

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, April 30, 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

2. Finance

a) Quarterly Finance Report

The CAO will present a report at the next Administration and Finance committee meeting prior to submission to the next Regular Council Meeting. It was understood the most recent financial report was month ending January 2026 and that the first months of the year are typically very busy for the department. The Committee inquired on the status of the audit. It was reported the audit will likely not be completed by the provincial deadline but is expected to be finalized by the end of August.

The Mayor has identified the dates for the next Regular Council Meeting which will be circulated to Council.

Some members of Council expressed interest in discontinuing the short meeting pre-meetings held prior to the Regular Council Meetings. It was felt these meetings did not allow sufficient time to properly review matters and were therefore not productive. It was suggested that meeting instead be held on Monday prior to the week of the Regular Council Meetings.

3. Correspondence

a) Make A Wish – Run the Rock

In accordance with the Town Donation Policy, the Town provides an annual donation to the Children’s Wish Tree. The committee does not recommend another donation to the same cause. Not recommended to donate to the Run the Rock campaign.

b) Carbonear Collegiate, Safe Grad Event, request for donation

As per the Town Donation Policy, the town provides an annual donation to both Carbonear Collegiate and Carbonear Academy. Staff will inquire if this was completed for 2026 and if not, the committee recommends to proceed to prepare the cheque.

- c) Royal Canadian Legion, request to advertise in 100th anniversary booklet at a cost of \$75.
The committee recommends proceeding with the purchase of an advertisement in the anniversary booklet in the amount of \$75. Staff to prepare the advertisement.

4. Human Resources

- a) The committee recommends proceeding with advertising the Director of Finance position.
- b) A part time maintenance weekend position has been advertised at the Carbonear Pool
- c) The Director of Operations and Public Works has begun clearing out office space, as this position will now operate from the public works depot location. The plan is to have the space vacant by May 15.
- d) The Town Clerk position requires a 2/3 vote of Council and should be filled after the next Regular Council Meeting. Office cleanout has also begun for this space as well.
- e) The works department will be advertising for at least two seasonal labourer positions.

5. New Business

- a) By-Law discussion
Due to new legislation, existing regulations are required to be replaced with bylaws. Some discussion on whether the town could consider a work term student to assist with this project. No recommendations at this time.

6. Ongoing Items

- Vacant land, public notice, the list was forwarded along to the Director of Operations and Public Works to determine whether any town infrastructure affects the properties.
- 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 – nothing new to report
- Fox Farm Campground – The CAO to follow up with the town lawyer.

7. Adjournment 4:45 pm