

Financial Services Committee Meeting Minutes

Meeting #: 007
Date: April 11, 2022
Time: 12:20 pm - 1:07 pm
Location: Zoom

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

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

Others Present **Suzanne Grouchy, Senior Capital
Asset Accountant**

1. DISBURSEMENTS FROM THE OPERATING FUND

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay Accounts Payable cheques totaling \$893,934.86 as per the attached listing.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay cheques totaling \$893,934.86 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify manual cheques totaling \$307,478.26.

Deputy Mayor Gosse declared a conflict on this item. (The Deputy Mayor declared conflict she had a business interest in one of the payees.)

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay manual cheques totaling \$307,478.26.

1.c Direct Payments

The approval of the Committee was requested to ratify direct payments totaling \$443,770.22.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify direct payments totaling \$443,770.22.

2. CAPITAL ITEMS

2.a Capital Invoice Approval

The Committee was requested to approve capital invoices in the amount of \$245,971.88 as per the attached listing.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay capital invoices totaling \$245,971.88 as per the attached listing.

2.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$32,788.27.

The Committee concurred to accept the Change Orders as presented.

2.c Capital Project Update

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

This was provided for the information of the Committee.

3. OTHER ITEMS FOR DISCUSSION

3.a Asset Management

3.a.1 Asset Management Policy

The Committee was requested to approve the Asset Management Policy, attached.

The Senior Capital Asset Accountant provided an overview of asset management activities to date. A committee of staff across all departments had been brought together and the draft policy had been developed. She advised that the Town had received a grant from the Federation of Canadian Municipalities to assist with implementation of asset management. The town had utilized to train staff and purchase software. Training would also be available for Council and it was hoped that this cost could also be covered by the grant. She advised that some condition assessments had been completed and new procedures to assist in capturing data in the field had also been implemented.

The Committee concurred to adopt the Asset Management Policy as presented.

Recommendation:

Be it so resolved that approval be given to adopt the Asset Management Policy as presented.

3.a.2 Asset Management Training

The Canadian Network of Asset Managers (CNAM) offers a live-online, on-demand Asset Management 101 course for a flat fee of \$1,995 for up to 30 participants. The fee includes an initial set up session for customization of training. The cost will be covered under the Town's FCM Asset Management grant.

The Committee concurred to register for the Asset Management 101 course offered through the Canadian Network of Asset Managers (CNAM) at a cost of \$1,995. Funds are available through the FCM asset management grant.

3.b Equipment Lease

The approval of the Committee was requested to enter into a lease agreement with the Royal Bank of Canada for the acquisition of 2 tandem dump trucks.

The Committee concurred to enter into a lease for the acquisition of 2 tandem dump trucks as per tender 21-02.

3.c 2021 Procurement Card Rebate

As part of the procurement card program, the town receives a rebate on its purchases. The amount for 2021 was \$17,564.01. This amount has been received and has been credited to general revenue.

This was provided for the information of the Committee.

4. DEPARTMENT REPORT

4.a Department Report

The Director provided an update on recent activities within the Financial Services Department.

Recommendation:

Be it so resolved that the recommendations/decisions of the Financial and Administrative Services Committee meeting held on April 11, 2022 be accepted as presented.

The following items were discussed:

- Capital project update
- Asset management policy and training
- lease of equipment
- 2021 procurement card rebate
- Enforcement and Humane Services Statistics
- Fire Department Statistics
- FCM Conference
- Donation and Community Partnerships Policy
- Municipal Awareness Week
- Departmental Reports

There being no further business, the meeting was adjourned at 1:09 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	
80602	Ainsworth Inc.	4/8/2022	\$12,414.25	
80603	Armstrong's Communication Ltd	4/8/2022	\$193.20	
80604	Atlantic Grocery Distributors Limited	4/8/2022	\$558.76	
80605	Agropur Division Natrel	4/8/2022	\$31.29	
80606	Chandler	4/8/2022	\$574.38	
80607	CIMCO REFRIGERATION	4/8/2022	\$2,853.61	
80608	Conservation Corps	4/8/2022	\$15,457.50	
80609	Staples Advantage Canada	4/8/2022	\$399.87	
80610	DICK'S & COMPANY LIMITED	4/8/2022	\$140.28	
80611	F. J. WADDEN & SONS LTD	4/8/2022	\$2,693.53	
80612	Grand Concourse Authority	4/8/2022	\$15,502.10	
80613	Landscape Newfoundland & Labrador Inc	4/8/2022	\$184.23	
80614	M & M PREPAK SALES LTD	4/8/2022	\$650.00	
80615	MODERN BUSINESS EQUIPMENT LTD	4/8/2022	\$42.92	
80616	ORKIN CANADA CORPORATION	4/8/2022	\$80.50	
80617	PETER PAN SALES LTD	4/8/2022	\$818.46	
80618	PIDtech Controls Ltd.	4/8/2022	\$1,380.01	
80619	Safety Source Fire Inc.	4/8/2022	\$6,313.50	
80620	Saltwater Strategies	4/8/2022	\$6,877.00	
80621	S & S Supply Ltd	4/8/2022	\$11,647.20	
80622	TERRA NOVA OVERHEAD DOOR	4/8/2022	\$1,909.00	
80623	THE BULB MAN	4/8/2022	\$218.50	
80624	TRIWARE TECHNOLOGIES INC	4/8/2022	\$19,011.80	
80625	VERMONT SYSTEMS	4/8/2022	\$5,916.89	USD
80626	WOODPATH CAT & DOG HOSPITAL LTD	4/8/2022	\$89.16	
80627	Cintas Canada Limited	4/8/2022	\$162.47	
80577	Eastlink	3/28/2022	\$460.00	
80578	Doug Greenslade	3/28/2022	\$1,000.00	
80579	Derek Greenslade	3/28/2022	\$1,000.00	
80580	PIK-FAST EXPRESS INC	3/28/2022	\$21.75	
80581	PITNEYWORKS	3/28/2022	\$3,450.00	
80582	Ray Creative Agency Inc.	3/28/2022	\$402.50	
80585	CITY OF ST. JOHN'S	4/7/2022	\$686,013.41	
80586	CREDIT RECOVERY (2003) LTD.	4/7/2022	\$1,018.90	
80587	DE LAGE LANDEN FINANCIAL	4/7/2022	\$3,046.35	
80588	Eastlink	4/7/2022	\$5,189.25	
80589	GFL Environmental Inc	4/7/2022	\$860.22	
80590	MUNICIPAL ASSESSMENT AGENCY INC	4/7/2022	\$85,267.00	
80591	Shaw Direct	4/7/2022	\$85.07	
		Total:	\$893,934.86	

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 Phase 2	Eastern Contracting	Claim 7	\$181,394.62	Construction	Federal – ICIP (66% cost shared)
Library	RCS Construction	Construction Claim 5	\$43,467.41	Construction	Lease Agreement
Library	SNC Lavalin	1599746	\$6,157.68	Design and Engineering	Lease Agreement
2018/19 Street Upgrades	Exp Services	665094	\$5,681.87	As-Builts and Completion Documents	Town Funded
District Water Meters	SNC Lavalin	1599614	\$1,244.30	Engineering	Federal – National Regional Projects (70% cost shared)
Billy Brook Storm Water Study	SNC Lavalin	1599744	\$5,267.00	Engineering	Town Funded
Steadywater Brook Culvert Upgrade	SNC Lavalin	1599745	\$2,759.00	Design and Engineering	Provincial - 20/23 MYCW (50% cost shared)
Total Capital Invoices:			\$245,971.88		