

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, Thursday, August 21, 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
 - 2024 Audit update - Additional information has been forwarded to the auditor. The audit is expected to be completed soon.
 - Organizational Review - This item is deferred for discussion with the full Council prior to the next Regular Council Meeting, to determine whether to proceed with the recommendations in the report.
 - MEO position – It appears that the employee has decided to remain in the position.
2. Finance
3. Correspondence
4. Human Resources
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 3:30 pm