

Financial Services Committee Meeting Minutes

Date: April 25, 2022
Time: 12:43 pm - 1:00 pm
Location: Zoom

Members Present **Mayor Bent**
 Deputy Mayor Gosse
 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

1. DISBURSEMENTS FROM THE OPERATING FUND

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay accounts payable cheques totaling \$269,896.95 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 in the amount of \$269,896.95 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques in the amount of \$177,891.10.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$177,891.10.

2. CAPITAL ITEMS

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices for a total of \$110,319.20 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 \$110,319.29 as per the attached report.

3. TAX AND OTHER RECEIVABLES ADJUSTMENTS

3.a 263 Seal Cove Road

The applicant has requested a refund of their \$50 processing fee from the September 20, 2021 application.

This item was referred from the Planning and Development Committee meeting of March 29, 2022.

The Committee discussed a request for refund of an application processing fee.

After a discussion, the Committee concurred to refer the refund request to the Finance Committee for consideration.

Current Discussion:

The applicant had first applied to operate a home-based business in September 2021 and paid the \$50 non-refundable processing fee. Staff

reviewed the application and it was determined that advertising costs of \$400 were required due to the discretionary use of this application. At that time, the applicant decided not to proceed and withdrew the application. In February 2022, the applicant resubmitted the home-based business application, paid the fees required and proceeded to open the business. At that time, the owner requested that the fee paid in 2021 be refunded.

The Committee reviewed the matter and it was the consensus that this fee not be refunded. It is clearly indicated both on the receipt and in the Schedule of Rates and Fees that this is a non-refundable fee. Staff did their due diligence and reviewed the application, provided feedback and next steps to the applicant at which time the applicant decided not to proceed.

Recommendation:

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

7721-1-1120-000 Request Denied

4. OTHER ITEMS FOR DISCUSSION

4.a Variance Report for the Three Months Ended March 31, 2022

The Director reviewed the report with the Committee.

4.b Request from Chamberlains Park Action Committee

Chamberlains Park Action Committee is requesting financial assistance from the town due to a shortfall in the amount of funding received from the Active NL grant from the provincial government.

An email from the Chair of the CPAC was attached for the discussion and review of the Committee.

The Director advised that subsequent to this email being received, the CPAC applied for a grant to fund a portion of the anticipated shortfall from Rotary. The Committee concurred to defer this item pending response from the Rotary to the grant request.

5. DEPARTMENT REPORT

5.a Department Report

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

The Director reviewed recent activity in the Financial Services Department.

Be it so resolved that the recommendations/decisions of the Financial and Administrative Services Committee held on April 24, 2022 be accepted as presented.

The following items were discussed:

- Escribe
- Municipal Symposium
- PMA Conference
- Frank Roberts Junior High
- Variance Report
- Chamberlains Park Action Committee
- Annual Financial Statement Audit
- Staffing

There being no further business, the meeting was adjourned at 1:00 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
80704	Atlantic Trailer & Equipment	4/22/2022	\$4,830.00
80705	Audio Systems Limited	4/22/2022	\$117.59
80706	Chandler	4/22/2022	\$2,580.67
80707	Coastline Specialties Limited	4/22/2022	\$6,417.00
80708	EnergyNL	4/22/2022	\$2,951.36
80709	ERIC TAYLOR LIMITED	4/22/2022	\$1,651.58
80710	FARRELL'S EXCAVATING LIMITED	4/22/2022	\$841.83
80711	F. J. WADDEN & SONS LTD	4/22/2022	\$1,308.65
80713	Graffiti Busters	4/22/2022	\$747.50
80714	Hickman Motors Limited	4/22/2022	\$44,348.60
80715	Jelly Bean Entertainment	4/22/2022	\$267.36
80716	MANUELS RIVER NATURAL	4/22/2022	\$5,865.00
80717	MCLOUGHLAN SUPPLIES LTD	4/22/2022	\$1,228.11
80718	M & M PREPAK SALES LTD	4/22/2022	\$546.00
80719	NEWFOUNDLAND HVAC LIMITED	4/22/2022	\$2,273.56
80720	NF & LAB ASSOC OF FIRE SERVICES	4/22/2022	\$402.50
80721	ORKIN CANADA CORPORATION	4/22/2022	\$560.58
80722	Perfect Day Ltd	4/22/2022	\$1,506.50
80723	Perry's Towing	4/22/2022	\$379.50
80724	PIK-FAST EXPRESS INC	4/22/2022	\$43.50
80725	Pinnacle Office Solutions Ltd	4/22/2022	\$126.01
80726	Pinnacle Networks Inc	4/22/2022	\$908.50
80727	RCAP Leasing Inc	4/22/2022	\$239.32
80728	Rentokil Canada Corporation	4/22/2022	\$63.25
80729	TAYLORS WELDING	4/22/2022	\$7,670.10
80730	Vallen	4/22/2022	\$4,245.78
80731	78064 NL Inc.	4/22/2022	\$6,727.50
80732	WOODPATH CAT & DOG HOSPITAL LTD	4/22/2022	\$159.56
80733	Work Authority	4/22/2022	\$6,622.46
80734	Cintas Canada Limited	4/22/2022	\$73.90
80629	Ainsworth Inc.	4/13/2022	\$11,300.19
80631	Bell Aliant	4/13/2022	\$948.65
80632	Brink's Canada Limited	4/13/2022	\$1,655.17
80633	CITY OF ST. JOHN'S	4/13/2022	\$53,652.62
80634	DE LAGE LANDEN FINANCIAL	4/13/2022	\$792.35
80637	GRANT THORNTON LLP	4/13/2022	\$8,613.50
80638	Metcalfe Holdings Limited	4/13/2022	\$4,025.00
80639	PIK-FAST EXPRESS INC	4/13/2022	\$130.50
80640	Pitney Bowes Leasing	4/13/2022	\$1,014.78
80644	Downtown Conception Bay South	4/13/2022	\$79,654.63
80653	Bell Aliant	4/21/2022	\$234.69

80655	Ray Creative Agency Inc.	4/21/2022	\$402.50
80656	Rogers	4/21/2022	\$768.60
80658	CBS Squash Club	4/21/2022	\$1,000.00
		Total:	\$269,896.95

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	Mills & Wright	36	\$2,653.05	Design and engineering	Federal – ICIP (66% cost shared)
Coastal Assessment Long Pond	CBCL	477559	\$17,369.37	Engineering services	Provincial - 20/23 MYCW (70% cost shared)
Dunns Hill Pilot Project	Harbourside	2405	\$2,570.25	Design and Engineering	Town Funded
Phase 48	SNC Lavalin	1599052	\$16,790.32	Design and Engineering	Provincial - 20/23 MYCW (70% cost shared)
Phase 48	SNC Lavalin	1599879	\$11,049.89	Design and Engineering	Provincial - 20/23 MYCW (70% cost shared)
2022 Streets	SNC Lavalin	1599444	\$32,762.79	Design and Engineering	Provincial - 20/23 MYCW (50% cost shared)
2022 Streets	SNC Lavalin	1600050	\$1,564.41	Design and Engineering	Provincial - 20/23 MYCW (50% cost shared)
2022 Water and Sewer Upgrades	SNC Lavalin	1599053	\$11,216.10	Design and Engineering	Federal – ICIP (70% cost shared)
2022 Water and Sewer Upgrades	SNC Lavalin	1599880	\$14,343.11	Design and Engineering	Federal – ICIP (70% cost shared)
Total Capital Invoices:			\$110,319.29		