



Town of Paradise

Administration and Corporate Services Committee Meeting

**December 11, 2024, 12:00 p.m.
Chambers**

Council Present: Larry Vaters, Councillor, Chairperson
Dan Bobbett, Mayor, Ex-Officio (Attended Virtually)
Tommy Maher, Councillor
Kimberley Street, Deputy Mayor, Guest (Attended Virtually)
Glen Carew, Councillor, Guest (Attended Virtually)

Council Absent Deborah Quilty, Councillor

Staff Present: Lisa Niblock, CAO
Terrilynn Smith, Director, Corporate Services
Diane Keough, Manager, Communications
Lana Roberts, Administrative Assistant

1. Safety Moment

Councillor Vaters brought forth 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

Councillor Vaters inquired about lift station costs to date, and it was confirmed that the expenses are \$220,000 at this time.

5. Conflict of Interest

There were no conflicts to declare.

6. Department Information Reports

a. Executive Summary

There was a brief overview given on the initiatives and activities ongoing for the month of December for the Department of Corporate Services.

b. Cheque Register

The cheque register was reviewed for information purposes and will be posted to the Town's website.

Committee requested the tracking chart for month-to-month expenses be included going forward.

c. Update on Launch of Resident App

The committee were given an update on the launch of the new Town of Paradise app, which is scheduled for Monday, December 16, 2024.

The app is designed by MUNI, which is a company developing platforms to support municipal interactions with residents. The app is branded as Town of Paradise and is searchable in the Apple and Google app stores under the Town's name. It is free with no charge to users.

The initial features available on the app are the garbage and recycling collection calendar, which includes the option for residents to set reminders, events listings, and news section. Additional features will be added next year.

7. Memos for Council Decision

a. Appointment of Town Commissioner for the 2025 Tax Year

As per the Assessment Act, a municipality must appoint a commissioner to act on its behalf at appeal hearings and a commissioner holds office until he or she resigns or is dismissed. Mr. Mitch Moran has been the Town's commissioner since 2020 and has confirmed he would like to continue in this role for the upcoming tax year.

The committee discussed and agreed to extend Mr. Moran's appointment as commissioner for the Town of Paradise for the period of January 1 to December 31, 2025, at the agreed rates.

This will go to the next Council Meeting for approval.

8. Adjournment

The meeting adjourned at 12:30 pm and moved to the privileged meeting.