



Town of Paradise

Administration and Corporate Services Committee Meeting

**June 12, 2024, 5:00 p.m.
Boardroom**

Council Present: Larry Vaters, Councillor, Chairperson
Deborah Quilty, Councillor
Tommy Maher, Councillor
Dan Bobbett, Mayor, Ex-Officio
Kimberley Street, Deputy Mayor (Guest)
Glen Carew, Councillor (Guest) Left Meeting at 5:35 pm (virtual)
Patrick Martin, Councillor (Guest) Joined Meeting at 5:40 pm (virtual)

Staff Present: Lisa Niblock, CAO
Terrilynn Smith, Director, Corporate Services
Diane Keough, Manager of Communications
Cathy Broydell, Manager of Finance
Liam Kavanagh, Finance Supervisor
Angelina Richards, Administrative Assistant

Other: Kelsie Montgomery, BDO Left Meeting at 5:55 pm
Josephine Wieczorek, BDO Left Meeting at 5:55 pm (virtual)

1. Safety Moment

Councillor Vaters brought forward a safety moment to the committee.

2. Adoption of the Agenda

The agenda was approved as submitted with the addition of 1 item under New/Other Business.

3. Approval of Minutes

The minutes were adopted as presented.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Audit

Kelsie Montgomery and Josephine Wieczorek from BDO were in attendance at this meeting to present Audit Results report.

The 2023 draft audited financial statements were presented to Committee.

6. New/Other Business

a. Donation Request - Foodbank

Correspondence was reviewed from the CBS/Paradise Food Bank requesting a donation. The committee discussed the request and recommended approving \$1,000.

b. Hike for Wishes

Information was provided from the Make A Wish Foundation on an upcoming Hike for Wishes fundraiser. The committee discussed the request and recommended to not take part in this event as it does not align with our donation policy.

c. Level of Service

The committee discussed the expected level of service within the Town. Council and staff will discuss levels of service that need benchmarking and these items will be completed as upcoming LEAN Projects.

d. CFIB Letter

A letter was received from the Canadian Federation of Independent Business regarding mitigating the impact of local construction on small businesses in your municipality. This was circulated for information purposes.

e. No Smoking Policy

The revised No Smoking Policy was reviewed and the recommendation was for this policy to be approved.

f. ATIPP Summary 2024

The ATIPP Summary Spreadsheet for January-June 2024 was circulated for information purposes.

g. Donation Policy 2024

The updated Donation Policy was circulated for discussion and the recommendation was for the policy be brought to Council for approval.

h. Legal Fee Proposal and Legal Fees Summary

A proposal of fees for 2024 was received from Stewart McKelvey. There was only one additional proposal received in request for quotes, but the fees were higher. The recommendation from the committee is to proceed with Stewart McKelvey for 2024.

Also, the legal fees summary for 2023 was circulated for information purposes.

i. May Cheque Register

The May Cheque register was circulated for information purposes. Also, a summary of payment registers was provided for review.

j. Update on Implementation of Resident Notification System

An update was provided to the committee on the implementation of the resident notification system. As of June 2024, there are 2000 residents signed up for these alerts.

k. Leading Edge Invoice

The committee reviewed an invoice from Leading Edge for Yellow Belt Training. The committee recommended approval.

7. Adjournment

The meeting adjourned at 7:12 pm and moved to a privileged meeting.