

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, May 14, 2026 @ 4:00 pm

In Attendance:	Chair – Councillor	Stephen Penney
	Councillor	Wendy Penney
	Councillor	Fred Earle
	Mayor	Sam Slade
	CAO	Cathy Somers
	Town Clerk	Christa-Lee Earle-Baker
	EA	Janice Green
Absent:	Councillor	Peter Snow

1. Business Arising from previous minutes

2. Finance

a) Quarterly Finance Report

The CAO advised she will email her quarterly report to committee members. It was noted that revenue and expenditures are on par with previous years and various tax collection measures were discussed. There is an allowance noted in the Town's budget yearly for Doubtful Account. Tax Collection to date for 2026 taxes: Property Tax 77.52%, Water/Sewer Tax 75.75%, Business Tax 83.64%
Committee requested that the Audit get added to the list of Ongoing Items on the agenda.

Regular Council Meeting summer schedule was discussed as well as the summer schedule for committee meetings. Chairs of committees will be contacted and dates will be set for the summer months for these meetings. Regular Council meetings will be held on July 21 and August 18. It was noted that Special Meetings can be held between these meetings if items need to be address.

3. Correspondence

a) CBN Legendary Car Club

The Town covers the cost of the Mayor's Choice Award for the car show annually.

b) Department of Municipal and Community Affairs

RE: 2026-2027 Fiscal Year Annual Circular and Templates

The CAO reviewed the correspondence with committee. The CAO noted that the MOG has been received and the Gas Tax was released previously.

Re: Municipal Access to Information and Protection of Privacy Support and 2026 Training opportunities

Training opportunities were discussed for the new Town Clerk. Town Clerk

noted that she would avail of any training opportunities that are available. The CAO advised that the Town Clerk will be the ATIPP Coordinator and the CAO will be the ATIPP Head. A motion to be drafted.

A Public Announcement to be completed to announce the new Town Clerk.

4. Human Resources

- a) The committee inquired on the status of the Director of Operations and Public Works job advertisement. The Employment Opportunity Ad is being prepared by the CAO and will be distributed to committee for review when finalized.
- b) The Director of Operations and Public Works and Municipal Enforcement Officers positions will now operate from the public works depot location. CAO to visit the Town Depot to inspect office space before the relocation.
- c) The Town Clerk will move into the office space that is being vacated by the Director of Operation and Public Works until the position of Director of Financial Operations is filled.
- d) There is now a vacancy in the Office Clerk I position. The current Clerk I will move into that role after a new Clerk I is hired for the reception desk. CAO to arrange posting of position.
- e) Committee discussed that the Director of Financial Operations position be advertised on another job advertising website. The job advertisement has already been sent to PMA and Municipalities NL to be added to their correspondence. To be placed on Indeed.

5. New Business

- a) Donation discussion
Committee discussed a donation to the Janeway in the amount of \$100. Committee recommends that this be added to the 2026 Donation Listing. A draft motion will be completed.

6. Ongoing Items

- Vacant land, public notice – Owner Unknown properties, Committee recommends the Town begin the process to try to identify land owners.
- Habitat for Humanity – no response received since last meeting
- Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale – Committee recommends the Town begin the process of having this land surveyed in preparation for sale of property.
- Action items – strategic plan
- 589 Air Cadets – The CAO to contact for an update.
Fox Farm Campground – The CAO will contact the town lawyer. Staff to investigate the cost of repairing the 1.5 km of road within the town boundary.

7. Adjournment 5:22 pm