

Administration Committee Meeting – March 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 7:00 p.m.

1. Action Items: Action Items were reviewed.
2. Pecuniary Interest – Chairman Blair Wingert indicated a pecuniary interest, at this time, regarding the Real Estate proposals received and listed as item #16 on the Agenda.
3. Minutes:
Administration Committee – February 8, 2021 – minutes reviewed by Committee.
Business Arising: No Business arising.
4. Financial Statement – Committee reviewed the Town of Rosetown Financial Statement for February 2021.
Business Arising: No Business arising.
5. Administration Department Report – March 2021 was reviewed by Committee.
Business Arising: No Business arising.
6. Correspondence:
Recommendations:
That the following correspondence, having been read, be filed:
 - Stark & Marsh – joined RSM Canada Alliance.
 - SUMAssure – Certificate of Insurance.
7. Golden West Broadcasting:
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown participate in the March Shop Local campaign to promote local shopping with Golden West Broadcasting and purchase package C which includes name mentioned in promos on Country 104 & 1330/1212, logo recognition on West Central Online contest page, Social media name mentions at an investment of \$300.00 plus applicable taxes and a \$50.00 Rosetown Chamber Gift Certificate to be utilized as a prize.
 - b. That we hereby recommend that the Town of Rosetown renew the Marketing Plan with Golden West Broadcasting in the amount of \$1,500.00 per year, plus applicable taxes, with the addition of Orange Memories.

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8. Town of Rosetown HR Manual – Sick Leave Amendment:
Recommendations:
That we hereby recommend that the Town of Rosetown HR Manual be amended and the Sick Leave Benefits will be pro-rated based on the employee's date of hire.
9. Highway Host – Tax Incentive Program for Business:
Recommendations:
That we hereby recommend that the Town of Rosetown CAO inform the Highway Host that in accordance with the Town of Rosetown Business Development Incentive Policy No. 2017-R-02 that the renovations minimum investment to qualify under this program is \$75,000.00.
10. Meridan Inspections Ltd. – Termination of Building Code Inspection Services:
Recommendations:
That we hereby acknowledge receipt of Meridan Inspections Ltd. notice of termination of service regarding Rosetown Residential Building, effective April 1, 2021.
11. Residential Building Code Inspection Services:
Recommendations:
That we hereby recommend that the Town of Rosetown enter into a service contract with MuniCode Services Ltd. as the Town of Rosetown Building Inspector regarding the inspections of all new and renovated residential buildings for compliance with The Uniform Building Accessibilities Standards.
12. Account Receivables – Transfer to taxes:
Recommendations:
That we hereby recommend to authorize the CAO to transfer the outstanding custom work invoices to the appropriate tax roll as follows:
- | | | |
|----------------|-------------------|-------------------------------------|
| Mike Anderson | Meter replacement | \$429.64 transferred to Roll #12200 |
| Almera Mendoza | Meter replacement | \$464.65 transferred to Roll #72900 |
13. Recreation Director – Job Description reviewed:
Recommendations:
That we hereby recommend that the Recreation Director DRAFT job description be presented to the Recreation Committee for review and recommendations at their April 2021 meeting.
14. Town of Rosetown – March 2021 Quarterly Status Report – Strategic Plan:
Recommendations:
- That we hereby acknowledge receipt of the Town of Rosetown Business Plan & Quarterly Status Report dated March 2021 as prepared by the Town of Rosetown Management Team and presented by CAO, Michele A. Schmidt.
 - That we hereby recommend that the Town of Rosetown proceed with updating their 2019 – 2022 Strategic Plan in 2021 Q3.

Chairman Wingert declared a pecuniary interest in the next item of business and left the Council Chambers at 7:28 p.m.

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In accordance with the Town of Rosetown Bylaw No. 714-15, the Procedure Bylaw, section 68.10 the members present at the meeting have appointed Mayor Trevor Hay as Acting Chair to preside at this meeting.

Acting Chairman Trevor Hay assumed the Chair at 7:29 p.m.

15. Town of Rosetown – Real Estate Proposals:

Recommendations:

- a. That we hereby recommend that the Town of Rosetown offer the property for sale under a Open listing to all Real Estate Agents, with a selling commission at 3% on the first \$100,000.00 and 1.5% on the balance.
- b. That we hereby recommend that the CAO adjust the Town of Rosetown listed prices for our lots for sale and increase the selling price in accordance with the commission to be paid out, if sold by a Real Estate Agent.

Chairman Wingert returned to the Council Chambers at 7:46 p.m. and assumed the chair.

16. Adjournment: Chairman Wingert adjourned the meeting 7:55 p.m.

Blair Wingert, Chairman

Michele A. Schmidt, CAO