



Town of Paradise
Administration and Corporate Services Committee Meeting

October 12, 2022, 4:30 p.m.
Virtual Meeting

Council Present: Elizabeth Laurie, Councillor, Chairperson (arrived at 5:10)
Patrick Martin, Councillor
Larry Vaters, Councillor
Dan Bobbett, Mayor, Ex-Officio

Staff Present: Lisa Niblock, CAO
Terrilynn Smith, Director, Corporate Services
Tara O'Brien, Manager, Human Resources
Diane Keough, Manager, Communications
Lana Roberts, Administrative Assistant

1. Safety Moment

Chairperson Vaters brought forth a safety moment.

2. Adoption of the Agenda

Agenda approved as submitted.

3. Approval of Minutes

- a. Minutes from Corporate Services Committee Meeting, September 28, 2022.

Reviewed and approved as submitted.

4. Business Arising from the Minutes

There was a question on the status of the additional charges from BDO. Staff advised that there is a meeting scheduled with them for next week to follow-up.

There was a question on how the strategic plan is measured. It was advised this is currently a manual process, but the Town is investigating possible options for a software program that will track the progress of the plan. The RFP for the new plan will also request a report card be completed on the current plan.

5. New/Other Business

a. Capital Investment Plan Approval

This is for information purposes for the Committee. It was noted that all 3 projects have been approved by the Canada Community Building Fund.

b. 2022 Hope in the City Breakfast

The Town received a request from the Salvation Army to purchase a table for the Hope in the City Breakfast taking place on November 18th for a cost of \$500. As this is outside the Town's Donation Policy should be discussed at Committee. The Committee is in favour of purchasing a table and attending the breakfast. All proceeds will go to the Salvation Army Ches Penney Center of Hope.

The Committee also requested that staff review the current Donation policy.

c. Budget 2023

There was an update on the 2023 Budget process to date, including a discussion on the items below:

- Budget Engagement to Date
- Budget Timelines
- Factors Impacting Budget 2023
- Property Taxes / Water & Sewer
- Council Stipends
- Council Professional Development & Travel
- Council Expenses
- Corporate Services 2023 Initiatives

d. Cheque Register - September 2022

This is for information purposes and will be posted to the Town's website.

e. 2022 Group Insurance Renewal

The committee reviewed the annual Group Insurance renewal with Industrial Alliance and discussed the associated increases.

The Committee recommended approving the proposed 2022 renewal agreement with Industrial Alliance.

6. Adjournment

Meeting adjourned at 5:35.