.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay Accounts Payable cheques totaling \$377,121.98 as per the attached report.

1.2 Manual Cheques

The approval of the Committee was requested to pay manual cheques totaling \$362,624.17.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay manual cheques totaling \$362,624.17.

2. CAPITAL ITEMS

2.1 Capital Invoice Approval

The approval of the Committee was requested to approve the payment of capital invoices totaling \$59,004.78 as per the attached document.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay capital invoices totaling \$59,004.78 as per the attached listing.

2.2 Capital Change Orders

No Items

3. TAX AND OTHER RECEIVABLES ADJUSTMENTS

3.1 211213 – KIDSR001

Tax adjustment request.

The Committee agreed to adjust this account as requested.

3.2 211213 - KINGS001

Tax adjustment request.

The Committee agreed to adjust this account as requested.

3.3 211213 – Business Tax Adjustments

The Committee reviewed the list of uncollectible accounts. The Director advised that all collection efforts had been exhausted on these accounts and the balances remaining were unlikely to be collected. The Committee agreed to adjust accounts as requested.

3.4 Recommendation for tax adjustments

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

KIDSR001	\$177.40
KINGS001	\$168.77
TCSCA001	\$3,177.48
SAVVY001	\$3,183.97
SAVVY001	\$2,414.93
CLOSE001	\$14,631.65
ITECH001	\$1,318.54
FITZ'S001	\$4,019.50
BOLTV001	\$201.94
TRIPL001	\$719.00
BROTH002	\$167.99

4. OTHER ITEMS FOR DISCUSSION

4.1 Request re: 2534 Topsail Road

The owner of the business located at 2534 Topsail Road is requesting an exemption from water and sewer tax at this location.

Councillor Tilley declared a conflict on this item. (Councillor Tilley's brother-in-law lives at 2538 Topsail Road which is adjacent to the property in question.)

Staff presented a detailed review of the properties at 2532 and 2534 Topsail Road. The Committee discussed the case in detail and reviewed the relevant policies and legislation. The Committee concurred that the previous decision would stand. Services are accessible on Topsail Road and there are options available should the business owner wish to connect.

The Committee requested that staff write both the property owner and the business owner to outline the concerns with the current situation, the ownership of the right-of-way and potential issues that may arise in the future.

4.2 Approval to Pay - Councillor Remuneration - 2022 Fiscal Year

The approval of the Committee was requested for the disbursement of Councillor Remuneration as per the *Municipalities Act, 1999* and the *Municipal Councillors Remuneration and Reimbursement Regulations* (attached) for the 2022 fiscal year as per the following schedule:

April 1, 2022	1 st Quarter Remuneration
July 8, 2022	2 nd Quarter Remuneration
October 14, 2022	3 rd Quarter Remuneration
December 9, 2022	4 th Quarter Remuneration

The Remuneration for the 2022 fiscal year is as follows:

Mayor	\$46,079.20
Deputy Mayor	\$32,084.72
Councillors	\$30,142.40

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given for the disbursement of Councillor Remuneration as per the *Municipalities Act, 1999* and the *Municipal Councillors Remuneration and Reimbursement Regulations* in the amount

of \$289,160 as per the following schedule: April 1, July 10, October 14 and December 8, 2022.

The remuneration remains unchanged for 2022 as follows:

Mayor \$46,079

Deputy Mayor \$32,085

Councillors \$30,142

4.3 Approval to Release Cheques and Make Payments During the Holiday Period

It is necessary to put forward a motion to permit the Finance department to continue with normal operations during the holiday period when no Committee or Council meetings will be held.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to issue cheques and make payments from December 15, 2021 to January 17, 2022. Cheques released during this period will be ratified at the Council meeting of January 18, 2022.

4.4 Taxes Receivable Report

Statistics were provided on outstanding taxes to the end of November 2021 for the information of the Committee.

The Director provided an overview of collections of outstanding receivables to November 30, 2021.

4.5 October 2021 - Variance Report

The Director provided a financial update to October 31, 2021.

4.6 Approval to Reallocate MYCW Funding

The approval of the Committee was requested to reallocate \$5,448 in left over MYCW funding from the completed Traffic Study project (#17-MYCW-18-00067) to the ongoing Lift Station Upgrade project (#17-MYCW-18-00066). Further details were described in the approval letter from the Department of Transportation and Infrastructure.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to request that the \$5,448 remaining in the completed Traffic Study project (#17-MYCW-18-00067) be reallocated to the ongoing Lift Station Upgrade project (#17-MYCW-18-00066).

5. DEPARTMENT REPORT

The Director provided an update on departmental activities.

6. RECOMMENDATIONS FROM THE FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that the recommendations/decisions of the Financial and Administrative Services Committee of December 13, 2021 be accepted as presented.

- 2534 Topsail Road
- Taxes Receivable Report
- October 2021 Variance Report
- Naming of Library
- Extended Town Hall Hours
- Taxi Rates
- Management Overtime Review

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	
79893	Andy's Pet Town	12/10/2021	\$317.36	
79894	Angel Paws Pet Crematorium Ltd.	12/10/2021	\$268.41	
79895	Armstrong's Communication Ltd	12/10/2021	\$326.60	
79896	Bishop's Cranes Ltd	12/10/2021	\$396.75	
79897	Brenntag Canada Inc	12/10/2021	\$1,309.71	
79898	Cahill Technical Services	12/10/2021	\$5,692.82	
79899	CAN-AM Platforms & Construction Ltd.	12/10/2021	\$2,386.25	
79900	Conception Bay Area Chamber of Commerce	12/10/2021	\$185.00	
79901	CDMV	12/10/2021	\$828.83	
79902	Agropur Division Natrel	12/10/2021	\$107.02	
79903	Staples Advantage Canada	12/10/2021	\$784.80	
79904	Destination St. John's	12/10/2021	\$2,903.75	
79905	DICK'S & COMPANY LIMITED	12/10/2021	\$51.51	
79906	EMCO CORPORATION	12/10/2021	\$44,144.32	
79907	ESRI CANADA LIMITED	12/10/2021	\$13,903.50	
79908	EXECUTIVE COFFEE SERVICES LTD	12/10/2021	\$209.85	
79909	FARRELL'S EXCAVATING LIMITED	12/10/2021	\$13,235.37	
79910	FIREWORKS F/X INC	12/10/2021	\$8,000.00	
79911	F. J. WADDEN & SONS LTD	12/10/2021	\$7,227.53	
79912	RENU INDUSTRIES CANADA	12/10/2021	\$3,737.50	
79913	Grand Concourse Authority	12/10/2021	\$31,004.20	
79914	HARVEY & COMPANY LIMITED	12/10/2021	\$22,855.55	
79915	K&D PRATT GROUP INC	12/10/2021	\$1,711.34	
79916	KENT BUILDING SUPPLIES	12/10/2021	\$240.22	
79917	PG Solutions Inc.	12/10/2021	\$5,188.80	
79918	LEDREW LUMBER CO LTD	12/10/2021	\$5,416.95	
79919	M & M HOLDINGS	12/10/2021	\$257.92	
79920	M & M PREPAK SALES LTD	12/10/2021	\$962.00	
79921	NEWFOUNDLAND EXCHEQUER ACCOUNT	12/10/2021	\$6,171.64	
79922	New Look Lawn Care Inc.	12/10/2021	\$2,300.00	
79923	ORKIN CANADA CORPORATION	12/10/2021	\$1,055.70	
79924	Pinnacle Networks Inc	12/10/2021	\$220.80	
79925	Protek Industries Ltd	12/10/2021	\$5,322.75	
79926	RDM Industrial Ltd	12/10/2021	\$226.26	
79927	Royal Canadian Legion	12/10/2021	\$402.50	
79928	Saltwater Strategies	12/10/2021	\$12,696.00	
79929	Big Erics Inc	12/10/2021	\$176.40	
79930	SML Contracting & Renovations Inc.	12/10/2021	\$15,605.50	
79931	ThyssenKrupp Elevator (Canada) Limited	12/10/2021	\$1,381.00	
79932	TRACT CONSULTING INC	12/10/2021	\$56,929.61	
79933	TRIWARE TECHNOLOGIES INC	12/10/2021	\$31,239.75	
79934	T.R.T. SERVICES LIMITED	12/10/2021	\$483.00	
79935	Tucker Electronics Limited	12/10/2021	\$1,688.00	
79936	UNITED RENTALS OF CANADA, INC	12/10/2021	\$2,296.40	
79937	WEIR'S CONSTRUCTION LTD	12/10/2021	\$3,944.50	
79938	WOODPATH CAT & DOG HOSPITAL LTD	12/10/2021	\$186.11	
79939	Wood Environment & Infrastructure Solutions	12/10/2021	\$5,227.18	
79940	VERMONT SYSTEMS	12/10/2021	\$6,170.00	USD

79855	Eastlink	12/3/2021	\$460.00
79858	MUSEUM ASSOCIATION OF NL	12/3/2021	\$60.00
79862	Perfect Day Ltd	12/3/2021	\$7,532.50
79863	PIK-FAST EXPRESS INC	12/3/2021	\$65.25
79864	Rogers	12/3/2021	\$1,184.95
79865	Ryan Research & Communications	12/3/2021	\$6,957.50
79867	THE CALL CENTRE, INC	12/3/2021	\$633.88
79868	CBS Squash Club	12/3/2021	\$1,000.00
79877	DE LAGE LANDEN FINANCIAL	12/8/2021	\$1,673.25
79878	Eastlink	12/8/2021	\$5,197.18
79879	GFL Environmental Inc	12/8/2021	\$1,015.09
79880	Legendary Coasts	12/8/2021	\$150.00
79881	Metcalfe Holdings Limited	12/8/2021	\$4,025.00
79882	ORKIN CANADA CORPORATION	12/8/2021	\$287.50
79883	Shaw Direct	12/8/2021	\$85.07
79884	Conception Bay South Parks Commission	12/8/2021	\$16,756.51
79885	Conception Bay South Soccer Association	12/8/2021	\$2,661.34
		Total:	\$377,121.98