



Town of Paradise

Administration and Corporate Services Committee Meeting

**September 27, 2023, 5:00 p.m.
RPYCC Boardroom and Virtual Meeting**

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

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

Staff Absent: Lana Roberts, Administrative Assistant

1. Safety Moment

Councillor Laurie discussed knife safety with the committee.

2. Presentations

a. 311A1

The team from 311A1 brought forward a presentation regarding the notification services that they offer.

b. Voyent Alert

Liana Monroe brought forward a presentation from Voyent Alert regarding the notification services that they offer.

3. Adoption of the Agenda

The agenda was approved as submitted.

4. Approval of Minutes

a. Minutes from Corporate Services Committee Meeting September 13, 2023

The minutes from the September 13, 2023, meeting were reviewed and approved.

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. New/Other Business

a. Civic File Scanning

The committee discussed the remaining civic files that are on site and need to be scanned. All committee agreed to proceed with Ricoh Canada Inc. to finalize the digitization of civic files.

b. Resident Notification Systems

There have been presentations throughout the summer with numerous providers that offer notification systems. There were 2 providers that presented to the committee this evening. The recommendation is to approve Voyent Alert to be the Town's service provider for resident notifications and approve 311A1 to be the Town's service provider for service requests and Town app.

c. Cheque Register August 2023

The cheque register for August 2023 was circulated to the committee for reference. This will be posted to the Town's website.

7. Adjournment

The meeting adjourned at 6:03 pm.