

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

1. Call to Order.
2. Live Stream Committee meetings.
3. Action Items.
4. Pecuniary Interest – Committee members to note any pecuniary interest that may be on the agenda.
5. Minutes: Protective Services & Public Works Committee – June 7, 2021.
6. Financial Statements: July 2021.
7. Reports:
 - Superintendent.
 - Water Treatment Plant Report.
 - Bylaw Official.
8. Town of Rosetown EMO Coordinator - Resignation
 - Job Descriptions
9. Lake Diefenbaker Irrigation Projects Open House
10. Correspondence:
 - Bruce & Adele Smith – 6th Avenue East – Paving
11. 113 Jubilee Crescent- driveway concerns.
12. Town of Rosetown – equipment for sale by tender.
13. Town of Rosetown – Public Meeting.
14. Annual Council and Staff Meeting.
15. Lagoon Expansion and Lift Station Upgrade – Engineer.
16. 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.
17. 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
	Town of Rosetown Fundraiser BBQ	Council/Town Staff	Hosting a BBQ August 25 with Volunteer BBQ	
Business Plan	Volunteer BBQ	Council/Recreation	Host Town BBQ on August 25, 2021 to give back - volunteer's etc.	
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.	Completed
May 26, 2021	Facility Tour for Council	Management	Swimming Pool - June 21, 2021 @ 6:00 p.m.	Completed
May 26, 2021	Facility Tour for Council	Management	Wells - July 19, 2021 @ 5:30 p.m.	Completed
January 1, 2021	10-Minute Trainers	Council	Completed following January 2021 Council meeting	Completed
March 1, 2021	Logic Model	Council	Review with Strat. Plan	
May 3, 2021	Arrange a Council Working Meeting - Paving	CAO	Wed., May 26, 2021 at 6 - 9 p.m.	Completed
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 – June 7, 2021

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

PRESENT VIA PHONE:

ABSENT:

1. CALLED TO ORDER: Chairman Paquette called the meeting to order at 7:00 p.m.
2. Action Items: Action items were reviewed.
3. Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.

4. Minutes:
Protective Services and Public Works May 3, 2021 minutes were reviewed by the Committee.

Business Arising: No Business arising.

5. Financial Statement: The Committee reviewed the May 2021 Departments Financial Statements.

6. Management Reports:
Superintendent Report for May 2021 was reviewed by the Committee.

Business Arising: No Business arising.

Water Treatment Plant Report for May 2021 was reviewed by the Committee.

Business Arising: No Business arising.

Bylaw Official Report for May 2021 was reviewed by the Committee.

Business Arising: No Business arising.

EMO Co-ordinator Report was reviewed by the Committee.

Business Arising: No Business arising.

7. Jubilee Crescent- Sewer Main Lining

Recommendation:

That we hereby recommend that the Town of Rosetown proceed to line Jubilee Crescent sewer main by New Line Tech at the quoted price of \$63,578.80.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – June 7, 2021

8. Town of Rosetown – Groundwater Monitoring and Operations Plan
Recommendation:
That we hereby recommend that the Town of Rosetown enter into a service agreement with AECOM regarding the Town of Rosetown Landfill Groundwater Monitoring and Operations Plan at the estimated costs of \$19,200.00 plus taxes and that said agreement shall be executed.
9. Water Security Agency- Waterworks Inspection – May 18, 2021
Recommendation:
That we hereby acknowledge receipt of the Water Security Agency Waterworks Compliance Inspection – Human Consumptive Use inspection report of May 19, 2021 and that this report shall be filed.
10. Water & Sewer Cost/Cost Share Inquiry – Parcel 2 – Highway No.7
Recommendation:
That we hereby recommend that the water and sewer main services be tabled to the June 21, 2021 Regular Meeting of Council.
11. 113 2nd Avenue West Concern and Building Permit – May 27, 2021
Recommendation:
That we hereby recommend that the CAO forward correspondence outlining that the property owner of 113 – 2nd Avenue West development, covered deck, requires a building permit and that this permit must be completed and returned to the Town Office no later than June 18, 2021 to ensure that the Municipal Building Inspector does not have to issue a Stop Work Order.
12. Graduation Parade Route
Recommendations:
 - a. That we hereby recommend that that the RCHS Class of 2021 Parade Route and Alternate Parade Route hereby be approved, as attached to these minutes.
 - b. That we hereby recommend that the RCHS Class of 2021 be authorize to utilize the AGT Ice Surface, facility, due to rain and that we hereby agree to waive the rental fee for the facility.
13. Adjournment: Chairman Paquette adjourned the meeting at 7:56 p.m.

Rob Paquette, Chairman

Michele A. Schmidt, CAO

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending July 31, 2021

	Year to Date	Annual Budget	YDT (LY)
Revenue			
Fees & Charges			
420-100-100 - F&C - Custom Work - Public Works	165.00	1,500.00	270.36
420-950-100 - F&C - Lagoon Fees	2,100.00	3,600.00	2,100.00
Total Fees & Charges:	2,265.00	5,100.00	2,370.36
Total Revenue:	2,265.00	5,100.00	2,370.36
Expenditures			
Wages/Benefits			
530-110-120 - TS - Superintendent	49,841.55	86,400.00	47,640.60
530-110-130 - TS - Machine Repair Salaries	54,779.45		46,002.40
530-110-160 - TS - Workshop Salaries	42,403.61	78,400.00	18,236.11
530-110-170 - TS - Street Maintenance Salaries	23,624.76	235,000.00	21,105.93
530-110-180 - TS - Drainage Salaries	16,506.74		21,878.73
537-110-120 - TS - Snow Removal Salaries	13,994.01	399,800.00	14,507.26
530-120-110 - TS - Maint. - Shop Benefits	69,582.52	130,000.00	59,632.24
530-120-124 - TS - Maint. - Worker's Comp	10,535.69	11,000.00	4,400.54
530-120-126 - TS - Maint. - Employee Appreciation	543.62	5,500.00	1,810.38
Total Wages/Benefits:	281,811.95	546,300.00	235,214.19
Materials and Supplies			
530-400-110 - TS - Maint. - Workshop materials	4,329.79	10,000.00	5,315.87
530-400-130 - TS - Maint. - Sidewalk maintenance	1,820.26	10,000.00	1,146.72
530-400-150 - TS - Maint. - Office Supplies	210.70	500.00	
530-410-100 - TS - Maint. - Small Tools	15,003.36	17,500.00	1,617.88
530-410-120 - TS - Safety Equipment	2,251.47	10,000.00	4,224.57
530-420-100 - TS - Machine Repair	35,397.28	80,000.00	16,422.09
530-420-110 - TS - Maint. - Oil & Gas	19,263.95	40,000.00	15,768.07
530-440-100 - TS - Maint. - Gravel	17,698.71	25,000.00	17,051.21
530-440-110 - TS - Snow removal /sanding		7,500.00	
530-450-100 - TS - Maint. - Drainage Maintenance	4,837.39	20,000.00	1,579.19
530-460-100 - TS - Street Maintenance and Materials	3,367.96	20,000.00	3,573.45
530-470-100 - TS - Maint. -Sign Materials	2,652.50	3,000.00	1,893.07
530-490-120 - TS - Banners/Lighting contractual		200.00	127.20
550-400-110 - H&W - Maint. - Cemetery Supplies	780.66	5,000.00	647.09
Total Materials and Supplies:	107,614.03	248,700.00	69,366.41
Prof/Contract Services			
530-250-100 - TS - Maint. - Training,Travel, Meals	1,866.73	8,000.00	1,895.94
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	22,644.97	36,000.00	22,294.12
530-260-110 - TS - Workshop repair Contract & Insur.	1,714.69	3,000.00	250.67
530-260-130 - TS - Street Maintenance Prof/Contractual	4,107.50	125,000.00	
530-260-140 - TS - Urban Forestry / Elm Tree Pruning	259.70	40,000.00	
Total Prof/Contract Services:	30,593.59	212,000.00	24,440.73
Utilities			
530-300-110 - TS - Public Works Shop Energy	4,770.78	7,500.00	4,852.78
530-300-120 - TS - Public Works Shop Power	2,928.01	8,000.00	3,868.27
530-300-140 - TS - Public Works Shop Telephone	2,361.21	4,000.00	2,211.12
530-310-100 - TS - Street Lights/Crosswalk Power	28,540.23	64,000.00	31,482.76

\$201,150.12

86,400.00
78,400.00
235,000.00
399,800.00

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending July 31, 2021

	Year to Date	Annual Budget	YDT (LY)
530-320-100 - TS - Maint. - Decorative Lighting	84.80	500.00	
Total Utilities:	38,685.03	84,000.00	42,414.93
Capital Expenditures			
530-600-150 - TS - Capital Paving Project	389,638.52		116,601.66
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:	732,101.45	317,846.00	374,819.32
Total Expenditures:	1,190,806.05	1,408,846.00	746,255.58
Surplus/Deficit	(1,188,541.05)	(1,403,746.00)	(743,885.22)

TOWN of ROSETOWN
Landfill Revenue and Expense Report
For the Period Ending July 31, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
420-850-110 - F&C - Landfill Fees	80,760.18	160,000.00	91,942.94
420-850-120 - F&C - Waste Collection Fees	67,528.20	130,000.00	62,794.15
420-850-130 - F&C - Recycle and Compost Fee	54,737.67	110,000.00	60,069.99
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	14,492.10
Total Fees & Charges:	233,107.58	448,000.00	249,299.18
Total Revenue:	233,107.58	448,000.00	249,299.18
Expenditures			
Wages			
540-110-110 - EH - Waste Disposal Salaries	18,682.47	30,000.00	17,918.59
540-110-115 - EH - Landfill Supervisor Salary	23,315.52	42,300.00	22,478.96
Total Wages:	41,997.99	72,300.00	40,397.55
Materials and Supplies			
540-440-110 - EH - Waste Disposal Supplies	65.03	6,000.00	1,406.46
Total Materials and Supplies:	65.03	6,000.00	1,406.46
Prof/Contract Services			
540-200-110 - EH - Cont. - Waste Collection/Disposal	47,649.00	81,000.00	46,958.09
540-200-115 - EH - Recycling Collection / Disposal	25,457.72	90,000.00	35,200.23
540-200-120 - EH - Landfill Contractual	58,412.41	115,000.00	50,250.62
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:	132,167.63	299,500.00	133,024.20
Utilities			
540-300-120 - EH - Utility - Power	909.65	2,200.00	1,026.61
540-300-140 - EH - Utility - Telephone	198.43	500.00	172.17
Total Utilities:	1,108.08	2,700.00	1,198.78
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:	211,912.17	417,074.00	212,600.43
Surplus/Deficit	21,195.41	30,926.00	36,698.75

TOWN of ROSETOWN
Protective Services Revenue and Expense Report
For the Period Ending July 31, 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	9,880.00	10,000.00	8,150.00
420-700-210 - F&C - Licenses - Pets	3,755.00	4,000.00	3,535.00
420-900-100 - F&C - Dog Fines		200.00	
Total Revenue:	13,660.00	16,200.00	11,885.00
Expenditures			
520-110-110 - PS - Bylaw Enforcement - Salaries	10,952.41	25,000.00	5,134.74
520-110-115 - PS - Bylaw Enforcement - Custom Work	266.64	1,000.00	
520-120-110 - PS - Bylaw Officer - Benefits	1,086.15	2,000.00	347.80
520-220-100 - PS - Bylaw - Training/travel/meals		500.00	
520-200-170 - PS - Bylaw Enforcement - Advertising	254.00	1,500.00	700.00
520-420-100 - PS - Bylaw Enforcement Equipment Repair	37.10	1,500.00	
520-420-110 - PS - Bylaw Enforcement - Fuel & Oil	886.08	1,500.00	250.00
520-420-200 - PS - Bylaw - Insurance/Vehicle Reg.	1,337.00	1,500.00	1,336.66
520-430-100 - PS - Bylaw Enforcement supplies	581.43	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:	17,133.70	36,933.00	9,676.53
Surplus/Deficit	(3,473.70)	(20,733.00)	2,208.47

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending July 31, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
440-110-100 - Water - Water Sales	501,811.47	983,200.00	541,655.86
440-120-100 - Water - General Office Services - Fobs	309.53		
440-190-900 - Water - Other Revenue	14,615.43	25,000.00	14,752.03
440-220-100 - Sewer - Charges	117,900.90	208,800.00	121,499.26
Total Fees & Charges:	634,637.33	1,217,000.00	677,907.15
Total Revenue:	634,637.33	1,217,000.00	677,907.15
Expenditures			
Wages			
580-110-110 - UT - W & S Administration	99,632.00	49,816.00	10,787.91
580-110-120 - UT - Utility Maintenance Salaries	50,822.85	75,000.00	30,339.34
580-110-130 - UT - Treatment Plant Salaries	77,178.84	169,000.00	84,668.26
580-120-130 - UT - Treatment Plant Benefits	10,582.82	29,000.00	11,349.13
Total Wages:	238,216.51	322,816.00	137,144.64
Materials and Supplies			
580-430-100 - UT - Water - Materials & Supplies	7,556.87	110,000.00	30,046.85
580-430-120 - UT - Wells Maintenance supplies	11,538.92	3,500.00	2,201.97
580-430-130 - UT - Treatment Plant Maint. Supplies	4,931.99	51,000.00	3,326.39
580-430-135 - UT - Treatment Plant vehicle maint.	126.27	1,500.00	187.80
580-440-110 - UT - Water - Small Tools & Equipment	99.70	1,000.00	
580-450-100 - UT - Treatment Plant Chemicals	42,943.55	60,000.00	23,763.92
585-430-100 - UT - Sewer Maintenance Supplies	18,954.33	29,000.00	15,731.53
Total Materials and Supplies:	86,151.63	256,000.00	75,258.46
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.	1,338.06	1,500.00	1,337.71
580-250-100 - UT - Water - Memberships/Subscriptions		450.00	450.00
580-285-120 - UT - Water - Cont. Repairs - Equip.	945.95	5,000.00	4,298.30
580-285-130 - UT - Wells Contractual	7,172.48	7,000.00	5,937.18
580-285-140 - UT - Water - Cont. Repairs - W.T.P.	31,887.06	48,500.00	37,134.36
580-290-100 - UT - Water - Laboratory Testing	1,098.55	2,500.00	1,448.71
580-295-100 - UT - Water - Other Contractual	5,785.00	50,000.00	3,314.62
585-240-100 - UT - Sewer - Insurance - General & Bond	5,258.00	4,800.00	4,644.00
585-285-100 - UT - Sanitary Sewer Analysis	2,465.67	50,000.00	
585-285-120 - UT - Sewer Maintenance Contractual	14,858.96	20,000.00	7,900.13
Total Prof/Contract Services:	97,123.73	218,250.00	88,816.01
Utilities			
580-300-110 - UT - Treatment Plant Energy	7,927.45	15,000.00	7,432.91
580-300-120 - UT - Water - Power	574.45		
580-300-125 - UT - Treatment Plant EDR Power	32,800.00	77,000.00	39,018.35
580-300-140 - UT - Treatment Plant Telephone	2,736.17	5,000.00	2,378.56
580-300-150 - UT - Wells, Tower, Sewer Lifts Power/Energy	27,130.45	57,000.00	29,651.84
Total Utilities:	71,168.52	154,000.00	78,481.66

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending July 31, 2021

	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:	941,613.45	1,398,875.00	827,508.75
Surplus/Deficit	(306,976.12)	(181,875.00)	(149,601.60)

Town of Rosetown
Fire Department Accounts
For the Period Ending July 31, 2021

	Year to Date	Annual Budget	Budget Remaining
Revenue			
420-400-300 - F&C - Fire Fees	85,687.66	80,000.00	5,687.66
420-400-400 - F&C - Fire Hall Rental	3,000.00	3,000.00	
Total Revenue:	88,687.66	83,000.00	5,687.66
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	3,192.25	4,500.00	1,307.75
525-210-110 - PS - Fire - Contracted Services	4,263.00	4,500.00	237.00
525-220-100 - PS - Fire - training/travel/meals	1,330.70	2,000.00	669.30
525-230-100 - PS - Fire - Insurance	7,094.40	8,000.00	905.60
525-250-100 - PS - Fire - Cont. Building Repairs & Mtc	1,296.54	10,000.00	8,703.46
525-260-100 - PS - Fire - Other		500.00	500.00
525-300-110 - PS - Fire Hall Power	1,364.40	3,500.00	2,135.60
525-300-120 - PS - Fire Hall Energy	1,882.21	3,500.00	1,617.79
525-300-140 - PS - Fire - Utility - Telephone	4,013.18	10,000.00	5,986.82
525-420-100 - PS - Fire - Office Supplies	598.01	1,500.00	901.99
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	952.74	3,000.00	2,047.26
525-430-120 - PS - Fire Dept. RM Truck Fuel & Oil	602.65	1,100.00	497.35
525-440-100 - PS - Fire Dept. Supplies	6,762.70	24,920.00	18,157.30
525-440-110 - PS - Fire Dept. R.M. Truck Supplies	19,332.09	4,000.00	(15,332.09)
525-600-399 - PS - Fire - Amortization	52,826.49	53,132.00	305.51
Total Expenditures:	107,566.96	202,152.00	94,585.04
Surplus/Deficit	(18,879.30)	(119,152.00)	100,272.70

Public Works Department Report June 2021

Safety

1. Weekly and monthly safety meetings.

Shop work

1. Regular machine maintenance and repair.

Out of shop work

1. Worked at Transfer Station.
2. Sewer calls.
3. Swept streets.
4. Worked in cemetery.
5. Dug sewer line at RMB to repair.
6. Working in back lanes.
7. Worked at Pool.
8. Parking lot at 1st / 1st
9. Property pin locates.
10. Hydro-vac water valves.
11. Painted lines on streets.
12. Dog Park
13. Shaved sidewalks.
14. Worked at splash park.
15. Replaced 4 catch basins on Jubilee Cres.
16. G&C Asphalt working on streets.

Other

Water Treatment Plant

1. Read water meters.
2. Installed new meters.
3. Water tests.

Public Works Department Report

July 2021

Safety

1. Weekly and monthly safety meeting.

Shop work

1. Regular machine maintenance and repair.
2. Need to book safety training for crew

Out of shop work

1. Worked at Transfer Station.
2. Sewer calls.
3. Swept streets.
4. Worked in cemetery.
5. Dug and repaired forced sewer line at 1st /1st
6. Working in back lanes.
7. Worked at Pool.
8. Property pin locates.
9. Painted lines on streets
10. Dog Park
11. Shaved sidewalks.
12. Worked at splash park.
13. Locates for SaskPower.
14. Flooded Ridpath and Jubilee to test drainage.
15. G&C Asphalt working on streets.
16. Cut grass.
17. Tennis courts.

Other

Water Treatment Plant

1. Read water meters.
2. Installed new meters.
3. Water tests.



June July Protective Services

Trough June and July I made contact with 92 property owners through door hangers, personal contact, letters and phone calls These contacts dealt with back lane garbage, grass and weeds, dogs barking and pet fesses in yards, parking of utility trailers boats and recreation trailers and water restrictions. As drought conditions continue the weed growth is still going to cause problems into the fall. We will have to deal with trees and bushes planted in back lanes, and garbage containers on town property on back lanes that make back lane maintenance difficult

The last part of June I set up at WAS and encouraged people not to use the King Street back lane. I also encouraged them to use the sidewalk side when they picked up there children.

In August I plan to meet with the RCMP to see if we can come up with a solution to deal with the littering problem along marshal Ave. Hopefully I can get them to issue some warnings or possibly littering tickets. When I set up on Marshal Ave. in the Bylaw car, the traffic switched to the West side of Marshal Ave

I will also continue to monitor Blue Sky Hemp to watch for rodents and I have sent a letter and hope to meet with the company to help insure fire safety and safety for their employees and our community.

EMERGENCY MEASURES ORGANIZATION (EMO) CO-ORDINATOR

JOB DESCRIPTION

POSITION TITLE: Emergency Measures Organization Co-Ordinator

DESCRIPTION: The Emergency Measures Organization Co-Ordinator shall be responsible for the development and implementation of resilience management initiatives for the Town of Rosetown with a focus on community and facility emergency planning, preparedness and response management.

The Emergency Measures Organization Co-Ordinator shall be accountable to the Administrator of the Town of Rosetown.

RESPONSIBILITIES:

- Develop and assist with the implementation and ongoing evaluation of the community emergency response plans, facility emergency plans;
- Coordinate with other agencies that are within the Emergency Measures Organization District;
- Develop, update, implement, review and practice Facility Emergency Response Plans;
- Facilitate, organize and/or provide training related to emergency preparedness and response; and increase the awareness and concern for emergency planning;
- Exercise and test community and facility emergency response plans;
- Assist with developing up to date emergency response policies;
- When required, respond to assist with emergency management situations;
- Perform the secretarial duties of the Town of Rosetown Emergency Measures Committee;
- Develop, implement and promote a variety of volunteer for/on the Town of Rosetown Emergency Measures Committee;
- Continuously monitor and evaluate the efficiency and effectiveness of the emergency plans;
- Coordinate and maintain training for Emergency Operations Centre (EOC) personnel;
- Ensure that Emergency Operations Centre (EOC) and “hasty kit” readiness;
- Provide leadership and maintain a good working relationship with all volunteers;

QUALIFICATIONS:

The Emergency Measures Organization Co-Ordinator requires knowledge and experience in the community and facility emergency preparedness and management.

- Knowledge of Saskatchewan Public Safety Agency operations is considered an asset;
- Knowledge and ability to work within the Incident Command is considered an asset;
- Occupational Health and Safety training is considered an asset;
- Able to work under pressure, independently, and in a team environment;
- High level of confidentiality, personal and professional integrity;
- Proficient with computers, i.e. Microsoft Office, Word, Excel, etc.;
- Must provide a current Criminal Record Check, with vulnerable sector check;

Re: Lake Diefenbaker Irrigation Projects Open Houses

July 21, 2021

On behalf of the Government of Saskatchewan we would like to invite you to our Lake Diefenbaker Irrigation Projects Open Houses on Wednesday July 28 in Delisle at Community Centre or Thursday July 29 in Outlook at the Heritage Centre.

We will be holding a session for RM and Town Council members and administrators from 9am to 11am prior to the public open houses in Delisle and Outlook.

The public open houses, which run from 3pm – 8pm each day, will provide an update on the preliminary studies being done on the project as well as the opportunity for you to engage in one-on-one discussions with key members of the design team and Water Security Agency.

Please RSVP to WIPinfo@clifton.ca

Should you have any questions before then please feel free to contact us at WIPinfo@clifton.ca

Best Regards!

Zev Lazic, P.Eng., MSc.
Executive Director – Major Projects (Irrigation)
Ministry of Highways
Lake Diefenbaker Irrigation Projects

Dwayne Gelowitz, PEng FEC FGC (Hon.)
Clifton Engineering Group
Project Director
Lake Diefenbaker Irrigation Projects

Authorize:
Mayor Trevor Hays
Councillors: Wade Arsenault
Meg Carlson
Blair Wingert