



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

**February 23, 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  
Cathy, Broydell, Manager of Finance  
Lana Roberts, Administrative Assistant

Guest: Glen Carew, Councillor

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**1. Safety Moment**

Councillor Laurie brought forth the safety moment.

**2. Adoption of the Agenda**

Agenda approved with one addition.

**3. Approval of Minutes**

a. Minutes from Corporate Services Committee Meeting, February 9, 2022.

Reviewed and approved.

**4. Business Arising from the Minutes**

No business arising.

**5. New/Other Business**

a. Union Negotiations - Update

No further update at this time.

b. City Nature Challenge

This was referred from the Recreation & Community Services. The Committee reviewed the information and are in favor of participating.

c. Annual Donation Program

The Committee discussed the Annual Donation Policy and agreed to change the deadline for applications to April 30<sup>th</sup>.



*Note: Councillor Laurie went to the waiting room for the next part of the discussion due to a potential conflict of interest.*

The Committee reviewed the annual donation program amount and recommended updating the policy to increase each category by \$500 as was done in the last 2 years in response to COVID.

d. Committee Terms of Reference

The Committee reviewed and discussed the Terms of Reference created for all committees. The Committee recommended approving the Terms of Reference as submitted.

e. Social Media - National Days Recognition Posts

This item was referred from Recreation and Community Services. Staff will develop a plan to post National Days of Recognitions on social media once the vacancies in communications are filled.  

**6. Adjournment**

Meeting adjourned at 5:17.