



Town of Paradise
Administration and Corporate Services Committee Meeting

June 14, 2023, 5:00 p.m.
Virtual Meeting

Council Present: Larry Vaters, Councillor, Chairperson
 Patrick Martin, Councillor
 Dan Bobbett, Mayor, Ex-Officio

Council Absent Elizabeth Laurie, Councillor

Staff Present: Lisa Niblock, CAO
 Terrilynn Smith, Director, Corporate Services
 Cathy Broydell, Manager of Finance
 Liam Kavanaugh, Finance Supervisor
 Lana Roberts, Administrative Assistant

Other: Kelsie Montgomery, BDO
 Josephine Wieczorek, BDO

1. Safety Moment

The safety moment was presented by Councillor Vaters

2. Adoption of the Agenda

The agenda was approved as submitted with one addition.

3. Approval of Minutes

- a. Minutes from Administration and Corporate Services Committee Meeting, May 11, 2023

The minutes from the May 11, 2023 committee meeting 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. YMCA Cycle-a-Thon

It was advised that this event has been cancelled.

b. Diversity NL

The Town received information on workforce training with DiversityNL. DiversityNL partners with organizations to build on their support of diversity, equity and inclusion creating a place of belonging for all staff, students, board members, executive and customers. The committee discussed and agreed that this training would be beneficial to the Town.

c. 2023 Alberta Fires

The Town received a request from the Red Cross for a donation for the Alberta fires. The committee discussed and decided not to proceed at this time considering that there are many fires across Canada right now and directing funds to a specific fire wouldn't be prudent.

d. Municipal & Provincial Affairs - Circular

The committee reviewed a circular regarding the sharing of services and the collaboration of communities.

e. Municipal Assessment Agency - Board Meeting Update

A board meeting update for the Municipal Assessment Agency was circulated for informational purposes.

f. Municipal Assessment Agency - 2024 Tax Values

The Town Received the 2024 Tax Values from the Municipal Assessment Agency. It was noted that the deadline to file an appeal is July 31, 2023, however property owners are encouraged to contact the MAA Office to discuss any valuation issues before deciding to avail of the appeal process.

g. Cheque Register - April 2023

The cheque register was circulated for informational purposes.

h. Multi-year Capital Works Funding

The committee reviewed correspondence from the Department of Municipal and Provincial Affairs regarding current MYCW projects. It was noted that this was discussed at the Infrastructure and Engineering Committee.

i. 2022 Audited Financial Statements

Representatives from BDO presented the Town's 2022 Audited Financial Statements and Audit Report. There were no deficiencies or concerns noted during the Audit.

j. Mass Notification System Update

Staff are currently reviewing various demos on Mass Notification Systems and will decide the best option for the Town. The goal is to have this in place before end of this year.

6. Adjournment

The Meeting adjourned at 6:15 pm and moved to a Privileged Committee Meeting.