

Town of Salteaux
OFFICE OF THE TOWN CLERK

MEETING OF PERSONNEL COMMITTEE February 9, 2017

Present: Mayor Grant McCallum, Councilors, Ronald Knudsen, Karen Ward, Administrator Diane Jamieson and Town Foreman Dennis Hunt (until 6:35 pm)

Councilor Gordon Barnhart attended the meeting via conference call phone

The meeting was called to order by Councilor Ron Knudsen, Chair at 6:00 p.m. in the Stirling Room in the Community Services Building.

AGENDA

The meeting was called to discuss the following agenda items:

1. Public Works Assistant attendance at the Water Treatment and Distribution Course Level 1 – March 27-31, 2017
2. Assistant Administrator position and job description

McCallum/Ward

Motion 063-17

That the meeting move in camera at 6:04 p.m.

CARRIED

The Committee meeting came out of camera and resumed at 6:50 p.m. It was agreed after the in-camera discussions that the following recommendations would be made to Council:

- 1, The original Educational Assistance Agreement would remain as approved and the agreement would need to be signed prior to the course registration deadline of March 9, 2017.
2. That the Assistant Administrator Job Description be approved as circulated and that a development/training plan for the incumbent be prepared which will include a recommendation for a salary grid that would be tied to the UMAAS salary grid and the provision of progression for the incumbent as training and development goals are met.

Barnhart/McCallum

Motion 064-17

That the meeting adjourn at 6:55 p.m.

CARRIED

Approved by Council on: _____

Mayor

Administrator