

**Administrative Services Committee Meeting Minutes**

Meeting #: 19  
Date: December 14, 2023  
Time: 12:020 pm - 12:27 pm  
Location: Council Chambers

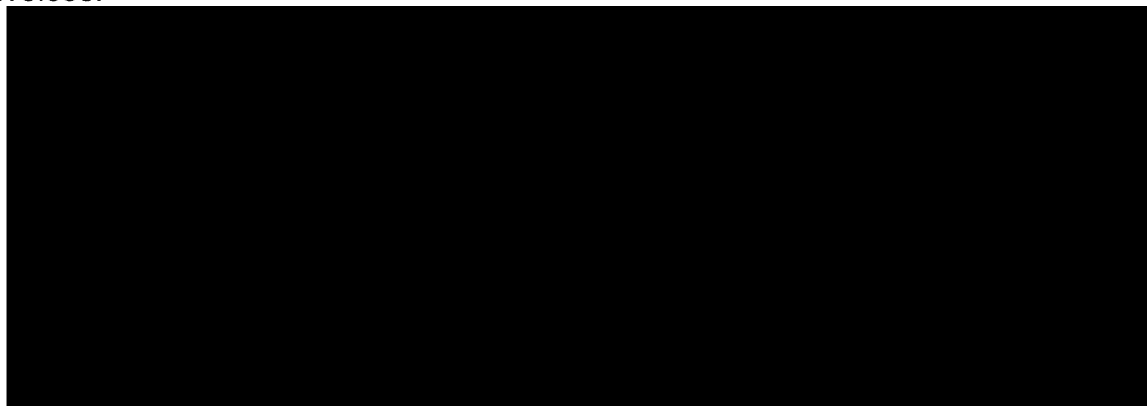
**Members Present**      **Mayor Bent**  
                                 **Deputy Mayor Gosse**  
                                 **Councillor Tilley**  
                                 **Councillor Moores**  
                                 **Councillor Connors**  
                            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

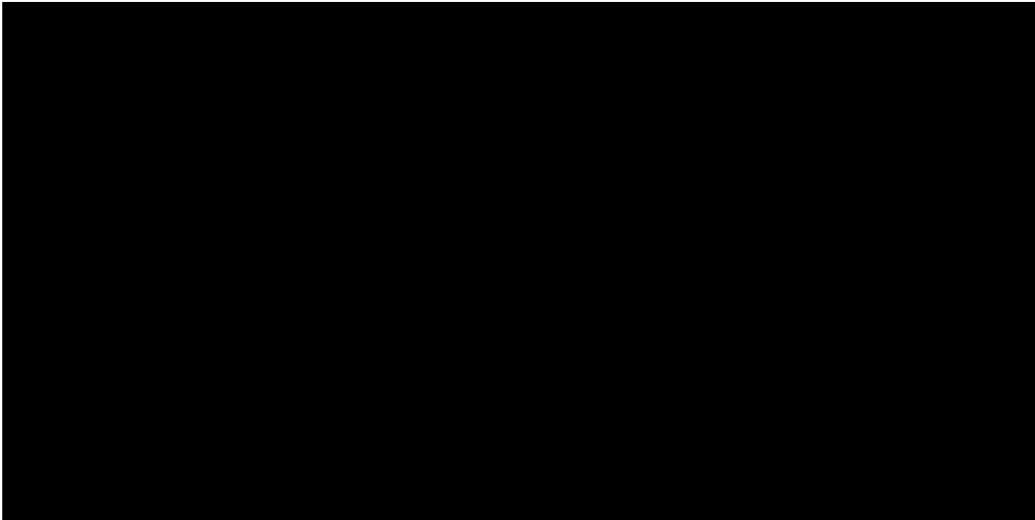
**Staff Present**            **Gail Pomroy, Town Clerk**  
                                 **Brian Crawley, Chief Administrative Officer**  
                                 **Liz Davis, Director of Finance**

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**1. Approval To Pay - Legal Invoices**

The approval of the Committee was requested for payment of the following legal invoices:





**2. Enforcement and Humane Services Statistics**

Provided for information.

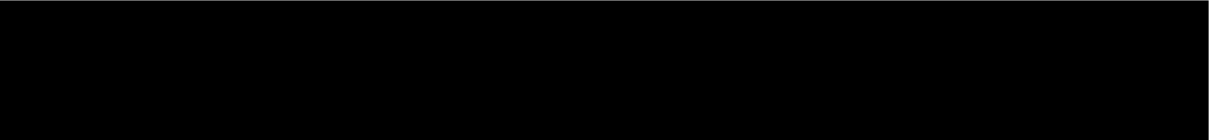
**3. Fire Department Statistics**

Provided for information.

**4. Social Media Statistics**

Provided for information.

**5. Confidential - LPHA Update**



**6. Recruitment of Chief Executive Officer for Advantage St. John's**

The Chief Administrative Officer discussed ongoing efforts to recruit a CEO for the Regional Economic Development Corporation. He advised interviews will be held in the new year.

**7. Conflict of Interest Legislation**

The Chief Administrative Officer stated that there has been some confusion on the new legislation as it relates to Conflict of Interest for municipal officials and inquired if Council wished staff to arrange additional training, if any is available. The Committee concurred that all the training through MNL and Municipal Affairs has been completed.

**8. Coastal Community Resilience Proposal**

The Chief Administrative Officer discussed this matter with the Committee. He advised that a letter of intent has been submitted.

**9. Departmental Report (Admin)**

Provided for information.

There was discussion on a recent meeting with the RNC.

**10. Departmental Report (Fire)**

Provided for information.

**11. ADDITIONAL ITEMS**

**11.a Charging Station at Fire Station**

Councillor Barrett requested an update on the vehicle charging station at the Fire Station. Staff advised that an update will be provided when information is available.

**11.b Power of Sale**

Councillor Tilley inquired on a property listed for Power of Sale. The Director of Finance advised that the file has been sent to the Town's solicitors for processing.

The meeting adjourned at 12:27 p.m.

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Deputy Mayor Andrea Gosse, Chair

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Gail Pomroy, Town Clerk