

Rural Municipality of North Qu'Appelle No. 187
Personnel Committee Meeting held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Friday March 6, 2020 at 9:00 am

Present: Personnel Chair: Division 2 Ron Palmer
Personnel Committee Members: Division 3 George MacPherson
Division 5 Jim Toth
Reeve Lee Carlson
Staff: Interim Administrator – Dawn Lugin

A quorum being present, Personnel Chair R. Palmer called the meeting to order at 9:00 am.

20P-001 ADOPT AGENDA/G. MACPHERSON

"THAT the agenda be approved as presented."

CARRIED

20P-002 ADOPT PERSONNEL MINUTES /L. CARLSON

"THE Personnel Committee Minutes of November 28, 2019 be adopted as presented."

CARRIED

20P-003 JOB DESCRIPTION ADMINISTRATION SUPPORT OFFICER /G. MACPHERSON

"THE Personnel Committee recommend that the RM Council accept the new Administration Support Officer job description and role."

CARRIED

20P-004 EMPLOYMENT CONTRACT/J. TOTH

"THE Personnel Committee recommend that the Interim Administrator explore contract documents for use with workers employed on a contract basis and report back to this Committee with draft documents."

CARRIED

20P-005 EMPLOYEE REVIEW DOCUMENT/L. CARLSON

"THE Personnel Committee recommend that a set of questions related to public works be added to the annual employee Review form."

CARRIED

20P-006 CLOSED SESSION/G. MACPHERSON

"That all members being present, the Committee move into closed session to discuss personnel issues as per LA FOIP s. 16(1) at 10:27am."

CARRIED

Chair R. Palmer requests the Personnel Committee move out of closed session at 11:34 am.

20P-007 RECONVENE/G. MACPHERSON

"That the Committee reconvene to regular session at 11:34 am."

CARRIED

20P-008 EARNED DAY OFF (E.D.O.)/J. TOTH

"That the Committee recommend to the RM Council that Administration staff receive an earned day off, effective immediately, suggested for every third Friday, with no overlapping of staff absences."

CARRIED

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20P-009 WAGE POLICY REVISED 2020/R. PALMER

"THAT the Committee recommends a revised 2020 Personnel Wage Policy and pay rates including contracted workers, as below:

	Floor	Wage/ Salary		2020		~2019	~2020	% inc	Perce
		Mid	Ceiling						
Administrator	\$66,666.67	\$80,000.00	\$96,000.00	Dawn	\$	80,080.00	\$87,484.80	9%	71%
Assist Admin	\$ 22.86	27.43	\$ 32.92	Gwen	\$	24.83	\$ 28.50	15%	56%
Clerk	\$ 19.98	23.97	\$ 28.76	Deanna	\$	-	\$ 21.75		
Foreman	\$ 30.75	\$ 36.90	\$ 44.28	Lloyd			\$ 32.50		
Lead hand	\$ 27.90	33.48	\$ 40.18		\$	28.57	\$ 29.50	3%	13%
Grader	\$ 25.05	30.06	\$ 36.07						
Mower/Lab	\$ 21.29	25.55	\$ 30.66	Darcy	\$	21.11	\$ 24.00	14%	29%
Mower/Lab	\$ 21.29	25.55	\$ 30.66	Devin	\$	18.50	\$ 24.00	30%	29%
Grader Cont	\$ 29.56	\$ 35.47	\$ 42.56	Cliff	\$	25.00	\$ 34.00	36%	34%
Grader Cont	\$ 29.56	\$ 35.47	\$ 42.56	Leonard	\$	33.29	\$ 35.00	5%	42%
Mower/Cont	\$ 25.12	\$ 30.15	\$ 36.18	Glynn	\$	24.31	\$ 24.31	0%	-7%
Clerk/Contr	\$ 23.57	28.2846	\$ 33.94	Linda	\$	28.67	\$ 30.00	5%	62%

CARRIED

20P-010 PROMOTION OPERATING FOREMAN/L. CARLSON

"That the Committee recommends that the RM Council promote Lloyd Webster to Operating Foreman with an annual salary of \$67,600 based on 2,080 hours annually beginning April 1, 2020. "

CARRIED

20P-011 STRATEGIC PLANNING/J. TOTH

"That the Committee recommends that the RM schedule semi-annual spring & fall meetings with each of the Organized Hamlet Boards for Pasqua Lake and Taylor Beach and the RM Reeve, Administrator, Finance Chairperson and Public Works Chairperson to discuss the Provision of Services Agreements. "

CARRIED

20P-012 ADJOURNMENT /R. PALMER

"THE Personnel Committee adjourns this meeting at 11:55 am."

AGREED

Approved this

5th

day of

August

, 2020

Personnel Chair

Interim Administrator