

Financial Services Committee Meeting Minutes

Meeting #: 012
Date: August 10, 2022
Time: 12:04 pm
Location: Zoom

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

Staff Present **Liz Davis, Director of Financial Services**
 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 in the amount of \$1,359,068.08 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 totaling \$1,359,068.08 as per the attached listing.

1.b Manual Cheques

The approval of the Committee is requested to ratify the payment of manual cheques totaling \$471,020.44 as per the attached listing.

The Committee concurred with the following recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$471,020.44.

1.c Direct Payments Register

The approval of the Committee was requested to ratify direct payments totaling \$363,578.59 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify direct payments totaling \$363,579.59.

2. Recreation Master Plan - Approval to Pay

The approval of the Committee was requested to pay the attached invoice from Tract Consulting for overages incurred in the preparation of the Recreation Master Plan in the amount of \$27,010 plus HST.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be granted to pay Tract Consulting Limited for additional costs incurred in the preparation of the Recreation Master Plan in the amount of \$27,010 plus HST.

Councillor Barrett exited the meeting at 12:42 pm.

3. Capital Items

3.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$1,884,656.32 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 \$1,884,656.32 as per the attached listing.

3.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$131,935.24 as per the attached report.

The Committee concurred to accept the change orders as presented.

3.c Capital Project Update

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

This update was provided for the information of the Committee.

4. Tax and Other Receivables Adjustments

4.a 220808 – BISHR022

The approval of the Committee was requested to adjust 100% of the interest charged from 2019 to 2022 in the amount of \$1,255.68.

The Committee agreed to adjust the account as requested.

4.b 220808 - DAWEA023

The approval of the Committee was requested to adjust a portion of the 2022 business tax in the amount of \$157.26 due to closure.

The Committee concurred to adjust this account as requested.

4.c 220808 – FIVES001

The approval of the Committee was requested to adjust a portion of the 2022 business tax in the amount of \$104.66 due to closure at this location.

The Committee concurred to adjust this account as requested.

4.d 220808 - SCISS001

The approval of the Committee was requested to adjust partial 2019 business tax as well as business tax for 2020, 2021 & 2022 in the amount of \$3,624.08.

The Committee agreed to adjust this account as requested.

Recommendation:

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

- BISHR022 \$1,255.68
- DAWEA023 \$157.26
- FIVES001 \$104.66
- SCISS001 \$3,624.08

5. Other Items for Discussion

5.a

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.b Recreation Master Plan - Approval to Pay

The approval of the Committee was requested to pay the attached invoice from Tract Consulting for overages incurred in the preparation of the Recreation Master Plan in the amount of \$27,010 plus HST.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be granted to pay Tract Consulting Limited for additional costs incurred in the preparation of the Recreation Master Plan in the amount of \$27,010 plus HST.

5.c Correspondence from Cox & Palmer

The Director reviewed correspondence from Cox and Palmer regarding tax accounts and collections.

The Director advised that staff were reviewing the information, researching the issues and drafting a response to the correspondence.

5.d Presentation of Audited Financial Statements

Auditors will be available to present the audited financial statements on Monday, August 15.

The Director will discuss with time with the Committee.

The following recommendation is required:

Recommendation:

Be it so resolved that the Town accept and present the Audit Report as completed by Grant Thornton, Chartered Accountants. This document is hereby tabled for public review and a copy shall be forwarded to the Minister of the Department of Municipal and Provincial Affairs indicating the completion of our audited statement for the fiscal year 2021.

5.e Appointment of Auditors

The approval of the Committee was requested to appoint Grant Thornton LLP as the auditors for the year ended December 31, 2022.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to appoint Grant Thornton LLP as the auditors for the Town of Conception Bay South for the year ended December 31, 2022.

5.f Approval to Pay - Manuels River Trail Flooding Repairs

The approval of the Committee was requested to pay \$44,950.50 to Manuels River. This amount was previously committed by Council contingent upon receipt of support from other funding partners. Manuels River have now confirmed that they have received funding from other funding partners.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay \$44,950.50 to Manuels River for the repairs to the trails as a result of flooding. This amount was previously committed by Council contingent upon the receipt of support from other funding partners. Manuels River have now confirmed support from all other funding partners.

6. Department Report

6.a Financial Services Departmental Report

The Director provided an overview of current department operations.

Recommendation:

Be it so resolved that the decisions and recommendations of the Financial and Administrative Services Committee held on August 8 and 10 be accepted as presented.

The following items were discussed:

- Capital change orders
- Capital project update
- Enforcement and Humane Services Statistics
- Fire Department Statistics
- Meeting with MP McDonald
- Correspondence from ARC-NL
- Worsley Park 50 Plus Club
- Humane Services issue

There being no further business, the meeting was adjourned at 1:15 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
81214	Action Auto & Window Glass Limited	8/5/2022	\$86.25
81215	Armstrong's Communication Ltd	8/5/2022	\$96.60
81216	Armtec Inc.	8/5/2022	\$9,696.69
81217	Athletics Northeast	8/5/2022	\$700.40
81218	Atlantic Business Magazine	8/5/2022	\$3,323.50
81219	BATTLEFIELD EQUIPMENT RENTALS	8/5/2022	\$746.35
81220	Bishop's Cranes Ltd	8/5/2022	\$608.35
81221	BOMA NL Inc.	8/5/2022	\$460.00
81222	Brenntag Canada Inc	8/5/2022	\$4,771.88
81223	Cahill Technical Services	8/5/2022	\$1,227.63
81224	CAN-AM Platforms & Construction Ltd.	8/5/2022	\$2,386.25
81225	CBS Animal Hospital Inc	8/5/2022	\$308.43
81226	Chandler	8/5/2022	\$2,268.03
81227	CLEAR WATER POOLS LTD	8/5/2022	\$30,881.72
81228	Coastline Specialties Limited	8/5/2022	\$39,692.25
81229	CONSTRUCTION SIGNS LIMITED	8/5/2022	\$6,115.14
81230	Conservation Corps	8/5/2022	\$3,500.00
81231	DELOITTE MANAGEMENT SERVICES LP	8/5/2022	\$460.00
81232	D & S Vacuum Truck Services Ltd	8/5/2022	\$6,612.50
81233	Eastern Audio Limited	8/5/2022	\$8,388.10
81234	FARRELL'S EXCAVATING LIMITED	8/5/2022	\$21,178.83
81235	First Fence NL Inc.	8/5/2022	\$8,816.82
81237	GFL Environmental Inc	8/5/2022	\$3,407.20
81238	Grand Concourse Authority	8/5/2022	\$35,563.75
81239	HANDYMAN HARDWARE LTD	8/5/2022	\$2,048.16
81240	Honeywell Limited	8/5/2022	\$402.50
81241	Horizon Machining Incorporated	8/5/2022	\$5,692.50
81242	Ice Block Limited	8/5/2022	\$450.00
81243	IMAGE 4 PRINTING & DESIGN INC	8/5/2022	\$2,967.00
81244	Xylem Canada LP	8/5/2022	\$20,186.87
81245	J & C Sod Farm Ltd.	8/5/2022	\$460.00
81246	Jelly Bean Entertainment	8/5/2022	\$528.98
81247	KENT BUILDING SUPPLIES	8/5/2022	\$152.97
81248	Mark's Work Wearhouse	8/5/2022	\$321.96
81249	Martin's Fire Safety Ltd.	8/5/2022	\$180.55
81250	M & M HOLDINGS	8/5/2022	\$625.64
81251	MODERN PAVING LIMITED	8/5/2022	\$8,686.64
81252	NewValve Services & Consulting Inc	8/5/2022	\$15,381.25
81253	PARSONS & SONS LTD	8/5/2022	\$2,156.25
81254	ORKIN CANADA CORPORATION	8/5/2022	\$1,593.37
81255	PETER PAN SALES LTD	8/5/2022	\$857.56
81256	PIK-FAST EXPRESS INC	8/5/2022	\$23.25
81257	Pinnacle Office Solutions Ltd	8/5/2022	\$241.48
81258	Pinnacle Networks Inc	8/5/2022	\$3,903.10
81259	RCAP Leasing Inc	8/5/2022	\$239.32
81260	Rentokil Canada Corporation	8/5/2022	\$63.25
81261	ROYAL FREIGHTLINER INC.	8/5/2022	\$5,089.10

81262	Russell's Land Design Inc.	8/5/2022	\$3,162.50	
81264	Saltwater Strategies	8/5/2022	\$8,993.00	
81265	S.B. TILLEY FIRE CONSULTING	8/5/2022	\$1,943.50	
81266	Security Solutions NL Inc.	8/5/2022	\$1,725.00	
81267	Sobeys Inc	8/5/2022	\$189.71	
81268	Canadian AV Inc	8/5/2022	\$471.50	
81269	Stewart Hughes	8/5/2022	\$700.00	
81270	Target Marketing & Communications Inc	8/5/2022	\$3,854.80	
81271	Tobin's Auto Service	8/5/2022	\$3,880.10	
81272	VERMONT SYSTEMS	8/5/2022	\$262.50	USD
81273	78064 NL Inc.	8/5/2022	\$6,727.50	
81274	Wonderbolt Productions Inc.	8/5/2022	\$1,725.00	
81275	Wood Environment & Infrastructure Solutions	8/5/2022	\$5,227.19	
81276	Cintas Canada Limited	8/5/2022	\$232.12	
81082	Cal LeGrow Insurance	7/7/2022	\$4,031.00	
81085	CITY OF ST. JOHN'S	7/7/2022	\$263,516.43	
81086	DE LAGE LANDEN FINANCIAL	7/7/2022	\$3,046.35	
81087	Eastlink	7/7/2022	\$4,845.28	
81088	GFL Environmental Inc	7/7/2022	\$536.22	
81089	Doug Greenslade	7/7/2022	\$1,000.00	
81090	Derek Greenslade	7/7/2022	\$1,000.00	
81093	Metcalfe Holdings Limited	7/7/2022	\$4,025.00	
81094	MUNICIPAL ASSESSMENT AGENCY INC	7/7/2022	\$85,267.00	
81095	PIK-FAST EXPRESS INC	7/7/2022	\$100.35	
81096	PITNEYWORKS	7/7/2022	\$3,450.00	
81097	Shaw Direct	7/7/2022	\$85.07	
81099	THE CALL CENTRE, INC	7/7/2022	\$877.98	
81109	Cal LeGrow Insurance	7/8/2022	\$5,140.50	
81112	ADT Security Services Canada, Inc	7/8/2022	\$200.10	
81113	Armtec Inc.	7/8/2022	\$13,017.44	
81114	Brenntag Canada Inc	7/8/2022	\$1,780.65	
81115	Pictometry Canada Corp	7/8/2022	\$2,156.25	
81116	ERIC TAYLOR LIMITED	7/8/2022	\$2,618.55	
81117	F. J. WADDEN & SONS LTD	7/8/2022	\$1,043.42	
81118	Graffiti Busters	7/8/2022	\$373.75	
81119	GRAYBAR CANADA (Harris & Roome)	7/8/2022	\$7,924.14	
81120	Heave Away Waste Management Ltd	7/8/2022	\$297.85	
81121	IMAGE 4 PRINTING & DESIGN INC	7/8/2022	\$345.00	
81122	Xylem Canada LP	7/8/2022	\$910.80	
81123	Joesoftware Inc.	7/8/2022	\$3,477.60	
81124	MODERN BUSINESS EQUIPMENT LTD	7/8/2022	\$91.82	
81125	Pardy Surveys Inc.	7/8/2022	\$500.00	
81126	ORKIN CANADA CORPORATION	7/8/2022	\$80.79	
81127	PIK-FAST EXPRESS INC	7/8/2022	\$46.50	
81128	Practica LTD	7/8/2022	\$749.36	
81129	WM L CHAFE & SON LTD	7/8/2022	\$5,442.38	
81130	Cintas Canada Limited	7/8/2022	\$204.72	
81132	The Co-operators	7/19/2022	\$8,328.85	
81133	Cal LeGrow Insurance	7/19/2022	\$232,674.90	
81134	CITY OF ST. JOHN'S	7/19/2022	\$63,181.08	
81135	Bell Aliant	7/29/2022	\$1,111.51	
81136	Bell Aliant	7/29/2022	\$234.69	
81138	Brink's Canada Limited	7/29/2022	\$830.44	
81140	Central Square Canada Software Inc.	7/29/2022	\$323.44	

81141	CIMCO REFRIGERATION	7/29/2022	\$1,846.51
81142	CREDIT RECOVERY (2003) LTD.	7/29/2022	\$2,016.66
81144	DE LAGE LANDEN FINANCIAL	7/29/2022	\$792.35
81147	Eastlink	7/29/2022	\$460.00
81149	GRANT THORNTON LLP	7/29/2022	\$12,305.00
81153	MUSEUM ASSOCIATION OF NL	7/29/2022	\$60.00
81155	ORKIN CANADA CORPORATION	7/29/2022	\$127.54
81156	PIK-FAST EXPRESS INC	7/29/2022	\$38.75
81157	Pitney Bowes Leasing	7/29/2022	\$1,014.78
81162	Brian Finn	7/29/2022	\$300.00
81185	Central Square Canada Software Inc.	8/4/2022	\$388.13
81186	CITY OF ST. JOHN'S	8/4/2022	\$301,960.98
81187	DE LAGE LANDEN FINANCIAL	8/4/2022	\$1,673.25
81189	GFL Environmental Inc	8/4/2022	\$536.22
81190	Doug Greenslade	8/4/2022	\$1,000.00
81191	Derek Greenslade	8/4/2022	\$1,000.00
81192	Metcalf Holdings Limited	8/4/2022	\$4,025.00
81194	PIK-FAST EXPRESS INC	8/4/2022	\$176.25
81195	Ray Creative Agency Inc.	8/4/2022	\$402.50
81197	THE CALL CENTRE, INC	8/4/2022	\$1,023.89
81201	CHAMBERLAINS PARK ACTION	8/4/2022	\$410.27
		Total:	\$1,359,068.08

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	RCS Construction	Construction Mgmt Claim 11	\$16,291.94	Construction Management	Lease Agreement
Library	RCS Construction	Construction Claim 9	\$525,452.85	Construction	Lease Agreement
Library	SNC Lavalin	1612828	\$6,640.68	Engineering and project management	Lease Agreement
Community Park	Mills & Wright	88	\$7,930.98	Engineering and project management	Federal – ICIP (66% cost shared)
Community Park	Exp Services	688647	\$1,310.77	Testing services	Federal – ICIP (66% cost shared)
Community Park	Eastern Contracting	Claim 10	\$378,684.98	Construction	Federal – ICIP (66% cost shared)
Community Park	Russells Land Design	SI-89	\$28,175.00	Construction	Federal – ICIP (66% cost shared)
Lift Station Upgrades	Rodco Mechanical	Claim 5	\$61,112.09	Construction	Provincial - 17/20 MYCW (70% cost shared)
Traffic Lights – Ped Crossing: Eason’s Rd and Perrin’s Rd	Harbourside	2478	\$18,880.13	Engineering and project management	Provincial - 20/23 MYCW (50% cost shared)
Traffic Lights – Ped Crossing: Eason’s Rd and Perrin’s Rd	Dexter	Claim 2	\$132,042.71	Construction	Provincial - 20/23 MYCW (50% cost shared)
Traffic Lights – Ped Crossing: Eason’s Rd and Perrin’s Rd	Exp Services	686197	\$6,881.95	Testing services	Provincial - 20/23 MYCW (50% cost shared)
Coastal Assessment Long Pond Breakwater	CBCL	478583	\$7,044.90	Engineering services	Provincial 20/23 MYCW (70% cost shared)
Steadywater Brook Culvert Upgrade Phase 2	SNC Lavalin	1615253	\$664.16	Engineering and design	Provincial – 20/23 MYCW (50% cost shared)

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Phase 48	Black Diamond	Claim 1	\$296,007.13	Construction	Provincial - 20/23 MYCW (70% cost shared)
Phase 48	SNC Lavalin	1605302	\$13,655.54	Engineering and project management	Provincial - 20/23 MYCW (70% cost shared)
2022 Water and Sewer Upgrades	ETL	Claim 1	\$170,507.70	Construction	Federal – ICIP (70% cost shared)
Dunns Hill Pilot Project	Harbourside	2489	\$856.75	Engineering services	Town Funded
WWTP Infrastructure Protection (Shoreline Stabilization)	Black Diamond	Claim 4 (ROH)	\$69,632.50	Construction	Provincial - 20/23 MYCW (70% cost shared)
Recreation Complex Roof Repair	Rooftech	1794	\$138,538.00	Construction	Town Funded
Recreation Complex Roof Repair	Northbrook	469	\$1,546.75	Project Management	Town Funded
Gateway Development Options	SNC Lavalin	1612732	\$2,798.81	Consulting	Town Funded
Total Capital Invoices:			\$1,884,656.32		