



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

**September 28, 2022, 4:30 p.m.**  
**Virtual Meeting**

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

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

Staff Absent: Lana Roberts, Administrative Assistant

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**1. Safety Moment**

Councillor Laurie brought forward a safety moment to the committee.

**2. Adoption of the Agenda**

The agenda was approved as submitted.

**3. Approval of Minutes**

- a. Minutes from Corporate Services Committee Meeting, September 14, 2022.

The minutes 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. BDO Canada LLP – Audit Fees

The committee reviewed the fees charged by BDO Canada LPP for the 2021 financial audit, including fees charged for activities deemed outside the scope of the audit.

The committee has asked staff to continue discussions with BDO concerning the out-of-scope fees and provide an update at the next meeting.

### b. Servers - Extended Warranty

In 2019, the Town upgraded the main servers. The servers came with a three-year warranty and staff are requesting approval to purchase a two-year extended warranty from Triware Technologies Inc in the amount of \$13,510.00 plus HST. These additional two years will lead up to the time for the Town to replace the servers again.

The committee recommend bringing the purchase of the additional warranty to Council for approval.

### c. Strategic Plan RFP

CAO Niblock advised that the current Strategic Plan was a three-year plan, and it is coming to an end. Staff are starting to prepare the RFP for the new strategic plan and the recommendation is for this plan to be in place for five years.

### d. MAA Board of Directors Report - For Information Only

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

### e. ATIPP Request: Information for High School

The Town received information regarding a high school in the Town from the NLESD through an ATIPP request. There was limited information received.

The committee is requesting a meeting with the MHAs to discuss a potential high school.

The information received from the ATIPP request will be circulated to the committee.

## 6. **Adjournment**

Meeting adjourned at 5:10 pm.