

Municipality of Lakeshore Report to Council

Corporate Services

Workforce Development



To: Mayor and Members of Council
From: Lisa Granger, Chief Workforce Development Officer
Date: September 13, 2024
Subject: Revisions to the Recruitment Policy

Recommendation

Approve the proposed changes to the Recruitment Policy as presented at the November 19, 2024 Council meeting and direct Administration to prepare the necessary by-law for adoption.

Strategic Objectives

This report for consideration forms part of an attraction and retention strategy for staffing as well as:

3c) Modernizing and Enhancing Municipal Functions - Continue investment in modernized services, including the integration of current best practices and automation, by engaging in service transformation and process mapping

Background

The current Hiring of Employees and Employment of Family Members Policy requires updating to current best practices and current legislation requirements including *Employment Standards Act, 2000 (ESA)*, *Human Rights Code, R.S.O. 1990, c. H. 19* and *Accessibility for Ontarians with Disabilities Act (AODA)*. The last time this policy was reviewed was in 2022.

Comments

Currently the Municipality has several policies to cover recruitment activities. The objective is to consolidate some of the recruitment policies into one comprehensive policy as well as update to current practice, legislative compliance and best practices in Human Resources.

The current Hiring of Employees and Employment of Family Members Policy, HR251 attached as Appendix B has been transformed into a new Recruitment and Employment Policy attached as Appendix A. The fundamental changes of this policy include:

- 1) Updated the policy to the required template format.
- 2) Updated titles for positions named in the policy.
- 3) Consolidated the Hiring of Employees and Employment of Family Members Policy with the Relocation Costs Policy and the Vacant Positions Policy.
- 4) Added best practices according to recruitment trends and human resources best practices to ensure compliance with relevant legislation, mitigate any legal risks for the Municipality and comprehensive recruitment process.
- 5) Clarified the consequences of failure to comply with the policy.
- 6) Drafted a new procedure to implement the new Recruitment and Employment Policy which includes timelines for stakeholders to provide information in a timely manner to avoid delays in the recruitment process. The flowchart for the procedure is attached as Appendix C for convenience.

Administration is recommending that Council approved the revised policy as presented to Council in Appendix A and to prepare the necessary by-law for adoption.

Financial Impacts

There are no direct financial impacts as a result of these changes in policy.

Attachments

Appendix A: Draft Recruitment and Employment Policy

Appendix B: Hiring of Employees and Employment of Family Members Policy, HR251.

Appendix C: Draft Recruitment and Employment Procedure Flowchart

Report Approval Details

Document Title:	Revised Recruitment Policy .docx
Attachments:	- Appendix A Recruitment and Employment Policy.docx - Appendix B - Hiring of Employees and Employment of Family Members Policy HR251.pdf - Appendix C Recruitment and Employment Procedure flow chart.docx
Final Approval Date:	Nov 12, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Lisa Granger

Submitted by Justin Rousseau

Approved by the Corporate Leadership Team