

Administration Committee Meeting – August 14, 2023

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

ABSENT:

1. Called to Order: Chairman Foursha called the meeting to order at 6:55 p.m.
2. In-Camera (Closed Session): Human Resource Issues.

A-23-013 Recommendation: That the CAO's salary be set at 80% of the 2023 UMAAS Salary Guideline.

3. Conflict of Interest: No Conflict of Interest was noted.
4. Minutes:
Committee reviewed the Administration Committee Minutes of June 12, 2023.
5. Financial Statement:
Committee reviewed the Town of Rosetown Financial Statement for June/July 2023.
6. Administration Report:
Committee reviewed the Administration Report for June/July 2023.
7. Utility Administration:
 - a. Billing Cycle – With most of the water meters being changed the Administration would like to move to a monthly billing cycle. This should help with collection of water arrears with most ratepayers appreciating a smaller monthly invoice. This will add some work to Administration and added costs of more postage for sending out monthly bills as opposed to bi-monthly bills. Committee directed the CAO to have changes drafted to the Utility Administration Bylaw for Council's discussion and implementation for January 1, 2024. There are still some water meters that are not changed due to the Town staff not getting access to the property to change the meter. CAO will attempt to send a final request to the property owner requesting access and if it is still denied then as of January 1, 2024 implement a \$50/month administration fee for those properties with the old-style meter.
 - b. Rental Properties – CAA detailed issues that Administration has with the water billing of various rental properties in the Town. Many times, the Town is not informed when a renter moves out or into a property causing issues with the water billing and causing many adjustments to water accounts. There is an option of having all water accounts strictly in the name of the owner of the property. This would solve many of the issues facing Administration with water billing for rental properties. Committee asked that a letter be sent to owners of rental properties requesting their feedback to the proposed change and to contact communities that have implemented this change for their feedback.
8. Credit Card Policy:
CAA presented a credit card policy for the two Town issued credit cards. The policy was drafted to govern the use of the credit cards to ensure they are being used for authorized expenditures when a cheque would be impractical or not acceptable.

Administration Committee Meeting – August 14, 2023

A-23-014 Recommendation: That the attached Credit Card Policy be adopted.

9. Fire Department Training:

The individual on the Fire Department who had the training to do commercial building inspections has taken a job in another jurisdiction and therefore has resigned from the Rosetown Fire Department. Two individuals currently on the Fire Department are interested in taking the course to become certified. The cost of the course is approximately \$1,250 per individual. This cost is considered training and is therefore cost shared with the R.M.'s as part of the Fire Department Operations agreement.

A-23-015 Recommendation: That the Town authorize 2 members of the Rosetown Fire Department to take the Fire Inspection Level 1 and that the R.M.'s of St. Andrews, Marriott, Pleasant Valley and Mountain View be notified of the increased training costs.

10. Golden West Marketing & Homefield People Strategy:

Committee reviewed a proposed marketing campaign from Golden West Radio and West Central Online. Committee directed the CAO to inform Golden West that the Town is not interested in the marketing campaign at this time.

11. Golden West Auctions:

Committee reviewed a request from Golden West to provide items for their online auction. Committee directed the CAO to inform Golden West that the Town did not have any items to contribute to the auction at this time.

12. Rosetown Senior Citizens Centre – Property Tax Request:

Committee reviewed a letter from the Rosetown Senior Citizens Activity Centre requesting a reduction in taxes to help with the expenses of running the facility. Administration had done some research on the taxes of the Seniors Centre. The Senior Centre is already receiving a significant tax break. The tax break has been worked into the assessment of the facility so it is done automatically every year and therefore the current executive of the Senior Centre maybe unaware of the tax break. The tax break amounts to approximately \$5,000/year in savings. Committee directed the CAO to send a letter informing the executive of the Rosetown Senior Citizens Activity Centre of the existing tax reduction that they are receiving.

13. Sask. Central Victim Services – Donation Request:

Committee discussed a request from Sask Central Victim Services for a donation of prizes or monetary contributions towards their 4th Annual Charity Golf Scramble. Committee did not feel that this was within the mandate of the Town to spend tax payers' dollars on sponsorship of this event.

14. Committee Meeting Structure:

Committee discussed how the Town meeting structure may be changed to more effectively utilize Council's time and resources. Recreation Committee sometimes has delegations attend which can cause problems given the time constraints of a noon hour meeting. Administration meetings are usually completed in a shorter time frame.

Administration Committee Meeting – August 14, 2023

A-23-016 Recommendation: That the committee meeting time be set as follows:

- Administration Committee Meeting – 1st Monday of the Month at 12 noon
- Recreation Committee Meeting – 2nd Monday of the Month at 6:00 p.m.
- Protective Services/Public Works Meeting – 2nd Monday of the Month at 7:00 p.m.

15. 717 Markland Street – Building Permit Extension:

The owner of 717 Markland Street had demolished a house and under agreement with the Town the fees to haul the refuse to the demolition pit were waived with the understanding that they would build within a year. The year has expired and the owner has requested an extension of one year to fulfill the agreement.

A-23-017 Recommendation: That the Town authorize a one-year extension on the agreement for the waiver of landfill fees and the construction of a residence at 717 Markland Street.

16. Dr. Genesis – Rosetown & District Primary Care Centre:

The Committee was informed that the office had received a correspondence informing them that Dr. Genesis was terminating her contract for services at the Rosetown & District Primary Care Centre.

17. Adjournment: Mayor Hay adjourned the meeting at 7:47 p.m.

Roxan Foursha, Chairman

Darcy Olson, CAO