

Financial Services Committee Meeting Minutes

Date: March 13, 2023
Time: 12:31 pm
Location: Zoom

Members Present **Mayor Bent**
 Deputy Mayor Gosse
 Councillor Moores
 Councillor Connors
 Councillor Butler
 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 totaling \$1,109,123.20 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 \$1,109,123.20 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$18,939.13.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$18,939.13.

1.c Direct Payments

The approval of the Committee was requested to ratify direct payments totaling \$521,649.01.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify direct payments totaling \$521,649.01.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$282,692.01 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 \$282,692.01 as per the attached report.

2.b Capital Change Order Approval

The Committee was requested to approve a capital change order in the amount of \$6,417.00, as per the attached report.

The Committee concurred to approve 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 230313 – JC.KH001

As per signed affidavit, this business ceased to operate from this location as of September 30, 2022. It is requested that \$2,980.94 be adjusted to reflect this closure.

The Committee concurred to adjust this account as requested.

3.b 230313 – PORTG016

A request was received by the property owners to adjust 100% of interest charged from 2015-2023.

Their property tax used to be paid by their mortgage company but for reasons unknown, this stopped in 2015 and the property owners were not aware of this. They indicated in their letter that they were not receiving statements but there is no record of returned mail for this account. In 2017 they received a water disconnection notice and contacted us at that time but did not start making regular payments on the account until 2019. As outlined in their letter, there were a number of reasons they gave to explain this. They attempted to secure funding but were unsuccessful due to a judgement (unrelated to the Town) that was filed against them in error. This led to a lengthy legal battle. They also suffered injuries in a car accident which affected their work and experienced hardships during the COVID pandemic.

They are now willing to settle this account if Council are willing to adjust the interest charges. A 50% interest adjustment would be \$5,288.51. If Council are agreeable to this adjustment, it would be contingent on the payment of the remaining outstanding balance.

The Committee concurred to adjust 50% of the interest on this account upon payment in full of the remaining balance.

3.c 230313 – ZIGGY001

As per the signed affidavit, this business ceased to operate as of February 15, 2023. It is requested that an adjustment of \$699.77 be made to reflect this closure.

The Committee concurred to adjust this account as requested.

3.d 230313 – COMME012

As per signed affidavit, this business ceased to operate as of January 1, 2015.

Standard practice is to adjust taxes back to the closure date; however, this company continued to pay the business tax up until this year even though their affidavit states they closed in 2015. A search of this company on CADO also shows their last annual return was filed in January 2021.

The Committee concurred to adjust business taxes for the current year only.

3.e 230313 – THERE001

As per signed affidavit this business ceased to operate as of September 2018.

It is recommended that 2023 business tax and interest in the amount of \$354.10 be adjusted to reflect this business closure.

The Committee concurred to adjust this account as requested.

3.f 230313 – EASTI001

As per signed affidavit, this business ceased to operate as of May 8, 2020. It is recommended that partial 2020 business tax of \$228.55, 2021 business tax of \$350.00, 2022 business tax of \$350.00 and 2023 business tax and interest of \$ 354.10, all totaling, \$1,282.65 be adjusted to reflect this business 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:

- JC.KH001 \$2,980.94
- PORTG016 \$5,288.51 upon payment of remaining balance
- ZIGGY001 \$699.77
- COMME012 \$350.00
- THERE001 \$354.10
- EASTI001 \$1,282.65

4. Other Items for Discussion

4.a Connections for Seniors

The Mayor and Deputy Mayor met with representatives from Connections for Seniors on March 3, 2023. A briefing package about their organization is attached. They recently acquired the seniors home on Cherry Lane. They are requesting that council consider providing them with relief on property taxes. For the information of the Committee, current taxes on this property for its current use are as follows:

2023 assessed value is \$694,500

Commercial property taxes \$7,986.75

Water sewer taxes based on 20 beds is \$1,835.00 (20 X 60.00 + 635.00)

Business taxes are \$350.00 plus \$35.00 BIA for a total of \$385.00.

Total Taxes for 2023 = \$10,206.75

The Committee reviewed the information as presented and were interested to learn more about the organization and their initiatives. It was requested that staff set up meeting with representatives from the organization with all of Council. The purpose of the meeting would be to learn more about the organization and explore opportunities for collaboration.

5. Department Report

5.a Financial Services Department Report

An update on Financial Services Department items was provided for the information of the Committee.

Recommendation:

Be it so resolved that the recommendations/decisions of the Financial and Administrative Services Committee of March 13, 2023 be accepted as presented.

The following items were discussed:

- Enforcement and Humane Services Statistics
- Fire Department Statistics
- Assessment Appeal Hearings
- Capital Change Orders
- Capital Project Update
- Connections for Seniors
- Collections Update

There being no further business, the meeting was adjourned at 1:01 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
82474	Andy's Pet Town	3/10/2023	\$103.35
82475	Angel Paws Pet Crematorium Ltd.	3/10/2023	\$192.51
82476	ATLANTIC BUSINESS INTERIORS	3/10/2023	\$2,846.84
82477	Atlantic Grocery Distributors Limited	3/10/2023	\$2,625.97
82478	Atlantic Offshore Medical Services	3/10/2023	\$3,425.93
82479	AVALON COAL SALT & OIL LTD	3/10/2023	\$88,112.05
82480	Blackwood Printing	3/10/2023	\$90.85
82481	BURSEY MANUFACTURING INC	3/10/2023	\$580.75
82482	CAN-AM Platforms & Construction Ltd.	3/10/2023	\$2,386.25
82483	CIMCO REFRIGERATION	3/10/2023	\$10,025.10
82484	Staples Advantage Canada	3/10/2023	\$2,445.90
82485	Dallas Mercer Consulting Inc	3/10/2023	\$2,155.68
82486	FARRELL'S EXCAVATING LIMITED	3/10/2023	\$11,505.34
82487	F. J. WADDEN & SONS LTD	3/10/2023	\$3,284.67
82488	Grand Concourse Authority	3/10/2023	\$24,850.76
82489	M & M PREPAK SALES LTD	3/10/2023	\$3,474.00
82490	MODERN BUSINESS EQUIPMENT LTD	3/10/2023	\$61.43
82491	NEWFOUNDLAND HVAC LIMITED	3/10/2023	\$346.15
82492	Pinnacle Office Solutions Ltd	3/10/2023	\$104.21
82493	Pinnacle Networks Inc	3/10/2023	\$211.60
82494	Rentokil Canada Corporation	3/10/2023	\$63.25
82495	SMS Equipment Inc.	3/10/2023	\$77,145.44
82496	Canadian AV Inc	3/10/2023	\$1,590.59
82497	Stantec Consulting Ltd	3/10/2023	\$45,335.83
82498	This And That Handyman	3/10/2023	\$6,095.00
82499	TK Elevator (Canada) Limited	3/10/2023	\$1,422.44
82500	WOODPATH CAT & DOG HOSPITAL LTD	3/10/2023	\$156.04
82395	CITY OF ST. JOHN'S	3/2/2023	\$253,254.75
82396	CONCEPTION BAY SOUTH FIRE	3/2/2023	\$3,000.00
82397	CREDIT RECOVERY (2003) LTD.	3/2/2023	\$8,772.01
82398	Eastlink	3/2/2023	\$460.00
82399	Doug Greenslade	3/2/2023	\$1,000.00
82400	Derek Greenslade	3/2/2023	\$1,000.00
82403	Metcalfe Holdings Limited	3/2/2023	\$4,025.00
82406	ORKIN CANADA CORPORATION	3/2/2023	\$127.54
82408	Ray Creative Agency Inc.	3/2/2023	\$1,086.75
82409	THE CALL CENTRE, INC	3/2/2023	\$1,169.79
82410	Christina McGory	3/2/2023	\$1,000.00
82415	Workplace NL	3/2/2023	\$265,949.10
82422	CIMCO REFRIGERATION	3/9/2023	\$1,846.51

82423	CITY OF ST. JOHN'S	3/9/2023	\$264,587.05
82425	GFL Environmental Inc	3/9/2023	\$536.22
82426	Honeywell Limited	3/9/2023	\$4,163.48
82427	PIK-FAST EXPRESS INC	3/9/2023	\$77.50
82429	Shaw Direct	3/9/2023	\$85.07
82469	Eastlink	3/9/2023	\$5,339.50
82470	Royal Canadian Legion	3/9/2023	\$805.00
82420	Melvin Batten	3/6/2023	\$200.00
		Total:	\$1,109,123.20

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	1649071	\$6,381.06	Engineering and Project Management	Lease Agreement
Effluent Monitoring	BioMaxx	7087	\$3,478.75	Testing and monitoring effluent at treatment plant	Town Funded
Wastewater Treatment Plant Study	SNC Lavalin	1648585	\$4,313.49	Project Completion	Provincial – 17/20 MYCW (70% cost shared)
2022 Street Upgrading	Dexter	Claim 5	\$267,397.46	Construction	Provincial – 20/23 MYCW (50% cost shared)
Seal Cove Bridge Deck Inspection and Repair	Harbourside	10482	\$1,121.25	Engineering	Town Funded
Total Capital Invoices:			\$282,692.01		