

ADMINISTRATION AND FINANCE COMMITTEE MINUTES

Town of Carbonear
Council Chambers, December 11, 2025 @ 4:00 pm

In Attendance:	Chair – Councillor	Peter Snow
	Councillor	Stephen Penney
	Councillor	Wendy Penney
	CAO	Cynthia Davis
	Town Clerk/Director of Financial Operations	Cathy Somers
	EA	Janice Green
Also present:	Mayor	Sam Slade

1. Business Arising from previous minutes
 - a) Budget 2026 – A closed meeting is scheduled for December 16 for budget only. Items from department heads will be reviewed at this time. Some preliminary work has been done on the budget process.

The Towns and Local Service Districts Act require the 2026 budget be adopted by January 1, 2026 and submitted to the Department of Municipal and Community Affairs by January 31, 2026.

There was an inquiry on whether the town offers any form of discount to tax payers. It was confirmed that there is not. There was one many years ago but that was eliminated. The assessment process is designed to vary taxes based on affordability where values of properties is typically based on affordability. The previous discount was based on early payment as cash flow was an issue at that time. This is no longer a problem.

The Town has received notice to commence collective bargaining. A meeting date will be arranged with the union.
 - b) 589 Air Cadets Re: Meeting request - The cadets requested a meeting with committee to revisit the use of air rifles for practice within the building. When contacted, the Town's insurance informed the town that they will not cover live ammunition use at town facilities and air rifles is considered live ammunition per the town's insurance company. They state that the town's insurance will not respond if named in a claim. This means if the town is named in a claim, any defense will be the responsibility of the Town of Carbonear as well as any award for damages; therefore, ultimately the taxpayers. The committee was also made aware of a claim now that occurred during a capital project. The contractor named the town insured but their insurance company denied the claim and that individual has filed a statement of claim with the court naming the Town as well as the contractor. *The committee recommends to meeting with the group in the New Year to further discuss the situation.*
2. Finance

3. Correspondence
 - a) Autism Society request for donation to fund activities for the TCP area. The request meets the requirements of the donation policy. *The committee will recommend to provide \$50 towards the cost of a pool rental at the Carbonear Swimming Pool. A draft motion will be prepared.*
 - b) FCM Membership invoice for 2026-2027. (base fee per population \$253 and fee per capita \$1,264.77 – Total \$1,517.77(HST included))
The Town is currently a member of the Federation of Canadian Municipalities. They advocate on behalf of municipalities. *The committee recommends to renew the membership. A draft motion will be prepared.*
4. Human Resources
 - a) The Committee inquired about the advertisement of the Chief Administrative Officer and Town Clerk positions. Staff noted the cost to hire a recruiting company for the CAO position is in the 2025 budget and will be carried forward in the 2026 budget. Discussion ensued regarding whether the positions could be filled internally. Positions that become available with the town are advertised. A recruiting firm has been obtained for senior management positions. This was done for the current Director of Operations and Public Works. Given that these are senior management positions and that municipalities are considered public bodies, *the Committee recommended that the positions be publicly advertised to support transparency. The committee recommends the CAO contact consulting firms for a cost estimate for further discussion with committee.*
5. New Business
 - a) Water Installation Payment plan
A resident of Mount Royal Estates experienced issues with the property's well during the summer and inquired about connecting to the Town's water main. The total cost is \$4,000, consisting of a \$2,000 service levy toward the water main extension and \$2,000 to install a new service line from the main to the property boundary. *The Committee had no objection to establishing a payment plan for this cost.* This information will be relayed to the resident.
6. Ongoing Items
 - Tourism Accommodations Tax
The committee is not interested in pursuing the implementation of the Tourism Accommodations Tax. The Committee recommended removing the item from the list of ongoing items.
 - Heritage Financial Incentive Forms pending: 141 Water Street, 232 Water Street
 - Review of Town properties obtained through tax sale or other methods
There are 16 properties in the Town's name that need to be reviewed to determine if there are any easements, water lines, etc. on the properties before considering if these properties should be considered for sale.

Further investigation to be completed. Two other properties on Bond Street and Hayden Heights were already appraised and listed with the realtor. The contract with the Realtor has expired. Staff to check the tender process and readvertise.

- Action items – strategic plan
- Fox Farm Campground
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7. The meeting was adjournment 5:45 pm. A meeting will be held on December 16 @ 4pm to review information for the 2026 budget. This will be a closed meeting.