

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, February 26, 2026 @ 4:00 pm

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

1. Business Arising from previous minutes
 - 589 Air Cadets
The Town has not received the information requested to date.
Deferred pending further information
 - Vacant land, public notice
Deferred
 - Fox Farm Campground response
The committee recommends that staff seek a legal opinion. The committee recommends further discussion with the whole of Council.

2. Finance
 - a) A/R Report
2026 receivables collections data as follows:
Property Tax 38.5% collected, Water/Sewer 27.37% collected and Business Tax 32.48% collected. Collections are on par with previous years.
Taxation revenue to date was reviewed with committee.

3. Correspondence
 - a) Northbridge Insurance regarding optional Pollution Extension Coverage
The pollution extension policy is an optional coverage and one that is highly recommended for municipal clients as pollution is not included in the current package policy.
This extension is useful for addressing unexpected pollution events caused by accidents, giving municipality protection in case something unforeseen happens such as an oil leak. The annual premium is \$2500. The committee recommends proceeding with the purchase. A draft motion will be prepared.

4. Human Resources
 - a) Temporary Full Time Carpenter
The position has been advertised internally and closes tomorrow.
 - b) Office Clerk I
The full-time Office Clerk I position has been filled internally. Staff will proceed to advertise the 2nd Office Clerk I position.

- c) A part time life guard position has been filled at the Carbonear Pool.
- d) Town Clerk position
Staff are working on the job description for this position.
- e) The Committee inquired about the human resources process, including the corrective action process and employee documentation forms. Staff will review relevant policies.
- f) The committee asked to discuss the CAO position.
The Interim CAO left the meeting. The committee discussed the matter.
The Mayor advised he will call a special meeting to discuss the award of the tender for the fire truck for the fire department and he will have this item added to that special meeting agenda as well.
The Interim CAO was called back into the meeting.

5. New Business

- a) Telephone system
Staff have received one quote for a new custom call routing telephone system and will try to two additional quotes if possible.

6. Ongoing Items

- Habitat for Humanity – deferred pending response
- Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale. Deferred for review with the public works department.
- Action items – strategic plan
- Fox Farm Campground

7. Adjournment

Meeting adjourned at 5:30 pm