



**The Corporation of the Town of Essex
Personnel Committee Meeting Minutes**

August 12, 2024, 4:30 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Verbeek, Kim, Councillor
Vice Chair - Shepley, Rob, Deputy Mayor
Councillor - Garon, Joe, Ward 1
Sherry Bondy, Mayor

Also Present: Doug Sweet, Chief Administrative Officer
Brandi Sieben, Manager, Human Resources

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

Councillor Kim Verbeek, Chair, called the meeting to order at 4:31PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Personnel Committee Meeting Agenda for August 12, 2024

PC-24-07

Moved By Councillor Garon

Seconded By Sherry Bondy, Mayor

That the published agenda for the August 12, 2024, Personnel Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Personnel Committee Minutes for April 22, 2024

PC-24-08

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Sherry Bondy, Mayor

That the minutes of the Personnel Committee meeting held April 22, 2024, be adopted as circulated.

Carried

6. Reports from Administration/Applications

6.1 6.1 Annual Turnover Report for 2023

Re: Review of Human Resources Report 2024-04, Annual Report on Turnover for 2023, as presented by Brandi Sieben, Manager, Human Resources.

PC-24-09

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Councillor Verbeek, Chair

That the Personnel Committee receive Human Resources Report 2024-04.

Carried

6.2 6.2 Annual Training Report for 2023

Re: Review of Human Resources Report 2024-05, Annual Report on Training for 2023, as presented by Brandi Sieben, Manager, Human Resources.

PC-24-10

Moved By Sherry Bondy, Mayor

Seconded By Councillor Garon

That the Personnel Committee receive Human Resources Report 2024-05.

Carried

7. Adjournment

PC-24-11

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Councillor Garon

That the meeting be adjourned at 4:46PM.

Carried

Chair

Recording Secretary

