

Administration Committee Meeting – March 11, 2019

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

Absent: Mayor Adam Krieser.

Called to order: Chairman Rome Molsberry called the meeting to order at 7:04 p.m.

1. Action Items: Action Items were reviewed.
2. Pecuniary Interest – Councillor Wingert noted a pecuniary interest regarding the Town of Rosetown – Banking tender item on the agenda.
3. Minutes:
 - a. Administration Committee – February 19, 2019 – Committee reviewed minutes – no business arising.
4. Financial Statement - The committee reviewed the Town of Rosetown Financial Statement for the month of February 2019.
5. Delegation – Jennifer Jedlicka, Orange Memories Manager – 7:15 – 7:30 p.m.:
Ms. Jedlicka reviewed her February 2019 report with the Committee, and that this report shall be filed.

Councillor Ryan Wickett entered the Council Chambers at 7:15 p.m.

6. 2018 Transfers to Reserves:
Recommendations:
That we hereby recommend that the following transfers to reserves shall be completed within the 2018 budget:

| | |
|----------------------|--------------|
| Landfill Development | \$100,000.00 |
| Paving | \$300,000.00 |
| Utilities | \$100,000.00 |
| Communiplex | \$100,000.00 |
7. Personal Care Homes Orientation Workshop – April 24 & 25, 2019:
Recommendations:
That we hereby recommend that CAO, Michele Schmidt and CAA, Amanda Bors attend the Personal Care Homes Orientation Workshop in Saskatoon on April 24 – 25, 2019 and that all necessary expenses shall be paid.
8. Town of Rosetown – Tax Rebate Incentive Program for Businesses:
Recommendations:
That we hereby recommend that the Town of Rosetown continue to offer the Tax Rebate Incentive Program for Businesses for 2019;
and;
Furthermore, that the Administration Committee of Council shall be the committee to review the applications and award this incentive program.

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9. Town of Rosetown – Business Plan & Quarterly Status Report – March 2019:

Recommendations:

That we hereby acknowledge receipt of the Town of Rosetown Business Plan & Quarterly Status Report dated March 2019 and the Town of Rosetown Succession Plan as prepared by the Town of Rosetown Management Team and presented by CAO, Michele A. Schmidt.

10. CAO, Michele Schmidt – 2019 Performance Objectives/Goals:

The committee reviewed the CAO, Michele Schmidt's 2019 Performance objectives/goals and that further discussion be completed at the April Administration Committee meeting.

Councillor Wingert declared a pecuniary interest in the next item of business and left the Council Chambers at 7:47 p.m.

11. Town of Rosetown – Banking Tender:

Recommendations:

That we hereby recommend to accept the CAO recommendation and authorize her to extend the Town of Rosetown financial institute contract with Prairie Centre Credit Union; and; Furthermore; that an annual review shall be completed regarding the financial institute contract.

Councillor Wingert returned to the Council Chambers at 7:52 p.m.

12. Orange Memories:

Recommendation:

- a. Financial Statement:

That we hereby acknowledge receipt of the following Orange Memories reports and that these reports shall be filed:

- Integrated Life Care Inc. – February 2019 invoice in the amount of \$4,605.75.
- February 2019 Reports:
 - o Operational Cash Flow
 - o Trial Balance
 - o Profit & Loss Statement
 - o Balance Sheet
 - o Bank Reconciliation
- March 2019 – Financial Status Report.

- b. That the Orange Memories general accounts and payroll hereby be tabled to the April 2019 Committee meeting so that additional information maybe obtained regarding the following:

Cheque No. 1337 \$5,335.41

Cheque No. 1360 \$248.76

Cheque No. 1361 \$4,929.27

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13. Other:

Rosetown & District Primary Care Centre – Rental Increase:

Recommendation:

That we hereby table the Rosetown & District Primary Care Centre rental increase to the April Administration Committee meeting.

Orange Memories Care Home Inc. – 2018 Audited Financial Statements:

Recommendation:

That we hereby acknowledge receipt of the 2018 Draft Audited Financial Statements for Orange Memories Care Home Inc. and hereby authorize Rome Molsberry, Director and Michele A. Schmidt, Officer to sign and execute the Management Representation Letter and Management Responsibility Statement.

14. Adjournment: Chairman Rome Molsberry adjourned the meeting at 9:15 p.m.

Rome Molsberry, Chairman

Michele A. Schmidt, CAO