

**AGENDA FOR THE TOWN OF ROSETOWN PROTECTIVE SERVICES AND PUBLIC
WORKS COMMITTEE MEETING TO BE HELD ON MONDAY, MAY 3, 2021 AT 7:00
P.M. TO BE HELD IN THE TOWN OF ROSETOWN
COUNCIL CHAMBERS.**

1. Call to Order.
2. Action Items.
3. Pecuniary Interest – Committee members to note any pecuniary interest that may be on the agenda.
4. Minutes: Protective Services & Public Works Committee – April 6, 2021.
5. Financial Statements: April 2021.
6. Reports: - Superintendent.
 - Bylaw Official.
7. Town of Rosetown Clean Up – Waive Tipping Fees at Transfer Station.
8. Aseltine School – Parent Drop Off/Safety/Traffic Concerns.
9. Town of Rosetown – Weed Inspector Appointment – Noxious Weeds.
10. West Industrial Park – Change Order.
11. Town of Rosetown – Transfer Station – Permit to Operate Renewal – Demolition Pit.
12. Harvey Wood – Water Overage – 218 Little Flower.
13. 2021 Paving Projects – Sewer Mains.
14. Occupational Health & Safety – Public Works Shop Inspection Report – April 29, 2021.
15. Front Street/Back Alley Waste Collection Survey – Results.
16. Jubilee Cres. – 2021 Local Improvement – Petition IN.
17. In Camera (Closed Session):
 That in accordance with the Town of Rosetown Council Procedure Bylaw No. 831-20 Section 12 Closed Session, s.120 of *The Municipalities Act* and ss.15(1)(ii), 16(1)(a), 16(1)(c), and 28(1) of *The Local Authority Freedom of Information and Protection of Privacy Act*:
 - Long-range and strategic planning:
 - o Town of Rosetown Paving.
 - o Land Acquisition.
18. Adjournment.

2021 Action Items

Meeting Date	Action Item	Employee / Department	Notes	Completed
HR Manual	CAO Evaluation, in accordance with HR Manual	Council	to be completed prior to October 31	
Business Plan	Council & Staff Meeting	Administration	Schedule for Sept./Oct./Nov. - due to COVID uncertain as to when we may be able to host.	
Business Plan	Annual Public Meeting	Council	Due to COVID restrictions we are unable to hold	
Business Plan	Monthly Newspaper Committee Update	Mayor	Mayor Hay will be complete as of February 16, 2021	Completed
Business Plan	Joint Municipal meeting	Council/Management	RM of St. Andrews - March 24, 2021	Completed
Business Plan	Volunteer BBQ	Council/Recreation	Due to COVID restrictions we are unable to hold	
October 13, 2020	Markers for Rosetown Cemetery	Recreation	Included in the 2021 Budget, Rec. Department working on maps etc.	Completed
December 7, 2020	Rodent Control Concerns for 2021 Spring	Bylaw	Contract Pest Control Officer; Purchase Bait Stations and Bait - Not required at this time	completed
December 1, 2020	Facility Tours for Council	Management	Booked Arena Tour - Dec. 21 at 6 p.m	Completed
December 21, 2020	Facility Tours for Council	Management	Booked PW Tour - January 18 at 6 p.m.	Completed
December 1, 2020	Governance Workshop	Council/CAO	Booked - January 23 & 24, 2021	Completed
January 1, 2021	Facility Tour for Council	Management	Fire Hall Tour - February 16, 2021 @ 6 p.m.	Completed
January 1, 2021	Facility Tour for Council	Management	New Lift Station - March 15, 2021 @ 6 p.m.	Completed
March 1, 2021	Facility Tour for Council	Management	Water Treatment Plant-April 19 @ 6:00 p.m.	Completed
April 1, 2021	Facility Tour for Council	Management	Transfer Station - May 17, 2021 @ 6:00 p.m.	
January 1, 2021	10-Minute Trainers	Council	Completed following January 2021 Council meeting	Completed
March 1, 2021	Logic Model	Council	Review with Strat. Plan	
October 13, 2020	Cemetery Maintenance Meeting	Rec. Committee/PW/Rec/Pierre Charpentier	To discuss cemetery maintenance, maintenance protocol, backfilling procedure and backfill material for cemerty - meeting rescheduled to March 22, 2021	Completed
October 13, 2020	Price out tamper for backhoe for 2021 Budget	Public Works	review costs and consideration within 2021 budget for Cemetery compaction	Completed

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – April 6, 2021

PRESENT: Chairman Rob Paquette, Mayor Trevor Hay, Councillor Roxan Foursha, Jadwiga Dolega-Cieszkowski, Blair Wingert, Superintendent Bob Bors, Bylaw Official Dennis Ogg, Youth Member Liam Welter, Administrative Assistant Karen Welter and CAO Michele Schmidt.

PRESENT VIA PHONE: Councillor Dale Arsenault.

ABSENT:

CALLED TO ORDER: Chairman Paquette called the meeting to order at 6:58 p.m.

1. **Action Items:** Action items were reviewed.
2. **Pecuniary Interest –** No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.

3. **Minutes:**
Protective Services and Public Works March 1, 2021 minutes were reviewed by the Committee.
Business Arising: No Business arising.

4. **Financial Statement:** The Committee reviewed the March 2021 Departments Financial Statements.

5. **Management Reports:**
Superintendent report for March 2021 was reviewed by the Committee.
Business Arising: No Business arising.

Bylaw Official report for March 2021 was reviewed by the Committee.

Recommendations:

That we hereby recommend that the Transfer Station host a Free Dump Day where residents can clean up their yards and have the tipping fee waived, in conjunction with the Town of Rosetown cleanup week.

6. **Ministry of Highways – Over Dimensional Bypass Agreement**
Recommendations:
That we hereby recommend that the CAO contact the Ministry of Highways and notify them that the Town of Rosetown Javen's Road has an inadequate road structure, is not an all-weather road system and that the Town of Rosetown is unable to enter into an Over Dimensional Bypass agreement.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – April 6, 2021

7. Loraas Disposal Services Ltd. – recycle contract:
Recommendations:
That we hereby recommend that the Town of Rosetown enter into a contract with Loraas Disposal Services Ltd. regarding the Town of Rosetown recycle program as follows:
Bi-weekly Residential curbside recycle collection:
Year 1 (2022) @ \$3.75 per 95-gallon cart/month supplied by Lorras Disposal
Year 2 (2023) @ \$3.75 per cart/month
Year 3 (2024) @ \$3.95 per cart/month
Year 4 (2025) @ \$3.95 per cart/month
Year 5 (2026) @ \$4.05 per cart/month
Steel Commercial recycle collection (Multi Residential)
Year 1 & 2 @ \$24.00 per pickup for 6-yard container
Year 3 & 4 @ 25.00 per pickup for 6-yard container
Year 5 @ \$25.75 per pickup for 6-yard container
8. Blvd. Tree Planting:
Recommendations:
a. That we hereby recommend that Eckhard Wiebe be advised that the two (2) trees planted in the Boulevard adjacent to the former Home Hardware building shall be removed and if Mr. Wiebe wishes to remove these trees, they shall be removed within 30 days.
b. That we hereby recommend that Mr. Wiebe be informed that he shall refrain from planting any trees, on town property, without the Town's approval.
9. Javen's Road – Construction:
Recommendations:
That we hereby recommend that the Town of Rosetown agree to work with the R.M. of St. Andrews regarding the building up of Javen's Road and that the Town of Rosetown hereby agree to be responsible for the purchase and cost of the culverts required to be placed within this road development.
10. Dust Control – Golf Course Grid:
Recommendations:
That we hereby recommend amending the traffic bylaw to reduce the speed limit from 80 km to 50 km from the railway tracks to Highway No. 4 on the golf course grid.
11. Drainage Ditch:
Recommendations:
That we hereby recommend that the Town of Rosetown create a 10-year plan for the cleaning and slopping of the drainage ditch.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – April 6, 2021

12. Walter Aseltine School – Traffic Concerns:
Recommendations:
That we hereby recommend inviting the Sun West School Division to a Public Works Committee meeting to create an efficient plan for school parking and drop-off areas, and back-alley use.
13. Snow Removal:
Recommendations:
That we hereby recommend sending Lorraine Button correspondence to thank her for the recommendations regarding snow removal, to ensure that we do not create flooding concerns and sight lines, plowing the snow to one side of the street is not a feasible option.
14. DRAFT- Alley clean up/Tree pruning & removal
That we hereby recommend that we proceed with the education regarding the Town of Rosetown Alley cleanup/tree pruning and removal.
15. 2021 Local Improvement – Special Assessment – Payment Options:
Recommendations:
That we hereby recommend that the Town of Rosetown offer the following payment options regarding the 2021 Special Assessment:
 - a. Full Payment – at 100%
 - b. Partial Payment: during the prepayment period a partial payment will be accepted, however; the partial payment must be a minimum amount of 25% of the special assessment. Any portion not paid within the prepayment period will be added to the tax roll at 4% for 7 years.
 - c. No Payment: special assessment added to tax roll at 4% for 7 years.
 - d. Early Payout of the 7-year levy: will be permitted, with Council approval, at the total amount outstanding including the 4% interest.
16. In Camera (Closed Session)

Chairman Paquette moved the Public Works & Protective Services Committee meeting into an in-camera (closed session) in accordance with the Town of Rosetown Council Procedure Bylaw No. 831-20, Section 12 Closed Session, s. 120 of *The Municipalities Act* and ss. 15(1)(b)(ii), 16(1)(a), 16(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act* the Public Works Committee of the Town of Rosetown hereby move into an in-camera (closed session) for presentation and discussion of the following, at 8:36 p.m.:

Long-range and strategic planning:

- Town of Rosetown Paving.
- Land Acquisition.

Bylaw Official Dennis Ogg and Youth Member Liam Welter left the Council Chambers at 8:36 p.m.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – April 6, 2021

PRESENT FOR IN-CAMERA:

Chairman Rob Paquette, Mayor Trevor Hay, Councillors Jadwiga Dolega-Cieszkowski, Roxan Foursha, Blair Wingert, Dale Arsenault (via phone), Superintendent Bob Bors, CAO Michele Schmidt, Administrative Assistant Karen Welter.

Chairman Paquette that we rise and report from the In-Camera (Closed Session) at 9:38 pm

Youth Member 'Liam Welter entered the Council Chamber at 9:39 pm

17. Adjournment: Chairman Paquette adjourned the meeting at 9:40 p.m.

Rob Paquette, Chairman

Michele A. Schmidt, CAO

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending April 30, 2021

	Year to Date	Annual Budget	YDT (LY)
Revenue			
Fees & Charges			
420-100-100 - F&C - Custom Work - Public Works	(10.00)	1,500.00	(379.64)
420-950-100 - F&C - Lagoon Fees	1,200.00	3,600.00	1,200.00
Total Fees & Charges:	1,190.00	5,100.00	820.36
Total Revenue:	1,190.00	5,100.00	820.36
Expenditures			
Wages/Benefits			
530-110-120 - TS - Superintendent	29,904.93	86,400.00	28,584.36
530-110-130 - TS - Machine Repair Salaries	44,904.33		32,916.92
530-110-160 - TS - Workshop Salaries	26,204.12	78,400.00	9,726.82
530-110-170 - TS - Street Maintenance Salaries	3,302.88	235,000.00	812.88
530-110-180 - TS - Drainage Salaries	15,445.72	<u>399,800.00</u>	20,454.35
537-110-120 - TS - Snow Removal Salaries	13,994.01		14,507.26
530-120-110 - TS - Maint. - Shop Benefits	41,075.26	130,000.00	34,947.93
530-120-124 - TS - Maint. - Worker's Comp	10,535.69	11,000.00	4,400.54
530-120-126 - TS - Maint. - Employee Appreciation	288.22	5,500.00	260.00
Total Wages/Benefits:	185,655.16	546,300.00	146,611.06
Materials and Supplies			
530-400-110 - TS - Maint. - Workshop materials	2,791.99	10,000.00	2,631.28
530-400-130 - TS - Maint. - Sidewalk maintenance		10,000.00	
530-400-150 - TS - Maint. - Office Supplies	210.70	500.00	
530-410-100 - TS - Maint. - Small Tools	9,775.85	17,500.00	98.06
530-410-120 - TS - Safety Equipment	1,227.60	10,000.00	1,703.25
530-420-100 - TS - Machine Repair	32,560.98	80,000.00	9,462.69
530-420-110 - TS - Maint. - Oil & Gas	9,793.42	40,000.00	9,068.50
530-440-100 - TS - Maint. - Gravel	210.00	25,000.00	
530-440-110 - TS - Snow removal /sanding		7,500.00	
530-450-100 - TS - Maint. - Drainage Maintenance	2,878.51	20,000.00	
530-460-100 - TS - Street Maintenance and Materials		20,000.00	
530-470-100 - TS - Maint. -Sign Materials	392.39	3,000.00	79.50
530-490-120 - TS - Banners/Lighting contractual		200.00	127.20
550-400-110 - H&W - Maint. - Cemetery Supplies	38.57	5,000.00	40.07
Total Materials and Supplies:	59,880.01	248,700.00	23,210.55
Prof/Contract Services			
530-250-100 - TS - Maint. - Training,Travel, Meals	350.00	8,000.00	1,870.94
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	15,484.09	36,000.00	14,834.40
530-260-110 - TS - Workshop repair Contract & Insur.	1,714.69	3,000.00	250.67
530-260-130 - TS - Street Maintenance Prof/Contractual		125,000.00	
530-260-140 - TS - Urban Forestry / Elm Tree Pruning		40,000.00	
Total Prof/Contract Services:	17,548.78	212,000.00	16,956.01
Utilities			
530-300-110 - TS - Public Works Shop Energy	3,791.28	7,500.00	3,848.12
530-300-120 - TS - Public Works Shop Power	1,842.31	8,000.00	1,994.64
530-300-140 - TS - Public Works Shop Telephone	1,345.34	4,000.00	1,194.67
530-310-100 - TS - Street Lights/Crosswalk Power	14,272.13	64,000.00	15,741.84

\$133,755.99

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending April 30, 2021

	Year to Date	Annual Budget	YDT (LY)
530-320-100 - TS - Maint. - Decorative Lighting	84.80	500.00	
Total Utilities:	21,335.86	84,000.00	22,779.27
Capital Expenditures			
530-600-150 - TS - Capital Paving Project	21,682.98		4,355.00
530-600-160 - TS - Planning / Subdivision Capital	20,000.00		
530-600-199 - TS - Maint. - Amortization	72,344.29	111,810.00	52,183.05
530-600-299 - TS - Maint. - Other - Amortization	26,107.26	26,108.00	26,107.26
530-600-399 - TS - Maint. - Amort - Machinery & Eqmt	224,011.38	179,928.00	179,927.35
Total Capital Expenditures:	364,145.91	317,846.00	262,572.66
Total Expenditures:	648,565.72	1,408,846.00	472,129.55
Surplus/Deficit	(647,375.72)	(1,403,746.00)	(471,309.19)

322,462.93

TOWN of ROSETOWN
Landfill Revenue and Expense Report
For the Period Ending April 30, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
420-850-110 - F&C - Landfill Fees	39,102.94	160,000.00	52,659.25
420-850-120 - F&C - Waste Collection Fees	29,938.85	130,000.00	26,253.90
420-850-130 - F&C - Recycle and Compost Fee	25,800.56	110,000.00	35,109.39
450-115-100 - Unconditional Local Grants - Landfill	22,835.48	25,000.00	20,000.00
450-300-130 - Multi-Material Stewardship Grant	7,246.05	23,000.00	
Total Fees & Charges:	124,923.88	448,000.00	134,022.54
Total Revenue:	124,923.88	448,000.00	134,022.54
Expenditures			
Wages			
540-110-110 - EH - Waste Disposal Salaries	8,798.98	30,000.00	4,810.70
540-110-115 - EH - Landfill Supervisor Salary	13,613.76	42,300.00	13,272.56
Total Wages:	22,412.74	72,300.00	18,083.26
Materials and Supplies			
540-440-110 - EH - Waste Disposal Supplies	4.62	6,000.00	546.13
Total Materials and Supplies:	4.62	6,000.00	546.13
Prof/Contract Services			
540-200-110 - EH - Cont. - Waste Collection/Disposal	27,000.00	81,000.00	26,800.00
540-200-115 - EH - Recycling Collection / Disposal	12,655.04	90,000.00	4,120.00
540-200-120 - EH - Landfill Contractual	23,908.48	115,000.00	24,673.19
540-200-121 - EH - Landfill Engineer		10,000.00	
540-200-130 - Maint. - Insurance/Vehicle Rec.	648.50	1,500.00	578.16
540-200-135 - EH - Landfill Vehicle Maint.		2,000.00	37.10
Total Prof/Contract Services:	64,212.02	299,500.00	56,208.45
Utilities			
540-300-120 - EH - Utility - Power	531.43	2,200.00	600.47
540-300-140 - EH - Utility - Telephone	113.69	500.00	85.06
Total Utilities:	645.12	2,700.00	685.53
Capital Expenditures			
540-600-299 - EH&W - Amortization	36,573.44	36,574.00	36,573.44
Total Capital Expenditures:	36,573.44	36,574.00	36,573.44
Total Expenditures:	123,847.94	417,074.00	112,096.81
Surplus/Deficit	1,075.94	30,926.00	21,925.73

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending April 30, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
440-110-100 - Water - Water Sales	224,774.07	983,200.00	309,025.34
440-120-100 - Water - General Office Services - Fobs	190.48		
440-190-900 - Water - Other Revenue	5,021.20	25,000.00	7,106.57
440-220-100 - Sewer - Charges	54,414.57	208,800.00	69,909.20
Total Fees & Charges:	284,400.32	1,217,000.00	386,041.11
Total Revenue:	284,400.32	1,217,000.00	386,041.11
Expenditures			
Wages			
580-110-110 - UT - W & S Administration	49,816.00	49,816.00	10,787.91
580-110-120 - UT - Utility Maintenance Salaries	27,277.43	75,000.00	23,133.80
580-110-130 - UT - Treatment Plant Salaries	45,559.34	169,000.00	54,631.78
580-120-130 - UT - Treatment Plant Benefits	6,215.53	29,000.00	7,062.85
Total Wages:	128,868.30	322,816.00	95,616.34
Materials and Supplies			
580-430-100 - UT - Water - Materials & Supplies	1,551.86	110,000.00	1,934.65
580-430-120 - UT - Wells Maintenance supplies	52.98	3,500.00	2,201.97
580-430-130 - UT - Treatment Plant Maint. Supplies	1,160.32	51,000.00	1,519.47
580-430-135 - UT - Treatment Plant vehicle maint.	53.83	1,500.00	187.80
580-440-110 - UT - Water - Small Tools & Equipment		1,000.00	
580-450-100 - UT - Treatment Plant Chemicals	18,686.99	60,000.00	9,690.82
585-430-100 - UT - Sewer Maintenance Supplies	4,293.69	29,000.00	14,023.68
Total Materials and Supplies:	25,799.67	256,000.00	29,558.39
Prof/Contract Services			
580-230-100 - UT - Water - Training, travel, meals		5,000.00	
580-240-100 - UT - Water - Insurance - General & Bond	26,314.00	23,500.00	22,351.00
580-240-110 - Maint. - Insurance/Vehicle Reg.	76.50	1,500.00	76.15
580-250-100 - UT - Water - Memberships/Subscriptions		450.00	450.00
580-285-120 - UT - Water - Cont. Repairs - Equip.	719.76	5,000.00	
580-285-130 - UT - Wells Contractual	7,172.48	7,000.00	2,324.60
580-285-140 - UT - Water - Cont. Repairs - W.T.P.	31,558.46	48,500.00	28,011.34
580-290-100 - UT - Water - Laboratory Testing	381.00	2,500.00	623.44
580-295-100 - UT - Water - Other Contractual	5,149.00	50,000.00	1,303.00
585-240-100 - UT - Sewer - Insurance - General & Bond	5,258.00	4,800.00	4,644.00
585-285-100 - UT - Sanitary Sewer Analysis		50,000.00	
585-285-120 - UT - Sewer Maintenance Contractual	6,243.03	20,000.00	2,749.60
Total Prof/Contract Services:	82,872.23	218,250.00	62,533.13
Utilities			
580-300-110 - UT - Treatment Plant Energy	4,995.74	15,000.00	4,493.96
580-300-125 - UT - Treatment Plant EDR Power	16,945.40	77,000.00	22,203.17
580-300-140 - UT - Treatment Plant Telephone	1,534.75	5,000.00	1,285.52
580-300-150 - UT - Wells,Tower,Sewer Lifts Power/Energy	13,848.76	57,000.00	15,339.43
Total Utilities:	37,324.65	154,000.00	43,322.08

Report Date
2021-04-29 12:17 PM

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending April 30, 2021

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	Year to Date	Annual Budget	YTD (LY)
Capital Expenditures			
580-600-399 - UT - Water - Amortization	311,236.48	307,993.00	307,992.32
585-600-299 - UT - Sewer - Amortization	137,716.58	139,816.00	139,815.66
Total Capital Expenditures:	448,953.06	447,809.00	447,807.98
Total Expenditures:	723,817.91	1,398,875.00	678,837.92
Surplus/Deficit	(439,417.59)	(181,875.00)	(292,796.81)

TOWN of ROSETOWN
Protective Services Revenue and Expense Report
For the Period Ending April 30, 2021

	Year To Date	Annual Budget	YTD (LY)
Revenue			
420-100-110 - F&C - Custom Work - Bylaw Enforcement	25.00	1,000.00	
420-400-100 - F&C - Local Fines		1,000.00	200.00
420-700-200 - F&C - Licenses - Business	7,700.00	10,000.00	4,900.00
420-700-210 - F&C - Licenses - Pets	2,655.00	4,000.00	2,875.00
420-900-100 - F&C - Dog Fines		200.00	
Total Revenue:	10,380.00	16,200.00	7,975.00
Expenditures			
520-110-110 - PS - Bylaw Enforcement - Salaries	4,707.64	25,000.00	
520-110-115 - PS - Bylaw Enforcement - Custom Work		1,000.00	
520-120-110 - PS - Bylaw Officer - Benefits	651.69	2,000.00	
520-220-100 - PS - Bylaw - Training/travel/meals		500.00	
520-200-170 - PS - Bylaw Enforcement - Advertising		1,500.00	
520-420-100 - PS - Bylaw Enforcement Equipment Repair		1,500.00	
520-420-110 - PS - Bylaw Enforcement - Fuel & Oil	132.97	1,500.00	
520-420-200 - PS - Bylaw - Insurance/Vehicle Reg.	76.50	1,500.00	76.16
520-430-100 - PS - Bylaw Enforcement supplies		500.00	
520-430-105 - PS - Bylaw Enforcement - Bylaw Court		200.00	174.44
520-600-399 - PS - Police/Bylaw - Amortization	1,732.89	1,733.00	1,732.89
Total Expenditures:	7,301.69	36,933.00	1,983.49
Surplus/Deficit	3,078.31	(20,733.00)	5,991.51

Town of Rosetown
Fire Department Accounts
For the Period Ending April 30, 2021

	Year to Date	Annual Budget	Budget Remaining
Revenue			
420-400-300 - F&C - Fire Fees	62,799.91	80,000.00	(17,200.09)
420-400-400 - F&C - Fire Hall Rental	3,000.00	3,000.00	
Total Revenue:	65,799.91	83,000.00	(17,200.09)
Expenditures			
525-110-120 - PS - Fire - Salaries - Fire Chief		7,000.00	7,000.00
525-110-140 - PS - Fire - Salaries - Fire Fighters		56,000.00	56,000.00
525-210-100 - PS - Fire - EMS Contract - 911	2,174.65	4,500.00	2,325.35
525-210-110 - PS - Fire - Contracted Services	3,963.00	4,500.00	537.00
525-220-100 - PS - Fire - training/travel/meals	1,180.70	2,000.00	819.30
525-230-100 - PS - Fire - Insurance	7,094.40	8,000.00	905.60
525-250-100 - PS - Fire - Cont. Building Repairs & Mtc	267.11	10,000.00	9,732.89
525-260-100 - PS - Fire - Other		500.00	500.00
525-300-110 - PS - Fire Hall Power	722.62	3,500.00	2,777.38
525-300-120 - PS - Fire Hall Energy	1,511.54	3,500.00	1,988.46
525-300-140 - PS - Fire - Utility - Telephone	2,055.53	10,000.00	7,944.47
525-420-100 - PS - Fire - Office Supplies	89.14	1,500.00	1,410.86
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools	2,055.60	5,000.00	2,944.40
525-430-110 - PS - Fire - Oil & Gas	577.62	3,000.00	2,422.38
525-430-120 - PS - Fire Dept. RM Truck Fuel & Oil		1,100.00	1,100.00
525-440-100 - PS - Fire Dept. Supplies	1,520.09	24,920.00	23,399.91
525-440-110 - PS - Fire Dept. R.M. Truck Supplies	8,898.97	4,000.00	(4,898.97)
525-600-399 - PS - Fire - Amortization	52,826.49	53,132.00	305.51
Total Expenditures:	84,937.46	202,152.00	117,214.54
Surplus/Deficit	(19,137.55)	(119,152.00)	100,014.45

Public Works Department Report April 2021

Safety

1. Weekly and Monthly Safety Meetings.
2. 2 staff booked in for chainsaw training as per OH&S regulations.

Shop work

1. Regular machine maintenance and repair.

Out of shop work

1. Worked at Transfer Station.
2. Sewer calls.
3. Swept streets.
4. Lee's Tree Care cut down two trees on Herschel Place.
5. Water leak on Herschel Place.
6. Changed out fire hydrant and isolation valve on Hershel Place
7. Camera sewer services for paving.
8. Camera sewer mains for paving.
9. Worked in cemetery.
10. Cold mix patching.
11. Working in back lanes.
12. Changed out broken sign posts.
13. Picked garbage around Transfer Station.
14. Ran magnet on roads to Transfer Station.
15. Water and sewer locates.
16. Property Pin locates.

Other

Treatment Plant

1. Read water meters.
2. Installed new meters.
3. Water tests.
4. Opened lagoon.



The Month of April was not overly busy. There were some parking of trailer and vehicle issues, and as the weather got warmer we have had some issues of dogs getting loose, and have had barking dog complaints We also had a issue with poultry (chickens) with in town limits. The issue I think has been resolved but a follow up will be continued.

On April 1 2021 I was approached by a resident with concerns about traffic traveling over the speed limit on 6th Street East. The resident has concerns about children coming and going from the Gasper Spray Park and also the children that live at the 6th Street East apartment buildings playing along the street. The resident suggested the Town of Rosetown could consider making Jubilee Avenue and 6th Street East a Four Way Stop intersection to attempt to slow traffic down and make it a safer Street. Currently the 6th Street East has only one Four Way Stop, that being at 6th Street East and 9th Ave.

I was also approached about signs that post the speed limit 40 km/h unless otherwise posted be displayed on Highway 7 East and West side and on highway 4 North.

Residents on the South side of Town and along Highway 4 also approached me about signs on Highway 7 East and West prohibiting the use of engine retarder brakes. As I do early morning tours in town I hear occasionally engine retarder brakes mostly on highway 7.



Government
of
Saskatchewan

Occupational Health and Safety
8th Floor, 122 3rd Avenue North
Saskatoon, SK S7K 2H6
Toll Free: +1 (800) 567-7233
Fax:

Officer Report

File Number
Report Number 1-00015636

Name of Employer	Town of Rosetown
Address	417 Main St ROSETOWN SK S0L 2V0
Place of Employment	Town of Rosetown
Address	417 Main St ROSETOWN SK S0L 2V0 Box 398
Place of Inspection	Public Works Shop
Date of Inspection	Apr 29, 2021
Occupational Health Officer	Kevin Frey

Details:

INSPECTION SUMMARY

On Thursday, April 29th, 2021 an inspection was conducted at the above place of employment, pursuant to section 3-63 of *The Saskatchewan Employment Act* (the "Act") to determine compliance with the Act and regulations made thereunder. The town foreman and employee co-chair was present and accompanied this officer.

The following provisions of the Act and regulations, and/or work areas were inspected for compliance:

The Saskatchewan Employment Act, SS 2013 c. S-15.1

- s. 3-22 Occupational Health Committee (OHC) activities - An OHC is established and meetings are being held. Minutes were posted in the shop.

The Occupational Health and Safety Regulations, 2020 (the "Regulations")

Part 3 - General Duties

Remarks:

- General duties - The employer has maintained/implemented safe work environments and systems of work.
- Provision of information - A copy of the Act and Regulations was readily available for reference by workers.
- Work is competently and sufficiently supervised.
- Training of workers is completed on the job and through competent service providers.

Part 4 - Occupational Health Committees

Remarks:

- Meeting minutes were available in the shop. Please remember to post the latest version of the minutes for reference by workers and officers.

Part 5 - First Aid

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Remarks:

- First aid - Supplies are provided and well stocked.

Part 6 - General Health Requirements

Remarks:

- Sanitation, ventilation, lighting, and toilet facilities are all adequate with no health and safety concerns present.

Part 7 - Personal Protective Equipment

Remarks:

- The employer has provided hearing protection.

Part 9 - Safeguards, Storage and Warning Signs and Signals

Remarks:

- Storage racks are designed, constructed and maintained to support intended loads and erected on a firm foundation.

Part 10 - Machine Safety

Remarks:

- Safeguarding was missing on the bench grinder's abrasive wheel side. Please ensure this is replaced before being put back into service

Part 11 - Powered Mobile Equipment

Remarks:

- s. 11-2 - Trained operators for powered mobile equipment - Operators are trained, pursuant to Table 11 of the Appendix, and have a written records pursuant to said Table.

PART 12 - Scaffolds, Aerial Devices, Elevating Work Platforms and Temporary Supporting Structures

Remarks:

N/A

PART 13 - Hoists, Cranes and Lifting Devices

Remarks:

- Hoists are used in a limited capacity. Vehicle blocking and stands are located and used in the shop when hoisting vehicles.

PART 16 - Entrances, Exits and Ladders

Remarks:

- Safe entrance and exit was found in the shop.

PART 17 - Excavations, Trenches, Tunnels and Excavated Shafts

Remarks:

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N/A

PART 21 - Chemical and Biological Substances

Remarks:

- Chemicals in the workplace are labelled and identified.

PART 22 - WHMIS

Remarks:

- Safety Data Sheets (SDS) were located in the shop. WHMIS training has been provided for workers according to the co-chair.

PART 25 - Fire and Explosion Hazards

- The employer did not have a posted *Fire Safety Plan*.
- Fire extinguishers were located and annually inspected. Please conduct monthly checks pursuant to NFPA 10. This can be done by any designated worker. Check for depressurization, visual damage/leaks and location.

PART 30 - Additional Protection for Electrical Workers

- Covers for switches, and extension cords were all approved, intended for their use and protected/free from physical damage.
- Electrical panels were protected from physical or mechanical damage and readily accessible.

The above-named was found to be in compliance with the foregoing provisions of the Act and Regulations. For more information, related to this report or the inspection, please contact The Occupational Health and Safety Division:

Telephone: 1-800-567-SAFE (7233)

e-mail: ohs.general@gov.sk.ca.

Issued this 29th day of April, 2021 at Rosetown, Saskatchewan.

Note: Provide the Report as follows:

Occupational Health Committee/Representative

Post Information for Workers

Occupational Health Officer

Confidential do not post

Note: Any person directly affected by this decision, may appeal to the Director of the Occupational Health and Safety Division to amend or cancel this decision. Appeals must be in writing, and delivered to the Director by registered mail at the following address: 6th floor, 300 – 1870 Albert Street, REGINA, SK, S4P 4W1, or by fax to: (306) 787-2208 within **15 business days after the date of service of this decision**. Commencing an appeal does not suspend the operation of the decision.

Report served on

Town of Rosetown -ROSETOWN SK Box 398 417 Main StS0L 2V0

OR 1-00015636

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Report Served

In Person

Report received on behalf of the Employer

Nicole Schmidt
Name (Print)

Nicole Schmidt
Signature

CAO
Position

04/29/2021
Date: Month/Day/Year

Copy Received on behalf of the
Occupational Health Committee,
Representative, or Workers:

Signature of Employee Representative

Karen Welter
Signature of Employer Representative