

Financial Services Committee Meeting Minutes

Date: October 30, 2023
Time: 12:34 pm
Location: Zoom

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

Staff Present **Liz Davis, Director of Financial**
 Services
 Brian Crawley, Chief Administrative
 Officer
 Jody Fifield, Executive Secretary

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 \$287,127.46 as per the attached report.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to pay accounts payable cheques totaling \$287,127.46 as per the attached listing.

1.b Manual Cheques

The approval of the Committee was requested to ratify the payment of manual cheques totaling \$398,081.04.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$398,081.04.

1.c Direct Payments

The approval of the Committee is requested to ratify direct payments totaling \$753,579.27.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to ratify direct payments totaling \$753,579.27.

2. Capital Items

2.a Capital Invoice Approval

The Committee was requested to approve the payment of capital invoices in the amount of \$781,622.25 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 \$781,622.25 as per the attached report.

2.b Capital Change Order Approval

The Committee was requested to approve capital change orders in the amount of \$56,465.39, as per the attached report.

The Committee concurred to accept the 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 231030 - HEATP001

As per signed affidavit, this business ceased operations at this location on July 31, 2023 and relocated to another address outside of Conception Bay South as shown on their website.

It is recommended that a portion of the 2023 business tax be adjusted in the amount of \$888.73 to reflect this business closure.

The Committee concurred to adjust this account as recommended.

3.b 231030 - SHAPP001

The resident had 100% of his interest from 2000 – August 2021 adjusted upon approval from Council in September of 2021. The resident did not pay the balance of the account at that time.

The resident submitted a request to have the interest accumulated from the remainder of 2021 – 2023 adjusted at the finance committee meeting of September 8, 2023 but he proposed paying the balance of the account over the next few months. This request was denied.

The resident has since paid the balance of the account less the amount of interest accumulated from the remainder of 2021-2023 which amounts to \$6,716.16. He is now requesting an adjustment of this amount.

Account is paid except for the interest charges from 2021 – 2023.

It is recommended that this request to adjust interest in the amount of \$6,716.16 be denied.

This was provided for Committee discussion.

The Committee discussed this matter in great detail. It was the consensus of the Committee that since this account had already received a considerable interest adjustment in 2021, a further adjustment would not be approved.

Recommendation:

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

- HEATP001 \$888.73
- SHAPP001 Request Denied

4. Other Items for Discussion

4.a Collections

4.a.1 Power of Sale

The approval of the Committee is requested to begin the power of sale process for non-payment of taxes on the properties included on the attached list.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to proceed with power of sale for non-payment of taxes on the list of properties identified.

4.a.2 Collection Agency

The approval of the Committee was requested to send the accounts to Credit Recovery Limited for collection due to non-payment of taxes. All other methods of collection have been exhausted by staff.

The Committee concurred with the following recommendation:

Recommendation:

Be it so resolved that approval be given to send accounts identified to Credit Recovery Limited for collection due to non-payment of taxes.

5. Department Report

5.a Financial and Administrative Services Committee 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 Monday, October 30, 2023 be accepted as presented.

Items discussed included:

- Emergency Response Training
- Town Hall Maintenance
- Vandalism/Graffiti at public spaces

There being no further business, the meeting was adjourned at 1:05 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
83740	ABELL PEST CONTROL INC	10/27/2023	\$109.25
83741	Action Auto & Window Glass Limited	10/27/2023	\$184.00
83742	Armstrong's National Alarm Monitoring Ltd	10/27/2023	\$96.60
83743	Atlantic Grocery Distributors Limited	10/27/2023	\$3,310.00
83744	Atlantic Restaurant Supplies	10/27/2023	\$568.62
83745	Belzona Atlantic Canada	10/27/2023	\$2,191.90
83746	Brenntag Canada Inc	10/27/2023	\$8,243.94
83747	CIMCO REFRIGERATION	10/27/2023	\$3,623.94
83748	CITY TIRE & AUTO CENTRE LTD	10/27/2023	\$9,142.23
83749	Staples Advantage Canada	10/27/2023	\$1,030.86
83750	CUMMINS CANADA ULC	10/27/2023	\$431.02
83751	DAWE'S AUTO SERVICE	10/27/2023	\$172.50
83752	DICK'S & COMPANY LIMITED	10/27/2023	\$119.57
83753	Drive Products Inc	10/27/2023	\$17,940.00
83754	Economic Developers Association of NL	10/27/2023	\$500.00
83755	ELECTRIC MOTOR & PUMP	10/27/2023	\$2,563.35
83756	FIREWORKS F/X INC	10/27/2023	\$8,000.00
83757	F. J. WADDEN & SONS LTD	10/27/2023	\$5,202.92
83758	GRAND & TOY LIMITED	10/27/2023	\$2,502.34
83759	Grand Concourse Authority	10/27/2023	\$42,031.86
83760	Heave Away Waste Management Ltd	10/27/2023	\$297.85
83761	Hetek Solutions Inc.	10/27/2023	\$2,886.50
83762	HISCOCK RENTALS & SALES	10/27/2023	\$2,012.50
83763	IMAGE 4 PRINTING & DESIGN INC	10/27/2023	\$1,293.18
83764	J & C Sod Farm Ltd.	10/27/2023	\$759.00
83765	Joyfit	10/27/2023	\$689.00
83766	Mark's Work Wearhouse	10/27/2023	\$469.75
83767	MCLOUGHLAN SUPPLIES LTD	10/27/2023	\$2,470.80
83768	M & M HOLDINGS	10/27/2023	\$1,415.47
83769	Municipal Construction	10/27/2023	\$3,865.73
83770	NEWFOUNDLAND HVAC LIMITED	10/27/2023	\$3,280.03
83771	Nfld. and Labrador Construction	10/27/2023	\$1,098.25
83772	One Track Productions KCC Inc.	10/27/2023	\$37,317.50
83773	Pinnacle Office Solutions Ltd	10/27/2023	\$243.29
83774	Ray Lake	10/27/2023	\$800.00
83775	Rooftech Systems Ltd.	10/27/2023	\$2,051.14
83776	BIG ERICS INC.	10/27/2023	\$134.92
83777	SAUNDERS EQUIPMENT LTD	10/27/2023	\$36.64
83778	Sobeys Inc	10/27/2023	\$209.06
83779	Canadian AV Inc	10/27/2023	\$10,280.53
83780	Stingray Radio Inc./Radio Stingray Inc.	10/27/2023	\$2,175.80
83781	TERRA NOVA OVERHEAD DOOR	10/27/2023	\$845.25
83782	Vallen Canada Inc.	10/27/2023	\$3,428.36
83783	WEIR'S CONSTRUCTION LTD	10/27/2023	\$3,836.40
83784	WOODPATH CAT & DOG HOSPITAL LTD	10/27/2023	\$368.70
83785	Kodiak Group Holdings Co.	10/27/2023	\$4,864.09
83786	Cintas Canada Limited	10/27/2023	\$591.23

83655	CITY OF ST. JOHN'S	10/12/2023	\$64,892.46
83658	Eastlink	10/12/2023	\$5,383.00
83659	ORKIN CANADA CORPORATION	10/12/2023	\$57.50
83663	THE CALL CENTRE, INC	10/12/2023	\$877.98
83680	Bell Aliant	10/12/2023	\$1,564.77
83681	Brink's Canada Limited	10/17/2023	\$1,993.36
83682	Cal LeGrow Insurance	10/17/2023	\$2,566.80
83683	Central Square Canada Software Inc.	10/17/2023	\$1,562.02
83684	CIMCO REFRIGERATION	10/17/2023	\$1,901.81
83685	DE LAGE LANDEN FINANCIAL	10/17/2023	\$2,465.60
83686	Pitney Bowes Leasing	10/17/2023	\$1,014.78
83688	Admirals Academy	10/26/2023	\$720.00
83690	Bell Aliant	10/26/2023	\$269.19
83693	CREDIT RECOVERY (2003) LTD.	10/26/2023	\$3,206.12
83694	DE LAGE LANDEN FINANCIAL	10/26/2023	\$457.70
83700	Musically Inclined	10/26/2023	\$250.00
83702	PIK-FAST EXPRESS INC	10/26/2023	\$108.50
83704	HOLY SPIRIT HIGH SCHOOL	10/26/2023	\$250.00
83705	TOPSAIL UNITED CHURCH	10/26/2023	\$150.00
83709	Newfoundland & Labrador English School	10/26/2023	\$250.00
83710	CBS Squash Club	10/26/2023	\$1,000.00
83717	Jared Trask	10/26/2023	\$100.00
83722	Anglican Church Women St. John the Evangelist	10/26/2023	\$100.00
83723	ICEBERGALLERY	10/26/2023	\$200.00
83713	Asetha Power	10/26/2023	\$100.00
		Total:	\$287,127.46

Capital Invoice Approval

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

Project	Vendor	Invoice Number	Amount	Description	Funding Program
2023 Streets	Weirs	Claim 2	\$479,520.87	Construction	Provincial – 20/23 MYCW (50% cost shared)
T'railway Phase 4	Grand Concourse Authority	23119	\$135,972.00	Project Management	Federal & Provincial – ATF & other (72% cost shared)
WWTP Roof Replacement	SNC Lavalin	1677130	\$1,507.31	Engineering and Design	Federal – Gas Tax (100% funded)
Library	RCS Construction	Claim 16	\$53,325.50	Construction	Lease Agreement
Community Park – Asphalt Trails	Grand Concourse Authority	23125	\$111,296.57	Construction	Provincial - Communities Grant (15% cost shared)
Total Capital Invoices:			\$781,622.25		