

# 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.

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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.

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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. – 6<sup>th</sup> Street Core Samples:  
**Recommendations:**  
That we hereby recommend that additional information be requested to ensure that P. Machibroda will be completing core samples on 6<sup>th</sup> 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 6<sup>th</sup> Street East from 6<sup>th</sup> 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.

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Blair Wingert, Chairman

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Michele A. Schmidt, CAO