

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, January 29, 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

1. Delegations 589 Air Cadets
Chair, NL Provincial Committee, Air Cadet League of Canada
Captain Noel, 589 Air Cadets
The Chair welcomed both delegates to the meeting.

The Committee discussed Council's concerns regarding potential liability associated with target practice at the Princess Sheila Building on Water Street. The Town's insurance has identified that the town will not be covered for claims related to this activity. The delegation provided an overview of the activities and the insurance coverage and indemnification provided by their insurance. A certificate of coverage will be provided as well as further information that can be provided to the Town's insurance for consideration. Thanks were extended to all parties.

2. Business Arising from previous minutes
 - Proposed amendments to the Rules of Procedure include updates to committee membership and 48 hours' notice for delegations requesting to speak at a committee meeting. Recommended by committee. A draft motion will be prepared.
 - Amendment to the structure of Standing Committees: Proposed amendment to all standing committees to include the addition of the Mayor as a committee member. Applicable staff will be in attendance and the CAO can attend all committee meetings at their discretion. A motion is drafted for consideration at today's Regular Council Meeting.
 - The Committee inquired whether Council members rotate among Standing Committees. It was reported that, typically, Standing Committees remain in place for the duration of the Council term until Council request a change.
3. Finance
 - a) Approvals to borrow
A Town has a number of projects / equipment that have been approved by

the province. The Town requires an approval to borrow on each of these from the Government of Newfoundland and Labrador before the Town's share can be borrowed from the bank. This request requires a motion by Council. The list is provided for review. A draft motion will be prepared.

4. Correspondence

a) Habitat for Humanity, Re: land for housing imitative

Inquired if Council has an interest in hearing a presentation from Habitat for Humanity NL on providing housing in the Town. The organization is continually seeking partnerships with municipalities where land may be available for donation in support of housing initiatives. There is a potential building lot on Hayden Heights. The property had previously been listed for sale; however, no interested parties came forward for the listing price which is based on fair market value per the TLSDA. The committee felt that this lot could be a possibility with Ministerial approval per legislation. The committee recommends scheduling a presentation for further information before they are prepared to make a recommendation.

b) Property owner Freshwater, Re: Copy of Response from to Resident related to high property assessed value and property tax correspondence received from the province

The Town was copied on correspondence from the Minister of the Office of Seniors explaining the assessment process and how municipalities set mill rates. The property owner previously wrote the Town and was advised of the property assessment process and application of taxes. The mill rate was reduced this year and threshold for the Interest Adjustment Policy was increased to family income of \$70,000 or less. No further action required.

5. Human Resources

Deferred until meeting is closed.

6. New Business

a) Rules of Procedure for Council Meetings
Discussed earlier.

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 – the CAO will check on the status of the email.

8. Adjournment

Meeting adjourned at 4:50pm