

**Rural Municipality of North Qu'Appelle No. 187**  
**Special meeting of Council held in the R.M. Council Chambers**  
**136 Company Avenue, Fort Qu'Appelle, Saskatchewan**  
**Monday March 16, 2020 1:30 p.m.**

Present:	Reeve:		Lee Carlson
	Council Members:	Division 2	Ron Palmer
		Division 3	George MacPherson
		Division 4	Gord Peagam
		Division 6	Garnet Spanier
	Staff:	Interim Administrator – Dawn Lugin	
		Lead Hand -	Lloyd Webster
Absent:	Council Members:	Division 5	James Toth

A quorum being present, Reeve Carlson called the meeting to order at 1:30 p.m.

**20-131 AGENDA/R. PALMER**

"THAT the Agenda be adopted as presented."

CARRIED

**20-132 CLOSED SESSION/G. MACPHERSON**

"THAT all members and staff being present, this meeting move into closed session at 1:44 p.m. Under authority of LA FOIP section 16(1)(d)."

CARRIED

*Lead Hand L. Webster left council chambers at 1:55 p.m.*

*Lead Hand L. Webster returned to council chambers at 2:24 p.m.*

**20-133 RECONVENE/G. PEAGAM**

"THAT this meeting reconvenes at 2:46 p.m."

CARRIED

**20-134 INTERVIEWS/G. SPANIER**

"THAT the Chairpersons for the Public Works and Personnel Committees along with Lead Hand, L. Webster, proceed with the interviews of 4 selected candidates for the public works seasonal contract position."

CARRIED

**20-135 CONTRACTED PERSONNEL FORM/R. PALMER**

"THAT the RM Council approve the use of the attached Contracted Personnel form, as written by Personnel Chair R. Palmer, for use with all current and future contracted personnel."

CARRIED

*Lead Hand L. Webster left council chambers at 3:05 p.m. and did not return.*

**20-136 EMERGENCY PLAN OFFICE CLOSURE/G. MACPHERSON**

"THAT in consideration of the developing public health crisis referred to as the 2019-Novel Coronavirus (COVID19), that the Administration office be closed to external contact and use, effective immediately and until further notice."

CARRIED

**20-137 EMPLOYEE REVIEW QUESTION FORM/R. PALMER**

"THAT the RM Council approve the use of the revised Employee Review Rating form which is attached to these minutes."

CARRIED

**20-138 ADJOURNMENT/G. SPANIER**

"That the Special meeting of Council be adjourned at 4:12 p.m."

CARRIED

Approved this 14th day of April, 2020

  
 Reeve

  
 Interim Administrator



*Our mission is to maintain and enhance the economic, cultural and social wellbeing of our ratepayers*

PERSONNEL CONTRACT

This is a contractual agreement between: \_\_\_\_\_ of \_\_\_\_\_  
and  
The Rural Municipality of North Qu'Appelle, No.187, in the Province of Saskatchewan.

I, \_\_\_\_\_, agree to operate and maintain RM 187's \_\_\_\_\_  
for \$\_\_\_\_\_/hr. (\_\_\_\_\_ Dollars per hour), for the year 20\_\_\_\_\_.

Signed and dated: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Contracted Member

\_\_\_\_\_  
Lee Carlson, Reeve

\_\_\_\_\_  
Dawn Lugin, Interim Administrator

RES 20-135

Employee Review -- RM 187 North Qu'Appelle

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Overseer: \_\_\_\_\_

- 1. Does not meet requirements
  - 2. Meets Some Requirements
  - 3. Achieves Expectations
  - 4. Exceeds Expectations
- Not Applicable

	4	3	2	1	N/A
1. Is punctual.					
2. Attendance is regular.					
3. Is a conscientious worker who keeps work current and up to-date.					
4. Initiative is shown in finding the work which needs to be done.					
5. Accepts responsibility. Adheres to established RM guidelines and rules.					
6. Opportunities to upgrade skills are sought.					
7. Honesty is unquestionable.					
8. Exhibits Positive Attitude in the workplace.					
9. A good working relationship exists with Council.					
10. Conveys information clearly.					
11. Maintains or enhances the self-esteem of others.					
12. Accepts direction and supervision in a positive manner.					
13. Ratepayers are treated cordially.					
14. Works well as a team and helps to resolve conflict.					
15. Telephone, email and text messages are answered courteously.					
16. Questions are answered directly and politely.					
17. Written communication is easily understood.					
18. Time is managed effectively; little time is wasted.					
19. Work is prioritized so that the more important tasks, are completed first.					
20. Assigned tasks are completed in a timely manner.					
21. Ability to Delegate work.					
22. Challenges, encourages and supports all employees to learn new skills.					
23. Allocates time and resources effectively.					
24. Ensures work and related action steps are followed through to completion.					
25. Shows flexibility in responding to change.					
26. Willingly accepts new tasks.					
27. Effectively handles pressure.					
28. Maintains a clean, safe and incident free work environment.					
29. Computer and cell phone technology is used effectively.					
30. Year end financial statements and audit information are completed. <b>Office</b>					
31. Accounting functions are performed thoroughly and accurately.					
32. Care is taken to keep safe all ledgers and documents.					
33. Is knowledgeable about the governing Act, Regulations, and Bylaws.					
34. Confidential information and material is kept confidential.					
35. Operates equipment and works safely within equipment recommendations.					
36. Keeps equipment clean and well maintained. <b>Outside Crew</b>					
37. Appropriately wears Personal Protective Equipment (high vis vests)					
38. Analyzes mechanical problems and provides appropriate remedies.					
39. Works effectively alone with little supervision.					
40. Does professional, high quality work.					

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