

Financial Services Committee Meeting Minutes

Date: October 11, 2022
Time: 12:21 pm - 1:07 pm
Location: Zoom

Members Present **Deputy Mayor Gosse**
 Councillor Tilley
 Councillor Connors
 Councillor Hardy
 Councillor Barrett (joined at 12:53 p.m.)

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 \$245,765.51 as per the attached register.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay accounts payable cheques totaling \$245,765.51 as per the attached report.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$23,345.91.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$23,345.91.

1.c Direct Payments Register

The approval of the Committee was requested to ratify the payment of capital invoices totaling \$364,797.91.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of direct payments totaling \$364,797.91.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$212,478.45 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 \$212,478.45 as per the attached report.

2.b 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 221011 – BEWHJ002

Councillor Butler requested that this item be included on today's agenda.

The Committee reviewed the information provided in this matter and concurred with the following recommendation:

Recommendation:

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

- BEWHJ002 Request Denied

4. Other Items for Discussion

4.a Canada Community Building Fund (Gas Tax) - Additional Project Applications

A resolution of council is required to submit capital investment plans for additional projects under the Canada Community Building Fund (formerly Gas Tax).

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to submit the following Capital Investment Plan (CIP) applications for the 2019-2024 Gas Tax Funding to the Gas Tax Secretariat – Department of Municipal and Provincial Affairs:

Project Description	Estimated Cost
2023 Street Paving	\$1,500,000
Sidewalks	\$500,000
WWTP Roof Replacement	\$400,000
Total Cost	\$2,400,000

4.b Draft Update to Procurement Policy

Attached was a draft update to the town's procurement policy based on changes to legislation and recommendations from the audit completed by the Procurement Agency.

This item was deferred to next Financial Services Committee meeting.

4.c Draft Update to Procurement Card Policy

Attached is a draft update to the Procurement Card Policy which contains amendments intended to align with the changes in the Procurement Policy.

This item was deferred to the next Financial Services Committee meeting.

4.d Breakwater - Disaster Relief Funding

The Chief Administrative Officer and the Director of Finance discussed this item with the Committee.

The Director of Finance reviewed the requirements of the disaster relief funding and advised that the provincial government clearly outlined on several occasions that the funding only covers repairs. In the case of the breakwater, that meant that funding would only cover restoration to its original state using the same materials.

The Director advised of applications that the town has also made application under the Disaster Mitigation and Adaptation Fund and the Natural Infrastructure Fund. Both applications were denied but the town will be reapplying under the Disaster Mitigation Fund again and providing more technical information.

Armour stone breakwater is an eligible ICIP project and staff are preparing to submit application under this funding program as well.

4.e Multi Unit Residential Properties - Waste Collection

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

The Deputy Mayor advised of a request received by a multi-unit residential property owner for reimbursement for private waste collection services.

The Director reviewed the history of taxation of multi-unit residential properties and advised that they are considered to be commercial properties on the assessment roll. The previous Council made the decision to tax these properties at a residential rate. This does not change the classification of the property on the roll.

Additionally, the waste collection regulations address this matter as follows:

- (l) " Household" shall be defined as any single family residence with or without an apartment(s)/ unit(s). The following shall not receive town waste collection:
- i. Condominium(may receive recycling collection)
 - ii. Apartment building
 - iii. Senior Complex
 - iv. Properties considered Commercial, except four unit dwellings and Community Care Homes, as defined by the Provincial Government.

The Deputy advised that she would respond to the property owner.

5. Department Report

5.a Financial Services Department Update

The Director provided an update on recent departmental events with the Committee.

Recommendation:

Be it so resolved that the decisions and recommendations of the Financial and Administrative Services Committee be adopted as presented.

- Enforcement and Humane Services Statistics
- Fire Department Statistics
- Donation Request
- Capital Project Update
- Breakwater Funding opportunities
- Multi Unit Residential Properties - Waste Collection
- Departmental Report

There being no further business, the meeting was adjourned at 1:07 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
81559	Association For New Canadians	10/7/2022	\$219.23
81560	Atlantic Grocery Distributors Limited	10/7/2022	\$578.64
81561	Atlantic Restaurant Supplies	10/7/2022	\$3,335.00
81562	Blazer Concrete Sawing & Drilling	10/7/2022	\$2,760.00
81563	Bouzane's Excavating & Asphalt Services Inc.	10/7/2022	\$517.50
81564	Brenntag Canada Inc	10/7/2022	\$8,945.09
81566	CAN-AM Platforms & Construction Ltd.	10/7/2022	\$2,386.25
81567	Canadian Women in Ocean Industries	10/7/2022	\$454.25
81568	CDMV	10/7/2022	\$825.38
81569	CDW Canada Corp.	10/7/2022	\$5,761.50
81570	Agropur Division Natrel	10/7/2022	\$52.37
81571	Conservation Corps	10/7/2022	\$15,457.50
81572	D & S Vacuum Truck Services Ltd	10/7/2022	\$2,803.10
81573	ERIC TAYLOR LIMITED	10/7/2022	\$4,036.50
81574	eSCRIBE Software Ltd.	10/7/2022	\$25,230.71
81575	ESRI CANADA LIMITED	10/7/2022	\$9,378.25
81576	FARRELL'S EXCAVATING LIMITED	10/7/2022	\$8,222.33
81577	F. J. WADDEN & SONS LTD	10/7/2022	\$3,118.06
81578	Grand Concourse Authority	10/7/2022	\$31,004.20
81579	HANDYMAN HARDWARE LTD	10/7/2022	\$445.38
81580	Heave Away Waste Management Ltd	10/7/2022	\$595.70
81581	Xylem Canada LP	10/7/2022	\$6,218.03
81582	M & M HOLDINGS	10/7/2022	\$2,896.36
81583	M & M PREPAK SALES LTD	10/7/2022	\$540.00
81584	MODERN BUSINESS EQUIPMENT LTD	10/7/2022	\$57.91
81585	Mount Pearl Paradise Chamber of Commerce	10/7/2022	\$110.00
81586	NEWFOUNDLAND HVAC LIMITED	10/7/2022	\$398.19
81587	PARSONS & SONS LTD	10/7/2022	\$21,844.25
81588	ORKIN CANADA CORPORATION	10/7/2022	\$154.05
81589	PIK-FAST EXPRESS INC	10/7/2022	\$38.75
81590	Pinnacle Office Solutions Ltd	10/7/2022	\$433.03
81591	Pinnacle Networks Inc	10/7/2022	\$484.84
81592	Ray Lake	10/7/2022	\$750.00
81593	RCAP Leasing Inc	10/7/2022	\$239.32
81594	RDM Industrial Ltd	10/7/2022	\$197.30
81595	Taylor's Welding	10/7/2022	\$538.20
81596	The Harris Centre Memorial University	10/7/2022	\$4,312.50
81597	Tyco Integrated Fire & Security	10/7/2022	\$501.31
81598	WM L CHAFE & SON LTD	10/7/2022	\$619.85
81599	WOODPATH CAT & DOG HOSPITAL LTD	10/7/2022	\$721.59
81600	Cintas Canada Limited	10/7/2022	\$510.39
81507	MANUELS RIVER COMMUNITY INC.	9/26/2022	\$44,950.50
81508	Central Square Canada Software Inc.	9/29/2022	\$2,418.02
81509	CREDIT RECOVERY (2003) LTD.	9/29/2022	\$400.83

81510	Eastlink	9/29/2022	\$460.00
81513	Doug Greenslade	9/29/2022	\$1,000.00
81514	Derek Greenslade	9/29/2022	\$1,000.00
81515	Metcalfe Holdings Limited	9/29/2022	\$4,025.00
81517	ORKIN CANADA CORPORATION	9/29/2022	\$127.54
81518	PIK-FAST EXPRESS INC	9/29/2022	\$77.50
81519	Ray Creative Agency Inc.	9/29/2022	\$805.00
81527	CONCEPTION BAY SOUTH FIRE	10/6/2022	\$6,000.00
81528	DE LAGE LANDEN FINANCIAL	10/6/2022	\$3,046.35
81530	Eastlink	10/6/2022	\$5,343.58
81531	GFL Environmental Inc	10/6/2022	\$536.22
81537	Professional Municipal Administrators	10/6/2022	\$281.75
81538	Shaw Direct	10/6/2022	\$85.07
81539	THE CALL CENTRE, INC	10/6/2022	\$877.98
81542	CBS Squash Club	10/6/2022	\$1,000.00
81545	Jill Moores Fine Art And Photography	10/6/2022	\$637.36
81557	Canadian Red Cross	10/6/2022	\$5,000.00
		Total:	\$245,765.51

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	Eastern Contracting	Claim 13	\$83,472.60	Construction	Federal – ICIP (66% cost shared)
Phase 48	SNC Lavalin	1625775	\$24,500.64	Engineering and project management	Provincial - 20/23 MYCW (70% cost shared)
2022 Water & Sewer Upgrades	SNC Lavalin	1625782	\$35,354.51	Engineering and project management	Federal – ICIP (70% cost shared)
Pool Roof Repair	Rooftech	Claim 3 – 1808	\$33,449.13	Construction	Town Funded
Pool Roof Repair	Rooftech	Claim 4 HB - 1815	\$35,503.77	Construction	Town Funded
Pool Roof Repair	Northbrook	507	\$197.80	Project Management	Town Funded
Total Capital Invoices:			\$212,478.45		