



Town of Paradise
Administration and Corporate Services Committee Meeting

July 26, 2023, 5:00 p.m.
Virtual Meeting

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

Staff Present: Terrilynn Smith, Director, Corporate Services
Diane Keough, Manager of Communications
Elizabeth Piercey, Manager of Purchasing & Risk Management
Angelina Richards, Administrative Assistant

Staff Absent: Cathy Broydell, Manager of Finance
Lana Roberts, Administrative Assistant

1. Safety Moment

Councillor Laurie brought forward a safety moment about the importance of hydration in the heat.

2. Adoption of the Agenda

The agenda was adopted as presented.

3. Approval of Minutes

a. Minutes from Corporate Services Committee Meeting, June 12, 2023.

The minutes were reviewed and approved.

4. Business Arising from the Minutes

Councillor Vaters asked for a follow up on an item that was discussed at the last Privileged Administration and Corporate Services meeting. Director Smith responded that the request has been sent to the resident and staff are awaiting a response.

5. New/Other Business

a. Council PD & Travel - Update

The Council Professional Development and Travel Spreadsheet for 2022 and first half of 2023 was provided for information purposes. These spreadsheets will be added to the website. Director Smith advised that no one was over their allocated budget and overall, we were under budget in 2022. Director Smith also clarified that the upcoming MNL Annual Conference comes out of a separate budget.

b. 2023 ATIPP Requests Summary Report

The ATIPP Requests Summary Report was provided for information purposes. This will be posted on the website.

c. Intelligent Futures Amended Minutes

The Intelligent Futures Minutes from the June 23 meeting were amended and provided for review.

d. Canoe Procurement

An update was brought to the committee regarding Canoe Procurement purchasing program. Town Staff are reviewing and evaluating the process.

6. Adjournment

The meeting adjourned at 5:31 pm.