

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, January 15, 2026 @ 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
Also present:	Mayor	Sam Slade
Absent:	EA	Janice Green

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1. Business Arising from previous minutes
 - 589 Air Cadets request, will be attending the meeting scheduled for January 29

 2. Finance
 - A/R Collections Update
 - 2025 Receivables collections data is as follows:
Property Tax 94.52% collected, Water/Sewer 95.16% collected and Business Tax 96.65% collected. Overall average of 95.44% collected.

 3. Correspondence
 - a) Department of Municipal and Community Affairs, Re: Tourism Accommodation Tax
Reviewed. Not recommending implementing a Tourism Accommodation Tax in 2026.
 - b) Property owner, 122 Water Street, request to purchase land or place private parking sign
Reviewed. Property outside the property boundary is the road reservation for Water Street. The Municipal Plan and Development Regulations requires that each single dwelling residential property have two off street parking spaces that are required to be a minimum of 10 m from an intersection. The only location that will be in compliance is to the rear of the property off Quarters Lane. *The committee does not recommend that any part of the Town's street reservation be sold.* A response to be provided to the property owner.
 - c) Teladoc Health, request to meet Mayor or Deputy Mayor for introductory discussion.
Reviewed. Unsure of what Council's role would be as council has no mandate or authority on health care services. It was suggested that an information session could be set up with the Mayor and Deputy Mayor. It was noted that it is important for Council to stay connected with the administration at the Carbonear Hospital facility.

4. Human Resources
Nothing new to report at this time.

5. New Business
 - a) Donation Listing 2026
Reviewed. Recommended updates will be made to the list.
Draft motion will be prepared.
Mayor Slade left the meeting.
 - b) Update Council Committee member list.
Reviewed. *The committee is recommending the Mayor be included as a council representative on all committees.* Updates will be completed.
Draft motion will be prepared.

6. Ongoing Items
 - Heritage Financial Incentive Forms pending: 141 Water Street, 232 Water Street – Forms are still pending.
 - Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale.
This was previously provided to the committee. There are a couple of properties that can be listed for sale: 12 Hayden Heights and 162 Water Street. These were both previously listed for sale, but there was no interest received.
It was noted that a request was received by a non-profit organization that provides housing inquiring if the town had land available for housing that could be provided. The correspondence will be included on the next agenda for committee review and recommendation.
There are another 16 properties but they need to be investigated to determine size and to determine if there are any easements on the properties, etc. These will be reviewed by appropriate staff to determine if there are any town infrastructure on or under these properties.
 - Action items – strategic plan – No discussion
 - Fox Farm Campground lease – Discussed – Will determine what action can be taken on the matter if the requirements of the lease are not being met. Suggested contact with the town’s lawyer on the matter.

7. Adjournment
Meeting adjourned at 5:00pm