

## **Financial Services Committee Meeting Minutes**

Date: March 29, 2023  
Time: 12:52 p.m.  
Location: Zoom

**Members Present**      **Mayor Bent**  
                                 **Deputy Mayor Gosse**  
                                 **Councillor Barrett**

**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 \$94,834.51 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 \$94,834.51 as per the attached listing.

#### **1.b Manual Cheques**

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$20,502.27.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$20,502.27.

**2. Capital Items**

**2.a Capital Invoice Approval**

The Committee was requested to approve the payment of capital invoices in the amount of \$67,583.41, 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 \$67,583.41 as per the attached report.

**2.b Capital Change Order Approval**

The Committee was requested to approve capital change orders in the amount of \$9,477.33, as per the attached report.

The Committee concurred to accept the change orders as presented.

**3. Tax and Other Receivables Adjustments**

**3.a 230329 – ASHLE001**

As per signed affidavit this business ceased to operate as of July 2015. It is recommended that 2023 business tax and interest in the amount of \$354.10 be adjusted to reflect this closure.

The Committee concurred to adjust this account as requested.

**3.b 230329 – CLUNE008**

As per signed affidavit this business ceased to operate as of April 28, 2022. It is recommended that 2023 business tax and interest in the amount of \$1,234.16 be adjusted to reflect this business closure.

The Committee concurred to adjust this account as requested.

**3.c 230329 - DEANN001**

As per signed affidavit this business ceased to operate as of August 31, 2018. It is recommended that 2023 business tax and interest in the amount of \$354.10 be adjusted to reflect this business closure.

**3.d 230329 – JOANN001**

As per signed affidavit this business ceased to operate as of August 2017. 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.e 230329 – KIMMY001**

As per signed affidavit this business ceased to operate as of July 6, 2022. 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 230329 – MICHE001**

As per signed affidavit this business ceased to operate as of August 2019. 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.g 230329 – MJPER001**

As per signed affidavit this business ceased to operated as of March 9, 2023. It is recommended that partial 2023 business tax in the amount of \$ 285.75 be adjusted to reflect this business closure.

The Committee concurred to adjust this account as requested.

**3.h 230329 – CLUNB003**

A letter was received from this resident regarding taxes paid on this parcel of vacant land. They were under the impression that this land was willed to them by their parent and have been paying the taxes since 2017.

After receiving their 2023 tax invoice, they contacted the Town to determine where this parcel was located. They had sold a different parcel of land in 2022 and thought this property was included in the sale. A review of the deed and GIS map determined that they were paying on the wrong parcel of land and they advised that they never owned this property. A deed found at the registry of deeds has confirmed that this property does not belong to this resident. As such, they are requesting a refund of the taxes they paid.

**Analysis and Options:**

2017 Payment:	\$ 100.00
2018 Payment:	\$ 100.00
2019 Payment:	\$ 100.00
2020 Payment:	\$ 100.00
2021 Payment:	\$ 100.00
2022 Payment:	\$ 101.17
Total refund:	\$ 601.17

It is recommended that a refund for property taxes and interest paid from 2017 to 2022 in the amount of \$601.17 be issued to vendor CLUNB003 and said taxes be billed to current owner.

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:

- ASHLE001 \$354.10
- CLUNE008 \$1,234.16
- DEANN001 \$354.10
- JOANN001 \$354.10
- KIMMY001 \$354.10
- MICHE001 \$354.10
- MJPER001 \$285.75
- CLUNB003 \$601.17

**4. Other Items for Discussion**

**4.a Municipal Assessment Agency - Board of Directors Report for February 2023**

This was provided for the information of the Committee.

**5. Department Report**

**5.a Financial Services Department Report**

This was provided for the information of the Committee.

**Recommendation:**

Be it so resolved that the decisions/recommendations of the Financial and Administrative Services Committee Meeting of March 29, 2023 be accepted as presented.

- Donation Request - SHAD Program
- Job Competitions
- SPCA
- Capital change orders
- Municipal Assessment Agency - Board of Directors Report
- Department report

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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

<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
82545	Aquam Specialiste Aquatique Inc	3/17/2023	\$401.50
82546	Agropur Division Natrel	3/17/2023	\$51.16
82547	Coastline Specialties Limited	3/17/2023	\$9,177.00
82548	Staples Advantage Canada	3/17/2023	\$589.57
82549	FARRELL'S EXCAVATING LIMITED	3/17/2023	\$380.33
82550	Lifesaving Society - ON Branch	3/17/2023	\$941.23
82551	Marcus Contracting Ltd	3/17/2023	\$6,842.50
82552	Perry's Towing	3/17/2023	\$138.00
82553	PIDtech Controls Ltd.	3/17/2023	\$2,898.00
82554	WM L CHAFE & SON LTD	3/17/2023	\$1,902.11
82555	WOODPATH CAT & DOG HOSPITAL LTD	3/17/2023	\$554.96
82556	WSP E&I Canada Limited	3/17/2023	\$5,331.71
82502	Bell Aliant	3/17/2023	\$1,393.99
82504	Brink's Canada Limited	3/17/2023	\$2,013.48
82507	FARRELL'S EXCAVATING LIMITED	3/17/2023	\$50,000.00
82508	GRANT THORNTON LLP	3/17/2023	\$7,383.00
82511	Northeast Avalon Joint Council	3/17/2023	\$300.00
82512	PIK-FAST EXPRESS INC	3/17/2023	\$46.50
82514	PITNEYWORKS	3/17/2023	\$3,450.00
82516	Rodney Taylor	3/17/2023	\$150.00
82544	Workplace NL	3/17/2023	\$889.47
		<b>Total:</b>	<b>\$94,834.51</b>

**Capital Invoice Approval**

The Committee is requested to approve the payment of capital invoices as follows:

<b>Project</b>	<b>Vendor</b>	<b>Invoice Number</b>	<b>Amount</b>	<b>Description</b>	<b>Funding Program</b>
Lift Station Upgrades	Rodco	Claim 12	\$15,281.20	Construction	Provincial – 17/20 MYCW (70% cost shared)
Pedestrian Crossing – Easons and Perrins	Harbourside	2711	\$1,431.75	Engineering and Project Management	Provincial – 20/23 MYCW (50% cost shared)
Steadywater Brook Culvert Upgrade	ETL	Claim 4 ROH	\$25,218.51	Construction	Provincial – 20/23 MYCW (50% cost shared)
Town Hall	McCallum Sather	13077-26	\$17,012.83	LEED Certification	Town Funded
Arena	McCallum Sather	12057-33	\$3,393.39	LEED Certification	Town Funded
Gateway Phase 1 Completion Planning	Pinnacle	22030-04	\$3,450.00	Engineering and Consulting Services	Town Funded
Water Transmission Main Upgrade	CBCL	485307	\$1,795.73	Design and Engineering	Federal – ICIP (70% cost shared)
<b>Total Capital Invoices:</b>			<b>\$67,583.41</b>		