

MANAGEMENT REPORT

Date: November 25, 2024
To: Mayor and Council
From: Dave Bush, Director of Human Resources
Report Number: COU24-145
Attachments: H.1.5 Hiring of Employees Policy

Title: H.1.5 Hiring of Employees – Administrative Policy

Objective: The Municipal Act, 2001 (the “Act”) requires that all municipalities adopt and maintain a policy with respect to hiring of employees. This policy provides direction and consistency to staff and information to the public about the process that will be followed with respect to the recruitment and hiring of employees. This policy has been developed to comply with the provisions of Section 270 of the Act.

Background: The Corporation of the City of Stratford (“City”) Hiring of Employees Policy is intended to support the City’s commitment to higher performance and to provide equal access to employment, promotions, transfers, and career opportunities for all existing Employees and prospective Employees based upon leadership, management, knowledge, skills and abilities.

The City’s Hiring of Employees Policy shall be utilized to attract and select qualified and competent candidates to meet the immediate staffing needs of the City and to anticipate and plan recruitment needs through progression and succession planning in consultation with the Corporate Leadership Team and their respective Departments.

Analysis: The City is updating this Policy and consolidating current recruitment related policies.

As an employer, the City commits to workplace diversity and inclusion. Having a variety of people in the workplace helps our organization to be more flexible, creative, and responsive. It helps the City to provide better service to the diverse community. The City commits to building a supportive and diverse workplace, representative of our community.

The City recognizes every applicant has a right to equal treatment with respect to recruitment and employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual

orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The City commits to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.

Financial Implications:

Financial impact to current year operating budget:

Recruitment and staff time are supported through the current budget. There are no additional financial impacts.

Link to asset management plan and strategy:

There are no implications to asset management or strategy.

Legal considerations:

Establishing the Hiring of Employees policy in keeping with the provisions of Section 270 of the Municipal Act, 2001.

Insurance considerations:

There are no insurance implications to be reported.

Alignment with Strategic Priorities:

Work Together For Greater Impact

This report aligns with this priority as hiring the right people for the right roles is critical in strengthening the City's relationships with the community. By working together, the City can make a bigger impact.

Intentionally Change to Support the Future

This report aligns with this priority as the City must be people-centered in its decision-making, lead from City values and align internal narrative with the identity of the Stratford community.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT the report titled, "H.1.5 Hiring of Employees – Administrative Policy" (COU24-145), be received for information.

Prepared by: Dave Bush, Director of Human Resources
Recommended by: Dave Bush, Director of Human Resources
Joan Thomson, Chief Administrative Officer