

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, January 9, 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
	EA	Janice Green

1. Business Arising from previous minutes
 - Response from insurance company on liquor license, Princess Sheila NaGiera Theatre. The insurance company has confirmed that there is no issue with the theatre obtaining a liquor license for their events. This has been relayed to the theatre manager.

2. Finance
 - a) A/R Report
Staff is continuing with collections and setting up pre-authorized payment plans. Property tax collected is 95.34%, water / sewer is 96.42% and business tax is 97 %.

3. Correspondence
 - a) Department of Municipal Affairs, Tourism Accommodations Tax
A maximum tax of 4% can be charged. The funds collected from this tax must be used for the purpose of tourism. The committee will discuss further with council but will suggest further review over 2025 for consideration in 2026.
 - b) Baccalieu Trail SPCA – Renewal of Existing Grant for Community Non-Profit Organizations Application
The application is complete with required documentation. The committee recommends approval of the grant in the amount of \$1,500. *A draft motion will be prepared.*
 - c) FCM Membership Invoice, RE: Membership Invoice for 2025-2026 (base fee per population \$253 and fee per capita \$1,222.10) – Total \$1475 (HST included). *The committee recommends renewing its membership.*

4. Human Resources
 - a) Human Resource Policy – job advertisements
The current procedure for hiring requires advertising in a local paper in addition to online posting to job sites, the website and social media. The

TLSDA no longer requires notices to be placed in a local paper. This is becoming more difficult as printing of papers is no longer being done in the province requiring longer lead time for placement of the ad. A draft policy amendment will be prepared for committee review.

b) Organizational Review

Four RFPs were received. The evaluation completed were reviewed with committee. The CAO will follow up with the references of the company with the highest evaluation within the budget. The responses will be provided to the committee so a recommendation of award can be provided.

5. New Business

a) Audited Financial Statements

These are in Dropbox for review. A draft motion will be prepared for adoption at the regular meeting.

b) New Town's Act

Per the TLSDA, committee meetings are now open to the public. Also, committee meetings must have a quorum. There are currently three council members so two members will be a quorum. The meetings can be closed for items listed in the legislation. There is also new provincial legislation for municipal council's rules of procedure. A draft by-law is being prepared for committee's review.

c) Appointment of By-Law Enforcement Officer

Per the New TLSDA, the By Law Enforcement Officer has to be appointed by Council. A draft motion will be prepared for this appointment at the regular meeting.

6. Ongoing Items

- 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. Deferred for further discussion with Council.
- Heritage Financial Incentive Forms pending: 141 Water Street, 232 Water Street
- Heritage Financial Incentive Grant – 149 Water Street, this application does not meet the requirements. This has been relayed to the applicant.
- Vending Machine contract
- 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 4:30 pm