

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, July 9, 2026 @ 4:00 pm

In Attendance:	Chair – Councillor	Peter Snow
	Councillor	Wendy Penney
	Councillor	Stephen Penney
	Councillor	Wendy Penne
	CAO	Cathy Somers
	Town Clerk	Christa-Lee Earle-Baker
Delegates:	EA	Janice Green
	Habitat for Humanity	Sandra Whiffin
		Matthew Avery

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1. Presentation from Habitat for Humanity
Sandra Whiffen and Matthew Avery attended the Committee meeting to discuss the Town providing the organization with serviced land for development purposes. The delegate explained that home built by the organization are for families struggling with home ownership. The organization in partnership with NL Credit Union helps families, obtain affordable mortgages. Once the municipality donate land, Habitat for Humanity works with businesses and groups within the community to build these homes, which could be single family, duplex or triplex, depending on the lot. Since 1994 there have been 68 builds completed in Newfoundland and Labrador, however, this would be the first build for the organization in the CBN area. Habitat provides information sessions as well as a call out for families who may be interested in one of the homes.
Committee recommends that staff send along the survey that the Town is considering donating to Habitat for Humanity for their consideration.

The Delegation left the meeting

2. Business Arising from Previous Minutes
None at this time.
3. Finance
 - a) Financial Report
CAO will send report to Committee.
 - b) AR Report
CAO presented the AR Report to committee.
2026 Taxes collected to date are as follows:

Property Tax 83.45 % collected, Water/Sewer Tax 78.48% collected and Business Tax 89.47% collected. Collections are on par with previous years. Staff are continuing to work with residents on collection of outstanding taxes. No concerns identified with the tax revenue to date.

4. Correspondence

- a) Request to waive fees for Provincial Softball Tournament. Copied to the Chief Administrative Officer and the Administration and Finance Committee. Correspondence reviewed by Committee. While the Committee can recommend to waive rental fees for Town facilities, a Motion of Council is required. Due to the fact the next Regular Council Meeting is scheduled for July 21, a motion cannot be passed before this tournament. Committee did not recommend at this time.

5. Human Resources

a) Review of office space

The committee discussed reviewing office space requirements once all positions have been filled to ensure adequate workspace for the full staff complement. The Acting Director of Operations and Public Works is getting space ready at the Municipal Depot for the Director of Operations and Public Works and the Municipal Enforcement Officer. The former Town Clerk's Office needs to be cleaned out. The committee recommends having this space ready soon for the new Director of Financial Operations.

Office space is being prepared at the Municipal Depot for the Director of Operations and Public Works and the Municipal Enforcement Officer. The Office Clerk I position will move into the MEO's space at the Council Office. Committee recommends office clean out continue for the new Director of Financial Operations.

b) Timeline of hiring process (standardized)

Committee and staff discussed the hiring process and the timelines associated. There are several positions that need to be filled and Committee would like to see a standardized process for hiring in all Town positions. Labourer positions for the Public Works Department and Parks and Recreation have not been filled to date.

c) Exit Surveys

Committee recommends implementing a policy for Exit Surveys for all employees upon leaving their positions. These surveys can provide valuable feedback. Staff to reach out to other municipalities to inquire about their use of Exit Surveys.

d) Resumes reviews by HR

Committee and staff discussed the process. Committee feels resume reviews should be completed by the HR Committee as a whole and there should be a time set to review them. Committee advised they have verified with ATIPP that staff can be sent resumes via email if they are unable to attend in person to review resumes. Staff will review the HR policy and will be discussed at next meeting.

6. New Business

a) Homes not in compliance

CAO is working with the Towns Planner on a possible Development Regulation Amendment which would change the minimum sideyard for Residential Large Density from 3m to 2m. The Planner is on vacation but has another staff member working on the amendment in his absence. CAO is also discussing an amendment to the rear yard from 8m to 7.8m with the ability to vary this measurement. CAO advised that the Town will need more variances as older homes are selling and when these homes were constructed the permitting process was not as in depth as it is now. Discussion was also had with the planner to include an amendment to the plan that would allow for an exemption to homes constructed 25 years ago or more that are not in compliance with current regulations. The Planner has advised that amendments will be drafted and when received, brought back to Council. Development Plan and Planning and Development Regulations amendments will take about a year to be approved and they are submitted to Urban and Rural Planning for approval.

b) Special Event Application

Staff reviewed the drafted Special Events Application with Committee. The application was drafted to be completed by community groups and residents who are using the Town properties for public events. A copy of the draft will be added to Dropbox for Committees review.

c) Sick Leave Accumulation of Management Staff

Committee inquired regarding a policy for non-union staff and accumulation of sick leave. The CAO advised that the management staffs sick leave and vacation is noted in their contract/offer letter when they start employment with the Town. The management staff follow the sick leave policy as noted in the Collective Agreement with Unionized staff. The CAO noted that vacation is noted as two weeks vacation after one year of service, three weeks vacation after five years of service, four weeks vacation after eight years of service, five weeks after fifteen years of service, six weeks after twenty years of service and then an additional day for every year after twenty years of service. Sick leave is accumulated by staff at 1.5 days per month for each month of service and will accrue to a maximum of 120 days. Staff are not paid out for sick leave. Committee agreed a HR Policy is needed for vacation and sick leave for management staff.

7. Ongoing Items

- Vacant land, public notice – Owner Unknown properties, Committee recommends the Town begin the process to try to identify land owners.
- Review of Town properties obtained through tax sale or other methods for consideration to be offered for sale – Committee recommends that the Town Clerk begin the process of sending Arrears Letters to properties that are over 18 months in arrears.
- Action items – strategic plan
- 589 Air Cadets – The CAO to contact for an update.
Fox Farm Campground – The CAO to contact Towns lawyer for an update.

- Heritage Grant

8. Adjournment 6:15 pm