

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, March 6, 2025 @3.45 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

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1. Business Arising from previous minutes
 2. Finance
 3. Correspondence
 4. Human Resources
 - MEO Position
CAO advised that interviews are scheduled for tomorrow and Monday morning.
 - Recreation/Lifeguard Position
CAO advised that the person who was on leave from the position has resigned. This is a full time permanent union position and will be posted internally.
 - The Organizational Review is ongoing, the consultant is conducting meetings with staff and gathering information.
 5. New Business
 - Fire Department By-Laws Approval
CAO advised that she met with the Fire Chief to do orientation with him and during their meeting it was discovered that the Fire Department didn’t provide us with their amended by-laws in 2024. CAO will upload the revised by-laws to dropbox. The change made was to include additional practices in July & August.
Motion to approve the revised by-laws will be prepared.
 - Committee meetings – As committee meetings are now open to the public. Starting with January, 2025 Committee meeting minutes will now be placed on the Town’s website.
 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 4:00 pm