



**Town of Paradise**

**Administration and Corporate Services Committee Meeting**

**September 13, 2023, 5:00 p.m.  
Virtual Meeting**

Council Present: Elizabeth Laurie, Councillor, Chairperson  
Patrick Martin, Councillor  
Larry Vaters, Councillor

Staff Present: Lisa Niblock, CAO  
Terrilynn Smith, Director, Corporate Services  
Lana Roberts, Administrative Assistant

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**1. Safety Moment**

Councillor Laurie brought forth a safety moment for the Committee.

**2. Adoption of the Agenda**

The agenda was approved as submitted with one addition.

**3. Approval of Minutes**

a. Minutes from Corporate Services Committee Meeting August 30, 2023

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. Annual Donation Program

Councillor Laurie declared a conflict of interest with respect to the request from the Paradise District Girl Guides as she is a member of the executive.

The committee reviewed the remaining list of requests that were received for the 2023 Annual Donation Program. The recommendation is to bring this list to the next Council meeting for approval.

The request from the Girl Guides was reviewed separately and recommended for approval.

*Note: Councillor Laurie left the meeting for the review of this request from the Paradise District Girl Guides.*

b. Notification System - Update

The committee discussed the demos for notification systems that staff have been reviewing. Most companies specialized in either push notifications to or service requests from residents but not both. The Committee agreed that the priority should be to push notifications but agreed would like to explore further before selecting.

c. Strategic Plan

The draft Strategic Plan was discussed, and the committee recommended moving forward with adoption at the September 19 Public Council Meeting.

d. Credit Cards

There was a brief discussion of the use of credit cards for Town business.

**6. Adjournment**

The meeting adjourned at 4:35 pm.