

## **Personnel Standing Committee Minutes**

Date: Tuesday, October 10, 2023  
Time: 5:00 pm  
Location: Tecumseh Town Hall - Council Chambers  
917 Lesperance Road  
Tecumseh, Ontario N8N 1W9

Present:  
Mayor, Gary McNamara  
Deputy Mayor, Joe Bachetti  
Councillor, James Dorner  
Councillor, Alicia Higgison  
Councillor, Brian Houston  
Councillor, Tania Jobin

Absent:  
Councillor, Rick Tonial

Also Present:  
Chief Administrative Officer, Margaret Misek-Evans  
Director Legislative Services & Clerk, Robert Auger  
Director People & Culture, Michelle Drouillard  
Director Financial Services & Chief Financial Officer, Tom Kitsos  
Deputy Clerk & Manager Legislative Services, Jennifer Alexander  
Deputy Clerk - Clerks Services & Policy Advisor, Christina Hebert

### **A. Roll Call**

### **B. Call to Order**

The Clair calls the meeting to order at 5:00 pm.

### **C. Land Acknowledgement**

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Leni Lenape, and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi, and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit, and Métis.

**D. Disclosure of Pecuniary Interest**

There is no pecuniary interest declared by a Member of Council.

**E. Reports**

1. CAO-PC-2023-06 Personnel Standing Committee Terms of Reference

The Director People & Culture reviews the terms of reference for the Personnel Committee as appended to the agenda. The terms of reference will take effect as of October 24, 2023, upon approval at the Regular Council Meeting. The Director Legislative Services & Clerk explains that the terms of reference is a guiding document for the Committee which reflects best practices procedurally for meetings and will be reviewed each new term of Council.

**Motion: PC - 01/23**

Moved By Mayor Gary McNamara  
Seconded By Councillor Tania Jobin

**That** Report CAO-PC-2023-06 entitled "Personnel Standing Committee Terms of Reference," be received;

**And that** the new Personnel Standing Committee Terms of Reference in Attachment 1 to Report CAO-PC-2023-06 be recommended by the Personnel Committee for **approval and adoption** at the October 24, 2023, regular meeting of Council.

Carried

**F. Delegations**

1. The People Strategy Update

Michelle Drouillard, Director People & Culture

The People Strategy can be viewed [here](#).

The Director provides a presentation on the People Strategy Update as appended on the agenda. The People Strategy was approved by Council in 2022 to support the Town's Strategic Priorities. The Director highlights the achievements implemented to date and outlines initiatives in the upcoming months. The Chair opens the floor to questions from the Committee.

The Mayor inquires on consultation with stakeholders include St. Clair College to assist with recruitment. The Director advises that the Town has established partnerships with both St. Clair College and the University of Windsor.

**Motion: PC - 02/23**

Moved By Councillor James Dorner

Seconded By Councillor Alicia Higgison

**That** the presentation entitled "The People Strategy Update" **be received.**

Carried

**G. Motion to move into Closed Session**

An Agenda for the closed portion of this meeting was distributed to Council.

**Motion: PC - 03/23**

Moved By Councillor Brian Houston

Seconded By Councillor Tania Jobin

**That** the October 10, 2023 Personnel Standing Committee meeting **convene** in closed session at 5:22 pm in accordance with Section 239 (2)(d) of the *Municipal Act, 2001*, which states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

(d) Labour relations or employee negotiations;

Carried

**H. Reporting Out of Closed Session**

A closed meeting of the Personnel Committee was just held in accordance with and as permitted with Section 239(2)(d) of the *Municipal Act, 2001*, which states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

(d) labour relations and employee negotiations.

During the meeting, the Personnel Committee received updates and gave direction to administration concerning two labour relation matters.

**I. New Business**

There are no New Business items presented to Council.

**J. Next Meeting**

The next meeting will be at the call of the Chair.

**K. Adjournment**

**Motion: PC - 04/23**

Moved By Councillor Brian Houston

Seconded By Councillor Alicia Higgison

**That** there being no further business, the Tuesday, October 10, 2023, meeting of the Personnel Standing Committee Meeting **be adjourned** at 6:15 pm.

Carried

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Joe Bachetti, Deputy Mayor

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Robert Auger, Clerk