

Administration Committee Meeting – April 8, 2019

Present: Chairman Rome Molsberry, Councillor Rick Bell, Ryan Wickett and Blair Wingert, CAO Michele A. Schmidt and CAA Amanda Bors.

Absent:

Vacancy: Mayor seat.

Called to order: Chairman Rome Molsberry called the meeting to order at 7:02 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 – March 11, 2019 – Committee reviewed minutes – no business arising.

4. Financial Statement - The committee reviewed the Town of Rosetown Financial Statement for the month of March 2019.

5. CAO 2019 Performance Objectives/Goals review – Committee reviewed the performance objectives/goals and recommend that these remain as is.

6. Orange Memories Care Home Inc. – Accounts Payables:

Recommendations:

That the general accounts and payroll regarding Orange Memories Care Home Inc. hereby be approved as follows and as attached to these minutes:

January 2019	\$99,021.78
February 2019	\$86,996.99
March 2019	\$82,183.41

7. Rosetown & District Primary Care Centre – 2019 Rental Increase:

Recommendations:

That we hereby recommend that we table the proposed 2019 rental increase regarding the Rosetown & District Primary Care Centre to June Committee meeting.

8. Integrated Life Care Inc. - Agreement:

Recommendations:

- a. That we hereby recommend that the agreement between Integrated Life Care Inc. and the Town of Rosetown hereby be terminated and that the Town shall provide Integrated Life Care Inc. with written notice indicating 120 days notice, effective March 20, 2019.
- b. That we hereby recommend that the Town of Rosetown propose the following to Integrated:
 - i. If the transition of the management of the Care Home from Integrated to the Town occurs, to the satisfaction of the Town, on, or before, May 24, 2019; and

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- ii. If Integrated enters into a release/confidentiality agreement with the Town;
- iii. Then, the Town will pay Integrated for the full four-months of management fees owing under the Agreement for the Notice Period, plus an additional two-months of management fees.

9. Orange Memories – Group Benefits:

Recommendations:

- a. That we hereby agree to enroll the Orange Memories permanent full-time employees in the SUMA Group Benefits as follows:

INSURANCE TYPE	ORANGE MEMORIES PORTION	EMPLOYEE PORTION
Accidental Death & Dismemberment	0%	100%
Life Insurance	0%	100%
Extended Health Care Insurance, Plan B	50%	50%
Dental Care Insurance, Plan B	55%	45%
EFAP	100%	0%
Average SUMA Group Benefits Plan Premiums:	50%	50%

- b. That we hereby agree to offer the Orange Memories permanent full-time employees a volunteer pension plan as follows:

Permanent Full-time employees may agree to make volunteer contributions to the Saskatchewan Pension Plan at a rate of not less than 1.5% of gross earning. Orange Memories will match this contribution, to a maximum of 1.5% of gross earnings.

- c. That we hereby agree to offer the Orange Memories permanent full-time employees sick leave of twenty-four (24) hours per calendar year, upon commencement of employment; and;
Furthermore; this sick leave will not accumulate or be carried forward from year to year.

10. Town of Rosetown Bylaw No. 806-19 – Orange Memories Care Home Inc. Management Board:

Recommendations:

That we hereby recommend that the Town of Rosetown Bylaw 806-19 be presented to Council for their review and approval.

11. Orange Memories Care Home Inc. Management Board Appointments:

Recommendations:

That we hereby recommend that the following individuals hereby be appointed as the Town of Rosetown’s representatives on the Orange Memories Care Home Inc. Management Board, effective April 16, 2019 to December 31, 2020:

Rome Molsberry, Rick Bell, Trevor Hay, Blair Wingert and Ryan Wickett

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12. Town of Rosetown Committee Meetings & Orange Memories Management Board Meetings:
Recommendations:
 - a. That we hereby recommend that Council review their Committee Meetings and incorporated a date for the Orange Memories Management Board meetings.

13. Correspondence:
Recommendations:

That the following correspondence, having been read, be filed:

 - 2019-20 Revenue Sharing - \$502,124.00
 - Saskatchewan Municipal Board – 2018 Assessment Appeals Decision.

14. Lots 14 & 15, Block 21, Plan 82S11600 – Subdivision:
Recommendations:

That we hereby acknowledge receipt of the proposed subdivision regarding Lots 14 & 15, Block 21, Plan 82S11600 and as the proposed subdivision conforms to the Town of Rosetown zoning bylaw, we hereby approve the proposed subdivision application.

15. Orange Memories:
Recommendation:
 - a. Financial Statement:

That we hereby acknowledge receipt of the following Orange Memories reports and that these reports shall be filed:

 - Integrated Life Care Inc. – March 2019 invoice in the amount of \$4,514.17.
 - March 2019 Reports:
 - o Operational Cash Flow
 - o Trial Balance
 - o Profit & Loss Statement
 - o Balance Sheet
 - o Bank Reconciliation
 - April 2019 – Financial Status Report.

16. Joint Municipal meeting April 23, 2019 at 7:00 p.m. – Civic Centre, Room 59.

17. Council Procedure Bylaw No. 798-18:
Recommendations:

That we recommend that Council review the Council Procedure Bylaw No. 798-18, and;

Furthermore, that the Council Procedure Bylaw No. 798-18 be placed on the Council meeting agenda.

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18. Other:

19. Adjournment: Chairman Rome Molsberry adjourned the meeting at 8:55 p.m.

Rome Molsberry, Chairman

Michele A. Schmidt, CAO