



Town of Paradise
Administration and Corporate Services Committee Meeting

February 9, 2022, 4:30 p.m.
Virtual Meeting

Council Present: Elizabeth Laurie, Councillor, Chair Person
Patrick Martin, Councillor
Larry Vaters, Councillor
Dan Bobbett, Mayor, Ex-Officio
Glen Carew, Councillor (Guest)

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

Staff Absent: Lana Roberts, Administrative Assistant

1. Safety Moment

Councillor Laurie brought forward a safety moment to the committee.

2. Adoption of the Agenda

The agenda was adopted as presented.

3. Approval of Minutes

a. Minutes from Corporate Services Committee Meeting January 26, 2022.

The minutes were approved as presented.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. **New/Other Business**

a. Eastern Health & Northeast Avalon Joint Ventures Minutes - For Information Only

The minutes from the Eastern Health and Northeast Avalon Joint Council Meetings were distributed for informational purposes.

b. Cheque Register - January 2022

The January Cheque Register was circulated to the committee for informational purposes.

c. Access to Information Requests Summary 2021

The Access to Information Requests Summary was circulated to the committee for informational purposes.

d. An Overview of the ERP Project

An overview of the new ERP Project for the 1st Quarter was provided to the committee for reference. The implementation of this new program has been successful so far.

e. Continuation of Town's App PingStreet

The Town has been notified that the PingStreet App is being discontinued and will be expiring in the near future.

The recommendation from the committee is for staff to have a public engagement and provide different options to see what the preferred method for the residents would be to receive notifications and then staff will explore options based on those recommendations.

f. Release of Joint Working Group on Regionalization Report and Recommendations - For Information Only

The Release of the Joint Working Group on Regionalization Report and Recommendation was circulated for informational purposes.

g. Status of Town eNewsletter ToP News

A decision is required from the committee to continue the electronic newsletter "TOP News". The newsletter has not been created since the Fall of 2019.

The committee recommended discontinuing this newsletter and asked staff to explore other ways to get important news and updates out to the residents.

6. Adjournment

The meeting adjourned at 5:37 pm.