



**Town of Paradise**  
**Administration and Corporate Services Committee Meeting**

**August 9, 2023, 5:00 p.m.**  
**Town Hall Boardroom**

Council Present: Elizabeth Laurie, Councillor, Chairperson  
Patrick Martin, Councillor  
Larry Vaters, Councillor  
Dan Bobbett, Mayor, Ex-Officio

Staff Present: Lisa Niblock, CAO  
Lana Roberts, Administrative Assistant  
Diane Keough, Manager of Communications  
Cathy Broydell, Manager of Finance

Staff Absent: Terrilynn Smith, Director, Corporate Services (A/L)

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**1. Safety Moment**

Councillor Laurie brought forward a safety moment regarding knife safety.

**2. Adoption of the Agenda**

The agenda was approved as submitted.

**3. Approval of Minutes**

- a. Minutes from the July 26, 2023, Administration and Corporate Services Committee Meeting

The minutes were reviewed and approved as submitted.

**4. Business Arising from the Minutes**

There was no business arising from the minutes.

**5. New/Other Business**

a. 2023 Management Letter Response

It was advised that the 2023 Management Response letter was sent to BDO Canada LLP, but the Town has not received a response back yet. This will be added to the next ACS Committee agenda.

b. MAA - Nominee for World Mayor 2023

This is for informational purposes for the Committee.

c. Funding Approvals

a. 2023 Road Upgrades

It was advised that the Canada Community Building Fund (CCBF) Committee has approved the funding for Town's 2023 Road Upgrades. The following will require need a motion of Council within the next 45 days.

b. Windmill Road Water and Sewer

The Town received a notification letter from the Provincial Government advising of approval for the Windmill Road Water and Sewer project. This will require a motion of Council within the next 45 days.

c. Bayview Heights Water and Sewer

The Town received a notification letter from the Provincial Government advising of approval for the Bayview Heights Water and Sewer project. This will require a motion of Council within the next 45 days.

d. Neary Road Culvert Improvements

The Town received a notification letter from the Provincial Government advising of approval for the Neary Road Culvert Improvements. This will require a motion of Council within the next 45 days.

e. Kenmount Road Upgrading Phase 1

The Town received a notification letter from the Provincial Government advising of approval for the Kenmount Road Upgrading Phase 1. This will require a motion of Council within the next 45 days.

d. Cheque Register for July (Information Purposes)

This is for informational purposes for the Committee and will be posted to the Town's website.

e. Strategic Plan - Draft Actions Review

CAO Niblock gave an overview of the draft actions for the Town's Strategic Plan, which was prepared by Intelligent Futures. This was prepared after collaborative work done by Town Council and staff in the 'Strategy Sprint' where the plan was narrowed down to a list of 17 actions, which are intended to improve life in the community today and the future. The actions items have 3 categories:

1. Improving Paradise Today
2. Setting the Stage for the Future
3. Strengthening Systems and Collaboration

Intelligent Futures will present this to the Committee of the Whole at the Privileged Council Meeting on August 15.

**6. Adjournment**

Meeting adjourned at 6:10.