



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

**August 31, 2022, 4:30 p.m.**  
**Virtual Meeting**

Council Present: Elizabeth Laurie, Councillor, Chairperson  
Patrick Martin, Councillor  
Larry Vaters, Councillor

Council Absent: Dan Bobbett, Mayor, Ex-Officio

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

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**1. Safety Moment**

Chairperson Laurie brought forth a safety moment regarding back-to-school safety.

**2. Adoption of the Agenda**

Agenda approved as submitted.

**3. Approval of Minutes**

a. Minutes from Corporate Services Committee Meeting [August 10, 2022]

Reviewed and approved.

**4. Business Arising from the Minutes**

No business arising.

**5. New/Other Business**

a. MNL - 2022 AGM First Call for Resolutions

The Town received correspondence from Municipalities NL. This is for information purposes for the Committee and will be forwarded to the next Council Meeting.

b. Cheque Register - July

For information purposes and will be posted to the Town's Website.

c. Professional Services Bundle & Diamond – Surcharges Module

Committee reviewed quotes from Central Square to purchase the Professional Services bundle and the Surcharges module and recommended approval.

d. Annual Donation Program - Request

The Committee reviewed a request under the annual donation program from the Paradise 50 Plus Club that was inadvertently overlooked. It was noted that the original request was within the time frame of the deadline for submissions and there are still funds remaining in the budget. Committee in agreement to approve this request.

e. Municipal Conduct Act

The Committee reviewed correspondence from the Department of Municipal and Provincial Affairs regarding the new Municipal Conduct Act.

f. Management Letter

The Committee reviewed the Management letter from BDO Canada with regards to the recent Audit of the 2021 financial statements. There were no major deficiencies identified in the letter.

g. Camera Server Replacement

The Committee reviewed the tender results for the Camera Server Replacement TOP-22-22 and recommended approval to award to Open Storage Solutions.

h. Computer Purchase Plan 2022

The Committee reviewed the tender results for the Computer Purchase Plan 2022 TOP-22-21 and recommended approval to award to Triware Technologies.

**6. Adjournment**

Meeting adjourned at 5:08.