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March 10th, 2010

Len Kutchaw

Director, Human Resources Health & Safety

Dave McCann P.Eng.

Operations Manager, Mary River Project

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len.kutchaw@baffinland.com

Re: QL proposal fees as agreed 2008-09 rates plus 2%

Dear Len, Dave,

Please find attached the list of fees based on our 2007 fees agreement cut by 10% in 2008 and 2009 and now readjusted at + 2% of 2009 fees for year 2010.

We also added as per discussion some job titles and fees proposal as for the:

- Student Environmental Technician
- Technician in administration level 1
- Technician in administration level 2
- Technician in administration level 3

For better understanding we also have added the job description of the 3 levels of Technician in administration. They are corresponding to the same level of responsibility as for the 3 levels of Assistant Coordinators discussed last year. (Level 1 is the same responsibility and salary level as for Labour or Janitor or Cook assistant)

Please confirm your approval so that we can start our hiring work for this summer.

Sincerely

Jeremiah Groves

Manager of Projects

Qikiqtaaluk Corporation / Qikiqtaaluk Logistics Inc.

CC: Harry Flaherty, QC/QL President,



Qikiqtaaluk Logistics rates for 2010 at Mary River site for BIMC project.

Assistant Carpenter	\$ 498
Assistant Coordinator 1	\$ 439
Assistant Coordinator 2	\$ 518
Assistant Coordinator 3	\$ 621
Bear Monitor	\$ 439
Carpenter	\$ 748
Cook	\$ 621
Cook assistant	\$ 439
Cook/catering Coordinator	\$ 714
Coordinator	\$ 770
Driller	\$ 600
Electrician	\$ 731
Equip Operator	\$ 619
HD Mechanic	\$ 762
HD Mechanic subs	\$ 762
Janitor	\$ 439
Janitor sr (not included)	\$ 453
Labourer	\$ 439
Medic	\$ 633
Nurse	\$ 786
Paramedic	\$ 749
Plumber	\$ 815
Security guard	\$ 474
Site supervisor	\$ 762
Student Environmental Technician	\$ 399
Surveyor	\$ 884
Technician in administration level 1	\$ 439
Technician in administration level 2	\$ 518
Technician in administration level 3	\$ 621
Welder	\$ 638

N.B: These rates are subject to the availability of appropriate trades on the Nunavut/Baffin Region market. Fluctuations of manpower cost and salaries on this market can limit the availability at the current rates.



Administrative Technician (Internship - Training-on-the job) (Level 1)

Category: Office staff, technicians and professionals of the administration

Summary of Duties:

The **Administrative Technician Intern** achieves a set of administrative tasks of simple nature, generally activities performed routinely and according to precise directives. Tasks assigned to this employee list as follows: the welcome of staff and/or visitors, the reception of the incoming calls, the mail, the classification, the messaging system, the reproduction of documents, and the entry of computing data.

Similar tasks as the Level 1 Administrative Technician however his/her work is closely supervised on a daily basis and feedback on work performance provided very regularly by his/her acting supervisor and clear measurable objectives for improvement are set as the employee is gaining experience, as for any learning environment.

Requirements:

- Student for Certificate in Office Administration or equivalent
- Good knowledge of Microsoft Office Suite is required.
- Must be able to work within a team.

Administrative Technician (Lower level) (1)

Category: Office staff, technicians and professionals of the administration

Summary of Duties:

The **Level One Administrative Technician** achieves a set of administrative tasks of simple nature, generally activities performed routinely and according to precise directives. Tasks assigned to this employee list as follows: the welcome of staff and/or visitors, the reception of the incoming calls, the mail, the classification, the messaging system, the reproduction of documents, and the entry of computing data.

Requirements:

- Certificate in Office Administration or equivalent
- Experience with computerized financial tools or accounting software is a plus.
- Good knowledge of Microsoft Office Suite is required.
- Must be able to work within a team.



Administrative Technician (Mid-level) (2)

Category: Office staff, technicians and professionals of the administration

Summary of Duties: (includes Level One duties, plus....)

From a detailed knowledge of the functioning of a service or a program, the **Level Two Administrative Technician** performs functions related to the management of financial and material resources, carrying out a set of administrative tasks according to methods and established complex procedures, which can be modified according to needs.

This technician also performs attributions relative to the secretarial department, to the use of the office automation as well as to the elaboration and to the treatment of files or data requiring specific knowledge. He/she can verify the functioning of computing equipments and ensure general technical support.

In his work, the Level Two Administrative Technician performs various technical level administrative tasks on behalf of those responsible for overall administration. In the area of finance management, he collects analyses and prepares data or information so as to establish and meet the requirements in terms of purchases, budgets, financial, activities and other statistics reports.

Requirements:

- Certificate in Office Administration or equivalent
- Experience with computerized tools and specific required software.
- Good knowledge of Microsoft Office Suite is required.
- Must be able to work within a team.
- Must be able to work effectively under narrow time limitations to produce accurate results.
- Must possess practical skills related to specific technical activities such as environmental, finance, basic accounting, payroll, IT, material warehousing, supply or purchase management, or HR Management.



Administrative Technician (High Level) (3)

Category: Office staff, technicians and professionals of the administration

Summary of Duties: (includes Level Two duties, plus....)

Besides exercising all the administrative works of complex nature, the **Level Three Administrative Technician** assumes in an autonomous way, within a service, responsibilities of coordination and qualitative control of a set of tasks with administrative character, of office automation and of secretarial department. Overall, this employee's delegated responsibilities pertain to the organization of the office work or of a department such as activities coordination, accounting or supply (shipping/receiving).

In addition, the Level Three Administrative Technician is responsible for the other Technician level 2 and 1 staff of the department, works closely with the management, organizing the work and planning the execution of complex works with administrative character by selecting and analyzing required specific data.

Requirements:

- Diploma of Collegial Studies (DEC) or equivalent in Business Administration.
- Good Experience with computerized tools and specific required software is mandatory.
- Very Good knowledge of Microsoft Office Suite is required.
- Must be able to work within a team.
- Must be able to work effectively under narrow time limitations to produce accurate results.
- Must possess good and practical skills related to the current technical domain of work such as environmental, finance, basic accounting, payroll, IT, material warehousing, supply or purchase management, or HR Management.

These responsibilities are also open to the persons who, further to a relevant experience, detain a High-School or College degree in administrative techniques or business administration.