

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**
Town of Carbonear
Council Chambers, Thursday, March 20, 2025 @ 4:30 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
 - a) Property owner, Mahaney’s Lane Re: Increase in property value Reviewed. Town Clerk to respond.
 - b) Softball Canada, 2025 U23 Men’s National Team – Team sponsorship opportunity
Not recommended as it does not meet our Donations Policy.
 - c) Cee Bees Minor Hockey. U18 Provincial Tournament, April 21-23. Request for donation
Not recommended as it does not meet our Donations Policy.
 - d) Swilers Rugby Club, request for donation
Not recommended as it does not meet our Donations Policy.
 - e) CVFD-Request for Donation to Garden of Honour Park
Discussed.
The town will provide in-kind contribution with use of town equipment. The Town also is providing the space being used for the park.
 - f) National Dental Hygienists Week – April 4-10
Proclamation to be placed on the Regular Council meeting agenda for March 25th.
 4. Human Resources
 - MEO Position
CAO advised that interviews were completed and the process to fill the position is ongoing.
 5. New Business
 - a) Fire Department Fund-raising
CAO advised a separate Town bank account will be set up for this

purpose, with Town signing authorities as required under the Towns and Local Service Districts Act.

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 5:00pm