

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, February 12, 2026 @ 4:00 pm

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

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1. Business Arising from previous minutes
 - 589 Air Cadets
The Town has not received the information as of today's date.
Deferred pending further information
 - Habitat for Humanity, land for housing initiative
Staff responded to the email received and advised of the committee meeting time and date. A response was received. Deferred pending date of delegation.

 2. Finance
 - a) The Town Clerk will provide a report at the next meeting, however it was noted that collections are on par with previous years. A reminder on the deadline date will be included in the newsletter going out today. Interest is not charged until March 31.

 3. Correspondence

 4. Human Resources
 - a) Full time Temporary Carpenter Labour position
The staff member currently in this position will be off on leave temporarily. This temporary placement position will be advertised internally.
 - b) Office Clerk I permanent full time position
The staff person in this position is retiring. This position will be advertised internally.
 - c) Town Clerk position
Staff is working on a draft advertisement which will be posted internally and externally.

 5. New Business
The request from EDTO to issue purchase orders was reviewed. It was reported that staff cannot issue purchase orders for their own purchases, and as there is no staff under the EDTO to prepare them, the request cannot be accommodated

at this time.

It was noted that an electronic purchase order system will be implemented in the near future. Under this system, once a purchase order is requisitioned, the approving department head or CAO can approve the request. The new system will also allow department heads to better monitor their budgets and will simplify the procurement audit process.

6. Public notice, owner unknown vacant land
The Committee was presented with a public notice issued by another town regarding vacant land identified as owner unknown. Staff will follow up to obtain further details. Deferred
7. Ongoing Items
 - 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
 - Fox Farm Campground
Staff will follow up with the lease on their intent to comply with the terms of the lease related to sewer servicing to the camp sites. The committee recommends a deadline of February 24 or Council will be forwarding the file to the lawyer to terminate the lease in accordance with the agreement.
8. Adjournment
Meeting adjourned at 4:50pm