



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

**August 28, 2024, 5:00 p.m.**  
**Boardroom**

Council Present:     Larry Vaters, Councillor, Chairperson  
                              Tommy Maher, Councillor  
                              Dan Bobbett, Mayor, Ex-Offico (Virtual)

Council Absent        Deborah Quilty, Councillor

Staff Present:         Lisa Niblock, CAO  
                              Terrilynn Smith, Director, Corporate Services  
                              Diane Keough, Manager of Communications  
                              Elizabeth Piercey, Manager of Purchasing and Risk Management  
                              Liam Kavanagh, Finance Supervisor  
                              Angelina Richards, Executive Assistant

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**1.     Safety Moment**

Councillor Vaters brought forward a safety moment.

**2.     Adoption of the Agenda**

The agenda was approved as submitted.

**3.     Approval of Minutes**

The minutes were approved as presented.

**4.     Business Arising from the Minutes**

An update was requested on the following items.

- What is the status of the Donation Policy Funding Amounts? Staff responded that it has been updated and all information and forms are on the Town website.

- Is there any update from Pollett Strategy Inc. since the last meeting? Staff responded that discussions are ongoing.

## **5. New/Other Business**

### a. July Cheque Register

The July Cheque Register was circulated for information purposes. This will be added to the website for public viewing.

### b. 2023 Tax Receivable Summary

The 2023 Tax Receivable Summary was prepared for the committee. This spreadsheet will be forwarded to the province.

The committee were also informed that the water disconnect letters were sent out to 69 homeowners since the last meeting, some of these accounts have been paid in full, some have set up a payment plan and some have discussions ongoing. Water disconnection has taken place at 7 properties this week with 2 people making payment and having their water reconnected.

An additional update will be brought to the next committee meeting.

### c. Planning for Budget Talks 2025

The committee were provided dates and plans for Budget Talks 2025. An online survey will be launched after labour Day. Council Pop ups are proposed to take place in September in numerous locations throughout the Town. Other ideas for engagement included a round table discussion with each Chamber and their members, and social media posts targeting various areas/neighborhoods of Town for residents to provide comments.

Also, there will be a dedicated Budget Talks page on the Town website, information in the weekly Shoreline and tabletop signs at the Reception Desks with the QR Code for the survey.

The committee agreed with the proposed plans.

### d. 2025 Budget Preparation Timeline

The updated 2025 Budget Preparation Timeline was circulated for review. The committee directed staff to proceed as scheduled.

### e. RFP Award – Supply and Implementation Support for Server Replacement

An RFP was issued for Supply and Implementation Support for Server Replacement. The committee recommend awarding the RFP to Triware Technologies at the quoted price.

**6. Adjournment**

The meeting adjourned at 5:47 pm and moved to a privileged meeting.