

**ADMINISTRATION AND FINANCE COMMITTEE  
MINUTES**

Town of Carbonear  
Council Chambers, Thursday, April 3, 2025 @ 4:45 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
	EA	Janice Green

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1. Business Arising from previous minutes
  
2. Finance
  - a) A/R Report  
The current year collections to April 3 are as follows: Property tax – 70.9% collected, Water/Sewer tax – 72.08% collected and Business tax - 72% collected. This is on par with previous years.
  - b) Part time lifeguard wage increase  
Minimum wage has increased by 40 cents effective April 1, 2025. The hourly rate increase for part time lifeguards is equivalent to minimum wage increases per prior approval of council. This will see an increase in the hourly rate of pay by 40 cents per hour for the part time lifeguards.
  
3. Correspondence
  - a) Department of Municipal and Provincial Affairs, RE: 2025 Budget Review.  
The review identified that the MOG has been increased and it is understated in the budget submitted. The details of the surplus have not been provided. The list of the surplus items has been provided to Municipal and Provincial Affairs for their information. No response to date.
  
4. Human Resources
  - a) The applicant for the MEO position that scored the highest has declined the job offer. Another offer has been made to the second highest scoring applicant. A response has not been received to date.
  
5. New Business
  - a) Fire Department
    - Jackets – Funds were allocated in the CVFD budget for uniforms. Quotes have been provided for 14, 3-in-1 jackets. The lowest quote is from Annecraft Specialties Inc. at a cost of \$\$2,226 plus HST. This is within budget. *The committee recommends approval of the purchase.* A draft motion will be prepared.

- Bunker Gear Fire Department – Funds were allocated in the CVFD budget for bunker gear. Quotes have been provided for 5 bunker suits. The lowest quote is from Fire House Service and Supply in the amount \$12,250 plus HST. This is within budget. *The committee recommends approval of the purchase.* 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
- 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 5:45 pm.