

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, May 8th, 2025 @ 5:20 pm

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

1. Business Arising from previous minutes
 - Centre for Rural Health Studies, Faculty of medicine regarding presentation to Council. Staff to advise of Council meeting dates for May and June to determine which meeting they would like to present to Council.

2. Finance
 - Town Clerk reviewed the Accounts Receivables collection for 2025 taxes to date. Property Tax 76.47% collected, Water/Sewer Tax 76.33% collected and Business Tax 81.94 % collected.

3. Correspondence
 - a) CBN Transportation Project, request for letter of support.
Reviewed.
Committee recommends that Council provide a letter of support for this project.
A draft motion will be prepared.
 - b) Property owner, Columbus Drive, request for tax adjustment
Reviewed. As per Council Policy, the Commercial Water/Sewer tax can be adjusted to the Minimum of \$1,000 while the building is vacant.
Committee recommends to adjust the water/sewer fee for that property for 2025 to the minimum fee of \$1,000 while the building is vacant. If the building is occupied again in 2025, the water/sewer fee will be adjusted on a pro-rated basis on the assessed value of the property.
Motion was obtained last year for 2024 and future years while the building continues to be vacant.
 - c) Make a Wish, 30th Annual Run the Rock fundraiser.
Donation to the Children’s Wish Tree was approved on the Donation Listing for 2025.

4. Human Resources

5. New Business

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. Staff to reach to reach out to the Chair of the Heritage Society on ticket sales for the 2025 tourism season.
- 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 5:35 pm