



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

December 10, 2024, 4:00 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Verbeek, Kim, Councillor
Vice Chair - Shepley, Rob, Deputy Mayor
Sherry Bondy, Mayor

Absent: Councillor - Garon, Joe, Ward 1

Also Present: Doug Sweet, Chief Administrative Officer
Brandi Sieben, Manager, Human Resources
Tracy Stephens, Recording Secretary

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 4:02 PM.

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 December 10, 2024.

PC-24-12

Moved By Sherry Bondy, Mayor

Seconded By Deputy Mayor Shepley, Vice Chair

That the published agenda for the December 10, 2024, Personnel Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Personnel Committee Minutes for August 12, 2024.

PC-24-13

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Sherry Bondy, Mayor

That the minutes of the Personnel Committee meeting held August 12, 2024, be adopted as circulated.

Carried

6. Reports from Administration

6.1 Flextime Policy

Re: Review of Human Resources Report 2024-06, Flextime Policy, as presented by Brandi Sieben, Manager, Human Resources.

PC-24-14

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Sherry Bondy, Mayor

That the Personnel Committee recommend to Council the adoption of the Flextime Policy as presented in HR Report 2024-06 for a trial period of 18 months, by resolution at the next regular Council meeting.

Carried

6.2 Attendance Management Policy

Re: Review of Human Resources Report 2024-07, Attendance Management Policy, as presented by Brandi Sieben, Manager, Human Resources.

PC-24-15

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Sherry Bondy, Mayor

That the Personnel Committee recommend to Council the adoption of the Attendance Management Policy as presented in HR Report 2024-07 by resolution at the next regular Council meeting.

Carried

7. Adjournment

PC-24-16

Moved By Sherry Bondy, Mayor

Seconded By Deputy Mayor Shepley, Vice Chair

That the Personnel Committee meeting be adjourned at 4:21PM.

Carried

Chair

Recording Secretary