



Personnel Committee Meeting Agenda

August 12, 2024, 4:30 pm

Location: Essex Municipal Building, 33 Talbot Street South

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.

Pages

1. Call to Order

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

4. Adoption of Published Agenda

4.1 Personnel Committee Meeting Agenda for August 12, 2024

Moved by _____

Seconded by _____

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

5. Adoption of Minutes

5.1 Personnel Committee Minutes for April 22, 2024

1

Moved by _____

Seconded by _____

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

6. Reports from Administration/Applications

6.1 6.1 Annual Turnover Report for 2023

4

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

Moved by _____

Seconded by _____

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

6.2 6.2 Annual Training Report for 2023

8

Re: Review of Human Resources Report 2024-05, Annual Report on Training

for 2023, as presented by Brandi Sieben, Manager, Human Resources.

Moved by _____

Seconded by _____

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

7. Unfinished Business

8. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at _____.

9. Future Meetings



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

April 22, 2024, 2:30 pm
Location: Essex Municipal Building, 33 Talbot Street South

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

Absent: Councillor - Garon, Joe, Ward 1

Also Present: Doug Sweet, Chief Administrative Officer
Brandi Sieben, Manager, Human Resources
Kate Giurissevich, Director, Corporate Services

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 2:30PM.

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 April 22, 2024.

PC-24-01

That the published agenda for the April 22, 2024, Personnel Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Personnel Committee Minutes for September 26, 2023.

PC-24-02

Moved By Mayor Bondy

Seconded By Deputy Mayor Shepley, Vice Chair

That the minutes of the Personnel Committee meeting held September 26, 2023, be adopted as circulated.

Carried

6. Closed Meeting

PC-24-03

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Mayor Bondy

That the Personnel Committee move into Closed session pursuant to Section 239 2(b) of the Municipal Act, S.O. 2001, c. 25, as amended.

Carried

PC-24-04

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Mayor Bondy

That the Personnel Committee move out of Closed Meeting and move back into Open Meeting.

Carried

7. Reports from Administration/Applications

7.1 Service and Retirement Recognition Policy

PC-24-05

Moved By Mayor Bondy

Seconded By Deputy Mayor Shepley, Vice Chair

That the Personnel Committee recommend to Council the adoption of the Service and Retirement Recognition Policy as presented in Human Resources Report 2024-02 by resolution at the next Regular Council Meeting.

Carried

8. Adjournment

PC-24-06

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Mayor Bondy

That the meeting be adjourned at 3:00PM.

Carried



Chair

Handwritten signature in cursive script, appearing to read "J. Bell".

Recording Secretary



Report to Personnel Committee

Department: Office of the CAO
Date: August 12, 2024
Prepared by: Brandi Sieben, Manager, Human Resources
Submitted by: Brandi Sieben, Manager, Human Resources
Report Number: Human Resources 2024-04
Subject: Annual Report of Employee Turnover for 2023
Number of Pages: 4

Recommendation(s)/Conclusion(s)

It is recommended that Human Resources Report 2024-04 be received.

Reason for the Report

As per the Terms of Reference for the Personnel Committee, Administration is to provide an annual report on the turnover for the previous year to the Personnel Committee.

Background

This report provides a high-level review of turnover in staff that the Town experienced in 2023.

What is Turnover

Turnover measures employees who leave an organization within a certain period of time. For the purposes of this report, we will breakdown turnover into three (3) categories: voluntary, involuntary and retirement.

Voluntary refers to turnover that could have been prevented and would include any individuals that resigned from their position.

Involuntary refers to turnover that was not by choice of the individual leaving and would include any terminations or layoffs.

Retirement refers to individuals that opted to leave the organization to discontinue working and have met the Town’s minimum retirement requirements (15 year of service and on an unreduced OMERS).

Note that turnover rates would not include employees that left the organization involuntarily due to the end of a set contract (casual, summer student, fixed contract).

1) Turnover by Type:

Type of Turnover	Actual Turnover	Turnover Rate	2022 Rate
Voluntary (Resignation)	6	3.8%	4%
Involuntary (Termination)	1	.60%	1%
Retirement	9	5.8%	1%
Total	16	10.2%	6%

Overall, a 3.8% voluntary turnover rate would not be considered a high rate of turnover. This is slightly lower than 4% in 2022. Of the nine (9) retirements in 2023, four (4) were members of Essex Fire and Rescue Services. The Town anticipates continuing to see a higher-than-normal number of retirements over the next 3-5 years, with currently 5 staff members with 30 or greater years of service and 10 individuals that are age 60 or greater (five (5) are those with 30+ years of service).

2) Turnover by Employee Group:

Turnover by Employee Group	Actual Turnover	% Turnover	2022 % Turnover
Essex Fire & Rescue*	4	25%	33%
Management	3	19%	11%
Union	9	56%	56%
Total	16	100%	100%

*Does not include Fire Administration, which would be included in Management

Looking specifically at the Union group which was 56% of the Town's turnover in 2023:

Type of Turnover - Union Group	Turnover
Voluntary (Resignation)	6
Involuntary (Termination)	1
Retirement	2
Total	9

Of the six (6) unionized employees that voluntarily left the organization, two (2) were from Community Services, two (2) were from Corporate Services, and one (1) each from Development Service and Legislative Services. Three (3) of these were part time employees, and one (1) was a contract employee whose contract was set to expire. Four (4) of the six (6) employees had been with the organization less than one (1) year. Through the Town's exit interview process, it has been determined that of the voluntary turnover, four (4) of the six (6) resignations were unavoidable, meaning that the reason for the leave was not a result of the Town's pay or benefit policy or organizational structure or culture.

Based on the 2023 turnover rates, there is not further actions recommended at this time.

Financial Impact

No financial impact.

Consultations

Doug Sweet, Chief Administrative Officer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.



Report to Personnel Committee

Department: Office of the CAO
Date: August 12, 2024
Prepared by: Brandi Sieben, Manager, Human Resources
Submitted by: Brandi Sieben, Manager, Human Resources
Report Number: Human Resources 2024-05
Subject: Annual Report of Training and Development for 2023
Number of Pages: 5

Recommendation(s)/Conclusion(s)

It is recommended that Human Resources Report 2024-05 be received.

Reason for the Report

As per the current Staff Training & Development Policy and the Terms of Reference for the Personnel Committee, Administration is to provide an annual report on the Town's Staff Training and Development expenditures to the Personnel Committee.

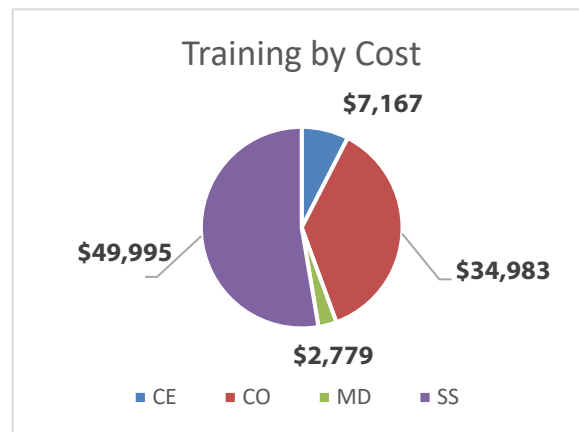
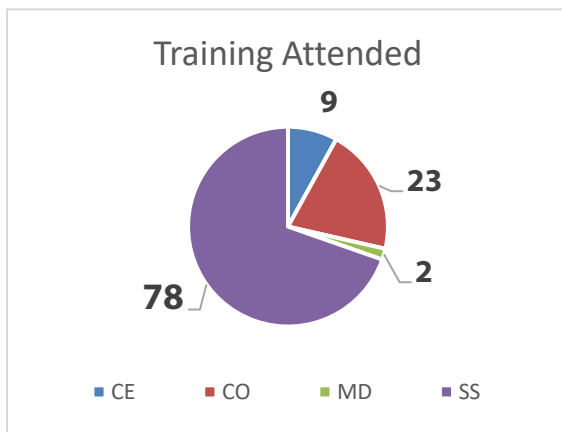
Background

This report provides a high-level review of training and development costs for the 2023 by reviewing overall costs, in addition to the following information:

- 1) Spending by type of learning, learning expenditures and breakdown by employee group
- 2) Comparison of Training Budget (2.4% of annual fulltime salaries and wages) vs. actual spending
- 3) Progress of any multi-year training programs
- 4) Considerations for staff training and development for 2025

1) Spending by training type of learning, learning expenditures and Department

Type of Training or Development	Number of Trainings	Cost of Trainings
Certification/Diploma/Degree/Designation (CE)	9	\$7,166.89
Conference/Symposium (CO)	23	\$34,983.25
Management/Leadership Development (MD)	2	\$2,178.56
Subject Specific/Seminar/Webinar/Workshop (SS)	78	\$47,776.85
Total	112	\$ 92,105.55



Training Costs by Account	Cost
Training Fees (CE, CO, MD, SS)	\$ 61,267.88
Accommodations	\$ 18,079.92
Meals	\$ 4,892.14
Mileage	\$ 2,871.22
Transportation (other than mileage)	\$ 1,935.08
Other (per diem, parking, etc.)	\$ 3,059.31
Total	\$ 92,105.55

Department	Number of Trainings	Cost of Trainings
CAO Office (CAO, Communications, HR, H&S)	7	\$ 7,858.58
Corporate Services (Finance, IT)	9	\$ 11,005.06
Community Services (Parks & Facilities, Recreation & Culture, Fire)	23	\$ 21,613.25
Development Services (Building, Planning, Economic Development)	20	\$ 11,421.54
Infrastructure Services (Operations/Drainage, Public Works, Environmental Services)	29	\$ 24,489.38
Legislative Services (Clerks)	18	\$ 8,020.80
Health Services	0	\$ -
Group Training (Mixed)	6	\$ 7,696.94
Total	112	\$ 92,105.55



- 2) Comparison of Training Budget (2.4% of annual fulltime salaries and wages) vs. actual spending

Budget vs. Actual Comparison	
Total Trainings Costs 2023	\$ 92,105.55
Total Training Budget 2023	\$ 93,200.00
Surplus +/- Deficient 2022	\$ 1,094.45

There was a very small surplus of \$1,094.45 left in the training budget, which was 99% of the budget.

In comparison to 2022, there was an increase of \$14,218.37 spent on staff training, which accounted for 17 additional individual training events. The overall cost per training was \$822.37, up slightly from the 2022 cost of \$819.86.

- 3) Currently there are 2 staff enrolled in a multi-year program (one is unionized, and one is non-union).
- 4) The following are likely to have an impact on staff training and development in 2024:
- a. Most training providers have returned to in-person offerings and will result in an increase to training costs (mileage, meals, accommodations, per diem). The Town will need to review training requests to ensure the most appropriate and cost-effective training is being selected.
 - b. Increased training costs, this is being seen in the course/conference fees. Additionally, rates for CRA including mileage, meals and per diem, have all increased as a result of inflation. This may impact the amount of training that will be available to staff in 2024.
 - c. The Town has experienced an increase in turnover in the last few years, as well as the creation of new positions. It is likely that these employees will require training for success in their roles.

Financial Impact

No financial impact.

Consultations

Doug Sweet, Chief Administrative Officer

Link to Strategic Priorities

- Manage, invest, and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- Create a safe, friendly, and inclusive community which encourages healthy, active living for people of all ages and abilities.
- Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- Manage responsible and viable growth while preserving and enhancing the unique rural and small-town character of the community.
- Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.