



## Personnel Committee Meeting Minutes

January 21, 2022, 2:00 PM

Location: This meeting is being held via electronic means (Zoom) pursuant to Town of Essex By-law 1902.

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

### 1. Call to Order

The Chair called the meeting to order at 2:00 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 January 21, 2022

##### PC-22-01

Moved by Councillor Bondy

Seconded by Councillor Garon

**That** the published agenda for the January 21, 2022, Personnel Committee Meeting be adopted as presented.

**Carried**

### 4. Adoption of Minutes

#### 4.1 Personnel Committee Meeting Minutes for November 26, 2021

##### PC-22-02

Moved by Councillor Bondy

Seconded by Councillor Garon

**That** the minutes of the Personnel Committee Meeting held November 26, 2021, be adopted as circulated.

**Carried**

## 5. Reports from Administration

### 5.1 Respectful Workplace Policy Update

Re: Review of HR Report 2022-02, HR Policy 016, Respectful Workplace Update as presented by Brandi Sieben, Manager, Human Resources

#### **PC-22-03**

Moved by Councillor Garon

Seconded by Councillor Bondy

**That** the Personnel Committee recommend to Council the adoption of the updated Respectful Workplace Policy (Policy 016) as presented in HR Report 2022-02 by resolution at the next regular Council meeting.

**Carried**

### 5.2 Staff Training and Development Policy Update

Re: Review HR Report 2022-03, HR Policy 001, Staff Training and Development Policy as presented by Brandi Sieben, Manager, Human Resources

#### **PC-22-04**

Moved by Councillor Bondy

Seconded by Councillor Bowman

**That** the Personnel Committee recommend to Council the adoption of the updated Staff Training and Development (Policy 001) as presented in HR Report 2022-03 by resolution at the next regular Council meeting.

**Carried**

## 6. Closed Meeting

#### **PC-22-05**

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-22-10**

Moved by Councillor Garon

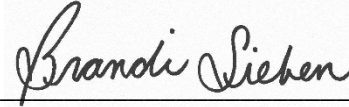
Seconded by Councillor Bondy

**That** the meeting be adjourned at 2:26 PM

**Carried**



Chair



Recording Secretary