

# **ADMINISTRATIVE SERVICES**

## **October 25, 2021**

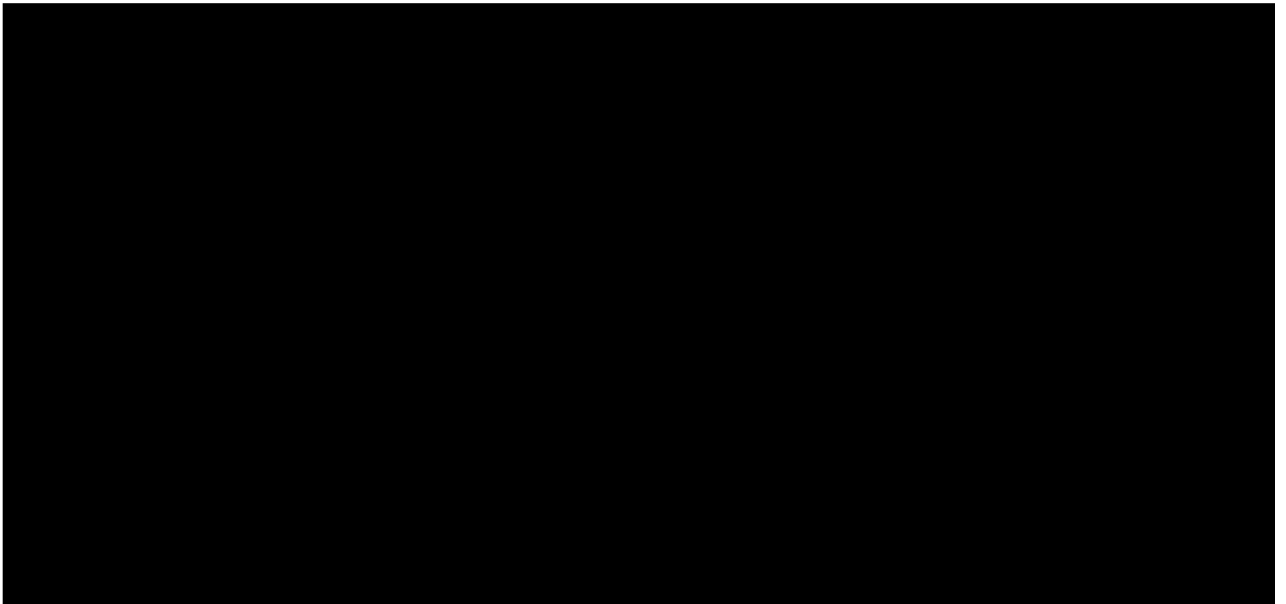
A meeting of the Financial & Administrative Services Committee was held on Monday, October 25, 2021. It was called to order at approximately 12:04 p.m. In attendance was: Deputy Mayor Gosse (Chair), Mayor Bent, Councillors Hardy, Tilley, Barrett, Connors and Butler, Chief Administrative Officer, Brian Crawley, Town Clerk, Gail Pomroy and Director of Finance, Liz Davis.

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### **1. Quilts of Valour**

A guest was in attendance between 12:07 p.m. and 12:30 p.m. to discuss Quilts of Valour.

**2.**



### **3. Enforcement and Humane Services Statistics**

Attached were the Enforcement and Humane Services Statistics for September, 2021.

### **4. Fire Department Statistics**

Attached were the Fire Department Statistics for September, 2021.

**5. Administration Department – Orientation Presentation**

The Town Clerk provided an orientation on the Administration Department.

**6. Correspondence – Municipal Assessment Agency**

Attached was correspondence dated September 23, 2021 pertaining to call for nominations for the positions of Urban and Avalon Director. Nominations close on October 28, 2021.

As of October 21, 2021, there are two candidates for Avalon, Mayor Betty Moore, Clarke's Beach and Councillor Eric Snow, South River.

This was provided for the consideration of the Committee.

**7. Worsley Park – Loitering and Traffic Concerns**

Mayor Bent requested this item added to the agenda. He requested a meeting be organized with the Royal Newfoundland Constabulary to discuss issues being experienced in this area.

**8. Donation Request – Holy Spirit High School**

We are in receipt of a donation request from Holy Spirit High School in support of their Annual Scholarship and Awards Program. They will be holding their Annual Awards Night Ceremony on December 2, 2021. Guests are not invited to the ceremony this year due to Covid.

The Committee concurred with the following recommendation:

**Recommendation: (Public)**

Be it so resolved that approval be given for the donation of \$250.00 to Holy Spirit High School in support of their Annual Scholarship and Awards Program. Funds are available in account 01-101-1000-7705.

**9. Donation Request – Queen Elizabeth Regional High School**

We are in receipt of a donation request from Queen Elizabeth Regional High School in support of their Annual Scholarship and Awards Program. They will be

holding their Annual Awards Night Ceremony on November 19, 2021. Guests are not invited to the ceremony this year due to Covid.

The Committee concurred with the following recommendation:

**Recommendation: (Public)**

Be it so resolved that approval be given for the donation of \$250.00 to Queen Elizabeth Regional High School in support of their Annual Scholarship and Awards Program. Funds are available in account 01-101-1000-7705.

**10. Departmental Report (Fire Department)**

**A. Recent Accomplishments**

- Social media posts.
- Target Solutions - monthly online training (ongoing).
- Blue Card Command – training and continuing education (ongoing).
- COVID-19 initiatives / precautions (ongoing).
- Recruitment of casual Firefighters – 10 new casuals have started their orientation.

**B. Upcoming Initiatives**

- Target Solutions - monthly online training (ongoing).
- Blue Card Command – training and continuing education (ongoing).
- COVID-19 initiatives / precautions (ongoing).
- Development of a virtual fire prevention presentation for schools and community groups that can be delivered into a classroom from Station 1 once restrictions allow (ongoing – under development).
- Tip Tuesdays - looking at implementing a dedicated day to send out a Fire Prevention “Tip of the Week” on social media.
- Resilient Minds – mental health training through the Canadian Mental Health Association. Completion of training.

**C. Potential Issues**

- Nothing to report.

**11. Departmental Report (Admin)**

A departmental update was provided.

The meeting adjourned at 1:02 p.m.

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Andrea Gosse, Chair  
Deputy Mayor

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Gail Pomroy  
Town Clerk