

# Administration Committee Meeting – August 6, 2024

PRESENT: Chairman Roxan Foursha, Mayor Trevor Hay, Councillors Greg Carlson, Janet Coffey-Olson, Jadwiga Dolega-Cieszkowski, and CAA Amanda Bors.

ABSENT: CAO Darcy 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 June 3, 2024.
5. Financial Statement:  
Committee reviewed the Town of Rosetown Financial Statement for July 2024. CAA pointed out that the financial statement does not include the final deposit of July as the printing of the report was prior to the close of month end. CAA also noted that the Primary Care Clinic rental account is low due to the shortage of doctors.
6. Administration Report:  
Committee reviewed the Administration Report for July 2024.
7. 715 Highway #4 North:  
The Committee discussed having this lot surveyed so that the unused portion can be removed and subdivided then rezoned to Residential so it can be sold for future development.  
**A-24-010 Recommendation:** That the CAO be authorized to have the property at 715 Highway #4 North surveyed to remove the south portion of the property and begin the re-zoning process for resale.
8. HR Manual – Town Logo'd Clothing:  
The CAA brought a design of a Town of Rosetown logo that Athlete's Customs is printing and currently selling at our Tourism Booth. This is not the approved logo of the Town of Rosetown and therefore can not be covered under the current Human Resource Manual for Town Logo'd Clothing.  
**A-24-011 Recommendation:** That Section 6.5.5 Clothing Allowance: be amended to include the following:  
That the Rosetown logo from Athlete's Customs be included in the Town Logo'd Clothing.
9. Adjournment:  
Councillor Coffey-Olson adjourned the meeting at 12:10 p.m.

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Roxan Foursha, Chairman

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Amanda Bors, CAA