

Town of Paradise

Administration and Corporate Services Committee Meeting

September 11, 2024, 5:00 p.m. Boardroom

Council Present: Larry Vaters, Councillor, Chairperson

Tommy Maher, Councillor Deborah Quilty, Councillor Dan Bobbett, Mayor, Ex-Offico

Glen Carew, Councillor (Guest) Attended virtually

- Left Meeting at 6:35 pm.

Staff Present: Lisa Niblock, CAO

Terrilynn Smith, Director, Corporate Services

Cathy Broydell, Manager, Finance

Diane Keough, Manager, Communications

Elizabeth Piercey, Manager, Purchasing and Risk Management

Angelina Richards, Executive Assistant

1. Safety Moment

Councillor Vaters brought forward a safety moment to the committee.

2. Adoption of the Agenda

The agenda was approved as submitted.

3. Approval of Minutes

The minutes were adopted as presented.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. New/Other Business

a. Big Picture 2024

The Big Picture 2024 with the 2nd Quarter Updates was presented for information purposes.

The committee asked for an update on the launch of the resident notification system. Staff responded that the rollout will be done in a phased approach with service requests and the garbage collection anticipated to be rolled out this Fall.

b. <u>Collections Update</u>

An update was provided on outstanding collections in the Town. The overall collection rate for 2024 is 92%.

A detailed update will be forwarded to Council.

c. <u>Purchasing Policy</u>

The draft purchasing policy was circulated for review. The new policy reflects approval authority increases for all levels.

After discussion, the approval authority for Supervisors will remain the same as per the previous policy.

The committee directed that once revisions are made this can be brought to a Public Council Meeting for adoption.

d. 2024 Council Travel

The 2024 Council Travel Spreadsheet was circulated for information purposes. This will be added to the website for public viewing.

e. <u>Towns and Local Service Districts Act</u>

An update was provided on the new Towns and Local Service Districts Act. As of January 1, the Town will be under new legislation that brings some significant changes. Discussions took place on the processes required to implement these changes as all Council and committee meetings will be public. This will be standing item on the agenda.

There was also a discussion regarding the changes required if the Town moved to City Status.

f. <u>Council Tablet Replacement</u>

Council devices are up for renewal as the devices being used were purchased in 2020. The committee directed staff to price iPads to upgrade the current devices.

g. August Cheque Register

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

6. Adjournment

The meeting adjourned at 6:50 pm and moved to a privileged meeting.