

R.M. OF BUCKLAND NO. 491
MAY 2, 2012
SPECIAL MEETING MINUTES

Councillors

Division 1 – Arthur Brandolino Division 2 – Linda Clavelle
Division 3 – Orest Romanchuk Division 4 – Don Lavoie
Division 5 – Fred Isayew Division 6 – Bill Hayes
Reeve – Larry Fladager Administrator – Wendy Gowda
Intern Administrator – Jill Omiecinski

Reeve Fladager called the meeting to order at 10:40 a.m.

- 142-2012 Administrator Resignation: Clavelle** That Council accept, with regret, the letter of Resignation, the proposed plan for transition and Intern report submitted by Wendy Gowda from the Administrator position with the R.M. of Buckland No. 491, effective June 8, 2012.

Carried

Linda Clavelle offered commendatory remarks in appreciation of Jill Omiecinski's work with the municipality as Intern Administrator, and to Administrator Wendy Gowda in the capacity as trainer ensuring Jill's competency for Certification is accomplished in a timely fashion, and for the performance of Administrative duties over the past 13 ½ years.

- 143-2012 Incamera: Romanchuk** That Council go in-camera, requesting Administrator Wendy Gowda leave the room in order for Council to have a candid discussion with Jill Omiecinski, outside the parameters of the Intern Program.

Carried

*Wendy Gowda left the room (11:05)
Intern Administrator was asked to leave the meeting at 11:17
Administrator Gowda and Intern Omiecinski were asked to rejoin the meeting at 11:35 a.m.*

- 144-2012 Reconvene Meeting: Hayes** That the meeting reconvene in public, with municipal employees in attendance at 11:35 a.m.

Carried

- 145-2012 Assistant Administrator Contract: Romanchuk** That Council agree to offer Jill Omiecinski a contract of employment for the position of Assistant Administrator, upon Jill's satisfactory completion of Municipal Hail Training to be provided by Jim Angus in the RM of Harris, and confirmation of satisfactory administrator competencies by Trainer, Wendy Gowda, for a Term agreed in the employment contract between the R.M. of Buckland No. 491 and Jill Omiecinski (October 26, 2012), with a salary to be prorated to the SARM/RMAA salary guide of \$44,939.00; with benefits currently provided to other employees; and that the contract include a renewal clause, as may be mutually agreed.

Carried Unanimously

- 146-2012 Administrator Recruitment: Isayew** That an advertisement be prepared for recruitment of a qualified individual to the position of Administrator with the following directives:

- Minimum Class C preferential A or Superior A Certification, or equivalent
- Salary in accordance with the SARM/RMAA 2012 Salary Guide, negotiable with qualification and experience
- Letters of applications to be forwarded with resume and three references by May 18th, 2012 to the RM of Buckland, Attention Reeve Larry Fladager
- The advertisement is to be placed in the May 12th and May 19th Star Phoenix, the Sask Job website, posted on the Saskatchewan Association of Rural Municipalities (SARM), Manitoba Municipal Administrators Association(MMAA) and Alberta Association of Municipal Districts and Counties (AAMDC) employment postings

Carried

Reeve Fladager thanked Wendy Gowda for the offer to assist, inasmuch as possible, through the impending administrator transition.

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147-2012 **Municipal Administrator Intern Program: Clavelle** That the Council is grateful for the opportunity to have participated in the MAIP program, and acknowledge that with the resignation of the Administrator/Trainer, Wendy Gowda, that the current agreement is terminated; that in the event Miss Omiecinski is agreeable to accepting an Assistant Administrator position with the RM for the remainder of the MAIP contract, and renewable with mutual agreement thereafter, Council requests SARM's consideration for continuing the MAIP funding to the RM of Buckland No. 491, should a mutually acceptable and qualified Administrator be employed by the RM.

Carried

148-2012 **Adjournment: Brandolino** That this meeting adjourn. (12:00 p.m.)

Carried

Reeve

Administrator