

AGENDA FOR THE TOWN OF ROSETOWN

Administration Committee Meeting

Monday, September 13, 2021 at 7:00 p.m.

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: Administration – August 10, 2021.
5. Financial Statement – August 2021.
6. Administration Report – August 2021.
7. Age Friendly Minutes – August 11, 2021 & September 1, 2021.
8. Offer to Purchase – 340 – 6th Street East.
9. Rosetown & District Primary Care – GST on Rental.
10. Account Receivable Interest.
11. Regional Group (Canada Post) – Grant-In-Lieu – request for refund.
12. SUMA Group Benefits Insurance - Critical Care Illness Coverage
13. Town of Rosetown – Business Plan & Quarterly Status Report – September 2021.
14. Public Meeting – October 26, 2021 – Agenda Items.
15. In Camera (Closed Session):
That in accordance with the Town of Rosetown Council Procedure Bylaw No. 856-20, Section 12 Closed Session, s.120 of *The Municipalities Act* and ss. 15(1)(ii), 16(1)(a) and 16(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act*:
 - HR – Labor
 - Legal
16. Adjournment.

Administration Committee Meeting – August 10, 2021

PRESENT: Chairman Blair Wingert, Mayor Trevor Hay, Councillor Roxan Foursha, Jadwiga Dolega-Cieszkowski, Greg Carlson, Dale Arsenault and CAO Michele Schmidt.

ABSENT:

Called to Order: Chairman Wingert called the meeting to order at 6:58 p.m.

1. Live Streaming Committee Meetings:

Recommendations:

That we recommend that the live streaming of the Town of Rosetown Council meetings and Committee meetings be tabled to the August 16, 2021 Council meeting.

2. Action Items: Action Items were reviewed.

Recommendations:

Other locations for Council tours - Orange Memories and Library.

3. Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.

4. Minutes:

Administration Committee – June 15, 2021 – minutes reviewed by Committee.

Business Arising: No Business arising.

5. Financial Statement – Committee reviewed the Town of Rosetown Financial Statement for July 2021.

Business Arising: No Business arising.

6. Administration Department Report – August 2021 was reviewed by Committee.

Business Arising: No Business arising.

7. Town of Rosetown – HR Manual – Statutory Holidays:

Recommendations:

That we hereby recommend that the Town of Rosetown remove Easter Monday as a Statutory Holiday for the Town of Rosetown Staff, section 4.2 of the HR Manual.

8. Town of Rosetown – Purchasing/Tender/Request for Proposal Policy:

Recommendations:

That we hereby acknowledge receipt of the Town of Rosetown Purchasing/Tender/Request for Proposal policy no. 2021-R-01 and that this policy shall be presented to Council for final review and approval.

9. Town of Rosetown – Administration Bylaw:

Recommendations:

That we hereby acknowledge receipt of the Administration Bylaw No. 858-21, with updates, and that Bylaw No. 858-21 shall be presented to Council, with changes, for final review and approval.

Administration Committee Meeting – August 10, 2021

10. Town of Rosetown – Code of Ethics Bylaw:
Recommendations:
That we hereby acknowledge receipt of the Code of Ethics Bylaw No. 859-21, with updates, and that No. 859-21 shall be presented to Council, with changes, for final review and approval.
11. Town of Rosetown – Strategic Plan:
Recommendations:
 - a. That we hereby recommend that the CAO contact James Leier of Preferred Choice, to complete a review of the Town of Rosetown Strategic Plan with the Town of Rosetown.
 - b. That we hereby recommend that we work with James Leier to develop the next steps to update the Town of Rosetown Strategic Plan.
12. Town of Rosetown – Property Tax Incentives and Penalties:
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown shall offer the following Property Tax Incentives and Penalties, effective January 1, 2022:
Due Date: September 30 of each year
Penalty on Arrears of Taxes: compound rate of 1% per month
Penalty on Current Taxes: unpaid after the due date, compound rate of 1% at the first day of each month in which there are unpaid
Incentive Program: January 1 to June 30, discounts shall be allowed at a rate of 3% on Municipal Tax Levy only.
 - b. That we hereby recommend that the CAO draft a Town of Rosetown Property Tax Incentives and Penalties Bylaw and present to Council for review and approval.
13. Town of Rosetown – Development Fees:
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown shall increase the Development Permits fee to \$100.00, which shall include the boundary location and marking of the property.
 - b. That we hereby recommend that the CAO proceed with the Public Notice, regarding the Development Permit fee increase to \$100.00.
14. Town of Rosetown – Tax Certificate Fee:
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown establish the following fees:
Tax Certificate \$20.00 each
General Property Assessment and/or tax information related to a single property: \$10.00
 - b. That we hereby recommend that the CAO draft the necessary Bylaw and present to Council for review and approval.
15. Town of Rosetown – Asset Management – Replacement information listing was reviewed by Committee.

Administration Committee Meeting – August 10, 2021

16. Annual Council and Staff meeting
Recommendations:
- a. That we hereby recommend that the Annual Council and Staff meeting be held on September 15, 2021 at the Golf Course and that all necessary expenses shall be paid.
 - b. That we hereby recommend that to ensure that all Town Staff are able to participate in the Annual Council and Staff meeting that the Town Office etc. be authorized to close at 3:00 p.m.
17. Rosetown Harvest Family Festival:
- a. That we hereby recommend approval of the Harvest Family Festival parade route, as presented, and that we hereby agree to the temporary street closures on October 19, 2021 for the Harvest Family Festival, as attached.
 - b. That we hereby recommend that the Public Works Department, time permitted, assist the Harvest Family Festival with hanging the pennants on Main Street.
 - c. That we hereby recommend that the Harvest Family Festival Fire Works display shall be held at the Rosetown Sport Grounds.
18. P. Machibroda Engineering Ltd. – 6th Street Core Samples:
Recommendations:
That we hereby recommend that additional information be requested to ensure that P. Machibroda will be completing core samples on 6th Street East from the lane south of Ridpath Road to Marshall Avenue and receive an updated estimate for review and approval.
19. Cemetery Beautification Committee – Resignations:
That we hereby accept, with regret, the resignations of Deb Norman and Christine Paquette as members of the Cemetery Beautification Committee effective immediately.
20. Saskatchewan Municipal Board – 2021 Paving Local Improvement Amendment:
Recommendations:
That we hereby acknowledge receipt of the Saskatchewan Municipal Board approval to amend the 2021 paving Local Improvement project of 6th Street East from 6th Avenue East to the lane south of Ridpath Road.
21. Lagoon Expansion – appointment of legal:
Recommendations:
That we hereby recommend that additional information be requested for a cost estimate related to the legal fees regarding the Lagoon Expansion file.
22. Adjournment: Chairman Wingert adjourned the meeting 8:28 p.m.

Blair Wingert, Chairman

Michele A. Schmidt, CAO

Rosetown Harvest Family Festival Street Closure Request:

Saturday, October 19, 2021:

**Parade Route – AGT Centre across Highway #4 to 9th Avenue, down Main Street to 2nd Avenue
2nd Ave. East from Main Street to 1st Street East/George Street
1st Street East/George Street to 9th Avenue
9th Avenue from George Street to Highway #4 – AGT Centre**

**Downtown – Main Street from 3rd Avenue to Highway #7
- 1st Avenue East to 1st Street West (Regal Motors to Economy Stationary)**

Town of Rosetown
Statement of Financial Activities - Detailed
For the Period Ending August 31, 2021

	Year To Date	Budget	Balance (LY)
REVENUES			
Taxation			
Municipal Taxes			
General Municipal Levy			
410-110-100 - General Municipal Levy	3,215,280.06	3,220,445.00	3,259,105.26
Abatements and Adjustments			
410-120-100 - Abatements and Adjustments	(67,553.79)	(125,000.00)	(83,357.51)
Discount on Current Year Taxes			
410-130-100 - Discount on Municipal Tax - Property	(67,838.08)	(70,000.00)	(72,040.99)
Net Municipal Taxes	3,079,888.19	3,025,445.00	3,103,706.76
Penalties on Tax Arrears			
410-400-110 - Penalty on Mun Taxes Current - Property	7,954.31	15,000.00	17,331.36
Local Improvement Levy			
410-500-100 - Local Impr Levy - Reconstruction	27,971.27	27,971.00	23,272.23
Total Taxation:	3,115,813.77	3,068,416.00	3,144,310.35
Fees and Charges			
Custom Work			
420-100-100 - F&C - Custom Work - Public Works	365.00	1,500.00	320.36
420-100-110 - F&C - Custom Work - Bylaw Enforcement	25.00	1,000.00	
420-100-130 - F&C - Custom Work - Administration			30.00
Sale of Supplies and Gravel			
420-200-200 - F&C - Sale of Supplies - Office	20.00	50.00	10.00
420-200-210 - F&C - Sale of Supplies - Misc.	80.00	500.00	
420-200-930 - F&C - Miscellaneous Revenue - <i>Meter Deposit</i>	32,804.33		500,000.00
Rentals			
420-300-105 - F&C - Land Leases		5,500.00	5,590.00
420-300-130 - F&C - Municipal Clinic Rental	83,352.34	124,000.00	83,120.00
Policing and Fire Fees			
420-400-100 - F&C - Local Fines		1,000.00	200.00
420-400-110 - F&C - Sask Justice Fines	9,904.07	25,000.00	16,555.53
420-400-300 - F&C - Fire Fees	79,340.94	80,000.00	96,253.62
420-400-400 - F&C - Fire Hall Rental	3,000.00	3,000.00	3,000.00
Recreation Fees			
420-500-100 - F&C - Rec Centre Fees - Skating Rink		100.00	
420-500-110 - F&C - Skating Rink R.M.A.A.	28,928.80	60,000.00	39,515.00
420-500-120 - F&C - Figure Skating	3,255.00	10,000.00	9,205.00
420-500-130 - F&C - Rink Hockey Rentals		3,500.00	4,030.29
420-500-140 - F&C - Rink Arena Rentals	275.00	1,000.00	
420-500-150 - F&C - Rink Concession		2,500.00	2,480.00
420-500-155 - F&C - Rink Advertising & Sponsorship		15,600.00	15,600.00
420-500-156 - F&C - Olympia Advertising		2,800.00	
420-500-160 - F&C - Rink Miscellaneous Revenue	460.00	1,000.00	185.00
420-500-165 - Arena Signage	250.00	6,000.00	(250.00)
420-500-170 - Dressing Room Sponsorship		6,000.00	
420-500-310 - F&C - Swimming Pool Season Tickets		8,000.00	(316.00)
420-500-320 - F&C - Swimming Pool Single Admission		11,000.00	
420-500-330 - F&C - Swimming Pool Lesson Registration		16,000.00	
420-500-340 - F&C - Swimming Pool - Miscellaneous - <i>Gun Club Rent</i>	1,500.00	1,700.00	
420-500-400 - F&C - Rec Centre Fees- Civic Centre Rent	49,412.64	80,000.00	51,205.10
420-500-401 - F&C - Rec. Fees - Elks Hall Rentals	2,391.54	10,000.00	2,277.50
420-520-700 - F&C - Rec Program Fees	24.35		

Town of Rosetown
Statement of Financial Activities - Detailed
For the Period Ending August 31, 2021

	Year To Date	Budget	Balance (LY)
420-520-800 - F&C - Rec Operation Mania (Self Help)		1,000.00	339.35
420-530-100 - F&C - Library Basement Rentals	3,486.05	3,000.00	805.39
Cemetery Fees			
420-600-100 - F&C - Cemetery Service Fees	8,880.00	12,000.00	6,310.64
420-600-110 - F&C - Columbarium	2,400.00	2,100.00	
420-600-120 - F&C - Cemetery Perpetual Care	2,261.88		600.00
Licenses and Permits			
420-700-200 - F&C - Licenses - Business	10,780.00	10,000.00	9,250.00
420-700-210 - F&C - Licenses - Pets	3,905.00	4,000.00	3,575.00
420-710-100 - F&C - Permits	10,626.00	10,000.00	11,115.00
General Office Services			
420-800-100 - F&C - Tax Certificate	1,000.00	350.00	580.00
Landfill/Waste Collection Fees			
420-850-110 - F&C - Landfill Fees	93,212.51	160,000.00	106,694.68
420-850-120 - F&C - Waste Collection Fees	83,423.40	130,000.00	74,321.15
420-850-130 - F&C - Recycle and Compost Fee	62,499.06	110,000.00	70,348.88
Other			
420-900-100 - F&C - Dog Fines		200.00	
420-950-100 - F&C - Lagoon Fees	2,400.00	3,600.00	2,400.00
425-100-101 - F&C - Tourism Sale of Supplies	12,447.65	10,000.00	4,998.81
425-100-102 - F&C - Tourism Fundraiser		1,000.00	
Total Fees and Charges:	592,710.56	934,000.00	1,120,350.30
Maintenance and Development Charges			
Road Maintenance and Restoration Agreements			
430-100-100 - M&D - Paving Local Improvement			273,382.61
Total Maintenance and Development Charges:	0.00	0.00	273,382.61
Utilities			
Water			
440-110-100 - Water - Water Sales	586,613.75	983,200.00	644,493.31
440-120-100 - Water - General Office Services - Fobs	333.34		
440-190-900 - Water - Other Revenue	21,794.41	25,000.00	16,217.03
Sewer			
440-220-100 - Sewer - Charges	136,626.29	208,800.00	143,407.17
Total Utilities:	745,367.79	1,217,000.00	804,117.51
Unconditional Transfers			
Unconditional Transfers			
450-110-100 - Unconditional - (Revenue Sharing)	206,965.50	556,919.00	556,919.00
450-115-100 - Unconditional Local Grants - Landfill	22,835.48	25,000.00	20,000.00
Total Unconditional Transfers:	229,800.98	581,919.00	576,919.00
Conditional Grants			
Federal			
450-200-080 - New Deals Gas Tax Grant	298,654.35	151,000.00	216,913.50
450-230-101 - Conditional - Federal - Student Tourism	3,608.00	5,000.00	
Provincial			
450-300-100 - Cond. - Prov. Infrastructure (MEEP)			352,278.00
450-300-130 - Multi-Material Stewardship Grant	7,246.05	23,000.00	21,738.15
450-310-100 - Conditional - Prov - Urban Highway Prog		3,000.00	

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450-340-100 - Conditional - Prov - SGI - <i>Speed Sign Grant</i>	13,386.60		
450-350-100 - Provincial Grants Other	2,500.00		
450-350-110 - Library Grant	3,506.88	11,000.00	6,706.88
450-355-100 - Recreation Dept. Grant		10,000.00	
Local			
450-420-100 - Conditional - Local - Regional Rec.	787.50		291.25
Total Conditional Grants:	329,689.38	203,000.00	597,927.78
Grants in Lieu of Taxes			
Federal			
450-500-100 - GIL - Federal	26,670.13	34,550.00	17,126.75
Provincial			
450-600-100 - GIL - Provincial	14,529.23	24,900.00	14,243.06
450-610-100 - GIL - Prov - SPC Electrical	98,074.39	150,000.00	85,293.83
450-620-100 - GIL - Prov - Sask. Energy	44,006.53	75,000.00	60,244.89
Total Grants in Lieu of Taxes:	183,280.28	284,450.00	176,908.53
Capital Asset Proceeds			
Capital Asset Proceeds			
460-120-200 - CA - Sale of Equipment	(46,899.95)		
460-210-400 - PS - Sale of Vehicles - Gain/Loss	1,000.00		
460-210-500 - PS- Sale of Machinery/Eqmt - Gain/Loss	1,050.00		
Total Capital Asset Proceeds:	(44,849.95)	0.00	0.00
Investment Income and Commissions			
Investment and Income Revenue			
470-100-100 - Interest Revenue	25,500.31	50,000.00	37,558.38
Total Investment Income and Commissions:	25,500.31	50,000.00	37,558.38
Other Revenues			
Other Revenue			
480-130-100 - Community Grant Program	25,182.00	25,000.00	25,163.00
480-150-100 - Donations	11,031.11	10,000.00	7,643.98
480-150-101 - Civic Centre Donations	26,302.00	25,000.00	1,337.00
480-150-102 - Fire Department Donations	650.00		5,000.00
480-150-110 - Swimming Pool Donations	500.00		
480-150-121 - Outdoor Rink Donation	330.41		
480-150-130 - Cemetery Donations	1,827.00		1,252.00
480-150-135 - Rosetown Walking Trail	402.00		392.00
480-150-175 - Wage Recovery - STD/LTD/WCB		200.00	
480-150-180 - Sports Grounds Donations	50.00	1,000.00	
480-150-195 - Orange Memories Donations			855.00
Total Other Revenues:	66,274.52	61,200.00	41,642.98
Total REVENUES:	5,243,587.64	6,399,985.00	6,773,117.44

EXPENDITURES
General Government Services
Wages

Town of Rosetown
Statement of Financial Activities - Detailed
For the Period Ending August 31, 2021

	Year To Date	Budget	Balance (LY)
510-110-110 - GG - Council - Indemnity	30,067.65	62,000.00	30,067.65
510-110-140 - GG - Council Per Diem	7,859.19	10,000.00	4,706.62
510-110-230 - GG - Salaries Administration	106,397.63	227,000.00	146,783.40
510-110-530 - GG - Per Diem - other	756.42	800.00	741.60
Benefits			
510-130-230 - GG - Office Employee Benefits	32,368.94	50,000.00	34,823.46
510-130-231 - GG - Benefits - CPP Council	3,308.38	3,100.00	(1,509.16)
510-130-234 - GG - Benefits - Worker Compensation	19,203.00	8,500.00	15,457.03
510-150-530 - GG - Office Employee Appreciation	1,695.00	3,500.00	2,088.94
Professional/Contract Services			
510-200-110 - GG - Legal Fees	5,021.56	80,000.00	43,035.63
510-200-130 - GG - Cont. - Audit/Accounting	18,079.60	18,000.00	17,430.44
510-200-150 - GG - Cont. - Assessment - SAMA	31,460.00	31,550.00	30,366.00
510-200-170 - GG - Cont. - Advertising	1,310.65	6,000.00	3,042.75
510-210-120 - GG - Council - Meeting/Travel/Meals	100.00	3,000.00	900.62
510-210-160 - GG - Council miscellaneous	902.29	3,000.00	466.39
510-210-170 - GG - Admin. - Training, Travel & Meals	574.00	4,000.00	1,873.50
510-210-180 - GG - Entertainment of Dignitaries		600.00	212.91
510-220-100 - GG - Cont. - Office Caretaking	950.00	2,500.00	975.00
510-220-110 - GG - Office Maintenance Professional	1,549.81	20,000.00	7,240.91
510-220-115 - GG - Cont. Asset Management	447.14	1,000.00	
510-230-100 - GG - Cont. - Insurance - General & Bond	34,457.00	30,000.00	26,271.44
510-240-100 - GG - Cont. - Memberships & Subscriptions	5,904.83	7,500.00	5,979.88
510-240-150 - GG - Cont. - Conference Fees			4,403.66
510-260-100 - GG - Cont. - Tax Enforcement/Collection	(814.91)	500.00	(884.98)
510-260-150 - GG - Cont. - Elections	106.32	2,000.00	
510-280-130 - GG - Building Inspections	10,028.66	15,000.00	11,409.71
510-280-150 - GG - Prof. Contr. - Engineering Projects	12,484.47	15,000.00	8,225.01
510-290-100 - GG - Cont. - Bank Charges	400.00	1,000.00	305.06
510-290-200 - GG - Cont. - Leases & Agreements	15,119.79	19,000.00	14,339.24
Utilities			
510-300-110 - GG - Town Office Energy	1,765.02	3,500.00	1,742.17
510-300-120 - GG - Town Office Power	2,400.55	4,700.00	2,223.21
510-300-140 - GG - Town Office Telephones	6,226.58	8,600.00	5,215.18
Maintenance, Material and Supplies			
510-400-110 - GG - Maint. - Postage - <i>over budget</i>	15,746.46	15,000.00	9,545.09
510-410-140 - GG - Maint. - Office Expenses	9,533.48	20,000.00	24,023.64
510-410-160 - GG - Miscellaneous Supplies	280.99		97.44
510-410-180 - GG - Maint. - Other #2	529.47		
510-420-100 - GG - Maint. - Janitor Supplies	418.60	1,000.00	629.54
Grants and Contributions			
510-500-110 - GG - Business Dev. Grant	3,000.00	10,000.00	
510-500-115 - GG - Grants <i>Foundation Grant - Courtyard</i>	25,000.00		
Total Grants and Contributions:	28,000.00	10,000.00	0.00
Capital Expenditures			
510-600-599 - GG - Amortization	3,457.78	3,559.00	3,558.83
Interest			
510-710-110 - GG - Long Term Debt Interest		81,673.00	
Other			
510-900-110 - GG - Miscellaneous expenses	2,806.83	8,000.00	2,805.00
Total General Government Services:	410,903.18	780,582.00	458,592.81

Town of Rosetown
Statement of Financial Activities - Detailed
For the Period Ending August 31, 2021

	Year To Date	Budget	Balance (LY)
Protective Services			
Police Protection			
Wages and Benefits			
520-110-110 - PS - Bylaw Enforcement - Salaries	13,549.00	25,000.00	8,918.69
520-110-115 - PS - Bylaw Enforcement - Custom Work	266.64	1,000.00	
520-120-110 - PS - Bylaw Officer - Benefits	1,263.10	2,000.00	608.95
Contractual Services			
520-200-170 - PS - Bylaw Enforcement - Advertising	762.00	1,500.00	700.00
520-210-110 - PS - Police - Contracted Services	195,953.25	195,000.00	190,831.83
520-220-100 - PS - Bylaw - Training/travel/meals		500.00	
Utilities			
520-300-140 - PS - Bylaw Enforcement Phone	614.59	1,500.00	866.94
Maintenance, Materials and Supplies			
520-420-100 - PS - Bylaw Enforcement Equipment Repair	37.10	1,500.00	
520-420-110 - PS - Bylaw Enforcement - Fuel & Oil	1,116.78	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
Capital Expenditures			
520-600-399 - PS - Police/Bylaw - Amortization	1,732.89	1,733.00	1,732.89
Total Police Protection:	217,213.78	233,433.00	205,420.40
Fire Protection			
Wages			
525-110-120 - PS - Fire - Salaries - Fire Chief		7,000.00	
525-110-140 - PS - Fire - Salaries - Fire Fighters		56,000.00	
Professional/Contractual Services			
525-210-100 - PS - Fire - EMS Contract - 911	3,192.25	4,500.00	3,211.15
525-210-110 - PS - Fire - Contracted Services	4,363.00	4,500.00	800.00
525-220-100 - PS - Fire - training/travel/meals	1,330.70	2,000.00	1,329.10
525-230-100 - PS - Fire - Insurance	7,094.40	8,000.00	7,508.20
525-250-100 - PS - Fire - Cont. Building Repairs & Mtc	1,296.54	10,000.00	437.79
525-260-100 - PS - Fire - Other		500.00	2,930.40
Utilities			
525-300-110 - PS - Fire Hall Power	1,501.57	3,500.00	1,586.38
525-300-120 - PS - Fire Hall Energy	1,933.41	3,500.00	2,126.14
525-300-130 - PS - Fire - Utility - Water			40.43
525-300-140 - PS - Fire - Utility - Telephone	4,045.19	10,000.00	6,967.58
Maintenance, Materials and Supplies			
525-420-100 - PS - Fire - Office Supplies	635.25	1,500.00	528.39
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools	2,055.60	5,000.00	190.10
525-430-110 - PS - Fire - Oil & Gas	1,105.88	3,000.00	1,239.02
525-430-120 - PS - Fire Dept. RM Truck Fuel & Oil	736.45	1,100.00	144.40
525-440-100 - PS - Fire Dept. Supplies	26,474.84	24,920.00	8,778.08
525-440-110 - PS - Fire Dept. R.M. Truck Supplies	1,309.97	4,000.00	221.79
Capital Expenditures			
525-600-120 - PS - Fire - Pur of Cap Assets - Building			28,408.00
525-600-399 - PS - Fire - Amortization	52,826.49	53,132.00	42,326.39
Other			
527-210-170 - EMO - training/travel/meals	(75.00)	1,500.00	75.00
527-300-140 - EMO - telephones	1,325.88	3,000.00	1,596.77
527-410-140 - EMO - supplies	500.00	500.00	

Town of Rosetown
Statement of Financial Activities - Detailed
For the Period Ending August 31, 2021

	Year To Date	Budget	Balance (LY)
Total Fire Protection:	111,652.42	207,152.00	110,445.11
Total Protective Services:	328,866.20	440,585.00	315,865.51
Transportation Services			
Maintenance			
Wages			
530-110-120 - TS - Superintendent	59,809.86	86,400.00	57,168.72
530-110-130 - TS - Machine Repair Salaries	60,908.05		52,723.70
530-110-160 - TS - Workshop Salaries	53,422.70	78,400.00	21,834.20
530-110-170 - TS - Street Maintenance Salaries	26,976.96	235,000.00	36,689.96
530-110-180 - TS - Drainage Salaries	16,837.74	<u>8,399,800.00</u>	24,919.81
530-110-220 - TS - Public Works: parks & boulevards	30,239.85		28,404.96
Benefits			
530-120-110 - TS - Maint. - Shop Benefits	82,396.23	130,000.00	71,262.56
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	1,893.53
Professional/Contractual Services			
530-250-100 - TS - Maint. - Training, Travel, Meals	1,866.73	8,000.00	2,340.94
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	24,902.03	36,000.00	24,195.12
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	289,054.69
530-260-140 - TS - Urban Forestry / Elm Tree Pruning	259.70	40,000.00	
Utilities			
530-300-110 - TS - Public Works Shop Energy	4,848.55	7,500.00	4,893.21
530-300-120 - TS - Public Works Shop Power	3,415.36	8,000.00	4,424.83
530-300-140 - TS - Public Works Shop Telephone	4,053.02	4,000.00	2,548.35
530-310-100 - TS - Street Lights/Crosswalk Power	33,297.61	64,000.00	36,730.43
530-320-100 - TS - Maint. - Decorative Lighting	84.80	500.00	
Maintenance, Materials & Supplies			
530-400-110 - TS - Maint. - Workshop materials	5,105.40	10,000.00	6,403.42
530-400-130 - TS - Maint. - Sidewalk maintenance	1,820.26	10,000.00	1,181.69
530-400-150 - TS - Maint. - Office Supplies	210.70	500.00	
530-410-100 - TS - Maint. - Small Tools	15,003.36	17,500.00	2,130.27
530-410-120 - TS - Safety Equipment	2,290.04	10,000.00	4,260.38
530-420-100 - TS - Machine Repair	40,263.47	80,000.00	42,420.67
530-420-110 - TS - Maint. - Oil & Gas	22,211.06	40,000.00	17,932.96
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	2,582.71
530-460-100 - TS - Street Maintenance and Materials	4,125.31	20,000.00	5,551.28
530-470-100 - TS - Maint. -Sign Materials	3,150.14	3,000.00	1,939.70
530-490-120 - TS - Banners/Lighting contractual		200.00	127.20
Capital Expenditures			
530-600-150 - TS - Capital Paving Project	415,281.02		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 Maintenance:	1,294,680.48	1,403,846.00	1,140,137.03
Snow Removal			
Wages			
537-110-120 - TS - Snow Removal Salaries	* 14,135.45		14,507.26
Capital Expenditures			

249,195.26
** Add: 537-110-120*
14,135.45

262,330.71

Town of Rosetown
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	Year To Date	Budget	Balance (LY)
537-600-199 - TS - Snow Amortization	2,884.48	2,885.00	2,884.48
Total Snow Removal:	17,019.93	2,885.00	17,391.74
Total Transportation Services:	1,311,700.41	1,406,731.00	1,157,528.77
Environmental Services			
Wages and Benefits			
540-110-110 - EH - Waste Disposal Salaries	22,437.61	30,000.00	21,647.69
540-110-115 - EH - Landfill Supervisor Salary	28,088.16	42,300.00	27,312.32
Professional/Contractual Services			
540-200-110 - EH - Cont. - Waste Collection/Disposal	54,449.00	81,000.00	53,668.70
540-200-115 - EH - Recycling Collection / Disposal	29,725.28	90,000.00	43,743.64
540-200-120 - EH - Landfill Contractual	71,061.06	115,000.00	58,957.83
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
540-220-100 - EH - Cont. - Building Mtce. & Repairs	292.75	2,000.00	11,051.12
Utilities			
540-300-120 - EH - Utility - Power	970.99	2,200.00	1,106.17
540-300-140 - EH - Utility - Telephone	282.73	500.00	199.36
Maintenance, Materials and Supplies			
540-400-115 - EH - Landfill Office Supplies	960.20	1,500.00	911.66
540-440-110 - EH - Waste Disposal Supplies	65.03	6,000.00	1,726.97
Capital Expenditures			
540-600-299 - EH&W - Amortization	36,573.44	36,574.00	36,573.44
Total Environmental Services:	245,554.75	420,574.00	257,514.16
Public Health and Welfare Services			
Wages and Benefits			
550-110-110 - H&W - cemetery salaries (PW)	4,863.59	3,000.00	2,198.93
550-110-115 - H&W - cemetery salaries (REC)	3,500.00	3,500.00	3,500.00
Professional/Contractual Services			
550-200-110 - H&W - Cont. - Cemetery Maint.		1,500.00	
550-200-125 - H&W - expenses for doctors		5,000.00	4,900.00
Maintenance, Materials and Supplies			
550-400-110 - H&W - Maint. - Cemetery Supplies	780.66	5,000.00	647.09
Other			
550-900-110 - H&W - Cemetery Improvement	607.62		
Total Public Health and Welfare Services:	9,751.87	18,000.00	11,246.02
Primary Care Centre			
Wages and Benefits			
555-110-110 - H&W - Municipal Clinic Admin Salaries	61,882.85	98,000.00	59,827.40
555-120-110 - H&W - Municipal Clinic Admin benefits	8,748.10	15,000.00	7,985.75
Professional/Contractual Services			
555-200-170 - H&W - Municipal Clinic Advertising		500.00	
555-220-100 - H&W - Municipal Clinic Caretaking	8,000.00	12,000.00	8,000.00
555-230-100 - H&W - Municipal Clinic Insurance	250.00	200.00	124.00
555-240-100 - H&W - Municipal Clinic Membership & Sub.		200.00	
555-290-200 - H&W - Leases and Agreements	25,123.43	42,000.00	25,285.54
Utilities			
555-300-110 - H&W - Municipal Clinic Energy	866.47	1,750.00	915.95
555-300-120 - H&W - Municipal Clinic Power	3,585.61	5,000.00	2,657.53

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	Year To Date	Budget	Balance (LY)
555-300-130 - H&W - Municipal Clinic Phone	3,300.91	5,100.00	2,882.98
Maintenance, Materials and Supplies			
555-410-100 - H&W - Municipal Clinic Office	423.38	2,800.00	579.78
555-410-101 - H&W - Municipal Clinic Medical Supplies	2,643.92	7,500.00	5,562.85
555-410-110 - H&W - Municipal Clinic Medical Equipment		3,000.00	224.70
555-420-100 - H&W - Municipal Clinic Janitor Supplies	898.46	1,000.00	223.87
555-420-110 - H&W - Municipal Clinic Bldg Maintenance		500.00	
Capital Expenditures			
555-600-399 - H&W - Amortization	1,844.40	1,850.00	1,844.40
Total Primary Care Centre:	117,567.53	196,400.00	116,114.75
Orange Memories			
Professional/Contractual Services			
557-210-100 - H&W - PCH Cont. - Advertising	203.20		
557-220-100 - H&W - PCH Cont. - Building Repair			38,132.00
Grants and Contributions			
557-500-110 - H&W - PCH - Grants and Contributions		140,000.00	57,000.00
Capital Expenditures			
557-600-190 - H&W - PCH - Purchase of Capital Assets	220,897.78		
557-600-199 - H&W - PCH - Amort - Land Improvements	117,934.07	117,929.00	116,118.26
Total Orange Memories:	339,035.05	257,929.00	211,250.26
Community and Business Development			
Professional/Contractual Services			
560-200-110 - CBD - Cont. - Other Services	1,200.00		
560-210-100 - CBD - Cont. - Advertising	1,250.00	1,000.00	700.00
560-220-100 - CBD - Cont. - Website	4,741.63	4,750.00	4,515.84
560-240-100 - CBD - Cont. - Memberships/Subscriptions	312.00	350.00	312.00
Capital Expenditures			
560-600-190 - CBD - Purchase of Capital Assets-Other	13,865.12		
Total Community and Business Development:	21,368.75	6,100.00	5,527.84
Recreation and Cultural Services			
Wages			
570-110-110 - R&C - Rec. Administration salaries	36,564.63	70,000.00	47,578.40
570-110-120 - R&C - Salaries - Skating Rink	45,755.14	100,000.00	44,398.86
570-110-130 - R&C - Salaries - Swimming Pool	17,918.23	65,000.00	
570-110-160 - R&C - Library Salaries	22,655.41	34,000.00	21,679.98
570-110-165 - R&C - Archive Salaries	4,110.31	5,500.00	3,372.26
570-110-166 - R&C - Archive & Library benefits	2,225.95	4,500.00	3,329.45
570-110-180 - R&C - Parks & Blvd. Salaries	70,750.60	105,500.00	74,967.20
570-110-190 - R&C - Rec. Playground Program Salaries	8,000.00	16,000.00	
570-110-191 - R&C - Salaries - Tourism	20,762.39	23,000.00	12,752.81
570-110-192 - R&C - Salaries - Civic Centre/Elks Hall	5,000.00	5,000.00	5,000.00
Benefits			
570-120-110 - R&C - Rec. Benefits	28,982.60	55,000.00	31,501.90
570-120-180 - R&C - Rec. Dept. Workers Comp.	7,725.00	8,500.00	4,400.53
570-120-185 - R&C - Benefits - Tourism		300.00	
570-120-190 - R&C - Rec. Employees Appreciation	79.50	2,000.00	788.16
Professional/Contractual Services			
570-200-170 - R&C - Recreation Advertising	721.80	1,500.00	1,484.60
570-210-100 - R&C - Rink Prof/Contractual Services	9,296.86	25,000.00	24,288.16

Town of Rosetown
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	Year To Date	Budget	Balance (LY)
570-210-110 - R&C - Pool Prof/Contractual Services		15,000.00	
570-210-120 - R&C - Parks & Boulevards Prof/Cont.	705.20		
570-220-100 - R&C - Training, travel, meals	5,515.07	6,000.00	725.00
570-230-110 - R&C - Rink Insurance	25,029.00	24,000.00	21,358.00
570-230-120 - R&C - Pool Insurance	4,380.00	4,200.00	4,101.00
570-230-125 - R&C -Sports & Playground Insurance	922.00	1,800.00	1,779.00
570-230-160 - R&C - Library Insurance	2,857.00	2,600.00	2,519.00
570-230-161 - R&C - Contr. - Insurance Civic Centre	6,618.00	5,800.00	5,573.00
570-230-162 - R&C - Cont. - Insurance Elks Hall	2,828.00	1,500.00	1,434.00
570-240-100 - R&C - Cont. - Memberships/Subscriptions	20.00	450.00	135.00
570-260-110 - R&C - Insurance/Vehicle Reg.	4,312.07	6,200.00	5,309.93
570-270-101 - R&C - Cont. Mtce. - Civic Centre	41,281.46	79,000.00	15,884.20
570-270-102 - R&C - Cont. Mtce. - Elks Hall	13,835.32	7,000.00	4,400.00
570-270-103 - R&C - Cont. Repairs - Civic Centre	992.48	7,000.00	4,941.93
570-270-104 - R&C - Cont. Repair - Elks Hall	172.80	2,000.00	
570-280-101 - R&C - Contract - Engineering			8,033.68
570-290-100 - R&C - Cont. - Library Requisition	20,465.85	22,000.00	20,465.85
Utilities - Heat			
570-300-110 - R&C - Skating Rink Energy	17,025.45	29,000.00	20,501.25
570-300-130 - R&C - Swimming Pool Energy	835.65	8,500.00	413.34
570-300-140 - R&C - Utility - Heat - Golf/Sport Field	132.82		
570-300-160 - R&C - Library Energy	1,534.32	3,200.00	1,896.11
Utilities - Power			
570-310-110 - R&C - Skating Rink Power	7,755.33	23,000.00	10,617.45
570-310-115 - R&C - Ice Plant Power	8,352.19	25,000.00	10,489.99
570-310-130 - R&C - Swimming Pool Power	5,809.29	9,500.00	1,423.46
570-310-140 - R&C - Sports & Playground Power	225.94	700.00	268.72
570-310-160 - R&C - Library Power	1,676.61	4,200.00	2,387.70
570-310-170 - R&C - Tennis Court Power	312.35	650.00	252.41
570-310-175 - R&C - Rose Garden Light	235.47	600.00	260.29
570-310-180 - R&C - Splash Park Power	819.07	2,000.00	587.80
Utilities - Telephone			
570-330-100 - R&C - Rec. Administration Telephone	869.54	1,200.00	589.04
570-330-110 - R&C - Utility - Telephone - Skating Rink	1,168.92	2,500.00	1,636.18
570-330-130 - R&C - Swim Pool Phone	502.72	1,000.00	373.20
570-330-140 - R&C - Utility - Telephone - Golf/Sport			50.63
570-330-150 - R&C - Utility - Civic Centre	16,317.81	35,000.00	16,698.84
570-330-151 - R&C - Utilities Elks Hall	2,334.94	6,000.00	3,466.66
Maintenance, Materials and Supplies			
570-410-100 - R&C - Office Supplies	1,031.91	500.00	
570-410-101 - R&C - Waste Collect - Civic Centre/Elk	478.60	2,000.00	1,346.50
570-420-100 - R&C - Equipment Maintenance	13,151.44	15,000.00	14,276.95
570-420-105 - R&C - Rec - Fuel & Oil	3,043.84	7,500.00	4,909.01
570-420-110 - R&C - Supplies - Skating Rink			700.70
570-420-130 - R&C - Swimming Pool Chemicals		8,000.00	
570-420-131 - R&C - Swimming Pool Program supplies	1,743.56	2,500.00	
570-420-140 - R&C - Sports & Playground supplies	12,544.67	19,900.00	4,795.34
570-420-142 - R&C - Bld. Mtce Supplies - Civic Centre	1,770.07	7,000.00	1,061.32
570-420-143 - R&C - Bld. Mtce. Supplies - Elks Hall		1,500.00	53.08
570-420-145 - R&C - Recreation Programs	150.00	2,500.00	
570-420-155 - R&C - Splash Park Chem & Supplies	6,091.10		
570-420-160 - R&C - Parks & Boulevards supplies	3,982.13	22,000.00	29,554.81
570-420-165 - R&C - Archive Expenses	500.00	500.00	

Was Budget Under Pool

Town of Rosetown
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	Year To Date	Budget	Balance (LY)
570-430-110 - R&C - Skating Rink Maint. & supplies	10,997.36	39,000.00	15,186.63
570-430-120 - R&C - Bldg Mat/Supply - Curling Rink	130.00		
570-430-130 - R&C - Swimming Pool maint. & supplies	31,858.77	40,000.00	1,152.14
570-430-160 - R&C - Library Maint. & Janitorial supply	219.49	7,500.00	7,375.01
570-430-170 - R&C - Safety Equipment	471.47	2,800.00	2,657.63
570-430-190 - R&C - Small Tools & Equipment	599.97	3,000.00	2,328.53
Grants and Contributions			
570-500-110 - R&C - TIP Grant and Contributions	15,760.79	25,000.00	12,450.00
570-500-120 - R&C - Grants - Parks (Golf Course)	10,000.00	10,000.00	10,000.00
570-500-145 - R&C - Baseball Committee Diamond Maint.	5,000.00	5,000.00	5,000.00
570-500-170 - R&C - Kinsmen Bus Grant	4,650.22	5,000.00	4,710.22
570-500-180 - R&C - Curling Club Commitment		20,000.00	
Capital Expenditures			
570-600-120 - R&C - Arena Rink Capital			55,148.62
570-600-130 - R&C - Civic Centre Capital			63,313.80
570-600-135 - R&C - Swimming Pool Capital Expenses	232,303.14		
570-600-145 - R&C - Rec. Equip. Capital	15,314.88		33,393.18
570-600-199 - R&C - Amort - Land Improvements	121,007.83	121,008.00	112,409.08
Other			
575-100-101 - R&C - Tourism Lease/Rent	2,625.00	2,625.00	2,500.00
575-100-102 - R&C - Tourism Utilities	1,420.59	2,300.00	1,336.51
575-100-103 - R&C - Tourism Building Mtce.	582.52	1,500.00	1,609.29
575-100-104 - R&C - Tourism Advertising	1,057.00	1,000.00	829.67
575-100-105 - R&C - Tourism Supplies (Ice Cream etc.)	6,181.92	3,000.00	1,504.44
575-100-107 - R&C - Tourism Office Supplies & Stat.	187.34	500.00	132.15
575-100-108 - R&C - Tourism Misc.	339.79	200.00	
Total Recreation and Cultural Services:	981,586.49	1,235,733.00	833,849.58
Utilities			
Water			
Wages and Benefits			
580-110-110 - UT - W & S Administration	49,816.00	49,816.00	10,787.91
580-110-120 - UT - Utility Maintenance Salaries	62,839.30	75,000.00	36,173.42
580-110-130 - UT - Treatment Plant Salaries	93,578.41	169,000.00	101,030.11
580-120-130 - UT - Treatment Plant Benefits	12,522.59	29,000.00	13,236.96
Professional/Contractual 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	150.00	450.00	450.00
580-285-120 - UT - Water - Cont. Repairs - Equip.	945.95	5,000.00	4,372.50
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	38,979.91
580-290-100 - UT - Water - Laboratory Testing	1,383.25	2,500.00	1,558.21
580-295-100 - UT - Water - Other Contractual	5,785.00	50,000.00	3,314.62
Utilities			
580-300-110 - UT - Treatment Plant Energy	8,363.25	15,000.00	8,316.92
580-300-125 - UT - Treatment Plant EDR Power	39,472.21	77,000.00	44,265.57
580-300-140 - UT - Treatment Plant Telephone	3,073.37	5,000.00	2,721.92
580-300-150 - UT - Wells, Tower, Sewer Lifts Power/Energy	31,272.69	57,000.00	32,931.69
Maintenance, Materials and Supplies			
580-430-100 - UT - Water - Materials & Supplies	15,303.01	110,000.00	30,066.01
580-430-120 - UT - Wells Maintenance supplies	11,538.92	3,500.00	2,201.97

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	Year To Date	Budget	Balance (LY)
580-430-130 - UT - Treatment Plant Maint. Supplies	4,939.39	51,000.00	3,523.77
580-430-135 - UT - Treatment Plant vehicle maint.	1,421.02	1,500.00	188.87
580-440-110 - UT - Water - Small Tools & Equipment	99.70	1,000.00	18.56
580-450-100 - UT - Treatment Plant Chemicals	42,943.55	60,000.00	27,804.42
Capital Expenditures			
580-600-110 - UT - Water - Pur of Cap Assets - Land	912.27		
580-600-399 - UT - Water - Amortization	311,236.48	307,993.00	307,992.32
Total Water:	764,307.96	1,155,259.00	699,561.55
Sewer			
Professional/Contractual Services			
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	18,608.96	20,000.00	12,451.61
Maintenance, Materials and Supplies			
585-430-100 - UT - Sewer Maintenance Supplies	19,027.49	29,000.00	15,802.08
Capital Expenditures			
585-600-299 - UT - Sewer - Amortization	137,716.58	139,816.00	139,815.66
Interest			
585-700-110 - UT - Sewer - Interest Lift Station	79,523.24	79,524.00	83,187.06
Total Sewer:	262,599.94	323,140.00	255,900.41
Total Utilities:	1,026,907.90	1,478,399.00	955,461.96
Total EXPENDITURES:	4,793,242.13	6,241,033.00	4,322,951.66
CHANGE IN NET FINANCIAL ASSETS			
REVENUES	5,243,587.64	6,399,985.00	6,773,117.44
EXPENDITURES	4,793,242.13	6,241,033.00	4,322,951.66
CHANGE IN NET FINANCIAL ASSETS	450,345.51	158,952.00	2,450,165.78
Change in Net Assets	450,345.51	158,952.00	2,450,165.78
Change in Surplus	450,345.51	158,952.00	2,450,165.78

Account Balances

	Year to Date	Balance
Cash and Investments		
110-110-110 - Cash - On Hand - Petty Cash		300.00
110-110-115 - Landfill Float		150.00
110-110-120 - Cash - Bank - Demand	1,219,316.99	3,018,264.71
110-110-121 - Over/Under - Penny	(0.28)	158.38
110-110-130 - Cash - Bank - Reserves Term Deposit		50,000.00
110-110-160 - Funded Reserves - Bank		5,055,797.08
210-600-115 - Orange Memories Debenture Funds		1,856,188.09
Total Cash and Investments:	1,219,316.71	9,980,858.26
Municipal Taxes Receivable		
110-200-100 - Municipal - Tax Receivable - Current	403,693.11	552,626.58
110-200-180 - Municipal - Local Improve Rec - Current	3,160.31	4,926.94

Town of Rosetown
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	<u>Year To Date</u>	<u>Budget</u>	<u>Balance (LY)</u>
110-200-900 - Municipal - Allow. for Uncollected	2,941.71	(78,071.91)	
Total Municipal Taxes Receivable:	409,795.13	479,481.61	
Other Receivables			
110-300-100 - Due From Federal Gov't/Agency	46,321.69		
110-300-110 - Due From Provincial Gov't/Agency	(23,031.20)		
110-320-100 - Accounts Receivable (A.R.)	(37,555.07)	48,558.17	
110-320-110 - Collection Agency Receivable	(33,433.63)		
110-320-140 - Utility Accounts Receivable	(100,233.52)	58,152.48	
110-320-160 - Allowance for Uncollectible Receivables	33,433.63	(21,292.08)	
110-320-170 - Tax Title Costs Receivable	257.41	594.01	
110-340-110 - GST 100% rebate items - lines 409/111	8,694.81	13,980.33	
110-350-100 - GST Receivable	(1,328.33)	(1,328.33)	
Total Other Receivables:	(106,874.21)	98,664.58	
Total Account Balances:	1,522,237.63	10,559,004.45	
Long Term Debt			
210-700-910 - Walker/Fullerton Deferred Liability			20,000.00
210-600-115 - Orange Memories Debenture Funds			1,960,456.62
210-600-120 - Land Options Deposit Account	40,000.00		18,900.00
210-600-125 - SPS Debenture Funds	(108,344.35)		2,272,092.63
Total Long Term Debt:	(68,344.35)	0.00	4,271,449.25

490 - 100 - 100 - Transfer from Reserves *108,998.80
 # 590 - 110 - 100 - Transfer TO Reserves *1,198,254.35

ADMINISTRATION DEPARTMENT REPORT: August 2021

- ~ Dealing with Building Permits, Zoning Bylaw.
- ~ Tax Enforcement.
- ~ Continued with cross training within Administration.
- ~ Month End and Year End for the Town of Rosetown and Orange Memories.
- ~ Working on Asset Management on the PubWorks Program.
- ~ Working on the 2021 projects to ensure that they are completed.
- ~ Dr. Adedamola Adeolu-James has signed the Rosetown & District Primary Care Centre lease agreement, effective September 1, 2021.
- ~ Management reviewed the Town of Rosetown HR Manual at their August Management meeting.
- ~ Council's review of the Town of Rosetown Strategic Plan has been established with James Leier on Saturday, October 23, 2021 at 9:00 a.m. at the Town Office.
- ~ Annual Council & Staff meeting – September 15, 2021 at the Golf Course starting at 3:30 p.m.
- ~ The name change for Marriott Close has been approved by ISC. New street signs ordered and civic addresses have been changed on the tax roll and utilities.
- ~ The Cemetery official records, which are located at the Town Office within a Cemetery computer program, have been reviewed and found that when printing the "Unofficial Cemetery Record" for the Cemetery Book that there are several different options of printing said report.
- ~ Website redesign.
- ~ Town of Rosetown Appreciation BBQ – August 25, 2021.
- ~ Regular daily, weekly, monthly duties.

**Age Friendly Rosetown
August 11, 2021**

Present: Hugh Lees, Pat Aylward, Carmen Ledding, Crystal Storey

1. Call to Order by Hugh Lees at 12:08.
2. Adoption of agenda with addition of 4. e.) Christmas Greeting Board, 4. f.) Rose Villa Landscaping Update and 4. g.) CMHA Grant Funds by Pat Aylward.
3. Adoption of July 7, 2021 Minutes by Carmen Ledding.
4. Business Arising
 - a.) Comprehensive list of community needs/wishes
 - i. Bench Program
 - Four benches have been completed and placed since the last meeting. One is located at the Wheatland Regional Centre and three at the Catholic Church.
 - b.) Provincial Age Friendly Virtual Meeting
 - A meeting was not held within the last month, therefore, nothing to report at this time.
 - c.) Summer Barbecue
 - Plans for the September 9 barbecue were discussed and responsibilities distributed. Please see the attached list for the breakdown. Since there were not many in attendance today, duties were assigned as per what members did last year. If you would like your name taken off of anything, please let the committee know so someone else can pick it up.
 - d.) Cannabis and Older Adults Information
 - The cannabis informational booklets have arrived. The two local cannabis retailers will be approached about interest in making them available in their businesses and the Canadian Mental Health Association will keep some at their location. Other opportunities to utilize them will be sought as well.

Action: Crystal and Kathie will speak to the local cannabis businesses regarding interest in distributing the booklets as appropriate.
 - e.) Christmas Greetings Board
 - With the increase of the cost of lumber, the projected cost of replacing the greetings board has increased to \$1131.94. Those in attendance agreed to continue with the project as it is a long term investment for fundraising. Hugh will let the Lions Club know about the increase too and inquire if it can be worked on in the rink. Help will be needed to put all of the names on the board since it is so time consuming. Will be asking for volunteers once reach that stage.

f.) Rose Villa Landscaping Update

- Landscaping projects continue at Rose Villa. The irrigation is completed and the cement is in. The grass will go in next year and the bricks have not come in yet, but should be soon.

g.) CMHA Grant Funds

- A volunteer has been found who will take chair yoga training and offer it within the community. The costs will be covered through the SK Parks and Recreation Association's grant monies.

5. Finances

- Lorraine is not at the meeting today so there is no report available. There will be an increase of \$100 from payment received from the bench program, bringing it to approximately \$3400.

6. Next Meeting – Wednesday, September 1, 2021
12:00 at Rosetown Youth Building

Adjourned at 12:45

**Age Friendly Rosetown
September 1, 2021**

Present: Hugh Lees, Ann Rice, Judy Johnston, Carmen Ledding, Kathie, Delowsky, Crystal Storey

1. Call to Order by Carmen Ledding at 12:03.
2. Adoption of agenda by Ann Rice.
3. Adoption of August 11, 2021 Minutes by Judy Johnston.
4. Business Arising
 - a.) Comprehensive list of community needs/wishes
 - i. Bench Program
 - The final bench payment has been sent to the Town Office. Lorraine will be informed so can pick up the cheque.
 - There have been a couple recent incidents known by members of benches being taken from residences. Thus far no Age Friendly benches have been affected.
 - b.) Cannabis Information
 - Kathie and Crystal went to the Weed Pool and The Vault to inquire if had interest in distributing the Cannabis and Older Adults booklets at their businesses. They both reported have seen an increased number of older adults in the businesses and welcomed the resource to help assist them in questions the customers may have.
 - There are only a few booklets remaining. Therefore, an order for an additional 200 copies has been sent.
 - c.) Summer Barbecue
 - The barbecue will be next week on Thursday, September 9. With the recent increase of covid cases in the area, efforts will be made to decrease the risk of the event creating an environment of high risk to attendees. Final preparations include:
 - Gord Letourneau has agreed to do the barbecuing once again. The barbecue starts at 4:30 so plan to be there by 3:30 to start prepping.
 - All servers and volunteers will be wearing masks and gloves.
 - Hugh will bring garbage cans and bags.
 - One person will be tasked throughout to wipe down tables and chairs as people leave.
 - It was decided to go with recorded music instead of live this year to reduce long stays.
 - The 50/50 will be cancelled for this year as it creates additional, unnecessary touch points.
 - There will be the same number of tables set up as in previous years, but fewer chairs to accommodate spacing.

- Everyone will receive their meal in brown paper bags that will include a burger, cheese slice, cookie, condiments and napkin. The attendees can choose to either stay at the limited seating or take it home.
- There will be a few committee members who are unable to assist the day of the barbecue. If anyone has volunteers they can tap, please do so.

Action: Carmen will ask Lorraine if cookies have been ordered yet. If not, will order them and add Ziploc bags to the list.

Action: Ann to pick up disinfectant wipes for cleaning.

Action: Members who can come early, will put together the bags.

d.) Chair yoga

- There was an inquiry if the chair yoga discussed at the August meeting would compete with the local yoga business. It was assured this would be a different clientele if went forward. As of now, the project is on hold.

5. Finances

- Lorraine is not at the meeting today, but provided a report via email prior to. There is currently \$3373.05 in the account. Activity included the deposit of a bench cheque, paying Prairie MetalArt for a bench and the cost of an ad for the barbecue in the Eagle.

6. Osteoporosis Information

- Kristi Bell shared information on osteoporosis, educational sessions and support groups. It will be added to the Facebook page.

Action: Kathie to send electronic copies of the osteoporosis information to Ann for inclusion on the Facebook page.

7. Next Meeting – Wednesday, October 6, 2021

12:00 at Rosetown Youth Building

Adjourned at 12:50