



Town of Paradise
Administration and Corporate Services Committee Meeting

June 27, 2024, 12:00 p.m.
Boardroom/Virtual

Council Present: Larry Vaters, Councillor, Chairperson
 Tommy Maher, Councillor
 Dan Bobbett, Mayor, Ex-Officio
 Patrick Martin, Councillor (Guest)

Council Absent Deborah Quilty, Councillor

Staff Present: Lisa Niblock, CAO
 Terrilynn Smith, Director, Corporate Services
 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

Councillor Vaters asked for an update on the Donation Policy and the budgetary amounts that are going to be assigned to each category. Staff advised that this should be brought forward to the next Committee meeting.

Councillor Vaters asked when the committee will be discussing LEAN project ideas that pertain to the Administration and Corporate Services committee. This item has been added to the agenda under New/Other Business for discussion.

5. New/Other Business

a. Purchase Thresholds

Staff advised the committee that the purchasing policy is being reviewed, in particular, the purchase thresholds. It was noted that neighbouring municipalities are also reviewing, and it seems the Town of Paradise have some of the lowest. This will be brought back to a future committee meeting.

b. PPA Audit and Compliance Follow Up

The Town will be having a PPA Audit to ensure the Town is in compliance with legislation. PPA completed an audit in 2021. This is a follow up compliance audit. PPA is auditing all neighboring municipalities as well.

c. LEAN Project Ideas

The Committee discussed LEAN project ideas for the Administration and Corporate Services Departments. Staff have already begun a project on Expense Claims.

Other suggestions were:

- Tax Inquiries
- Laserfiche Forms for Various Departments
- Kiosks for Residents

The committee will discuss this further at the next meeting.

6. Adjournment

The meeting adjourned at 12:24 pm and moved to a privileged meeting.