



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

**May 11, 2022, 4:30 p.m.**

Council Present: Elizabeth Laurie, Councillor, Chair Person  
Patrick Martin, Councillor  
Larry Vaters, Councillor  
Dan Bobbett, Mayor, Ex-Officio

Staff Present: Lisa Niblock, CAO  
Cathy Broydell, Manager of Finance  
Diane Keough, Manager of Communications  
Elizabeth Piercey, Manager of Purchasing & Risk Management

Staff Absent: Terrilynn Smith, Director, Corporate Services  
Lana Roberts, Administrative Assistant

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**1. Safety Moment**

Councillor Laurie brought forward a safety moment about the importance of using sunscreen and staying hydrated.

**2. Adoption of the Agenda**

The agenda was approved as submitted.

**3. Approval of Minutes**

a. Minutes from Corporate Services Committee Meeting April 13, 2022.

The minutes from the April 13, 2022, meeting were reviewed and approved as submitted.

Councillor Vaters abstained from voting on the minutes as he was not in attendance at the last meeting.

**4. Business Arising from the Minutes**

There was no business arising from the minutes.

**5. New/Other Business**

a. Cheque Register - April 2022

The Cheque Register for April was circulated for information purposes.

b. Annual Donation Program - 2022

A list of donation requests for 2022 was provided for review and the committee recommend bringing this to Council for approval.

*Councillor Laurie left the meeting for the discussion on the donation for the Paradise Girl Guides as she is in a potential conflict of interest.*

The committee reviewed the donation request from the Paradise Girl Guides and recommend bringing this to Council for approval.

*Councillor Laurie returned to the meeting.*

c. Insurance Claims Update

An update on open insurance claims was provided to the committee and will be provided on a semi annual basis going forward.

d. 2021 Financial Statements Audit

The 2021 Financial Statements will be delayed and will go to Council for adoption on July 19, 2022. The Department of Municipal and Provincial Affairs have been notified and can work within the proposed timelines.

e. Privacy Complaint – Elizabeth Park Refresh Report

There was a privacy complaint submitted against the Town for information that was included in the Elizabeth Park Refresh Report. The Town has forwarded a response to the Privacy Commissioner and have put additional measures in place to help prevent reoccurrence.

f. Committee of the Whole

CAO Niblock informed the committee that she will be seeking clarification on the timelines of the new act with the Director of Municipal and Provincial Affairs. These changes could impact the format of current committee meetings.

An update will be provided in an upcoming committee meeting.

**6. Adjournment**

The meeting adjourned at 5:09 pm.