

THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS

PERSONNEL & FINANCE COMMITTEE MEETING

MEETING MINUTES

DATE: TUESDAY, APRIL 12, 2011
TIME: 4:00 P.M.
LOCATION: COUNCIL CHAMBERS, MADOC

PRESENT: Reeve Ketcheson, Deputy Reeve Simpson, Councillor Kerby, Councillor Mitz.

ABSENT: Councillor Kramp-Neuman.

STAFF PRESENT: CAO/Clerk

ALSO PRESENT: None.

Call to Order

The Chair called the meeting to order at 4:47 p.m.

Approve the Agenda

1. Simpson-Mitz: "To approve the Agenda". Carried

Disclosure of Pecuniary Interest and the General Nature Thereof

None.

Arena Staff Status

2.Simpson-Kerby: "To refer the matter of the Status of the Arena Staff to the Madoc and District Recreation Centre Board for a recommendation". Carried

Personnel Policy – Schedule “E”

The Committee discussed the early retirement incentives and affordability of the program currently in place.

3. Simpson-Kerby: "To remove the Early Retirement incentive benefits as noted for Administrators, Public Works Superintendent and the flat amount of \$10,000 benefit from the Other Employees, leaving (1) week's salary per year of service to a maximum of (26) week's wages and early retirees benefits through Manulife Financial for all employees;

and further that the CAO/Clerk seek a legal opinion regarding the this action and its legality and report back to this Committee". Carried

The Committee then discussed the Policy noting a need to find and replace each instance of Clerk and Treasurer with CAO/Clerk where appropriate, to correct a spelling error in section 2.14, to amend all references to the per day meal allowance from \$100 to \$75 as per a previous resolution of Council.

Purchasing/Procurement Policy

The Committee discussed and reviewed the policy.

4. Mitz-Simpson: "To amend the Purchasing Procedure section of the Policy to increase the Department Head spending authorization limit from \$1,000 to \$5,000"

The Reeve Requested a Recorded Vote;

Deputy Reeve Simpson - Yes
Councillor Mitz - Yes
Councillor Kerby - Yes
Reeve Ketcheson - No

The Motion is Carried.

5. Kerby-Simpson: “To amend the Purchasing Procedure section of the Policy to increase the Department Head spending authorization from \$5,000 to \$10,000 upon obtaining three (3) written quotations”. Carried.

Municipal Organizational Review (Parks, Recreation and Culture Co-ordinator)

The Committee reviewed the report recommendation by recommendation.

6. Simpson-Kerby: “That recommendation thirteen (13) be adopted “THAT the Parks, Recreation and Culture Co-ordinator position become a full time permanent position”.” Carried.

7. Simpson-Kerby: “That the job description as drafted and presented be accepted and further that the Parks, Recreation and Culture Co-ordinator position be advertised”. Carried

8. Simpson-Mitz: “That the following recommendations from the Municipal Organizational Review be adopted;

1. THAT management meet with members of the Health and Safety Committee to examine this and other health and safety issues and concerns.
2. THAT all steps be taken to ensure the Municipality of Centre Hastings is meeting its obligations under the Occupational Health and Safety Act.
3. THAT Council and staff undertake a strategic planning exercise, that will include input from the Municipality’s various stakeholders, and that will focus on the future directions for Centre Hastings and that discusses the Municipality’s strengths, barriers, opportunities and threats, identifies the strategic issues facing the municipality and develops action steps to address these issues and assigns time lines, responsibility and accountability for their achievement.
4. THAT Council and senior staff, utilizing the comments contained in this report and with further input from other staff, develop a corporate strategic plan and communications strategy and implementation plan to address all aspects of operations and communication, including those with ratepayers and amongst staff and Council.
5. THAT as part of this operations and communications strategy development, among other things, consideration be given to the use of format of regular, senior staff meetings and regular meetings with departmental staff, the effective and efficient use of computer technology and information systems; and the development of a consistent format for staff reports to Council.
6. THAT staff, with input from Council, develop a standardized staff reporting format for staff reports to Council, for approval by Council.
7. THAT Council, as stewards for the ratepayers, enact policy in a democratic manner in accordance with the Ontario Municipal Act, as amended, and other applicable statutes.
8. THAT the appointed body, staff, who are acting in an advisory capacity, implement the policies of Council in order to manage the operations of the Municipality in a consistent, unbiased and professional manner.
10. THAT Council adopt the proposed CAO/Clerk authoritative reporting structure model shown in Exhibit # 1 (1).
13. THAT the Parks, Recreation and Culture Co-ordinator position become a full time permanent position.
15. THAT a performance management system be established that provides for regular employee performance appraisals.
16. THAT staff orientation and training to the system be undertaken immediately upon the establishment of the performance management/performance appraisal system.
17. THAT the CAO/Clerk, with the appropriate staff member, determine the retirement plans of the two staff members.
18. THAT with them, develops a succession/training program for those individuals who have expressed an interest in advancement and who, in the organization’s opinion and analysis, possess the potential for such advancement for Council’s consideration and approval.
19. THAT a comprehensive corporate risk management policy to enhance the Municipality’s due diligent efforts be developed and implemented.”. Carried

Adjournment

9. Simpson-Mitz: "To Adjourn". Carried

Owen Ketcheson
Chair

Matt MacDonald
CAO/Clerk