

# Administration Committee Meeting – December 2, 2024

PRESENT: Chairman Jadwiga Dolega-Cieszkowski, Mayor Trevor Hay, Councillors Greg Carlson, Joseph Spratt, Kimiko Otterspoor, CAO Darcy Olson and Administrative Assistant Karen Welter.

ABSENT: CAA Amanda Bors

1. Called to Order: Chairman Dolega-Cieszkowski called the meeting to order at 11:55 p.m.
2. In-Camera (Closed Session): Committee held an in-camera session to discuss human resources and legal matters from 11:55 a.m. to 12:30 p.m.
3. Conflict of Interest: No conflict of interest was noted.
4. Minutes:  
Committee reviewed the Administration Committee Minutes of October 7, 2024.
5. Financial Statement:  
Committee reviewed the Town of Rosetown Financial Statement for Period Ending November 30, 2024.
6. Administration Report:  
Committee reviewed the Administration Report for October/November 2024.
7. Rosetown & District Primary Care Clinic Report:  
Committee reviewed the Rosetown and District Primary Care Clinic Report for October/November 2024. Discussed replacement of aging equipment at the clinic. Committee directed that the Clinic Manager compile a list of equipment that is requiring replacement for inclusion in the 2025 budget process. Also reported that SHA has sent a request to Clinic Managers to report Doctor utilization bookings to track the availability of Doctors in the clinic to cover other clinics that are experiencing Doctor shortages.
8. Council Meeting Structure – Committees vs 2 Council Meetings:  
Committee discussed the pros and cons of the committee structure vs an additional Council meeting every month. This will be an agenda item on every committee meeting this month and also the Council meeting.
9. Rosetown Website:  
  
Committee discussed the need to update the Town's website. There are a number of outdated links and informational posts.
10. Rosetown Centennial Library – McDougal Trust Account:  
A request from the Rosetown Centennial Library Board for a disbursement of \$1,000 from the McDougal Trust Account was discussed by the Committee.

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**A-24-016 Recommendation:** That a payment of \$1,000 from the McDougal Trust Account to the Rosetown Centennial Library be approved.

11. 2024 Hazardous Home Waste Collection – Hosting Event

Committee reviewed a report of the collections of hazardous waste collected during the event held in Rosetown on May 31, 2024 by GFL Environmental Services Inc.

12. Caretaking/Maintenance Tenders.

Committee reviewed tenders received for the caretaking/maintenance contracts for the Library, Fire Hall, Town Office, Civic Center, Primary Care Clinic and Elks Hall. Tenders were for individual locations and for all. 7 different tenders were reviewed. Committee requested that Administration request references for those tenderers that are unknown to the Town and that this item be placed on the Council Agenda for a decision.

13. CAO 2025 Salary.

The New Salary Guidelines from UMAAS was presented to Council and a performance evaluation for the CAO. Chairman Dolega-Cieszkowski indicated that if members of Council would send her their individual evaluations she would compile the results for the January meeting. Item to be discussed at a January meeting of Council.

14. Adjournment:

Councillor Greg Carlson adjourned the meeting at 1:06 p.m.

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Jadwiga Dolega-Cieszkowski, Chairman

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Darcy Olson, CAO