

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

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

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

1. Business Arising from previous minutes
 - 589 Air Cadets
This item is being deferred until a response is received from the air cadets.
 - Fox Farm Campground
The agreement has been sent to the town lawyer for review and recommendation.
 - Telephone System quote
Two quotes were received. The committee recommends to move forward with the purchase of a new phone system. The cost is approximately \$6000 plus hst. A draft motion will be completed for the Regular Council Meeting.
 2. Finance
Nothing to report at this time.
 3. Correspondence
No correspondences for review.
 4. Human Resources
 - a) The Office Clerk I position has been advertised. Deadline is March 27.
Interviews will be done by the end of next week.
 - b) The Town Clerk position should be ready for advertisement by early next week.
 - c) The Heavy Equipment Operator position has been advertised internally.
 5. New Business
 - a) Complaints process
 - b) Time management / deadline
 6. 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
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- Action items – strategic plan
- Fox Farm Campground

7. Adjournment 5 pm