



Town of Paradise
Administration and Corporate Services Committee Meeting

February 1, 2023, 5:00 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
Cathy Broydell, Manger of Finance
Lana Roberts, Administrative Assistant

Guests: Kimberley Street, Deputy Mayor
Glen Carew, Councillor

1. Safety Moment

Councillor Laurie brought forward a safety moment regarding driving safety at roundabouts.

2. Adoption of the Agenda

The agenda was approved as submitted.

3. Approval of Minutes

a. Minutes from Corporate Services Committee Meeting, January 18, 2023.

The minutes were reviewed and approved as presented.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. **New/Other Business**

a. Municipal Assessment Agency - Memo

A memo from the Municipal Assessment Agency was provided for information purposes for the Committee.

b. Access to Information Requests - 2022

A summary of the 2022 ATIPP requests was provided for information for the Committee. This has been posted to the website.

c. Eastern Regional Service Board - Minutes

The minutes of the recent Eastern Regional Service Board were provided for information purposes for the Committee.

d. Cheque Register - December 2022

The December 2022 cheque register was provided for information purposes and will be posted to the Town's website.

e. Replacement Lift Station 10 – Communications Approach

Manager Keough gave an update on the Communications approach for the lift station 10 replacement. It was also noted that the Communications division will finalize key messages for Council by the end of the week.

f. Prior Year Surplus Discussion

The Committee discussed the 2021 annual surplus, accumulated surplus and reserve balances from the 2021 audited financial statements.

g. ERSB-Sorting Your Waste Campaign

Manager Keough advised that ERSB is launching a waste management campaign and the Town is invited to participate.

The Town is about to embark on broad-based environmental public awareness program – The Green Goal. This campaign will be launched soon. Given the timing of both campaigns, the Town will support the ERSB's campaign initiatives through the launch of the Green Goal Campaign.

h. City Status Update

CAO Niblock was directed at the last ACS Committee meeting to further investigate what this would entail.

She advised that there are 5 guidelines, and the Town meets these. She also outlined some key considerations.

Committee would like to review the information and bring back to the next committee meeting for further discussion.

i. Baseball and Soccer Summer Student Programs

Manager O'Brien advised the Committee that the Town has been assisting the Paradise Minor Baseball (PMB) and Paradise Youth Soccer Association (PYSA) with their summer student recruitment efforts since 2012 by providing support in the recruitment and onboarding process, and payroll administration. There has been some discussion around the continuation of this process.

The Committee discussed and would like to follow up with the associations for their feedback before deciding.

j. BDO Invoice

Director Smith gave an update on the outstanding invoice from BDO. BDO has agreed to reduce the additional fees by 50%. Director Smith advised that this is reasonable and recommended settling this account.

6. Adjournment

- Meeting adjourned at 6:00 pm and moved to the Privileged Meeting.