

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Monday, February 17, 2025 @ 3:45 pm

In Attendance:	Chair – Councillor	Chris O’Grady
	Councillor	Peter Snow
	Town Clerk/Director of Financial Operations EA	Cathy Somers Janice Green
Absent:	Councillor	Danielle Doyle

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1. Business Arising from previous minutes
 2. Finance
 3. Correspondence
 - a) Department of Tourism, Culture, Arts and Recreation
Funding approval in the amount of \$36,186 for the purchase of Dimmer Module for the Theatre.
It was reported that funding has been approved and the towns share is \$4,020. The Town Clerk reported funds are available in the theatre budget to cover this cost. *The committee recommends to accept the funding.*
A motion will be drafted to approve the funding.
 - b) Royal Canadian Legion
Request to advertise in the 75th Anniversary booklet
The Legion is celebrating its 75 Anniversary this year. A request was submitted to advertise in the booklet. *The committee recommends advertising a full page ad at a cost of \$100.*
 - c) Department of Municipal and Provincial Affairs regarding monthly meeting schedule for the entire year.
It was reported the list of schedule Regular Council meetings are placed on the calendar on the towns website for public information. The Town Clerk reviewed the correspondence from the province section 39 of the new act indicating Council must adopt the schedule of regular council meetings for the entire year. It was noted the amended Rules of Procedure is included on the next Regular Agenda for adoption and includes the schedule for regular council meetings. It was not clear if a motion is required for the committee meeting schedules as well. The Town Clerk will inquire with the province on the intent for the committee meetings.
 4. Human Resources
 - a) It was reported the deadline for submission for the Enforcement Officer

position is this week. The Director of Operations and Public Works will review applications and schedule interviews when the CAO returns from annual leave.

5. New Business

- a) The committee inquired on the issue with live streaming and audio. The Town Clerk to discuss further with the ETDO to find a resolution of the technical issues.

6. Ongoing Items

- Tourism Accommodations Tax
- Human Resource Policy
- Fox Farm Park, Terms of Lease, deferred for further discussion with Council
- Carbonear Heritage Society. Ticket sales for 2025, 2025 grant deferred pending a response from the Heritage Society
- Heritage Financial Incentive Forms pending: 141 Water Street, 232 Water Street
- Meeting with MHA to be rescheduled
- Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale.
- Action items – strategic plan

7. Adjournment 4:05 pm