

RURAL MUNICIPALITY OF CORNWALLIS

Minutes of a Personnel Committee Meeting held in the Council Chambers of the Municipality on Thursday, January 20, 2011.

Present: Councillor Sam Hofer, Chair
Councillor Emil Egert

Administration Present:

CAO, Donna Anderson

CALL TO ORDER

The meeting was called to Order at 4:00 P.M.

The committee reviewed the proposed salary schedule for 2011.

A review was also made of the proposed job description for the Administrative Assistant which has been updated to reflect the additional duties.

Administration was instructed to include the proposed changes to the salary schedule in the 2011 budget. The committee will present their recommendations at the budget meeting scheduled for January 21, 2011.

ADJOURNMENT

Adjourn time: 4:50 P.M.

Approved: _____, 2011

Chair

Chief Administrative Officer