

FINANCE, COMMUNICATIONS & PLANNING
SEPTEMBER 23, 2008

Meeting called to order at 4:05 pm by Cr. Russell.

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

INVOICES Invoices in the amount of \$50,926.40 presented for payment.
RECOMMENDATION: The invoices as presented be approved.

DELEGATION

WENDELL MOORE CA Representatives from Wendell Moore CA met with the Committee concerning an invoice he had submitted for extra work done during the audit due to excessive amount of Capital Funding. He felt that 2007 was an unusual year and that the amount tendered for the annual audit could not possibly cover the extra work performed.

BUSINESS ARISING

FUNDING FOR OVERRUNS

ON WATER PROJECTS Clerk informed the Committee that funding was received in the amount of \$153,000 to cover the overruns on the Water Projects.
RECOMMENDATION: That Council accept the funding on a 50/50 cost shared arrangement with the Province.

WEBSITE

MAINTENANCE One quote only received to provide training on Website Maintenance:
College of the North Atlantic - \$225
RECOMMENDATION: That training be done through CONA.

NEW BUSINESS

TOWN PLAN Discussion on the need for a new Town Plan. CAO requested that approval be given to send out a requests for proposals to redo the plan. This would give us a cost to use for budgeting purposes.
RECOMMENDATION: That requests for proposals be sought prior to the budget process.

FALL ADVERTISING List of fall advertising received from the Packet.
RECOMMENDATION: That an ad on Fire Prevention be approved at a cost of \$39.14.

ATLANTIC BUSINESS

MAGAZINE

Request received to place an ad in the Atlantic Business Magazine in conjunction with a cover story they are doing on the Boom in the Clarenville Area.

RECOMMENDATION: That due to budget restraints an ad would not be approved at this time.

LEAVE OF ABSENCE

OFFICE CLERK

Correspondence received from one of our Office Clerks requesting a one year leave of absence from her position.

RECOMMENDATION: That this be approved for one year only, all cost associated with pension and group insurance to be paid by the employee.

POLICY RE LEAVE OF

ABSENCE

The Committee stressed the importance of having a firm policy in place re Leave of Absence. Staff was asked to check with other Towns to see if anyone can provide a copy of such policy. The Committee will not entertain further request for Leave of Absence until such policy is developed and adopted by Council.

QUOTES FOR

AUDIT

Clerk to invite quotes on Auditing services for the Town, CARA and Fire Dept. Letter should also include auditing of Capital Funding and Gas Tax Funding. It should also be noted that Clarenville is a growing Town and the extent of Capital Expenditures should be considered in the quote.

WRITE OFFS

Write offs in the amount of \$2,595.61 presented for the Committee's review.

RECOMMENDATION: That the write offs as presented be approved.

INCOME REPORT

Income report presented and reviewed by the Committee. Collections appear to be doing well.

ADJOURN

Meeting adjourned at 5:05 pm.

Respectfully submitted,
Frazer Russell, Chairperson