

# Administration Committee Meeting – November 12, 2019

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

Absent:

Called to Order: Chairman Rome Molsberry called the meeting to order a 6:56 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 – October 8, 2019 – reviewed minutes.  
**No business or concerns raised.**
4. Financial Statement – Committee reviewed the Town of Rosetown Financial Statement for the month of October 2019.
5. Hugh Lees report – Hospital Foundation – Committee reviewed and this report shall be filed.
6. Central Plains Co-operative Ltd. – Court of Appeal – Assessment Appeal:  
**Recommendations:**  
That we hereby acknowledge receipt of the Court of Appeal documentation received regarding the Central Plains Co-operative Ltd.
7. Sign Permit – Review – amendments:  
**Recommendations:**  
The committee reviewed the amendments regarding the sign permit and that the sign permit, with the recommended amendments be presented to Council for review and final approval.
8. Town of Rosetown – Youth Member on Council:  
**Recommendations:**  
That we hereby recommend that the CAO contact Gary Paproski, Vice Principal of Rosetown Central High School regarding the Town of Rosetown Council Youth member seat on Town Council.
9. Wheatland Regional Centre Inc. – Property Tax Cancellation/abatement:  
**Recommendations:**  
That we hereby recommend that correspondence be forwarded to Wheatland Regional Centre indicating that as Wheatland Regional Centre Inc. presently has a property tax abatement regarding 215 – 2<sup>nd</sup> Avenue East for 2020 to 2022 and that we would ask that they forward a written request, for consideration, on an annual basis regarding property tax abatement regarding 215 – 2<sup>nd</sup> Avenue East.

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10. Municipal Revenue Sharing Eligibility Requirements:  
**Recommendations:**  
That we hereby acknowledge receipt of the Municipal Revenue Sharing eligibility requirements.
11. Town of Rosetown – Holiday Hours:  
**Recommendations:**
- a. That we hereby recommend the following holiday hours regarding the Town of Rosetown:
- |                        |   |
|------------------------|---|
| December 24, 2019      | Closed at 3:00 p.m.                               |
| December 25 & 26, 2019 | Closed  |
| January 1, 2020        | Closed  |
| January 2, 2020        | Town Office Closed to general public for year end |
- b. That we hereby recommend the following holiday hours regarding the Town of Rosetown Transfer Station:
- |                        |                     |
|------------------------|---------------------|
| December 24, 2019      | Closed at 3:00 p.m. |
| December 25 & 26, 2019 | Closed              |
| December 29 & 30, 2019 | Closed              |
| January 1, 2020        | Closed              |
12. SUMA 2020 Convention:  
**Recommendations:**  
That we hereby recommend all members of Council and the CAO to attend the SUMA Convention in Regina, Saskatchewan February 1 - 5, 2020 and that all necessary expenses shall be paid.
13. Town of Rosetown – 2020 Targets:  
**Recommendations:**  
That we hereby acknowledge receipt and approval the Town of Rosetown 2020 Targets, as presented to the Administration Committee.
14. Michele Schmidt, CAO – 2020 Performance Objective:  
**Recommendations:**  
That we hereby acknowledge receipt and approval of Michele Schmidt, CAO 2020 performance objectives, as presented to the Administration Committee.
15. Town of Rosetown 2020 Salary Grid:  
**Recommendations:**  
That we hereby recommend the following regarding the 2020 Town of Rosetown Salary Grid:
- a. That we hereby recommend a 2% increase to the Town of Rosetown 2020 Salary Grid, with the acceptance of the Bylaw Official.
- b. That we hereby recommend the following adjustment be applied to the Bylaw Official salary grid:
- |         |         |         |         |         |
|---------|---------|---------|---------|---------|
| Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
| \$21.00 | \$22.00 | \$23.00 | \$24.00 | \$25.00 |

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- c. That we hereby recommend acceptance of the Rosetown Centennial Library Board regarding the Librarian staff as follows, effective January 1, 2020:
  - a. That a 2% increase to the Librarian Salary Grid be applied.
  - b. That we hereby accept the Rosetown Centennial Library Board recommendations regarding the placement of the Library Staff within the Salary Grid.
  
- 16. Michele Schmidt, CAO – 2020 Salary:  
**Recommendations:**  
That we hereby recommend that a 2% increase be applied to Michele Schmidt, CAO salary as of January 1, 2020.
  
- 17. Rosetown & District Primary Care Medical Clinic Assistant – appointment:  
**Recommendations:**  
That we hereby recommend that Aiza Joy Khoo hereby be appointed as the Rosetown & District Primary Care Centre Medical Assistant, effective November 5, 2019.
  
- 18. Town of Rosetown – Communication Policy:  
**Recommendations:**
  - a. That we hereby recommended that clause (c) be added to the Communication Policy, as follows:  
**Legal and personnel inquiries** should be handled as follows:
    - a. The CAO shall be responsibility for all inquiries regarding pending litigation, or involving a significant exposure to litigation.
    - b. The CAO shall be responsibility for all inquiries regarding staffing and personnel.
    - c. **The CAO shall inform Council of any pending litigation, or involving a significant exposure to litigation.**
  
- 19. Town of Rosetown – Tangible Capital Asset Policy – Threshold amendments:  
**Recommendations:**  
That we hereby recommend the following amendments regarding the Town of Rosetown – Tangible Capital Asset Policy, effective January 1, 2019:  
Threshold:

Land improvements	change from \$5,000.00 to \$10,000.00
Heavy equipment	change from \$5,000.00 to \$10,000.00
Operating equipment	change from \$5,000.00 to \$10,000.00
  
- 20. Business Development Incentive Policy:  
**Recommendations:**
  - a. That we recommend that we forward an invitation to the Chamber of Commerce to meet with Council to discuss revitalization of the downtown core.
  - b. That we table the Business Development Incentive Policy, at this time.

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21. Kevin Gawletz – Complaint:

**Recommendations:**

- a. That in accordance with the Town of Rosetown Complaint Policy No. 2019-R-01 the concerns raised by Kevin Gawletz are not a complaint as his concerns are related to a decision of Council or a decision of a committee of Council.
- b. That the CAO forward correspondence to Kevin Gawletz outlining the following:
  - That the Recreation Committee of Council is the Civic Centre and Elks Hall Advisory Committee.
  - That the Recreation Director is responsible for the day to day operations and management of the Civic Centre and Elks Hall.
  - That the Recreation Director shall hold an annual tenants meeting with the permanent renters of the Civic Centre.
  - Following the descaling of the Civic Centre sewer lines it was noted that the sewer line from the kitchen does not have a cleanout installed. If this line plugs, an alternative solution will need to be determined.
  - An Asbestos Assessment report was completed on the Civic Centre and the Town of Rosetown is presently reviewing said report and determining what is required to be completed.
  - Plans for the Communiplex are in the very early stages and the location of said facility has not be determined, nor has any design been approved. The Recreation Committee has recommended that a Community Vision (Focus group) be established and as we move forward the Recreation Director will be extending invitations to user groups, R.M.'s and service clubs to develop a concept, review and discuss design and fundraising committee.
  - As there is no land location or design determine, the Town of Rosetown hopes that by 2023 that all the background work will be started regarding:
    - design
    - cost analysis
    - development of a Fund-Raising Committee
    - what will be included in what phase of development
  - The Town of Rosetown would like to see all the Town Recreation Facilities within the Communiplex, however; this project will be completed in different phases over approx. 20 to 30-year window.
  - The Town of Rosetown does not have a smoking policy, we follow the Provincial legislations rules and regulations.

Mayor Maharaj left the Council Chambers at 8:47 p.m.

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22. Town of Rosetown – Public Meeting – November 27, 2019:

**Recommendations:**

That we hereby recommend that Council review their presentation and format regarding the November 27, 2019 Public Meeting following the joint meeting scheduled for November 20, 2019.

24. Adjournment: Chairman Rome Molsberry adjourned the meeting at 9:10 p.m.

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Rome Molsberry, Chairman

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Michele A. Schmidt, CAO