

FINANCE, COMMUNICATIONS & PLANNING
OCTOBER 7, 2008

Meeting called to order at 4:00 pm by Cr. Russell.

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| <u>IN ATTENDANCE</u> | Chairperson | F. Russell |
| | Deputy Mayor | L. Browne |
| | CAO | R. Hiscock |
| | Town Clerk | M. Blackmore |

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| <u>REGRETS</u> | Mayor | F. Best |
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| <u>INVOICES</u> | Invoices in the amount of \$98,597.48 presented for payment. RECOMMENDATION: The invoices as presented be approved. |
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BUSINESS ARISING

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| <u>AUDIT FEES</u> | Invoice presented in the amount of \$4,600 plus HST for extra work by the auditor as a result of the amount of Capital Projects in 2006/2007. RECOMMENDATION: That this be approved for this time only. New tender call will specify that fee must include the auditing of all Capital Funding. |
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WEBSITE

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| <u>MAINTENANCE</u> | Concerns raised again that the website is not being updated on a regular basis. CAO was asked to get the user name and password from the website designer in order to get updated done to the site. |
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LEAVE OF ABSENCE

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| <u>POLICY</u> | Leave of Absence Policy was presented to the Committee for their review. RECOMMENDATION: That the Policy as presented be approved and adopted at the next meeting of Council. |
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NEW BUSINESS

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| <u>CANADA POST</u> | Correspondence received from Canada Post requesting a contribution of \$50 towards mental-health awareness. RECOMMENDATION: The Town's Donation Policy does not cover this type of contribution and therefore cannot be approved. |
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ON THE ROAD TO SUCCESS

The Packet is planning to do a supplement called "On the Road to Success" featuring the economic growth from Southern Harbour through Clarendville and Bonavista. The cost to be featured in this supplement is \$379 which will include a one half page ad with photos and profile along with a banner ad.
RECOMMENDATION: That due to the cost and budget restraints that this would not be approved.

CLARENVILLE CARIBOUS

SPONSORSHIP

Information received on sponsorship opportunities available in support of the Clarendville Caribous.

RECOMMENDATION: The Committee felt that this does not meet the criteria of the Town's Donation Policy and should not be approved.

FRONT OFFICE STAFF

Discussion on the situation in the Front Office with one Clerk on Sick Leave and another on Leave of Absence. It was brought to the Committee's attention that we have a Temporary Employee who's employment was extended to the end of October.

RECOMMENDATION: That Cheryl O'Neill's position with the Town be made a permanent position from the date of the adoption of these minutes by Council.

WRITE OFFS

Write offs in the amount of \$1,749.13 presented for the Committee's review.

RECOMMENDATION: That the write offs as presented be approved.

INCOME/EXPENSE

REPORTS

Income and expense reports presented and reviewed by the Committee.

ADJOURN

Meeting adjourned at 4:50 pm.

Respectfully submitted,
Frazer Russell, Chairperson