



Town of Paradise
Administration and Corporate Services Committee Meeting

July 31, 2024, 5:00 p.m.
Boardroom

Council Present: Larry Vaters, Councillor, Chairperson
 Tommy Maher, Councillor
 Deborah Quilty, Councillor

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

1. Safety Moment

Councillor Vaters brought forward a safety moment.

2. Adoption of the Agenda

The agenda was approved as submitted.

3. Approval of Minutes

The minutes were approved as submitted.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. New/Other Business

a. Christian Heritage Month

A request came in for the Town to observe December as Christian Heritage Month. The committee recommended not proceeding at this time.

b. Lean Projects Completed and Lean Project Ideas

A list of the completed and ongoing LEAN projects for the department was circulated for reference. A couple of project ideas for this year would be Security Deposit Releases, Termination/Department Changes and Tracking of Opening and Closing of Businesses - Business Taxes. The committee asked if response time of tax inquires could be added to the list and internal reporting for Procurement.

c. UMC Meeting Report - For Information Purposes

A report from the UMC meetings that took place in April was circulated for information purposes.

d. Donation Policy - Funding Amounts

The donation amounts for each category identified in the new Donation Policy were discussed. The amounts that were presented were based on the current budget. Funding amounts will be reviewed and approved annually during the budget process.

e. June Cheque Register

The June Cheque Register was circulated for information purposes. This will be added to the website for public viewing.

f. Policies and Procedures Manual

The 2024 Policy Index was circulated for the committee to review. This document references all internal and external policies that the Town has in place and the last time each policy was updated.

g. BDO Management Letter

The BDO Management Letter was reviewed and discussed.

h. Donation Request

A request came in from a resident requesting a donation for an upcoming athletic event. After discussion it was determined that this request does not meet the donation policy as the policy is for youth under the age of 29.

i. Collections Letters

There are approximately 70 properties in the Town that have outstanding property taxes for more than 2 years. As a part of the Town's collection procedures, any accounts that have not made any effort to pay down their balance will be sent a water disconnect notice letter. A copy of the letter was reviewed by the committee as well as the associated timelines.

j. High School Scholarships

Currently the Town provides annual scholarship of \$200 to Mount Pearl Senior High and Holy Spirit High School. The committee recommended that the scholarship amounts increase to \$1000 and be named in memory of Councillor Vince Burton and Councillor Elizabeth Laurie. This will go to Council for approval.

k. Insurance Claims Update

Committee was provided with a status update of insurance claims as of June 30, 2024.

l. MAA Board Update - For Information Purposes

An MAA Board Update from their June meeting was circulated for information purposes.

m. Approval of Quote for Photography Services

Staff are looking for approval for photography services from Waterwerks Agency for \$6,000 per season for a period of 1 year for a total of \$24,000 to develop a photo bank that would be used as a tool for both Communications and Economic Development. The committee recommended that staff proceed with committing to only one season for \$6,000 as per staff's approval authority. The remaining seasons can be revisited after the first is complete.

n. Pollett Strategy Inc. – Solution to Leverage External Funding Streams

As part of the strategic plan Council wanted staff to look for additional external funding opportunities. Staff presented a proposal from Pollett Strategy Inc. that would provide additional capacity to the Town to research and source out external funding streams. The committee recommended that discussions continue with the consulting company to discuss the cost of a phased approach and the hourly rate.

o. 2025 Budget Preparation Timeline

The proposed 2025 Budget Timelines were circulated to the committee for information purposes. Some of these dates will be adjusted and this will be brought back to the next committee meeting.

6. Adjournment

The meeting adjourned at 7:14 pm and moved to a privileged meeting.