

# Administration Committee Meeting – February 19, 2019

Present: Chairman Rome Molsberry and Councillor Rick Bell, CAO Michele A. Schmidt and CAA Amanda Bors.

Absent: Mayor Adam Krieser and Councillor Blair Wingert.

Called to order: Chairman Rome Molsberry called the meeting to order at 7:00 p.m.

1. Action Items: Action Items were reviewed.
2. Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.
3. Minutes:
  - a. Administration Committee – January 14, 2019 – Committee reviewed minutes – no business arising.
4. Financial Statement - The committee reviewed the Town of Rosetown Financial Statement for the month of January 2019.
5. Correspondence:

**Recommendations:**  
That the following correspondence, having been read, be filed:

  - SAMA – 2019 Municipal Invoice.
  - Great Plains College – Donation Receipt.
  - Stark & Marsh – Letter of Independence.
  - Stark & Marsh – Reporting Responsibilities and Audit Plan.
  - New Clinic Hours.
  - Ministry of Government Relations – Canadian Free Trade Agreement.
6. Update report regarding Minister visits:  
Council members attending the Annual SUMA Convention met with Hon. Jim Reiter, Minister of Health and Hon. Lori Carr, Minister of Highways; both meetings went very well.
7. Town Council – Employee Family Assistance Program:

**Recommendations:**  
That we hereby recommend that we table enrolling Town Council in the Employee Family Assistance Program and Life Insurance.
8. Community Planning – Proposed Subdivision Wheatland Regional Centre:

**Recommendations:**  
That we hereby recommend that the Town of Rosetown forward correspondence to the Ministry of Government Relations, Community Planning indicating the following regarding the proposed subdivision regarding Lots 14 & 15, Block 21, Plan 82S11600:

  - In accordance with the Town of Rosetown Zoning Bylaw No. 693-14, Highway Commercial District – C2 the minimum side yard is 1.5 metres; rear yard is 4.5 metres and in accordance with the Plan of Proposed Subdivision, dated January 22, 2019, the open wall building extends past the proposed property line and must meet the minimum side and rear yard requirements.

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- As the Plan of Proposed Subdivision does not supply the setbacks regarding front, side and rear we are unable to ensure that the proposed subdivision meets the Town of Rosetown Zoning Bylaw No. 693-14.
9. Council Per Diem - clarification:  
**Recommendations:**  
That we hereby recommend that the following clarification be added to the Town of Rosetown Council Per Diem:  
-for meetings lasting less than four (4) hours, including driving time, the per diem paid shall be the half a day per diem.  
-for meetings lasting longer than four (4) hours, including driving time, the per diem paid shall be the full per diem rate.
10. 2019 Town of Rosetown Budget and Tax Tools:  
**Recommendations:**  
a. That we hereby agree that the Draft 2019 Town of Rosetown Budget hereby be presented to Council for their review and approval.  
b. That we hereby recommend that the following tax tools be presented to Council for review and approval:  
Uniform Mill Rate @ 9.0  
Mill Rate Factors: Agricultural @ 0.55  
Residential @ 0.72  
Commercial & Industrial @ 2.5  
  
Base Taxes: Agricultural @ \$100.00  
Residential @ \$750.00  
Commercial & Industrial @ \$1,100.00  
  
Health Levy: Agricultural @ \$0.00  
Residential @ \$100.00  
Commercial & Industrial @ \$0.00  
  
Infrastructure Levy: Agricultural @ \$0.00  
Residential @ \$200.00  
Commercial & Industrial @ \$200.00
11. CBD Manager Position – that we hereby table until full Council is available to discuss and review.
12. Orange Memories:  
**Recommendation:**  
a. That we hereby recommend approval of the 2019 Orange Memories Budget, as prepared and presented by Integrated Life Care Inc.  
b. Financial Statement:  
That we hereby acknowledge receipt of the following Orange Memories reports and that these reports shall be filed:  
- Integrated Life Care Inc. – January 2019 invoice in the amount of \$4,683.29.  
- December 18, 2018 – January 25, 2019 expenses in the amount of \$25,724.93.

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- January 2019 Reports:
    - o Operational Cash Flow
    - o Trial Balance
    - o Profit & Loss Statement
    - o Balance Sheet
    - o Bank Reconciliation
  - February 2019 – Financial Status Report.
13. Kevin Paquette – Notice of Termination of Clinic Cleaning Contract:  
**Recommendations:**  
That we hereby acknowledge receipt of Kevin Paquette’s notice of termination of the Caretaker Cleaning Contract regarding the Rosetown & District Primary Health Care facility effective April 30, 2019.
14. Adjournment: Chairman Rome Molsberry adjourned the meeting at 8:27 p.m.

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Rome Molsberry, Chairman

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Michele A. Schmidt, CAO