

**Administrative Services Committee Meeting Minutes**

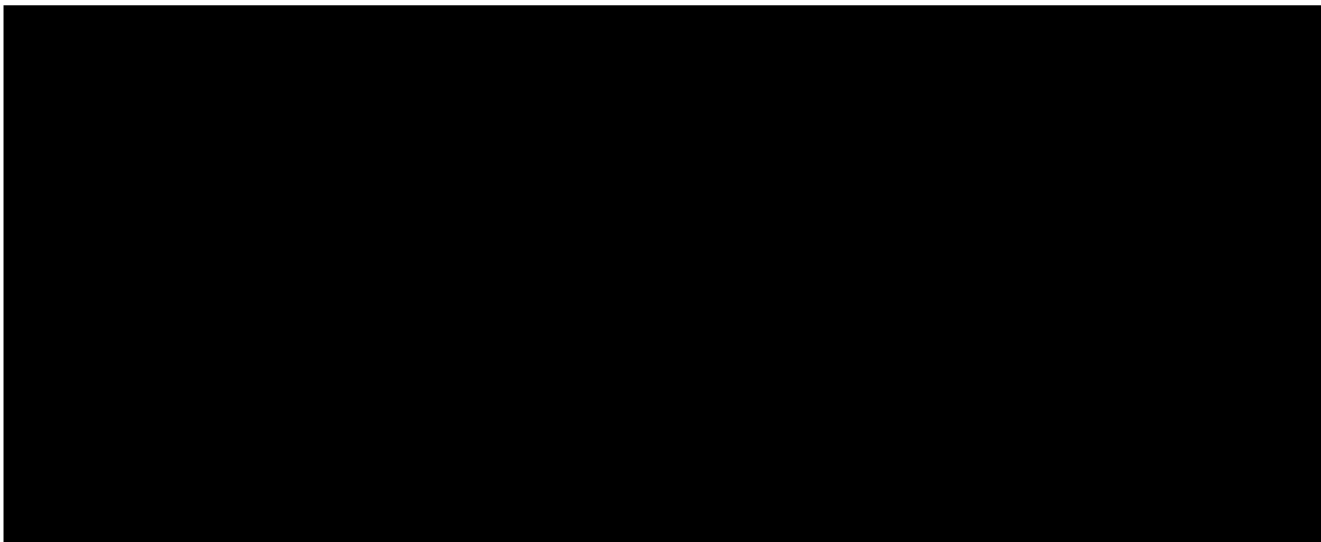
Meeting #: 15  
Date: September 26, 2022  
Time: 12:00 pm - 1:16 pm  
Location: Zoom

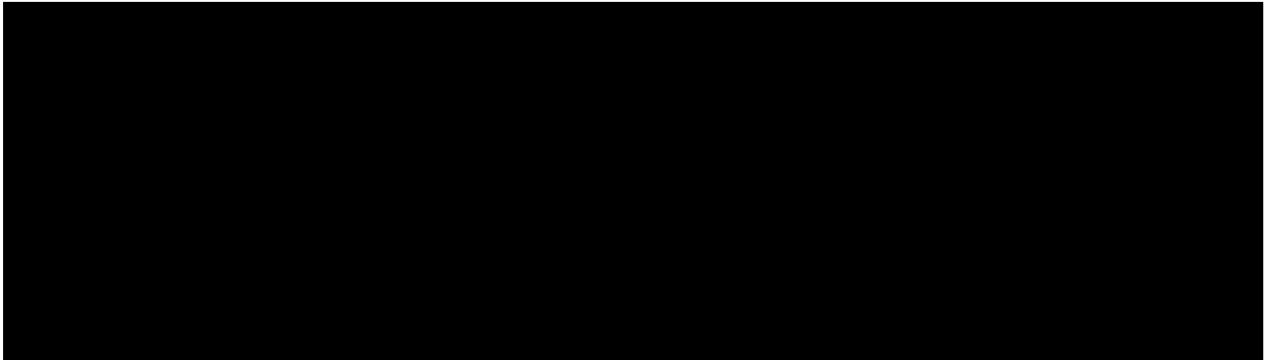
**Members Present**      **Mayor Bent**  
                                 **Deputy Mayor Gosse**  
                                 **Councillor Tilley**  
                                 **Councillor Moores**  
                                 **Councillor Hillier**  
                                 **Councillor Hardy**  
                                 **Councillor Barrett**

**Staff Present**            **Gail Pomroy, Town Clerk**  
                                 **Brian Crawley, Chief Administrative**  
                                 **Officer**

**Others Present**        **Liz Davis, Director of Finance**

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**2. Municipal Assessment Update**

This was provided for the information of the Committee.

**3. Change in Meeting Schedule**

In anticipation of the holiday season it is necessary to amend the meeting schedule for the month of January, 2023.

The following is the proposed schedule:

Committee Meetings	January 9 <sup>th</sup> and 10 <sup>th</sup>
Council Meeting	January 17 <sup>th</sup>
Committee Meetings	January 30 <sup>th</sup> and 31 <sup>st</sup>

The regular schedule will resume for the month of February.

It would be necessary to cancel the Public Meeting of January 3<sup>rd</sup> by resolution and to advertise the change in the local paper.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that the Public Meeting for January will be held on January 17<sup>th</sup>, 2023.

**4. Approval to Call Tender - Fire Department Uniform Clothing**

It is necessary to call a new tender for the provision of Fire Department Uniform Clothing as per the Collective Agreement.

The Committee concurred with the following recommendation:

**Recommendation:**

Be it so resolved that approval be given to call a three (3) year tender for the supply and deliver of uniform clothing for the staff of the Conception Bay South Fire Department. Funds are available in account #01-205-1000-4115.



**6. Extreme Weather Events**

The Chief Administrative Officer stated he has requested staff to look at equipment or resources that may be required to respond to the extreme weather events that we have been, and expect to continue, experiencing. He noted this may be reflected during budget discussions.

There was a brief discussion on the breakwater.

**8. NEAR Plan**

Mayor Bent advised that he has a meeting schedule with the Mayors of St. John's, Mount Pearl and Paradise to discuss correspondence received from the Department of Municipal and Provincial Affairs to determine interest in restarting the N.E.A.R. plan.

**9. Southwest Coast Fundraiser**

Following discussion on this matter, it was the consensus of the Committee to use social media to support the fundraising efforts of the Canadian Red Cross.

**10. Departmental Report (Admin)**

**11. ADDITIONAL ITEMS**

**11.a Flats Road**

Councillor Tilley declared a conflict on this item as he has family who reside in the vicinity. He vacated the meeting at 12:45 p.m. and returned at 12:47 p.m.

The Committee discussed this matter and concurred to post the Stantec geotechnical report on the Town's website.

**11.b Social Media**

Councillor Barrett expressed concern with members of the public making remarks on social media pertaining to members of staff.

The meeting adjourned at 1:16 p.m.

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Deputy Mayor Andrea Gosse, Chair

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Gail Pomroy, Town Clerk