

**ADMINISTRATION AND FINANCE COMMITTEE  
MINUTES**

Town of Carbonear  
Council Chambers, Thursday, January 16, 2025 @ 3:30 am

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

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1. Business Arising from previous minutes
  - Organizational Review  
CAO advised that she and Councillor O’Grady reviewed the proposals received. Discussed. CAO to do further follow up on references.
  
2. Finance
  - a) Town Suite, quote on additional modules for Purchasing, Customer Portal, Employee Portal and the transition to a Cloud Based system.  
Town Clerk noted the total cost for the additional components is \$37,500 + HST. Sufficient funds were included in the budget for this purpose. Committee recommends proceeding to have the additional components added as quoted.
  
3. Correspondence
  - a) Guardians of Recovery - Letters of Support for Sober Living Homes  
Reviewed by Committee. Not recommended at this time.
  - b) Department of Justice and Public Safety, response to letter regarding increased crime and RCMP  
Reviewed by committee. Town Clerk to follow up on our request for a meeting with our MHA, Minister Crocker.
  - c) Hosting of Eastern Avalon / MNL meeting  
CAO advised that she received a request from MNL to host the Eastern Avalon MNL meeting in the Community Room of our facility. They would need to block book rooms for 25-30 people as well.  
Discussed. CAO will continue to work with MNL to determine if this can be finalized.
  
4. Human Resources
  
5. New Business
  - a) 2025 Donation Listing – Reviewed and recommended.  
*Motion to be drafted.*

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
- Vending Machine contract  
Drink Vending machines have been removed from the Carbonear Regional Community Centre and the Carbonear Swimming Pool  
This item can be removed from the list of ongoing items.
- 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

Meeting adjourned at 4:34pm