

Administration Committee Meeting – January 2, 2024

PRESENT: Chairman Roxan Foursha, Mayor Trevor Hay, Councillors Greg Carlson, Jadwiga Dolega-Cieszkowski, CAO Darcy Olson and CAA Amanda Bors.
Councillor Janet Coffey-Olson attended by phone.

ABSENT:

1. Called to Order: Chairman Foursha called the meeting to order at 12:02 p.m.
2. In-Camera (Closed Session): Will be held at the end of the meeting.
3. Conflict of Interest: No Conflict of Interest was noted.
4. Minutes:
Committee reviewed the Administration Committee Minutes of December 4, 2023.
5. Financial Statement:
Committee reviewed the Town of Rosetown Financial Statement for December 2023. CAO reported on some anomalies in the Financial Statement which will be corrected for year end.
6. Administration Report:
Committee reviewed the Administration Report for December 2023. CAA, Amanda Bors, reported on the busy month of December with the cyber security software installation, staff holidays and year end preparations.
7. 2024 Marketing Plan – Golden West Radio:
Committee reviewed a Marketing Plan prepared by Golden West Radio whereby the Town would receive a Billboard or Big Box Ad on West Central Online, a Community Noticeboard and 300 - 30 second radio commercials all for the price of \$5,000.00 plus the advertising signage currently on the Civic Centre to remain in place. Committee reviewed the need for outside advertising given that the Town can post items on their web page and on the Town's Facebook page. Committee directed the CAO to counter offer that the Town would receive 150 - 30 second commercial spots for allowing the signage to remain on the Civic Centre.
8. Compulsory Recycle and Compost Bin Complaint – Bradley Forsyth:
Mr. Forsyth does not want to pay for the recycle or compost bin as he does not utilize these services and as such does not feel that he should be charged. Committee discussed these services and the reasoning that they were made compulsory whether a household used them or not. The recycling bin was made compulsory to encourage its use and to cut down on the amount of refuse that went to the landfill, which now goes to the Transfer Station and has to be hauled to the Loraas landfill outside of Saskatoon. The Town also receives grants through the Multi-Material Stewardship Program for quantities of recycled material that is diverted from landfills. If given a choice many people would simply throw the recyclable material in the garbage and therefore saving the costs of a recycle bin. The compost bins are only picked up 6 months of the year and the added costs was negligible if they were compulsory charged to all households. The combined costs of recycle and compost bins is \$7.90/month or \$94.80/year for each household. Past Council thought that this cost was justified given the benefits that all enjoy from these bins.

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A-24-001 Recommendation: That the CAO send a letter to Mr. Forsyth outlining the reasons that the Recycle and Compost Bins are compulsory in Rosetown and that the costs will remain as part of the monthly Utility billing.

9. 2024 Capital Budgeting Priority:

Committee discussed a listing of potential 2024 capital projects that Administration is requesting a ranking of priority to help with the 2024 budget process. This listing will be going to all committees and then individual Council members will bring their rankings to the January 15, 2024 Council Meeting.

10. In-Camera (Closed Session):

An In-Camera session was held from 12:32 to 12:48 p.m. to discuss Long Range Planning.

11. Adjournment:

Mayor Trevor Hay adjourned the meeting at 12:48 p.m.

Roxan Foursha, Chairman

Darcy Olson, CAO