

# Administration Committee Meeting – June 3, 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): A Human Resource discussion will take place 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 May 6, 2024.
5. Financial Statement:  
Committee reviewed the Town of Rosetown Financial Statement for May 2024. CAO pointed out that the financial statement does not include the final deposit of May as the printing of the report was prior to the close of month end.
6. Administration Report:  
Committee reviewed the Administration Report for May 2024. The percentage of taxes collected in the report will not be accurate to the end of May as the same numbers were used as the financial statements and are missing the final deposit of May.
7. Medical Clinic Report - May 2024:  
Committee reviewed the Medical Clinic Report for May 2024. It was noted that the clinic saw 1,050 patients, which is significantly reduced from other months because of the clinic being short two doctors.
8. Trailer Licence Fee:  
Committee discussed trailer licence fees. Trailer licence fees are based on the taxation rates for the Town. The 2024 Municipal Tax Rates increased 2% with education and infrastructure levy remaining the same as last year. With such a small increase in tax rates committee discussed whether it should be changed every year or every second year. Consensus was to keep the rate consistent with the tax rates. Committee directed the CAO to draft the appropriate Trailer Licence Fee Bylaw so that the trailer licence fees were equal to the 2024 tax rates and present for Council consideration at the June 17, 2024 meeting.
9. Mediation Board Consent to Proceed to Acquire Title:  
CAA reported that the Town had received consent to acquire title from the Provincial Mediation Board for two properties in Town. One property has CRA judgements of over \$130,000 registered against the property. Administration will contact CRA to see if these judgements can be removed from the property, as the property does not have anywhere near the value of the judgements. The second property is occupied and will therefore need an eviction notice. These properties will come before Council for a resolution to apply for title when the Town is at that stage.

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Committee went into an In-Camera session to discuss Human Resource issues at 12:25 p.m.

10. Adjournment:

Mayor Hay adjourned the meeting at 12:55 p.m.

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Roxan Foursha, Chairman

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Darcy Olson, CAO