

RURAL MUNICIPALITY OF CORNWALLIS

Minutes of a Personnel Committee Meeting held in the Council Chambers of the Municipality on Tuesday, January 17, 2012.

Present: Councillor Sam Hofer, Chair  
Councillor Emil Egert  
Reeve Reg Atkinson, ex officio

Administration Present:

CAO, Donna Anderson

CALL TO ORDER – Sam Hofer, Chair

The meeting was called to Order at 6:00 P.M.

Personnel Update

CAO Anderson reported on the upcoming year's holiday allotments for full-time staff. She also reported that Pete Van Lankvelt will be taking holidays from February 25, 2012 to March 11, 2012.

Administration has applied for a Green Team Summer Student Grant.

Personal Days – Office Hours December 24<sup>th</sup> to January 2<sup>nd</sup>

A discussion was held regarding the office hours and administrative staffing requirements through the holiday season.

The following recommendation to council was moved and carried.

Hofer/Egert

That the municipal office be closed from December 24<sup>th</sup> to January 1<sup>st</sup> annually;

Further that this time for office administrative staff shall be considered personal time off with pay.

Carried

Salaries / Wages for 2012

The committee reviewed the proposed salary schedule for 2012. As the December 31<sup>st</sup> Cost of Living numbers have not been posted the information provided was calculated as at November 30, 2011.

The following recommendation to council was moved and carried.

Atkinson/Egert

That as per standing policy the 2012 salaries / wages shall be increased by the annual cost of living for all staff with the addition of the personal days off for office administration staff.

Carried

Administration was instructed to include the proposed changes to the salary schedule in the 2012 budget proposal.

ADJOURNMENT Atkinson/Egert

Adjourn time: 6:37 P.M.

Approved: \_\_\_\_\_, 2012

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Chair

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Chief Administrative Officer