



Town of Paradise
Administration and Corporate Services Committee Meeting

May 31, 2022, 4:30 p.m.
Virtual Meeting

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

Staff Present: Lisa Niblock, CAO
Terrilynn Smith, Director, Corporate Services
Diane Keough, Manager of Communications
Elizabeth Piercey, Manager of Purchasing & Risk Management
Lana Roberts, Administrative Assistant

1. Safety Moment

Councillor Laurie brought forth a safety moment.

2. Adoption of the Agenda

Agenda approved as submitted with one addition.

3. Approval of Minutes

- a. Minutes from Administration & Corporate Services Committee Meeting on May 11, 2022.

Reviewed and approved.

4. Business Arising from the Minutes

Councillor Vaters asked if the Audit schedule is still on track, and it was confirmed that it will go ahead as scheduled.

5. New/Other Business

a. 2023 Assessment Roll

The Committee reviewed correspondence from the Municipal Assessment Agency advising that the 2023 assessment notices will be mailed out June 1 and residents have until July 31, 2022, to file a formal appeal.

b. Rising Cost of Living - Correspondence from Resident

The Committee reviewed an email from a resident, requesting that the Town lobby government to address concerns about the rising costs of living.

The Committee recommended sending letters to the Members of the House of Assembly and to Members of Parliament.

c. Commercial Insurance Renewal

The committee reviewed the commercial Insurance renewal. The Town received only one submission in response to the RFP from the Town's current provider Aon Reed Stenhouse Inc. The Committee recommended awarding the RFP to Aon Reed Stenhouse Inc.

d. Contract Update – Microsoft 365 Licenses

The committee was provided an update on cost savings to the Bell Aliant Contract regarding the Microsoft 365 Licenses.

e. Shoreline Publication

The Committee was informed that the publication dates for the Shoreline has changed. It will not be published on Fridays.

6. Adjournment

Meeting adjourned at 5:05 and moved to the Privileged Meeting.