

Financial Services Committee Meeting Minutes

Meeting #: 006
Date: March 28, 2022
Time: 12:10 pm – 12:45 pm
Location: Zoom

Members Present **Mayor Bent**
 Deputy Mayor Gosse
 Councillor Tilley – joined at 12:14 pm
 Councillor Connors
 Councillor Hillier – joined at 12:13 pm
 Councillor Hardy

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 \$281,769.46 as per 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 \$281,769.46 as per the attached report.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$250,833.80.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$250,833.80.

2. CAPITAL ITEMS

2.a Capital Invoice Approval

The Committee was requested to approve capital invoices for a total of \$27,822.39 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 \$27,822.39 as per the attached report.

3. TAX AND OTHER RECEIVABLES ADJUSTMENTS

3.a 220328 – COLLB005

This business ceased to operate effective June 27, 2021 as per the signed affidavit on file. It is recommended that business taxes be adjusted from the date of closure in 2021 and all of 2022 in the amount of \$533.42.

The Committee concurred to adjust this account as requested.

3.b 220328 - PRECI004

This business ceased to operate at this location when the property was sold on August 20, 2019 as per the signed affidavit on file. It is recommended that business taxes pro-rated from the date of sale in 2019, all of 2020, 2021 and 2022 in the amount of \$1,333.33 be adjusted to reflect these facts.

The Committee concurred to adjust this account as requested.

3.c 220328 - SEALC001

The previous owners of this business sold this business on June 29, 2021. It is recommended that business tax be adjusted for the remainder of 2021 and all of 2022 in the amount of \$2,875.80. The new owners will be billed from June 29, 2021.

The Committee concurred to adjust this account as requested.

Recommendation:

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

- COLLB005 \$533.42
- PRECI004 \$1,333.33
- SEALC001 \$2,875.80

4. OTHER ITEMS FOR DISCUSSION

4.a Draft Gas Tax Audit Report

The Director advised that this audit report is an annual requirement of the Gas Tax Funding Agreement.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that the Ultimate Recipient Canada Community Building Fund Agreement Independent Auditor's Report be accepted as presented

AND FURTHER

Be it so resolved that the Ultimate Recipient Canada Community Building Fund Agreement Independent Auditor's Report be submitted to the Department of Municipal and Provincial Affairs.

4.b ICIP Funding - Response to request for reallocation

Attached was an email from the Department of Municipal Affairs in response to the Town's recent request to reallocate unspent ICIP funding.

The Committee discussed the correspondence and were disappointed with the response.

The Committee were advised that MP McDonald was looking into the matter on the town's behalf and would report back in the near future.

4.c Draft Procurement Audit Report

The Director reviewed the findings with the Committee.

Overall the findings indicated that the town was adhering to the legislation, regulations and policies. There were recommendations and areas where new procedures could be implemented to streamline processes while still complying with legislation and regulations. The Director presented a timeline for implementation. The Committee discussed the findings at length and were supportive of the implementation plan.

5. DEPARTMENT REPORT

5.a Department Report

The Director reviewed the Financial Services Department Report with the Committee.

Recommendation:

Be it so resolved that the recommendations and decisions of the Administrative Services Committee Meeting held on Monday, March 28, 2022 and the Financial Services Committee meeting held on Wednesday, March 30, 2022 be accepted as presented.

The following items were discussed:

- MNL Symposium 2022
- FCM Conference
- ATV Regulations
- ICIP Funding
- Procurement
- Departmental Reports

There being no further business, the meeting was adjourned at 12:45 pm.

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 | |
|---------------|--------------------------------------|-------------|-------------|-----|
| 80538 | AVALON COAL SALT & OIL LTD | 3/24/2022 | \$88,899.76 | |
| 80540 | Brenntag Canada Inc | 3/24/2022 | \$5,432.20 | |
| 80541 | BURSEY MANUFACTURING INC | 3/24/2022 | \$1,513.40 | |
| 80542 | Butler Framing And Gallery | 3/24/2022 | \$1,006.25 | |
| 80543 | CAN-AM Platforms & Construction Ltd. | 3/24/2022 | \$2,386.25 | |
| 80545 | Carmichael Engineering Ltd | 3/24/2022 | \$3,247.80 | |
| 80546 | Staples Advantage Canada | 3/24/2022 | \$81.74 | |
| 80547 | DICK'S & COMPANY LIMITED | 3/24/2022 | \$58.80 | |
| 80548 | DocuNav Solutions | 3/24/2022 | \$2,700.00 | USD |
| 80549 | E C Boone Ltd | 3/24/2022 | \$538.78 | |
| 80550 | ERIC TAYLOR LIMITED | 3/24/2022 | \$8,177.46 | |
| 80551 | FARRELL'S EXCAVATING LIMITED | 3/24/2022 | \$4,833.43 | |
| 80552 | FIRE-TECH SYSTEMS LTD | 3/24/2022 | \$345.00 | |
| 80553 | F. J. WADDEN & SONS LTD | 3/24/2022 | \$323.43 | |
| 80554 | Fusion Elevator | 3/24/2022 | \$225.00 | |
| 80555 | Grand Concourse Authority | 3/24/2022 | \$31,004.20 | |
| 80556 | GRAYBAR CANADA (Harris & Roome) | 3/24/2022 | \$173.05 | |
| 80557 | Xylem Canada LP | 3/24/2022 | \$20,619.17 | |
| 80558 | Martin's Fire Safety Ltd. | 3/24/2022 | \$690.35 | |
| 80559 | NEWFOUNDLAND EXCHEQUER ACCOUNT | 3/24/2022 | \$545.10 | |
| 80560 | Pardy Surveys Inc. | 3/24/2022 | \$149.99 | |
| 80561 | ORKIN CANADA CORPORATION | 3/24/2022 | \$1,858.40 | |
| 80562 | Perry's Towing | 3/24/2022 | \$414.00 | |
| 80563 | PIK-FAST EXPRESS INC | 3/24/2022 | \$79.75 | |
| 80564 | Pinnacle Office Solutions Ltd | 3/24/2022 | \$725.70 | |
| 80565 | Pinnacle Networks Inc | 3/24/2022 | \$220.80 | |
| 80566 | Rentokil Canada Corporation | 3/24/2022 | \$63.25 | |
| 80567 | Royal Canadian Legion | 3/24/2022 | \$345.00 | |
| 80568 | TRIWARE TECHNOLOGIES INC | 3/24/2022 | \$8,852.70 | |
| 80569 | VERMONT SYSTEMS | 3/24/2022 | \$380.00 | USD |
| 80570 | Veterinary Specialty Center NL | 3/24/2022 | \$424.58 | |
| 80571 | 78064 NL Inc. | 3/24/2022 | \$6,727.50 | |
| 80572 | WM L CHAFE & SON LTD | 3/24/2022 | \$552.00 | |
| 80573 | Cintas Canada Limited | 3/24/2022 | \$739.28 | |
| 80414 | CITY OF ST. JOHN'S | 3/9/2022 | \$49,908.78 | |
| 80415 | DE LAGE LANDEN FINANCIAL | 3/9/2022 | \$1,673.25 | |
| 80416 | Eastlink | 3/9/2022 | \$5,192.94 | |
| 80418 | Metcalfe Holdings Limited | 3/9/2022 | \$4,025.00 | |
| 80420 | Shaw Direct | 3/9/2022 | \$85.07 | |
| 80460 | Bell Aliant | 3/18/2022 | \$762.09 | |
| 80461 | Bell Aliant | 3/18/2022 | \$234.69 | |
| 80462 | Brink's Canada Limited | 3/18/2022 | \$1,462.94 | |
| 80463 | CIMCO REFRIGERATION | 3/18/2022 | \$1,792.75 | |
| 80465 | DE LAGE LANDEN FINANCIAL | 3/18/2022 | \$334.65 | |
| 80466 | Northeast Avalon Joint Council | 3/18/2022 | \$300.00 | |
| 80467 | ORKIN CANADA CORPORATION | 3/18/2022 | \$232.30 | |
| 80468 | PIK-FAST EXPRESS INC | 3/18/2022 | \$152.25 | |

| | | | |
|-------|---------------------------------------|---------------|---------------------|
| 80469 | Rogers | 3/18/2022 | \$1,194.15 |
| 80505 | Ainsworth Inc. | 3/23/2022 | \$11,300.19 |
| 80506 | Brink's Canada Limited | 3/23/2022 | \$46.29 |
| 80472 | Conception Bay South Parks Commission | 3/18/2022 | \$8,438.00 |
| 80513 | Brian Finn | 3/23/2022 | \$300.00 |
| | | Total: | \$281,769.46 |

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 |
|---|----------------|-----------------------|--------------------|--|---|
| Community Park | Mills & Wright | 23 | \$2,315.24 | Design and engineering | Federal – ICIP (66% cost shared) |
| Maintenance Assurance Manuals | CBCL | 476770 | \$5,285.40 | Engineering services | Town Funded |
| Coastal Assessment – Long Pong | CBCL | 476871 | \$7,527.90 | Engineering services | Provincial - 20/23 MYCW (70% cost shared) |
| Condition Assessment on Water Transmission Main | Dexter | 565248 | \$5,382.00 | Water main test pits | Town Funded |
| Steadywater Brook Culvert Upgrade | SNC Lavalin | 1595663 | \$3,206.35 | Engineering and design | Provincial - 20/23 MYCW (50% cost shared) |
| Effluent Monitoring | BioMaxx | 6441 | \$4,105.50 | Testing and monitoring effluent at treatment plant | Town Funded |
| Total Capital Invoices: | | | \$27,822.39 | | |