



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

**March 29, 2023, 12:00 p.m.**  
**Virtual Meeting**

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

Council Absent Patrick Martin, Councillor

Staff Present: Lisa Niblock, CAO  
Terrilynn Smith, Director, Corporate Services  
Elizabeth Piercey, Manager of Purchasing & Risk Management  
Lana Roberts, Administrative Assistant

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**1. Safety Moment**

Councillor Laurie brought forth a safety moment regarding proper footwear for the season.

**2. Adoption of the Agenda**

Agenda approved as submitted.

**3. Approval of Minutes**

a. Minutes from Corporate Services Committee Meeting, March 15, 2023.

Reviewed and approved as submitted.

**4. Business Arising from the Minutes**

No business arising from the minutes.

**5. New/Other Business**

a. MAA Board of Director's Report

For information purposes for the Committee.

It was also noted that once the Town's new GIS position is filled, the Town will be eligible to apply for the GIS Funding offered by MAA under the Collaborative Initiative Fund.

b. Council PD & Travel Policy

Director Smith gave overview of the changes and updates made to the policy since the last Committee meeting. The policy will be brought back to the next Committee meeting.

c. Taxes Receivable Summary at December 31, 2022

Director Smith gave a brief overview and noted that the Town's tax statements have been issued for 2023.

d. Intelligent Futures Change Order No. 1

The Committee reviewed a request from Intelligent Futures to send an additional person to the Town for the 3-day 'Strategy Sprint' in June.

This change would help ensure the best experience for Council and the Directors during this multi-day event that is key to the development of the Strategic Plan.

The Committee discussed and agreed to approve this request. Staff to prepare a memo for Council.

e. 2023 Budget Submission (For Information Purposes)

Correspondence was received from the Department of Municipal & Provincial Affairs advising that the Town's 2023 Budget has been reviewed and completed and there are no deficiencies noted.

**6. Adjournment**

Meeting adjourned at 12:58 P.M. and moved to the Privileged Meeting.