

**THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS**

**PERSONNEL & FINANCE COMMITTEE MEETING**

**MEETING MINUTES**

**DATE:** TUESDAY, JANUARY 24, 2011  
**TIME:** 4:30 P.M.  
**LOCATION:** COUNCIL CHAMBERS, MADOC

**PRESENT:** Reeve Ketcheson, Deputy Reeve Simpson, Councillor Kerby, Councillor Kramp-Neuman, Councillor Mitz.

**STAFF PRESENT:** CAO/Clerk

**ABSENT:** None.

**ALSO PRESENT:** Residents.

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**Call to Order**

The Chair called the meeting to order at 4:28 p.m.

**Approve the Agenda**

1. Simpson-Kerby: “To amend the Agenda, adding an item as 7(a) Municipal Organization Review, and to approve the Agenda as amended”. Carried

**Disclosure of Pecuniary Interest and the General Nature Thereof**

None.

**Municipal Salary Grid**

The Committee discussed the grid and options.

2.Simpson-Kerby: “To red circle the Treasurer’s position at step one of the 1500-1599 level”. Carried

3. Simpson-Kramp-Neuman: “That staff, including the fire department, are to be consulted as to their requests in relation to the salary grid and benefits for Councils’ consideration”. Carried

**Health and Safety – Contract for Services – 2011**

4. Simpson-Kerby: “That the issue be referred to staff for a report back to this Committee with an indication of what can be done by staff in house and what might potentially need to be done by a consultant”. Carried

**Cell Phone/Mobile Device “DRAFT” Policy**

The Committee discussed the Draft policy and items that were requested, which included who needs and who has a device as well as the justification, and direction that council members devices should be charged as an expense to that individual rather than the whole of council as an expense.

5. Simpson-Kramp-Neuman: “That the draft policy be referred back to staff to be revised and brought back to this Committee for consideration”. Carried

Councillor Kramp-Neuman left the meeting at this point.

**Security Barrier Quote for Proposed Work**

A quote for proposed work on the Security Barrier in the lobby of the Municipal Office was presented to

the Committee for consideration at an estimated cost of \$500 plus HST for the removal of one glass panel. The Clerk cautioned that the removal of any panels by council could increase the risk of liability on their behalf in the event of an incident of violence in the workplace under WSIB and other related legislation and the associated requirements that the employer protect the employees in the workplace.

6. Simpson-Kerby: “To remove one panel from the security barrier as per the cost estimate provided”.

A Recorded Vote was requested;

Deputy Reeve Simpson	- Y
Councillor Mitz	- Y
Councillor Kerby	- Y
Reeve Ketcheson	- N

The motion Carried.

7. Simpson-Kerby: “That staff explore the cost the installation of a panic button at the front counter”.  
Carried

### **Municipal Organizational Review**

8. Simpson-Mitz: “That staff report to the Committee on what information needs to be removed (severed) from the report in order for it to be released to the Public”. Carried

### **Adjournment**

9. Kerby-Mitz: “To Adjourn”. Carried

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Owen Ketcheson  
Chair

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Matt MacDonald  
CAO/Clerk