

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, July 4, 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

2. Finance
 - a) AR Update

Last report given was as of May 29 with 2025 tax collection as follows: Property Tax 79.39%, Water/Sewer Tax 78.33% and Business Tax 83.47% As of July 2, 2025 the 2025 tax collection is as follows: Property Tax 83.04%, Water/Sewer Tax 80.01% and Business Tax 85.16%.

3. Correspondence
 - a) Carbonear Heritage Society – Request for community grant
The Committee requested further financial details, including the balance sheet and a breakdown of the revenue sources for the fiscal year. Deferred.
 - b) Cardiac Rehabilitation Survey request to share information
The email was received from a research assistant with Dalhousie University reaching out on behalf of a research team, seeking individuals who would be willing to complete a survey on their experiences with cardiac rehabilitation in Atlantic Canada. They are requesting to share the survey on cardiac rehabilitation with the community. The committee had no issue sharing this information once the source is investigated and the legitimacy is confirmed.
 - c) Kiwanis Club – 12th Annual Kiwanis Golf Tournament
A copy has been sent to all of council. The request does not meet the Town’s donation policy. The committee does not recommend.

4. Human Resources
 - a) Higher Talent is hoping to present the organizational review report to Council the week of July 21.
 - b) The Municipal Enforcement Officer position will be advertised if a response is not received from another candidate.
In response to an inquiry from a councillor, it was suggested to have department heads provide updates on staffing changes including vacancies and new hires within their perspective committees.

5. New Business
 - a) Cape Alliance membership fee

The membership fees were reviewed. The cost to the town is \$1000. It was noted the funds will be used to develop a website and to help offset the cost of networking sessions and promotion of events. While the committee supports this initiative, it is being deferred for discussion with Council.

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 4:05 pm