

**ADMINISTRATION AND FINANCE COMMITTEE  
MINUTES**

Town of Carbonear  
Council Chambers, Thursday, April 24, 2025 @3:30 pm

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

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1. Business Arising from previous minutes
  2. Finance
  3. Correspondence
    - a) Terry Fox Foundation, Finish It Campaign  
A donation is not recommended as this campaign is not in accordance with the Donations Policy.
    - b) Department of Municipal and Provincial Affairs  
- 2025-26 Fiscal Year Annual Circular and Templates  
Copied to the Town Clerk and the Chief Administrative Officer and placed on file.
    - c) Princess Sheila NaGeira Theatre RE: Request for annual operating grant for 2025  
*The committee will recommend approval to issue the budgeted amount of \$13,000 for the PSNT for 2025. A draft motion will be prepared.*
    - d) Centre for Rural Health Studies, Faculty of Medicine, Re: presentation to council.  
The Carbonear Institute for Rural Reach and Innovation by the Sea (CIRRIS) is planning a series of information sessions to introduce their research centre to local communities and gather feedback. They requested a brief 10-minute presentation at an upcoming town council meeting in May or June. *The committee recommends providing CIRRIS with the meeting dates in May and June and they can select the meeting for presentation.*
  4. Human Resources
    - a) Motion for appointment of By Law Enforcement Officer  
The Municipal Enforcement Officer position has been filled. Matthew Burke commenced employment today. 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.

5. New Business

a) Assessment Review Commissioner

Appeals have been received; therefore, an Assessment Review Commission is required. Quotes for a commissioner are being obtained. A resolution of council is required to appoint the commissioner. *The committee will recommend appointment of a commissioner at the regular meeting.* A draft motion will be prepared.

Councillor Doyle joined the meeting via telephone

b) Cyber Liability Coverage

The Town currently does not have Cyber liability insurance. This coverage is being recommended as cyber-attacks are becoming more common and can be very costly, especially if ransom is required to release data. Three options and quotes were obtained for review. The cost for \$1,000,000 in coverage is \$4,955. *The committee recommends obtaining Cyber Liability Insurance.* A draft motion will be prepared.

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 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 4 pm