



## Personnel Committee Meeting Minutes

November 26, 2021, 1:30 PM

Location: 33 Talbot St. S., Essex, ON, N8M1A8

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

Present: Councillor Morley Bowman, Chair  
Councillor Joe Garon, Vice-Chair  
Councillor Sherry Bondy

Also Present: Doug Sweet, CAO  
Brandi Sieben, Manager, Human Resources

Regrets: Mayor Larry Snively

### 1. Call to Order

The Chair called the meeting to order at 1:36 PM

### 2. Declarations of Conflict of Interest

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

### 3. Adoption of Published Agenda

#### 3.1 Personnel Committee Meeting Agenda for November 26, 2021

##### PC-21-06

Moved by Councillor Garon  
Seconded by Councillor Bondy

**That** the published agenda for the November 26, 2021, Personnel Committee Meeting be adopted as presented.

**Carried**

### 4. Adoption of Minutes

#### 4.1 Personnel Committee Meeting Minutes for June 23, 2021

##### PC-21-06

Moved by Councillor Bondy  
Seconded by Councillor Garon

**That** the minutes of the Personnel Committee Meeting held June 23, 2021 be adopted as circulated.

**Carried**

## **5. Reports from Administration**

### **5.1 Non-Union Salary Administration Policy**

Re: Review of HR Report 2021-02, HR Policy 05-04, Non-Union Salary Administration Policy as presented by Brandi Sieben, Manager, Human Resources

#### **PC-21-07**

Moved by Councillor Bondy

Seconded by Councillor Garon

**That** the Personnel Committee recommend to Council the adoption of HR Policy 05-04 as presented in HR Report 2021-02 by resolution at the next regular Council Meeting.

**Carried**

### **5.2 Hybrid Work Model Policy (1 Year)**

Re: Review HR Report 2021-03, HR Policy 03-21, Hybrid Work Model Policy (1 year trial) as presented by Brandi Sieben, Manager, Human Resources

#### **PC-21-08**

Moved by Councillor Bondy

Seconded by Councillor Bowman

**That** the Personnel Committee recommend to Council the adoption of HR Policy 03-21 as presented in HR Report 2021-03 by resolution at the next regular Council Meeting.

**Carried**

### **5.3 Personnel Committee Terms of Reference**

Re: Review of proposed Terms of Reference for the Personnel Committee as presented by Brandi Sieben, Manager, Human Resources

#### **PC-21-09**

Moved by Councillor Bondy

Seconded by Councillor Garon

**That** the Personnel Committee recommend to Council the adoption of the Personnel Committee Terms of Reference by resolution at the next regular Council meeting.

**Carried**

## **6. Closed Meeting**

#### **PC-21-10**

Moved by Councillor Bondy

Seconded by Councillor Garon

**That** the Personnel Committee move into move into Closed Session to receive information pursuant to Section 239 (2) (d) of the Municipal Act, 2001, c.25 labour relations or employee negotiations.

**Carried**

**7. Adjournment**

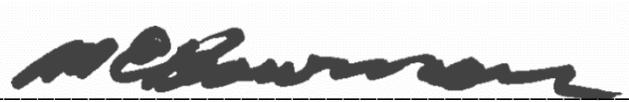
**PC-21-13**

Moved by Councillor Garon

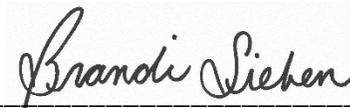
Seconded by Councillor Bondy

**That** the meeting be adjourned at 2:45 PM

**Carried**



Chair



Recording Secretary