

# Administration Committee Meeting – February 8, 2021

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

PRESENT VIA ZOOM:

PRESENT VIA PHONE: Councillor Dale Arsenault.

ABSENT:

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

1. Action Items: Action Items were reviewed.
2. Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.
3. Minutes:  
Administration Committee – January 11, 2021 – minutes reviewed by Committee.  
**Business Arising:** No Business arising.
4. Financial Statement – Committee reviewed the Town of Rosetown Financial Statement for January 2021.  
**Business Arising:** No Business arising.
5. Administration Department Report – January 2021 was reviewed by Committee.  
**Business Arising:** No Business arising.
6. Town of Rosetown – Group Insurance – Short Term Disability:  
**Recommendations:**  
That we hereby recommended that the Town of Rosetown approve switching the Group Insurance – Short Term Disability waiting period from fourteen (14) days to seven (7) days, to meet the new Employment Insurance (EI) premium reduction requirements.
7. New Business Development Grant Program:  
**Recommendations:**  
That we hereby recommend that Tracy Johnston and Ashley Kampen qualify for the one-time grant of \$1,500.00 under the Town of Rosetown New Business Development Grant Program.
8. Access Communication – Airing Council Meetings:  
**Recommendations:**  
That we hereby recommend that the Town of Rosetown authorize Access Communication to air the Town of Rosetown Council meetings, at their expense.
9. Town of Rosetown – Audit Services Tender:  
**Recommendations:**  
That we hereby recommend that the Town of Rosetown CAO tender the Town of Rosetown Audit Services, effective 2022, by invitation.

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10. NAMS Online Asset Management Training Workshop:  
**Recommendations:**  
That we hereby recommend that Michele Schmidt and Amanda Bors enroll in the NAMS Online Asset Management Training Workshop/Course and that all necessary expenses shall be paid.
11. SAMA Annual Meeting & Training:  
**Recommendations:**  
That we hereby authorize all members of Council, available, and administration to attend the SAMA Annual Meeting & Training, virtual conference, on April 7 & 8, 2021 and that all necessary expenses shall be paid.
12. Local Authority Freedom of Information & Protection of Privacy:  
**Recommendations:**
  - a. That we hereby acknowledge receipt of Dale Richardson, Canadian Taxpayers Federation Access to Information Request Form, Form A.
  - b. That we hereby recommend that the Town of Rosetown establish a fee for service, in accordance with section 9(2) of The Local Authority Freedom of Information & Protection of Privacy Act of \$40.00 per hour.
13. Johnson Shoyama Graduate School of Public Policy – Municipal Sector Governance Program – was reviewed by Committee.
14. Town of Rosetown Monthly Media Communications by Council:  
**Recommendations:**  
That we hereby recommend that Mayor Trevor Hay shall be the Town of Rosetown monthly media communications representative on behalf of Council.
15. Town of Rosetown – Succession Plan – presented to Committee and reviewed.
16. Harvest Family Festival, Hospital Foundation, Age Friendly report by Hugh Lees was presented to Committee and reviewed.
17. 2019 Paving Deficiencies – Committee reviewed the paving deficiencies:  
**Recommendations:**  
That we hereby recommend that the Town of Rosetown consider having the 2019 paving deficiencies handled by the company that receives the 2021 paving project tender, as change order.
14. Orange Memories 2021 Project:  
**Recommendations:**  
That we hereby recommend that the CAO contact AECOM for additional clarification regarding:
  - Installation of weeping tile.
  - Would it be possible to work on the south half of parking lot, only, to resolve drainage concerns?
  - Gravel parking lot in the rear – can we repurpose the gravel.

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- Provide an order of importance regarding the projects.
- Can we save the sod or is this method too costly?
- Roll top soil back and reuse.
- Where can we save money – are there projects that the Town could take on.

15. Town of Rosetown 2021 Budget:

**Recommendations:**

That we recommend that we maintain the 2020 tax tools and review the Agricultural mill rate factor.

16. In Camera (Closed Session):

Chairman Wingert moved the Administration Committee meeting of the Town of Rosetown into an in-camera (closed session) 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)(b)(ii), 16(1)(a), 16(1)(b), 16(1)(d), and 28(1) of *The Local Authority Freedom of Information and Protection of Privacy Act* the Administration Committee of the Town of Rosetown hereby move into an in-camera (closed session) for presentation and discussion of the following, at 8:22 p.m.:

- Town of Rosetown – Council Code of Conduct.
- Labour.
- Legal.

**PRESENT FOR IN-CAMERA:**

Chairman Blair Wingert, Mayor Trevor Hay, Councillor Roxan Foursha, Councillor Greg Carlson, Jadwiga Dolega-Cieszkowski, Dale Arsenault (via phone), CAO Michele Schmidt.

Chairman Wingert that we rise and report from the in-camera (closed session) session at 8:23 p.m.

17. Adjournment: Chairman Wingert adjourned the meeting 8:24 p.m.

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Blair Wingert, Chairman

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Michele A. Schmidt, CAO