

Administration Committee Meeting – May 6, 2024

PRESENT: Chairman Roxan Foursha, Mayor Trevor Hay, Councillors Greg Carlson, Jadwiga Dolega-Cieszkowski, CAO Darcy Olson, CAA Amanda Bors and Clinic Manager Christine Sveum.

ABSENT: Councillor Janet Coffey-Olson.

1. Called to Order: Chairman Foursha called the meeting to order at 12:00 p.m.

2. In-Camera (Closed Session): None

3. Conflict of Interest: No Conflict of Interest was noted.

4. Minutes:

Committee reviewed the Administration Committee Minutes of April 1, 2024.

5. Financial Statement:

Committee reviewed the Town of Rosetown Financial Statement for April 2024. CAO pointed out that interest rates are still fairly high and therefore the Town's interest revenue looks like it will exceed the 2024 budget by the end of June. Comparing the Water and Sewer revenue to the same period last year shows that we have not brought in as much revenue. This would be incorrect as there was a calculation error in the billing for April 2023 and was not fixed until May 2023. So, the 2023 revenue is misstated for this period.

Councillor Jan Coffey-Olson joined the meeting at 12:02 p.m.

6. Administration Report:

Committee reviewed the Administration Report for April 2024.

7. Medical Clinic Report - April 2024:

Clinic Manager, Christine Sveum, presented the monthly report. With the clinic being short 2 doctors it is placing a great deal of stress on the clinic staff and remaining physicians. The general public is frustrated with the longer wait times. Both staff and physicians are looking forward to the locum starting at the end of the month.

Clinic Manager left the meeting at 12:06 p.m.

8. AECOM – Professional Services Agreement (Landfill Closure and C/D Pit):

Committee reviewed a Professional Services Contract for the decommissioning of the Landfill and the construction of a C/D Pit. The total cost of services for the projects is estimated to be \$295,300 which is 12.52% of the estimated total project costs. The decommissioning of the Landfill is an ICIP grant project and engineering is a requirement for this project.

A-24-008 Recommendation: That the CAO be authorized to sign the AECOM Professional Services Agreement for the Landfill Decommissioning and the Construction of a C/D Pit.

Administration Committee Meeting – May 6, 2024

9. Cyber Insurance Quote:

Administration had received a quote on providing Cyber Insurance for the Town. The insurance quote provides three protection limits from 1 to 3 million dollars. CAA would like to get Councillor Jason Hunter to look over the quote as he has more experience in this area. Committee requested that it be sent to Councillor Hunter and that it be an agenda item on at the May 21, 2024 Council Meeting.

10. Jason Hunter – Vehicle Damage Claim:

Committee reviewed a claim from Jason Hunter for \$405.23 damages to a tire caused from catching an edge of a storm drain. The claim is well below the deductible for the Town's insurance. As a general rule for the Town to be held liable for damages we had to have known of the hazard and did nothing or should have known of the hazard and did nothing. In this instance the Town crew was steaming catch basins and noticed the hazard. They did not have the proper tools to fix it so they placed a traffic cone to mark the hazard and continued to steam catch basins, intending to fix the hazard when finished. Someone removed the traffic cone and that is when the damage occurred to Mr. Hunter's vehicle.

A-24-009 Recommendation: That Jason Hunter be reimbursed for the \$405.23 damages to the tire of his vehicle from collision with a storm sewer catch basin.

11. Rosetown Kid Kare – New Building Project:

Michala Martinson and Kelsey Wickenhauser, representing Rosetown Kid Kare Inc., met with the Committee, from 12:15 to 12:56 p.m., to discuss their new building project. They requested a tax concession once the building is constructed. CAO explained that there currently is a tax incentive for new construction that they could apply for, anything more than the current policy would need to be discussed at a Council meeting. Committee requested that any request for additional tax concessions be sent in writing to be discussed at a future Council meeting.

12. Adjournment:

Mayor Hay adjourned the meeting at 12:57 p.m.

Roxan Foursha, Chairman

Darcy Olson, CAO