

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, October 9, 2025 @ 4:30 pm

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

1. Business Arising from previous minutes
2. Finance
3. Correspondence
 - a) Carbonear Heritage Society - Formal request for Municipal Grant
The application as submitted is complete with all required documentation. The committee recommends approval of the grant in the amount of \$2,500 for the 2026 budget. *A draft motion will be prepared.*
 - b) Baccalieu Trail SPCA - Formal request for Municipal Grant
The application is complete with required documentation. The committee recommends approval of the grant in the amount of \$1,500 for 2026. *A draft motion will be prepared.*
4. Human Resources
 - a) New Council training Inquiry
An orientation will be completed by the CAO. The new council are required to complete mandatory training provided by Municipal Affairs and Community Engagement within 6 months of being sworn in on council. In addition, staff will also complete orientation training as well.
5. New Business
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 4:50 pm