

A special meeting of Council of the Municipal District Wainwright No. 61 was held in the Municipal Administration Building, Wainwright, Alberta, on December 17<sup>th</sup>, 2012 commencing at 9:00 a.m.

The purpose of the meeting was to deal with:

1. Municipal Administrator Performance Evaluation
2. Salary and Wage Review
3. Remuneration & Expense Review
4. 2012 Policy Review

Members Present: Reeve Bob Barss, Councillors Oscar Buck, Ted Wilkinson, Myron Zajic, Shelly Andersen, Bruce Cummins and Phil Valleau. Staff present: Municipal Administrator Kelly Buchinski and Municipal Assistant Administrator Bonnie Milton.

The Reeve called the meeting to order at 9:00 a.m.

Reeve Barss in the Chair.

This is the official record for the proceedings.

525.12 Moved by Clr. Cummins that the agenda be adopted as presented.  
CARRIED

526.12 Moved by Clr. Cummins that Council recess for a private meeting, as per Section 197(2) of the Municipal Government Act 2000 and amendments. (9:20 a.m.) CARRIED

527.12 Moved by Clr. Wilkinson that Council reconvene to the special meeting. (10:50 a.m.) CARRIED

The Municipal Administrator's evaluation forms were submitted to the Reeve and discussed by Council.

528.12 Moved by Clr. Wilkinson that all salary employees and wage employees be granted a 3.5% increase effective the first pay period of 2013 and furthermore that the Director of Transportation, the Director of Public Works and the Agricultural Fieldman have the authorization to adjust the full time department employees wage to a maximum of \$34.10 per hour and the Transportation Foreman's wages to a maximum of \$37.63 per hour and Tradesmen's wages to a maximum of \$40.90 at their discretion and furthermore the seasonal employees wage to a maximum of \$30.58 per hour and the following employee receive a salary or wage adjustment as follows.

Employee #	Allotment
#61	\$5,000.00
#298	\$2,154.34
#333	\$1,086.50
#334	\$2,000.00
#370	\$2,168.73
#430	\$2,100.00
#463	\$1,000.00
#485	\$1.85 per hour
#502	\$1.85 per hour
#984	\$1.63 per hour
#1214	\$7,115.46
#1503	\$6,236.58

CARRIED

529.12 Moved by Clr. Zajic that Council and ratepayers be granted a 3.5% increase for the 2013 per diem and furthermore Council, ratepayer and employee mileage, expenses and subsistence have no increase for 2013 making the rates for 2013 as follows:

- Mileage \$ 0.56 per kilometer
- Convention/Conference Expenses \$ 255.00 per night
- Ratepayer Per Diem \$ 293.96 per day
- Subsistence \$ 51.00 per day
- Council Per Diem \$ 293.96 per day

CARRIED

Director of Public Works Shannon LaHaye, Director of Transportation Mark Greibrok, Computer/Information Analyst Stephen Atkins, Development Officer Jim Klasson and Agricultural Fieldman James Schwindt joined the meeting at 10:50 a.m. to the end to go through the Policy Manual changes.

530.12 Moved by Clr. Cummins that the 2013 Policy Manual be adopted as reviewed at this meeting. CARRIED

531.12 Moved by Clr. Valleau to adjourn the meeting. CARRIED (11:59 a.m.)

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Reeve

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Municipal Administrator

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Assistant Municipal Administrator

(1/2 day)