

Administration Committee Meeting – April 1, 2024

PRESENT: Mayor Trevor Hay, Councillor Greg Carlson, CAO Darcy Olson and CAA Amanda Bors.

ABSENT: Chairman Roxan Foursha and Councillor Janet Coffey-Olson.

1. Called to Order: Councillor Greg Carlson assumed the Chairman duties and called the meeting to order at 12:00 p.m.
2. In-Camera (Closed Session): Committee went in-camera to discuss Human Resources and Legal (12:00 pm – 12:10 pm).

CAA, Amanda Bors, declared an interest in the Human Resource discussions and left the meeting at 12:05 p.m.

Committee rose and reported on discussions about the extra responsibilities that the CAA has taken on due to the CAO working a 4-day week.

- A-24-007 Recommendation:** That, due to the CAO working a 4-day week and having every Friday as an off day, the CAA be compensated for the extra responsibilities taken on during these off days. Compensation to be calculated by utilizing a 5% of the daily salary of the CAA position added to their daily Friday wage. That this compensation continues as long as the CAO position remains as a four day a week position.

CAA, Amanda Bors, rejoined the meeting at 12:10 p.m.

Acting Chairman, Greg Carlson, asked if just two members of the committee was sufficient to proceed with the meeting. CAO, Darcy Olson, indicated that according to the Town's Procedure Bylaw a minimum of two committee members, including the Mayor, is sufficient to hold a committee meeting. Committees do not make decisions, just recommendations, therefore rules of a quorum in the Municipalities Act do not apply.

3. Conflict of Interest: No Conflict of Interest was noted.
4. Minutes:
Committee reviewed the Administration Committee Minutes of March 4, 2024.
5. Financial Statement:
Committee reviewed the Town of Rosetown Financial Statement for March 2024. Mayor Hay asked for clarification of the Power consumption for the Arena Ice Plant and the Treatment Plant EDR. They appear to be much higher than the same time last year. CAA indicated that she would examine the accounts and email her finding to the members of the committee.
6. Administration Report:
Committee reviewed the Administration Report for March 2024.

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7. Medical Clinic Report - March 2024:

Committee reviewed the monthly report provided by the Interim Manager of the Rosetown Primary Care Centre. It was noted that 1,500 patients were seen in March 2024, this included patients seen at the Eston Clinic, as the administration for this clinic is handled by the Rosetown staff.

8. UFA Land Purchase Request:

CAO was contacted by a consulting firm looking for a location to establish an UFA cardlock facility in Rosetown. The East commercial area next to 14th Street was identified as a potential site. CAO to contact the Town's Engineer to gather information on potential design and servicing to the area.

9. Adjournment:

Mayor Hay adjourned the meeting at 12:28 p.m.

Greg Carlson, Acting Chairman

Darcy Olson, CAO