

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, July 31, 2025 @ 3:30pm

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

1. Business Arising from previous minutes
 - Cape Alliance membership - The Town has not received a formal request to become a member so council decided to defer until a formal request has been received.
2. Finance
3. Correspondence
4. Human Resources
 - a) Municipal Enforcement Position – The employee is still working at this time and is hoping to confirm whether he will stay in the MEO position with the town or resign to take another position next week.
5. New Business
 - a) 2024 Audit

The auditor indicated that the audit is 95% complete and is waiting on additional information from the town before it can be completed. Priority is to be given to providing the information required to finish the audit.
 - b) Organizational Review – The document was reviewed. A meeting is scheduled for the consultant to present to Council.
6. Ongoing Items
 - Tourism Accommodations Tax
 - Fox Farm Park, Terms of Lease, deferred for further discussion with Council
 - Heritage Financial Incentive Forms pending: 141 Water Street, 232 Water Street
 - Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale.
 - Action items – strategic plan
7. Adjournment 4:55pm