



Conception Bay South

Financial Services Committee Meeting Minutes

Meeting #: 003
Date: February 7, 2022
Time: 12:22 pm - 12:55 pm
Location: Zoom

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

Staff Present **Liz Davis, Director of Finance**
 Gail Pomroy, Town Clerk
 Brian Crawley, CAO

The meeting was called to order at 12:22 p.m.

1. DISBURSEMENTS FROM THE OPERATING FUND

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay Accounts Payable cheques totaling \$238,187.81 as listed in the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay Accounts Payable cheques totaling \$238,187.81 as per the attached report.

1.b Manual Cheques

The approval of the Committee was requested to pay manual cheques totaling \$567,662.35.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay manual cheques totaling \$567,662.35.

2. CAPITAL ITEMS

2.a Capital Invoice Approval

The approval of the Committee was requested to approve capital invoices, for a total of \$84,660.36 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 \$84,660.36 as per the attached report.

2.b Capital Change Order Approval

The approval of the Committee was requested to approve capital change orders for a total of \$16,686.49.

The Committee concurred to accept the change orders as presented.

2.c Capital Project Update

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

The Committee reviewed the capital project update.

3. TAX AND OTHER RECEIVABLES ADJUSTMENTS

3.a COLLM001

A request was received from the property owner for an interest adjustment.

The Committee agreed to adjust 50% of the interest upon receipt of the remaining balance on the account.

Recommendation:

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

COLLM001	\$408.52
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4. OTHER ITEMS FOR DISCUSSION

4.a Correspondence from resident regarding taxation of properties on Ledrews Road

Attached was correspondence and background information regarding a request from a resident regarding taxation of properties on Ledrews Road.

The Committee reviewed the information presented and concurred that taxation of the noted properties was done correctly based on the assessment information available at the time of the billings.

Residents have the ability to review assessment information each year when assessment notices are provided and also have the option to appeal assessments if they believe that the value is incorrect. The Municipal Assessment Agency is an independent organization responsible for the assessment of properties throughout the province. The town has no role in the assessment of properties and rely on information provided by the Municipal Assessment Agency for taxation purposes.

The Committee advised that a letter be drafted to advise the resident of its decision.

4.b Correspondence from Resident re: tax discounts

Attached was correspondence from resident re: tax discounts.

The Committee reviewed the request of the resident. It was noted that this type of discount would not be permitted under the Municipalities Act.

The Committee concurred to draft a response to the resident and to include information on the Low Income Tax Reduction which may be an option for this individual.

5. DEPARTMENT REPORT

5.a Department Report

The Department Report was provided for the information of the Committee.

The Director provided a department report for the information of the Committee.

Recommendation:

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

The following items were discussed:

- Capital change orders
- Capital project update
- Correspondence from resident re: taxation of properties on Ledrews Road
- Correspondence from resident re: discounts on property tax
- recent meeting with MP McDonald re: ICIP funding
- ongoing recruitment for vacant positions in department
- asset management initiatives
- continued high volume of calls and emails
- respectful workplace policy

- enforcement and fire statistics
- MHA meeting
- LPHA water meter
- departmental report

There being no further business, the meeting was adjourned at 12:55 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
80227	Action Auto & Window Glass Limited	2/3/2022	\$529.00
80228	Armtec	2/3/2022	\$13,525.22
80229	AVALON COAL SALT & OIL LTD	2/3/2022	\$88,171.18
80230	Brenntag Canada Inc	2/3/2022	\$7,912.46
80231	Cahill Technical Services	2/3/2022	\$523.25
80232	CAN-AM Platforms & Construction Ltd.	2/3/2022	\$2,386.25
80233	Carmichael Engineering Ltd	2/3/2022	\$3,685.69
80234	Chandler	2/3/2022	\$319.70
80235	Staples Advantage Canada	2/3/2022	\$2,261.58
80236	DAWE'S AUTO SERVICE	2/3/2022	\$115.00
80237	E C Boone Ltd	2/3/2022	\$485.30
80238	ERIC TAYLOR LIMITED	2/3/2022	\$6,563.40
80239	Greatario Industrial Storage Systems	2/3/2022	\$15,229.22
80240	HANDYMAN HARDWARE LTD	2/3/2022	\$258.41
80241	HOSPITALITY NEWFOUNDLAND &	2/3/2022	\$386.40
80242	Karwood Engineering Inc.	2/3/2022	\$7,038.00
80243	MANUELS RIVER NATURAL	2/3/2022	\$18,287.00
80244	MARK'S WORK WEARHOUSE	2/3/2022	\$193.16
80245	M & M HOLDINGS	2/3/2022	\$2,589.01
80246	ORKIN CANADA CORPORATION	2/3/2022	\$1,100.55
80247	PIK-FAST EXPRESS INC	2/3/2022	\$29.00
80248	Pinnacle Networks Inc	2/3/2022	\$220.80
80249	RDM Industrial Ltd	2/3/2022	\$358.44
80250	Rentokil Canada Corporation	2/3/2022	\$569.25
80251	TAYLORS WELDING	2/3/2022	\$6,957.64
80252	78064 NL Inc.	2/3/2022	\$6,727.50
80253	Work Authority	2/3/2022	\$415.99
80254	Cintas Canada Limited	2/3/2022	\$206.00
80183	Central Square Canada Software Inc.	1/27/2022	\$2,070.00
80186	Eastlink	1/27/2022	\$460.00
80187	Federation of Canadian Municipalities	1/27/2022	\$6,770.30
80189	Municipalities Newfoundland & Labrador	1/27/2022	\$19,086.36
80190	ORKIN CANADA CORPORATION	1/27/2022	\$131.10
80191	Ray Creative Agency Inc.	1/27/2022	\$1,288.00
80193	CBR MINOR HOCKEY ASSOCIATION	1/27/2022	\$4,000.00
80194	CONCEPTION BAY SOUTH KIWANIS CLUB	1/27/2022	\$1,054.60
80202	Queen Elizabeth Regional High School Hockey	1/27/2022	\$4,000.00
80208	CBS Skating Club	1/27/2022	\$4,000.00
80212	CIMCO REFRIGERATION	2/3/2022	\$1,792.75
80213	CREDIT RECOVERY (2003) LTD.	2/3/2022	\$2,914.19

80214	DE LAGE LANDEN FINANCIAL	2/3/2022	\$1,673.25
80215	GFL Environmental Inc	2/3/2022	\$839.82
80217	PIK-FAST EXPRESS INC	2/3/2022	\$21.75
80219	THE CALL CENTRE, INC	2/3/2022	\$1,041.29
		Total:	\$238,187.81

2.1 Capital Invoice Approval

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

Project	Vendor	Invoice Number	Amount	Description	Funding Program
Community Park	Eastern Contracting	Claim 5	\$55,081.76	Construction	Federal – ICIP (66% cost shared)
Community Park	Mills & Wright	10	\$5,639.31	Design and engineering	Federal – ICIP (66% cost shared)
LAV III Monument	ETL	Claim 4	\$23,660.37	Construction	Federal - Covid Stimulus Fund (90% cost shared)
District Water Meters	Rogers	January service invoice	\$278.92	Wireless communication to water meters	Federal – National Regional Projects (70% cost shared)
Total Capital Invoices:			\$84,660.36		