

**ADMINISTRATION AND FINANCE COMMITTEE  
MINUTES**

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

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

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1. Business Arising
  - a) Budget 2026 – Staff will prepare a draft to start the process.
  - b) Fox Farm Campground - A copy of the lease and the engineering report was placed in Dropbox for committee review. The committee interpreted the engineering report to indicate that the park could be serviced by four separate systems. It was the recommendation of the committee that the lessee be given a deadline of December 31, 2025, to submit a proposal to meet the terms of the agreement. If no satisfactory proposal is received by that date, the Town may have no alternative but to begin proceedings to terminate the lease due to non-compliance with its terms and conditions. Deferred pending a response.
  - c) 589 Air Cadets request – It was noted that the town’s insurance indicated that they would not provide the town coverage for target practice with live ammunition. There was some discussion on what is considered live ammunition. The CAO will review the correspondence from the insurance provider and obtain clarification from the insurance company.
2. Finance
3. Correspondence
  - a) Eastern Regional Service Board  
There is no increase in the annual household fee for waste management services. The fee remains the same at \$225 per household. This fee also includes oversize items (bulk waste) in addition to weekly garbage collection and biweekly recyclable collection. The tipping fees starting April 1, 2026 will increase from \$92.50 to \$94.50 per metric tonne, and for recycling from \$30.50 to \$32.50. This information will be placed on file for review during budget preparations for 2026.
  - b) Department of Justice and Public Safety  
Funds received in recognition of the of contributions to fighting the wildfires this past summer. \$500 for one-time honorariums to 39 firefighters, \$10,000 one-time honorarium for local fire department and \$1000 for

administrative support to assist with distribution of the honorarium. Staff to prepare the necessary cheques for distribution

- c) Department of Municipal Affairs and Community Engagement, Re: 2026 Municipal Budget, as well as the Budget Submission Form. Placed on file.
- d) Municipal Assessment Agency, RE: 2026 Assessment Service Fees  
Will remain the same at \$26 per parcel and tenant. The correspondence to be placed on file for review during budget preparations for 2026.

4. Human Resources

5. New Business

- a) Meeting request MHA Riley Balsom and MP Paul Connors  
Staff have contacted MP Connors requesting a meeting. The committee recommends forwarding a congratulatory letter to MHA Riley Balsom and to request a meeting with Council.

6. Ongoing Items

- Tourism Accommodations Tax – Further discussion in 2026
- 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. The Town Clerk will provide the list for next meeting
- Action items – strategic plan

7. Adjournment 5:15 pm