



Town of Paradise
Administration and Corporate Services Committee Meeting

November 23, 2022, 4:30 p.m.
Virtual Meeting

Council Present: Larry Vaters, Councillor, Chairperson
 Elizabeth Laurie, Councillor
 Dan Bobbett, Mayor, Ex-Officio
 Kimberley Street, Deputy Mayor, Guest

Council Absent: Patrick Martin, Councillor

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

Staff Absent: Lana Roberts, Administrative Assistant

1. Safety Moment

Councillor Vaters brought forward a safety moment about winter safety.

2. Adoption of the Agenda

The agenda was approved as submitted.

3. Approval of Minutes

- a. Minutes from Corporate Services Committee Meeting October 26 and November 9, 2022

The minutes from the October 26, 2022, and November 9, 2022 meetings were reviewed and approved.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. New/Other Business

a. ATIPP Request - High School

The responses on the ATIPP request regarding the construction of a new high school was circulated for information purposes.

b. MAA Board of Directors Report - For Information Purposes

The MAA Board of Directors Report was circulated for information purposes.

c. Cheque Register - October

The October Cheque Register was circulated for review.

d. Disposal of Furniture and Equipment

The Town has various pieces of office furniture and equipment that are no longer useful and of minimal value. This includes desks, filing cabinets, bookshelves, and gym equipment. The Municipalities Act 1999 outlines how municipalities should handle the sale/disposal of real and personal property. Rather than seeking a motion each time furniture and equipment is to be disposed, staff would like to establish a standard process.

The committee reviewed the process and recommended approval.

e. Appointment of Town Commissioner

Staff are looking for direction to appoint Mr. Mitch Moran as the Town Commissioner for 2023. The hourly rate is staying the same but the mileage rate will increase to \$.50 per KM.

The committee recommended to proceed with the appointment.

f. 2021 Audit Fee Charges

The Committee reviewed the revised 2021 Audit Fees. The Committee is not in favour of paying these fees and requested further discussion with BDO.

6. Adjournment

The meeting adjourned at 5:30 pm and moved to a Privileged meeting.