

Financial Services Committee Meeting Minutes

Date: April 11, 2023
Time: 12:35 p.m.
Location: Council Chambers

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

Staff Present **Liz Davis, Director of Financial**
 Services
 Gail Pomroy, Town Clerk

1. Disbursements from the Operating Fund

1.a Accounts Payable Cheques

The approval of the Committee was requested to pay accounts payable cheques totaling \$258,192.58 as per the attached listing.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to approve the payment of accounts payable cheques totaling \$258,192.58 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$89,582.80 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$89,582.80.

1.c Direct Payments

The approval of the Committee was requested to ratify direct payments totaling \$445,193.75 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 \$445,193.75.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$503,078.74, 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 \$503,078.74 as per the attached listing.

2.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$655,199.73, as per the attached report.

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 230411 – SHERR001

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

It is recommended that 2023 business tax and interest in the amount of \$358.20 be adjusted to reflect this business closure.

The Committee concurred to adjust the account as recommended.

3.b 230411 – SINGA001

As per signed affidavit, this business ceased to operate as of February 1, 2022.

It is recommended that 2023 business tax and interest in the amount of \$358.20 be adjusted to reflect this business closure.

The Committee concurred to adjust this account as recommended.

Recommendation:

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

- SHERR001 \$358.20
- SINGA001 \$358.20

4. Other Items for Discussion

4.a Correspondence re: Property located at 487B Foxtrap Access Road

This was provided for the information of the Committee. Staff will review and draft a response as time permits.

5. Department Report

5.a Financial Services Department Report

This is provided for the information of the Committee.

Recommendation:

Be it so resolved that the decisions/recommendations of the Financial and Administrative Services Committee meeting held on April 11, 2023 be accepted as presented.

- Capital Change Orders
- Capital Project Update
- Correspondence re: 478B Foxtrap Access Road
- Collections - Water Disconnections, Power of Sale
- 2022 Financial Statement Audit
- Enforcement and Humane Services Statistics
- Fire Department Statistics
- Donation Request
- Correspondence - SPCA
- St. John's Airport Authority Board of Directors

There being no further business, the meeting was adjourned at 12:47 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
82581	Action Auto & Window Glass Limited	4/6/2023	\$86.25
82582	Armstrong's Communication Ltd	4/6/2023	\$96.60
82583	Atlantic Grocery Distributors Limited	4/6/2023	\$4,251.53
82584	AVALON COAL SALT & OIL LTD	4/6/2023	\$128,028.79
82585	Brenntag Canada Inc	4/6/2023	\$6,408.56
82586	Cahill Technical Services	4/6/2023	\$4,847.83
82587	Agropur Division Natrel	4/6/2023	\$98.83
82589	Staples Advantage Canada	4/6/2023	\$1,243.33
82590	DICK'S & COMPANY LIMITED	4/6/2023	\$32.18
82592	FARRELL'S EXCAVATING LIMITED	4/6/2023	\$1,905.00
82593	F. J. WADDEN & SONS LTD	4/6/2023	\$6,430.70
82594	Grand Concourse Authority	4/6/2023	\$15,967.16
82595	Heave Away Waste Management Ltd	4/6/2023	\$297.85
82596	Hockey NL	4/6/2023	\$50.00
82597	IMAGE 4 PRINTING & DESIGN INC	4/6/2023	\$102.35
82598	Xylem Canada LP	4/6/2023	\$15,432.41
82599	Marcus Contracting Ltd	4/6/2023	\$3,967.50
82600	MCLOUGHLAN SUPPLIES LTD	4/6/2023	\$1,152.30
82601	M & M HOLDINGS	4/6/2023	\$612.93
82602	M & M PREPAK SALES LTD	4/6/2023	\$2,736.00
82603	MODERN BUSINESS EQUIPMENT LTD	4/6/2023	\$82.10
82604	NEWFOUNDLAND HVAC LIMITED	4/6/2023	\$3,209.89
82605	Newfoundland Exchequer	4/6/2023	\$4,372.27
82606	PETER PAN SALES LTD	4/6/2023	\$449.60
82607	RCAP Leasing Inc	4/6/2023	\$239.32
82608	Rentokil Canada Corporation	4/6/2023	\$63.25
82609	Sobeys Inc	4/6/2023	\$88.81
82610	Taylor's Welding	4/6/2023	\$20,438.75
82611	The Business Post	4/6/2023	\$211.31
82612	Tucker Electronics Limited	4/6/2023	\$2,191.02
82613	Cintas Canada Limited	4/6/2023	\$680.49
82614	DocuNav Solutions	4/6/2023	\$2,700.00
82559	Bell Aliant	4/5/2023	\$318.36
82560	CREDIT RECOVERY (2003) LTD.	4/5/2023	\$6,221.69
82561	DE LAGE LANDEN FINANCIAL	4/5/2023	\$2,007.90
82562	Eastlink	4/5/2023	\$460.00
82563	GFL Environmental Inc	4/5/2023	\$536.22
82564	Doug Greenslade	4/5/2023	\$1,000.00
82565	Derek Greenslade	4/5/2023	\$1,000.00
82566	Honeywell Limited	4/5/2023	\$4,163.48
82567	Metcalfe Holdings Limited	4/5/2023	\$6,325.00

82568	Newfoundland & Labrador Public Libraries	4/5/2023	\$2,600.00
82569	ORKIN CANADA CORPORATION	4/5/2023	\$127.54
82570	PIK-FAST EXPRESS INC	4/5/2023	\$77.50
82572	THE CALL CENTRE, INC	4/5/2023	\$877.98
82557	Harvey Oil Limited	3/17/2023	\$4,002.00
		Total:	\$258,192.58

Capital Invoice Approval

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

Project	Vendor	Invoice Number	Amount	Description	Funding Program
2022 Streets	Dexter	Claim 6	\$437,293.42	Construction	Provincial – 20/23 MYCW (50% cost shared)
2022 Streets	SNC Lavalin	1653725	\$25,024.80	Engineering and Project Management	Provincial – 20/23 MYCW (50% cost shared)
Steadywater Brook Culvert Upgrade	SNC Lavalin	1653310	\$4,342.89	Engineering and Project Management	Provincial – 20/23 MYCW (50% cost shared)
Phase 48	SNC Lavalin	1653312	\$19,723.63	Engineering and Project Management	Provincial – 20/23 MYCW (50% cost shared)
2022 Water & Sewer Upgrades	SNC Lavalin	1653311	\$1,744.00	Engineering and Project Management	Federal – ICIP (70% cost shared)
Community Recreation Center	LAT 49	23-4191	\$14,950.00	Programming and Schematic Design	Town Funded
Total Capital Invoices:			\$503,078.74		