

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, February 6, 2025 @ 4 pm

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

1. Business Arising from previous minutes
2. Finance
3. Correspondence
 - a) Canadian Union of Postal Workers
Reviewed. The committee is not recommending to participate.
 - b) Carbonear Academy, Request for donation
This donation is included on the listing approved for 2025. The cheque will be prepared by staff for signing in accordance with donations already approved. Councillor Doyle declared a conflict on the next items as she is a teacher at Carbonear Collegiate.
 - c) Carbonear Collegiate, request for donation for Volleyball Team
No discussion is required as information has already been provided to the correspondence pertaining to the Town’s donation policy.
 - d) Carbonear Collegiate, request for annual donation
The donation has already been approved at the Regular Meeting where Councillor Doyle had declared a conflict and abstained from voting. The cheque will be prepared by staff for signing in accordance with donations already approved.
 - e) SSVDP Food Bank, request for donation
This donation is included on the listing for 2025. Cheque will be prepared.
 - f) Freshwater War Memorial Foundation, request for donation
This request is not eligible for a donation in accordance with the policy. The committee does not recommend.
4. Human Resources
 - a) Municipal Enforcement Position
The Municipal Enforcement Position has been advertised. It will be a few weeks before this position is filled. Former MEO, Gord Parsons, will be available for a few hours a week on a temporary basis to assist the town

with enforcement. An appointment is required as by-law enforcement officer in accordance with S.278 Towns and Local Service Districts Act. A draft motion will be prepared.

5. New Business

- a) Request for lapel pins – Mayor’s Office
A sample pin on a card from the city of Yellowknife was provided by the Mayor for the Town’s consideration. The town currently stocks lapel pins with the Town’s logo but there has not been a pin designed that can be used a distributed directly from the mayor’s office. *The committee recommends investigating the cost of having a card printed from the town of Carbonear to attach the current pin that can be distributed by the mayor and/or other councillors.*
- b) Tax Recovery Plan 2024
The Tax Recovery Plan has been prepared for submission to the province. *A draft motion will be prepared to accept the plan to be provided to Municipal Affairs.*
- c) The Town Clerk will have an A/ R Report at the next meeting.
- d) Approval to borrow for 2025 truck
A motion is required for an approval to borrow.
- e) Funding approval - Theatre lighting controller
A funding application has been made under the Arts and Infrastructure Programming funding to add the lighting system dimmer to their existing infrastructure. This funding is 90/10. A quote for the ETC sensor module with dual replay and dimmer is \$34,962.40 plus HST. The municipality is responsible for 10% of the cost. The Town’s share is available in the town’s budget for the theatre. The EDTO will investigate funding for new curtains and a more efficient heating system.
- f) Rules of Procedure for the Conduct of Meetings
A draft of a Rules of Procedure by-law was distributed to the committee. The update is required as there is new provincial legislation requiring this by-law and the minimum information to be included. The CAO will make the change to replace CAO with Chief Administrative Officer. A notice of motion is completed for by-laws. This will be on the next agenda with the mover and the seconder as required for a notice of motion and the draft motion.
Councillor Doyle left the meeting.

6. Ongoing Items

- Organizational Review – The review has been awarded and information provided to the consultant to start their research on the project which is expected to take 4-5 weeks.
- 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 4:50 pm