

Administration Committee Meeting – August 13, 2019

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

Absent: Mayor Subhas Maharaj

Called to Order: Chairman Rome Molsberry called the meeting to order a 7:05 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:
Administration Committee – June 11, 2019 – reviewed minutes.
No business or concerns raised.
4. Financial Statement - Reviewed the Town of Rosetown Financial Statement for the month of July 2019.
5. SUMA West Central Regional Meeting – October 4, 2019 in Eston:
Recommendations:
That we hereby recommend that any member of Council, available and the CAO be authorized to attend the SUMA West Central Regional meeting in Eston, Saskatchewan on October 4, 2019 and that all necessary expenses shall be paid.
6. Saskatchewan Targeted Sector Support Initiative – Expression of Interest:
Recommendations:
That we hereby recommend that the CAO submit an expression of interest under the Saskatchewan Sector Support Initiative program regarding increase and strengthen municipality's governance and administrative capacity.
7. Bylaw No. 629-12 – Fee to Appeal Assessments:
Recommendations:
That we hereby recommend that the CAO survey other municipalities regarding their established fee to appeal assessment and that this survey shall be reviewed by the Administration Committee.
8. Recreation Director – Car Allowance Review:
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown HR Manual be updated to included: All employees travelling out of Town limits for parts, convention and or workshops shall utilize a company vehicle, if available.
 - b. That we hereby recommend that the Recreation Director, Kelli Emmons maintain a mileage log regarding the monthly Recreation Director car allowance.

Administration Committee Meeting – August 13, 2019

9. Roy & Delma Elliott Memorial Donation - allocation:
Recommendations:
That we hereby recommend that the Roy & Delma Elliott gift be designated to the Gazebo relocation garden project.
10. Bylaw No. 811-19 – Council Procedure Bylaw – review:
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown open a seat on Council for a Youth Member.
 - b. That we hereby recommend that the mayor shall have the same rights and be subject to the same restrictions as all other members for making a motion.
 - c. That we hereby recommend that the following standing committees’ functions shall be combined:
 - i. Administration & Community Business Development
 - ii. Public Works Committee & Protective Services
 - d. That we hereby recommend the addition of a youth member to the Council Procedure Bylaw.
 - e. That we hereby recommend that the Town of Rosetown Bylaw 811-19, with the above noted recommendations, be presented to Council for their consideration and approval.
11. Lot A, Block 23, Plan G815 – 614 – 6th Avenue East:
Recommendations:
That the Town of Rosetown is not interested in purchasing Lot A, Block 23, Plan G815, at this time.
12. Town Office – Office Hours:
Recommendations:
 - a. Following the Committee review, we hereby recommend that the Town Office hours of operations remain as follows:
 - 9:00 a.m. – 12:00 noon – Open to General Public
 - 12:00 noon – 1:00 p.m. – Office Closed for lunch
 - 1:00 p.m. – 5:00 p.m. – Open to General Public
 - b. That we hereby recommend that the Town Office shall remain open over lunch during the peak periods, such as the month of May (tax discount month) and December (year end) of each year.
 - c. That we hereby recommend that the Town Office hours of operations shall be reviewed annually in January of each year.
13. Communications Policy:
Recommendations:
 - a. That the Town of Rosetown Communications Policy be reviewed with Council, as follows:
Legal and personnel inquiries should be handled as follows:
 - a. The CAO shall assume responsibility for all inquiries regarding pending litigation, or involving a significant exposure to litigation.
 - b. The CAO shall assume responsibility for all inquiries regarding staffing and personnel.

Administration Committee Meeting – August 13, 2019

Inquiries of Council Members

Inquiries include those made by phone, email, via the website, letter, social media, or in-person. We endeavor to address issues with a prompt response.

a. Formal inquiries

If citizens are requesting action from the Town Office, or wish to have their communication addressed by all of Council, inquiries must be submitted in writing and in accordance with the Town of Rosetown Council Procedure Bylaw.

- i. All formal inquiries received by members of Council must be redirected promptly to the CAO.

b. Informal inquiries

Inquiries defined as citizens conversing with any member of Council where the discussion is general and does not require action.

- i. Council member who receives the request related to policies, procedure, priorities and Council decisions shall not comment using hear-say and shall redirect all inquiries to the CAO/administrative staff.

- b. That we hereby recommend that a draft complaint policy be developed and presented to Committee for review.
- c. That we recommend that we investigate an electronic technology app regarding receiving complaints/concerns.

14. Adjournment: Chairman Rome Molsberry adjourned the meeting at 9:12 p.m.

Rome Molsberry, Chairman

Michele A. Schmidt, CAO