

**JOINT MUNICIPAL ADMINISTRATION COMMITTEE MEETING  
R.M. OF LAST MOUNTAIN VALLEY NO. 250 AND THE TOWN OF GOVAN  
December 4, 2019 at 7:30 p.m.**

Present: R.M. of Last Mountain Valley No. 250:  
Allan Magel, Merv Danbrook, Ken Hagan

Town of Govan:  
Del Skoropata, Nettie Pearce, Danita Turnbull

Administrator: Kelly Holbrook

A quorum being present, Mayor Skoropata called the meeting to order.

*Minutes* Turnbull:  
That the minutes of the Joint Administration Committee meeting held November 27, 2018 be approved as read.  
CARRIED.

*Cleaning Supplies* Magel:  
That we reimburse Gladys Plumridge \$250 for cleaning supplies.  
CARRIED.

*Office Maintenance* Pearce:  
That we hereby renew Gladys Plumridge's office maintenance contract for 2020 as per attached.  
CARRIED.

*Holiday Hours* Hagan:  
That the Administration office holiday hours be advertised as closed on December 24, 25, 26 and January 1, and open regular hours on all other days.  
CARRIED.

*Cell Allowance* Pearce:  
That Kelly and Kristin get \$40/Month cell phone allowance to be shared 50/50 between Town and RM.  
CARRIED.

*K. Cook 2020 Salary* Danbrook:  
That the Administration Committee recommends that Kristin Cook's 2020 salary be set at \$20.50 per hour plus all benefits offered by SARM including family health and dental coverage, with 50% being paid by each council effective January 1, 2020.  
CARRIED.



Kelly Holbrook was excused from the meeting when the committee went to an "in camera" session from 8:15 to 8:30 p.m.

*Administrator* Danbrook:  
*2020 Salary* That the Administration Committee recommend Kelly Holbrook's 2020 salary be set at \$91,400 with 5 weeks paid vacation leave plus all benefits offered by SARM including family health and dental; with 60% (\$54,840) being paid by the R.M. of Last Mountain Valley No. 250 and 40% (\$36,560) being paid by the Town of Govan.

CARRIED.

*Board Room* Pearce:  
*TV* That we approve the purchase of 55-60" smart TV for the board room not to exceed \$750 plus taxes.

CARRIED.

*Adjourn* Danbrook:  
That this meeting be adjourned at 9:10 p.m.

CARRIED.

Reeve: \_\_\_\_\_ Mayor:  \_\_\_\_\_

Administrator:  \_\_\_\_\_