

Town of Saltcoats
OFFICE OF THE TOWN CLERK

SPECIAL MEETING: September 2, 2021

Present: Mayor Gordon Barnhart (in the Stirling Room), Councillors Kirby Buchinski, Lenore Denbrok, Shirley Pearson, Chad Waloschuk and Chief Administrative Officer Cindy Larson. (via Zoom)

With a quorum being present, the Special meeting was called to order by Mayor Gordon Barnhart at 6:00 p.m., in the Stirling Room in the Community Services Building at 117 Allan Avenue, Saltcoats, SK. S0A 3R0

**Personnel
Committee
Report**

Waloschuk/
Pearson

Motion 196-21

That the Town of Saltcoats change the name from Office Assistant to Administrative Assistant and;

That the salary range for the Administrative Assistant position be \$14-19 per hour with the starting wage to be based on experience and;

That there will be increments of \$15, \$16, \$17, \$18, and \$19 and;

That the probation period will be three months and;

That the incumbent will be encouraged to take all 4 LGA courses, paid by the town (once passed) with a service commitment of 6 months for each course successfully completed and;

That a supplement of \$1.50 per hour be paid for every course successfully completed.

CARRIED

Adjournment

Denbrok/Pearson

Motion 197-21

That the meeting adjourned at 6:13 pm.

CARRIED

Approved by Council on: _____

Mayor

Administrator