

**ADMINISTRATION AND FINANCE COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, June 11, 2026 @ 4:00 pm

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

-
1. Business Arising from previous minutes
 - Habitat for Humanity – Response received and the proposed date is June 25 at 4pm to discuss the initiative at committee meeting.
 2. Finance
 - a) Report
 - CAO reviewed the financial report. CAO advised there are no concerns of expenditures by department to date.
 3. Correspondence
 - a) Department of Forestry, Agriculture and Lands – Emergency Services Division, RE: Emergency Management Plan.
 - Correspondence reviewed by Committee. The Town has an Emergency Planning Committee and the plan is currently being reviewed and updated.
 - b) Municipalities NL – regarding Marine Atlantic’s essential service designation.
 - Correspondence was reviewed by Committee. Committee recommends a letter be sent regarding the importance of the Marine Atlantic ferry service. The committee recommends to forward a letter of support.
 - c) New Horizons for Seniors – Regarding Funding Program.
 - Correspondence was reviewed by Committee. Staff submitted a proposal for funding under this program.
 4. Human Resources
 - a) 2026-2029 Salary Increases for Non-Union Staff (Management)
 - CAO presented to committee. Deferred for review.
 - b) Interviews have taken place for the Director of Financial Operations positions.
 - c) The Director of Operations and Public Works Employment Opportunity has

closed and resumes are being reviewed.

- d) Office Clerk I (front desk) Employment Opportunity Advertisement will close on June 14th.
- Seasonal Labourer positions are now advertised – two positions for the Public Works Department and one for Parks and Recreation. These will close on June 12th.
- Some discussion was had regarding the Town acquiring the services of a Project Coordinator to oversee Capital Projects within the Town. Committee will bring forward to Council for approval.

5. New Business

6. 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 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.
Committee recommends that Town staff grade the Fox Farm Road to the Town Boundary.
- Heritage Grant

7. Adjournment 4:50 pm