

# Administration Committee Meeting – October 7, 2024

PRESENT: Chairman Roxan Foursha, Mayor Trevor Hay, Councillor Janet Coffey-Olson, CAO Darcy Olson, CAA Amanda Bors and Clinic Manager Loni Askwith.

ABSENT: Councillor Greg Carlson

1. Called to Order: Chairman Foursha called the meeting to order at 12:00 p.m.
2. In-Camera (Closed Session): This will be moved to the end of the meeting.
3. Conflict of Interest: No conflict of interest was noted.
4. Minutes:  
Committee reviewed the Administration Committee Minutes of September 3, 2024.
5. Financial Statement:  
Committee reviewed the Town of Rosetown Financial Statement for September 2024.
6. Administration Report:  
Committee reviewed the Administration Report for September 2024.
7. Rosetown & District Primary Care Clinic Report:  
Loni Askwith presented the Rosetown & District Primary Care Clinic Report for September 2024. The new physician, Dr. Foulidivanda, is booking up fast. Her arrival has been a welcomed relief for the staff and doctors at the facility.

Clinic Manager Loni Askwith left the meeting at 12:08 p.m.

8. Lions Christmas Greeting Sign Location – Town Office:  
Lions are looking for a location for their Christmas Greeting Sign. For years it has been located at the Post Office, but due to renovations and landscaping that is no longer an option. They would like Main Street exposure for the sign and have requested placement in front of the Town Office. Administration staff has measured the available space and the Lions sign would fit in front of the Town Office although it would cover the sign indicating that the location is the Town Office. The sign is up during the Christmas season only.

**A-24-013 Recommendation:** That permission be given to have the Lions Christmas Sign placed at the Town Office for the holiday season.

9. Eagle Creek Veterinary Service – Sewer Backup Invoice:

Committee reviewed a letter and invoice from Eagle Creek Veterinary Service regarding a sewer backup on June 24, 2024 in which the cause of the backup was due to a failure of Town lift station and was not caused by any of the Veterinary Clinic's plumbing. After checking with the Town Administration and being told that there were no sewer main issues the Clinic engaged the services of a contractor who charged for the service just to find out that it was a Town issue. Rosetown

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Veterinary Clinic is asking for the reimbursement of the Contractor's invoice in the amount of \$499.50.

**A-24-014 Recommendation:** That Eagle Creek Veterinary Service be reimbursed \$499.50 for contractor plumbing costs for the Sewer Backup that took place on June 24, 2024.

10. Skelton Memorial Bench – Law Office Location:

A request to place a memorial bench, in memory of Dale Skelton, in front of the law office was reviewed by the Committee. There is not sufficient room on the law office building's apron to accommodate the bench, therefore a portion of the bench would encroach upon the sidewalk. There are other items that have been placed that also encroach on the sidewalk, garbage cans, planters and trees to name a few. The Law Office has agreed to the bench placement and it is their responsibility to remove snow from the sidewalk.

**A-24-015 Recommendation:** That permission be given to have a Dale Skelton memorial bench placed in front of the Skelton, Turner, Mescal Law Office and for a portion of the bench to encroach on the Town sidewalk.

Committee moved to In-camera to discuss Legal at 12:15 pm – 12:40 pm.

11. Adjournment:

Mayor Hay adjourned the meeting at 12:43 p.m.

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Roxan Foursha, Chairman

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Darcy Olson, CAO