

Rural Municipality of North Qu'Appelle No. 187
Personnel Committee Meeting held in the R.M. Council Chambers
136 Company Avenue S, Fort Qu'Appelle, Saskatchewan
Friday December 11, 2020 at 9:00 am

Present: Personnel Chair: Division 2 Ron Palmer
 Personnel Committee Members: Division 3 Nik Whalen
 Division 5 Don Nasheim-Conference Call
 Reeve Lee Carlson
 Staff: Assistant Administrator – Gwen Lowe

Gwen Lowe Set up Conference Call for the gallery at 8:57, no attendees called in.

A quorum being present, Personnel Chair R. Palmer called the meeting to order at 8:57 am.

20P-028 ADOPT AGENDA/N. WHALEN

"THE Agenda of December 11, 2020 be accepted as presented"

CARRIED

20P-029 ADOPT PERSONNEL MINUTES /L. CARLSON

"THE Personnel Committee Minutes of August 12, 2020 be adopted as presented."

CARRIED

20P-030 CLOSED SESSION/L. CARLSON

"That all members being present, the Committee move into closed session to discuss personnel issues as per *The Municipalities Act* s. 120(2)(a) at 9.01 am."

CARRIED

Assistant Administrator G. Lowe ended the conference call and left the chambers at 9:04 am.

Assistant Administrator G. Lowe returned to chambers at 12:05 pm and set up the conference call so gallery could attend regular session.

Chair R. Palmer requests the Personnel Committee move out of closed session at 12:06 pm.

20P-031 RECONVENE/L. CARLSON

"That the Committee reconvene to regular session at 12:06 pm."

CARRIED

20P-032 COMPLAINT MANAGEMENT TRACKING POLICY TRIAL/N. WHALEN

"That the Committee recommends that the RM Administrative Office staff test the draft Management Tracking Policy and Furthermore that the Committee review the Policy in January 2021 to finalize and present to Council in February for adoption."

CARRIED

20P-033 WAGE POLICY 2021/N. WHALEN

"THAT the recommendations for the 2021 Personnel Wage Policy and pay rates be as follows:

Wage/ Salary 2021 Condensed	RM 187	2021	Wage Policy
			Miscellaneous
Administrator	D. Lugin	\$ 87,484.80 / yr.	18 EDOs 4 wk vacation
Assist Admin	G. Lowe	\$ 28.50 / hr.	12 EDOs 4 wk vacation
Admin Support	D. Bender	\$ 22.85	12 EDOs 3 wk vacation
Foreman	L. Webster	\$ 35.00	
Mower/Labour	D. McCullough	\$ 24.00	
Mower/Labour	D. Horsman	\$ 25.00	
Mower/Labour	K. Duran	\$ 22.29	

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20P-034 ASSISTANT ADMINISTRATOR RURAL CERTIFICATION/L. CARLSON

"That the Committee recommends that the Assistant Administrator be reimbursed for obtaining her Rural Administrative Certificate at \$250.00"

CARRIED

20P-035 ASSISTANT ADMINISTRATOR CARRY OVER DAYS/D. NASHEIM

"That the Committee recommends that the Carry-Over vacation for the Assistant Administrator be increased to 9 days from 5."

CARRIED

20P-036 ADJOURNMENT /L. CARLSON

"THE Personnel Committee recommends the meeting be adjourned at 12:18 pm."

AGREED

Approved this

26th

day of

January

, 2021.


Personnel Chair


Administrator