

Administration Committee Meeting – February 5, 2024

PRESENT: Chairman Roxan Foursha, Mayor Trevor Hay, Councillors Greg Carlson, Janet Coffey-Olson, CAO Darcy Olson and CAA Amanda Bors.

ABSENT:

1. Called to Order: Chairman Foursha called the meeting to order at 12:00 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 January 2, 2024.
5. Financial Statement:
Committee reviewed the Town of Rosetown Financial Statement for January 2024.
6. Administration Report:
Committee reviewed the Administration Report for January 2024. CAA, Amanda Bors, reported on the monthly water billing. The Town will see an increase in the amount of postage as a result of going to monthly water billing. Committee discussed the merits of e-billing and its reduced postage costs. When e-billing was introduced the Town had a draw, for those individuals that signed up for e-billing, of \$50.00 in Chamber Gift Certificates. Committee discussed doing a similar draw to encourage new sign-ups for e-billing.

A-24-002 Recommendation: That a draw of \$50.00 Chamber Gift Certificates be initiated for all new sign-ups to the Town's e-billing system until the end of March 2024 and that the Town advertise this promotion on its Facebook page and website.

7. Medical Clinic Report - January 2024:
Committee reviewed the first ever monthly report provided by the Interim Manager of the Rosetown Primary Care Centre. It was noted that 1,600 patients attended the clinic in January 2024.
8. West Central Municipal Government (WCMG) 2024 Membership:
Committee discussed the benefits of belonging to the WCMG Committee. No member of Council has attended a meeting in a few years. All that Council gets out of their membership is the minutes and reports which are sent to each meeting. The cost of a yearly membership is \$1,128.15 based upon a 45-cent per capita levy based on the latest census figures.

A-24-003 Recommendation: That the Town of Rosetown not renew their 2024 membership in the West Central Municipal Government Committee.

Administration Committee Meeting – February 5, 2024

9. Federation of Canadian Municipalities (FCM) 2024 Membership:
The Town did not renew its 2023 membership in FCM. The cost of a 2024 membership would be \$806.43.

A-24-004 Recommendation: That the Town of Rosetown not renew their 2024 membership in the Federation of Canadian Municipalities.

10. Lot Lease 715 Highway #4 North – Trailer Storage:
The owner of Integrity R.V. would like to enter into a 5 year lease for the rental of 715 Highway #4 North for storage of trailers while they wait to be fixed at his business. CAO expressed his concerns with a lease that would limit what the Town may want to do with this property. A portion of this property was purchased to square off and expand the recreation grounds for future development and is not likely to be needed until some time in the distant future. There is a portion of this lot that would be left over and is large enough that it could be sold for a multi-unit development. CAO would like a provision in the lease that would allow the Town the ability to subdivide and sell this portion if the opportunity should arise.

A-24-005 Recommendation: That the Town of Rosetown enter into a 5 year, \$200/month, lease with Integrity R.V. for the rental of 715 Highway #4 North, with provisions that the Town can subdivide and sell a portion of the lot after giving 60 days notice.

11. 2023 Budget Control and Reserve Transfer:
Administration presented the 2023 Budget Control Report showing the revenue, expenses and surplus for 2023. The report indicates that the Town had a \$495,181.42 surplus. That being said there were two capital projects that did not get done in 2023. Paving Project had an unspent budget of \$299,414.55. The Hot Tub Repairs in the amount of \$25,000.00 did not get done as a contractor could not be found to do the repairs. These unspent capital funds could be transferred to reserves so that they are available in future years to complete these projects, as well, an amount could still be transferred to the Infrastructure Reserve for future capital projects.

A-24-006 Recommendation: That the Town of Rosetown, for the 2023 financial year, transfer \$299,000.00 to the Paving Reserve, \$25,000.00 to the Pool Building Reserve and \$130,000.00 to the Infrastructure Reserve.

In-Camera (Closed Session):

An In-Camera session was held from 12:25 to 12:35 p.m. to discuss Legal Issues.

11. Adjournment:
Chairman Foursha adjourned the meeting at 12:35 p.m.

Roxan Foursha, Chairman

Darcy Olson, CAO