

**Financial Services Committee Meeting Minutes**

Date: July 4, 2022  
Time: 12:44 pm  
Location: Zoom

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

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

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**1. Disbursements from the Operating Fund**

**1.a Accounts Payable Cheques**

The approval of the Committee was requested to pay Accounts Payable cheques totaling \$601,652.87 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 \$601,652.87 as per the attached report.

**1.b Manual Cheques**

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$142,432.26.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that approval be given to pay manual cheques totaling \$142,432.26.

**1.c Direct Payments**

The approval of the Committee was requested to ratify direct payments totaling \$421,300.87.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that approval be given to ratify direct payments totaling \$421,300.87.

**2. Capital Items**

**2.a Capital Invoice Approval**

The Committee was requested to approve the payment of capital invoices in the amount of \$974,778 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 in the amount of \$974,778.00 as per the attached listing.

**2.b Capital Change Order Approval**

The Committee was requested to approve capital change orders in the amount of \$42,537.96.

The Committee concurred to accept the capital change orders as presented.

### **2.c Capital Project Update**

A financial update of active capital projects was provided for the information of the Committee.

## **3. Tax and Other Receivables Adjustments**

### **3.a 220704 – THEMU002**

The approval of the Committee was requested to adjust business taxes in the amount of \$1,232.37 due to closure.

The Committee concurred to adjust this account as requested.

### **3.b 220704 - TILLE006**

The approval of the Committee was requested to adjust taxes and interest in the amount of \$1,271.37 from 2019 to 2022 due to closure.

The Committee concurred to adjust this account as requested.

### **Recommendation:**

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

- THEMU002 \$1,232.37
- TILLE006 \$1,271.37

## **4. Other Items for Discussion**

### **4.a Municipal Assessment Agency - Board of Directors Report**

The MAA report for May/June 2022 was attached for the information of the Committee.

### **4.b Correspondence from resident re: Collections**

The Deputy Mayor requested that this item be included on this agenda for discussion.

The Committee reviewed the information provided and requested that staff respond to the correspondence advising that collection efforts would continue and that the resident should make arrangements to bring the

account up-to-date as soon as possible. They also requested that the resident be advised of the different relief programs available for which they could apply for consideration.

## 5. Department Report

### 5.a Financial Services Department Report

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

#### **Recommendation:**

Be it so resolved that approval be given to accept the decisions/recommendations of the Financial and Administrative Services Committee of July 4, 2022.

The following items were discussed:

- capital change orders
- capital project financial update
- Municipal Assessment Agency - Board of Directors Report
- Collections
- annual financial statements
- tax rate review
- Traffic Fowlers Road
- Regional Economic Development
- Complaint Ledrews Road
- Covid update
- Loud Mufflers/Motorcycles

There being no further business, the meeting was adjourned at 1:04 p.m.

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Deputy Mayor Andrea Gosse,  
Chair

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Liz Davis, Director of Financial  
Services

## The Town of Conception Bay South

### VENDOR CHEQUE REGISTER REPORT

Cheque Number	Vendor Cheque Name	Cheque Date	Amount	
81033	ADT Security Services Canada, Inc	6/29/2022	\$156.87	
81034	Ainsworth Inc.	6/29/2022	\$325.45	
81035	Angel Paws Pet Crematorium Ltd.	6/29/2022	\$165.60	
81036	Atlantic Lock & Security Inc	6/29/2022	\$366.85	
81037	BABB SECURITY SYSTEMS	6/29/2022	\$620.66	
81038	Blackwood Printing	6/29/2022	\$465.75	
81039	Black & McDonald Limited	6/29/2022	\$8,317.95	
81040	CAN-AM Platforms & Construction Ltd.	6/29/2022	\$2,386.25	
81041	CBS Animal Hospital Inc	6/29/2022	\$36.68	
81042	Agropur Division Natrel	6/29/2022	\$31.29	
81043	Central Square Canada Software Inc.	6/29/2022	\$1,099.69	
81044	Chandler	6/29/2022	\$452.78	
81045	CONSTRUCTION SIGNS LIMITED	6/29/2022	\$21,442.10	
81046	Staples Advantage Canada	6/29/2022	\$1,145.49	
81047	DICK'S & COMPANY LIMITED	6/29/2022	\$603.19	
81048	EMCO CORPORATION	6/29/2022	\$2,829.00	
81049	FARRELL'S EXCAVATING LIMITED	6/29/2022	\$6,372.28	
81050	Fusion Elevator	6/29/2022	\$225.00	
81052	GRANT THORNTON LLP	6/29/2022	\$2,461.00	
81053	Grand Concourse Authority	6/29/2022	\$15,502.10	
81054	Hickman Motors Limited	6/29/2022	\$63,957.25	
81055	Hickey's Greenhouses & Nursery Ltd	6/29/2022	\$206.93	
81056	HITECH COMMUNICATIONS LTD	6/29/2022	\$3,836.40	
81057	LIFESAVING SOCIETY-NL BRANCH	6/29/2022	\$574.56	
81058	MARK'S WORK WEARHOUSE	6/29/2022	\$3,684.50	
81059	M & M HOLDINGS	6/29/2022	\$2,045.46	
81060	M & M PREPAK SALES LTD	6/29/2022	\$429.00	
81061	Otis Canada Inc	6/29/2022	\$4,196.24	
81062	ORKIN CANADA CORPORATION	6/29/2022	\$3,361.57	
81063	PIK-FAST EXPRESS INC	6/29/2022	\$50.75	
81064	Pinnacle Office Solutions Ltd	6/29/2022	\$226.27	
81065	RDM Industrial Ltd	6/29/2022	\$407.96	
81066	Ricoh Canada Inc	6/29/2022	\$59,783.01	
81067	Royal Canadian Legion	6/29/2022	\$373.75	
81068	Saltwater Strategies	6/29/2022	\$3,967.50	
81069	Big Erics Inc	6/29/2022	\$77.57	
81070	Sobeys Inc	6/29/2022	\$55.05	
81071	Swagger Branded Everything	6/29/2022	\$4,841.50	
81072	TERRA NOVA OVERHEAD DOOR	6/29/2022	\$138.00	
81073	Tucker Electronics Limited	6/29/2022	\$564.03	
81074	Tyco Integrated Fire & Security	6/29/2022	\$501.31	
81075	VERMONT SYSTEMS	6/29/2022	\$175.00	USD
81076	78064 NL Inc.	6/29/2022	\$6,727.50	

81077	White Sky Tent Rentals	6/29/2022	\$575.00
81078	Work Authority	6/29/2022	\$364.55
81079	Cintas Canada Limited	6/29/2022	\$409.07
80944	Bell Aliant	6/9/2022	\$1,111.51
80950	CITY OF ST. JOHN'S	6/9/2022	\$62,159.22
80951	DE LAGE LANDEN FINANCIAL	6/9/2022	\$1,673.25
80953	Eastlink	6/9/2022	\$5,399.24
80954	GFL Environmental Inc	6/9/2022	\$536.22
80955	GRANT THORNTON LLP	6/9/2022	\$15,381.25
80958	ORKIN CANADA CORPORATION	6/9/2022	\$371.23
80959	PIK-FAST EXPRESS INC	6/9/2022	\$58.00
80961	Shaw Direct	6/9/2022	\$85.07
80964	Stephen B. Jewczyk, B.A.A.,FCIP	6/9/2022	\$2,012.50
80966	THE CALL CENTRE, INC	6/9/2022	\$877.98
80979	CIMCO REFRIGERATION	6/9/2022	\$1,792.75
80980	OneSpan Canada Inc.	6/14/2022	\$2,760.00
80983	Bell Aliant	6/23/2022	\$234.69
80984	Brink's Canada Limited	6/23/2022	\$799.86
80985	CITY OF ST. JOHN'S	6/23/2022	\$250,550.43
80986	DE LAGE LANDEN FINANCIAL	6/23/2022	\$334.65
80987	Laughing Heart Music Ltd	6/23/2022	\$3,306.25
80988	ORKIN CANADA CORPORATION	6/23/2022	\$127.54
80989	PIK-FAST EXPRESS INC	6/23/2022	\$62.00
80990	PITNEYWORKS	6/23/2022	\$147.00
80991	Ray Creative Agency Inc.	6/23/2022	\$402.50
80992	Squires, Adam	6/23/2022	\$1,000.00
80994	THE CALL CENTRE, INC	6/23/2022	\$1,756.34
80995	HOLY SPIRIT HIGH SCHOOL	6/23/2022	\$1,159.19
80996	FRANK ROBERTS JUNIOR HIGH	6/23/2022	\$874.37
80997	VILLANOVA JUNIOR HIGH SCHOOL	6/23/2022	\$874.37
81000	Justin Fancy	6/23/2022	\$4,025.00
81001	GLEN CAREW	6/23/2022	\$1,000.00
81008	Queen Elizabeth Regional High School Hockey	6/23/2022	\$1,159.19
81017	Saltwater Strings	6/23/2022	\$400.00
81018	Chris St. Croix	6/23/2022	\$1,725.00
81019	GLEN CAREW	6/23/2022	\$2,500.00
81021	Central Square Canada Software Inc.	6/29/2022	\$711.56
81022	CITY OF ST. JOHN'S	6/29/2022	\$5,120.40
81024	Eastlink	6/29/2022	\$460.00
81026	Rogers	6/29/2022	\$768.60
81028	Stefan Miffen	6/29/2022	\$800.00
81027	CRAIG LUSH	6/29/2022	\$600.00

**Total Cheques: \$601,652.87**

## 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
Library	SNC Lavalin	1608586	\$6,157.68	Engineering and project management	Lease Agreement
Community Park	Mills & Wright	64	\$21,270.83	Engineering and project management	Federal – ICIP (66% cost shared)
Community Park	Exp Services	683386	\$1,378.56	Testing services	Federal – ICIP (66% cost shared)
Community Park	Eastern Contracting	Claim 9	\$567,218.66	Construction	Federal – ICIP (66% cost shared)
Lift Station Upgrades	Rodco Mechanical	Claim 4	\$42,538.50	Construction	Federal – NRP (70% cost shared)
Lift Station Upgrades	Stantec	1714786	\$8,751.16	Engineering and project management	Federal – NRP (70% cost shared)
Traffic Lights – Ped Crossing: Eason’s Rd and Perrin’s Rd	Harbourside	2454	\$15,775.13	Engineering and project management	Provincial - 20/23 MYCW (50% cost shared)
Traffic Lights – Ped Crossing: Eason’s Rd and Perrin’s Rd	Dexter	Claim 1	\$152,894.86	Construction	Provincial - 20/23 MYCW (50% cost shared)
Condition Assessment on Water Transmission Main	CBCL	478520	\$1,080.43	Engineering services	Town Funded
Steadywater Brook Culvert Upgrade Phase 2	SNC Lavalin	1610670	\$1,328.31	Engineering and design	Provincial – 20/23 MYCW (50% cost shared)
2022 Streets	SNC Lavalin	1611976	\$17,126.32	Engineering and design	Provincial - 20/23 MYCW (50% cost shared)
Phase 48	SNC Lavalin	1610671	\$22,156.18	Engineering and design	Provincial - 20/23 MYCW (70% cost shared)

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2022 Water and Sewer Upgrades	SNC Lavalin	1610672	\$15,182.88	Engineering and design	Federal – ICIP (70% cost shared)
Dunns Hill Pilot Project	Harbourside	2461	\$1,713.50	Engineering services	Town Funded
WWTP Infrastructure Protection (Shoreline Stabilization)	Black Diamond	Claim 3	\$58,477.50	Construction	Provincial - 20/23 MYCW (70% cost shared)
WWTP Infrastructure Protection (Shoreline Stabilization)	AFN	2740	\$32,315.00	Engineering and design	Provincial - 20/23 MYCW (70% cost shared)
On-Call Traffic Signal Assistance	Harbourside	2473	\$711.60	Engineering	Town Funded
Gateway Development Options	SNC Lavalin	1611003	\$8,700.90	Engineering	Town Funded
<b>Total Capital Invoices:</b>			<b>\$974,778.00</b>		