

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, April 16, 2026 @ 4:00 pm

In Attendance:	Chair – Councillor	Peter Snow
	Councillor	Stephen Penney
	Councillor	Wendy Penney
	Mayor	Sam Slade
	CAO	Cathy Somers

Absent:	EA	Janice Green
---------	----	--------------

1. Business Arising from previous minutes
2. Finance
 - a) 2026 Tax collection report.
CAO reported on the tax collection of the 2026 taxes to date:
Property Tax 72% collected, Water/Sewer Tax 73% collected, Business Tax 61% collected.
 - b) Capital Project overruns. CAO reviewed cost overruns on capital projects to date. Discussed some options to cover the cost overruns. Deferred for further consideration when final cost of the projects is identified.
3. Correspondence
 - a) Department of Municipal and Community Affairs, Regarding 2026 Municipal Budget Submission Form
CAO reviewed the correspondence with the committee. No material deficiencies were identified in the revised 2026 budget as submitted.
Placed on file.
 - b) Donation Request
Committee reviewed the donation request received and the Town's Donations Policy. The donation is not recommended as it does not meet the Town's Donations Policy.
4. Human Resources
 - a) The Office Clerk I position has been filled.
 - b) The Town Clerk position was advertised, deadline for applications was Monday, April 13th. Interviews will be scheduled for next week.
 - c) Full time Heavy Equipment Operator position has been filled.

5. Ongoing Items

- Vacant land, public notice
- Habitat for Humanity – deferred pending response
- Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale
- Action items – strategic plan
- 589 Air Cadets – Deferred until a response is received from the air cadets
- Fox Farm Campground

6. Adjournment 4:45 pm