

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 19, 2016

Item 7, Report No. 5, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on April 19, 2016.

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RECRUITMENT POLICY

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Chief Human Resources Officer, dated April 4, 2016:

Recommendation

The Chief Human Resources Officer, in consultation with the Senior Management Team recommends:

1. That the updated Recruitment Policy set out at Attachment 1 be approved and that Policy HR-015 be repealed.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Goal 6, and Objective 6.1:

- Ensure through on-going hiring practices that the City retains staff with the necessary expertise in environmental/sustainability measures, standards and practices (as per Vaughan Vision 2020).

Economic Impact

There is no economic impact.

Communications Plan

In consultation with the Office of Corporate Communications, the Recruitment Policy will be posted on Vaughan Online and Jostle. In addition, Human Resource staff will meet with management to review the Recruitment Policy and associated responsibilities.

Purpose

The purpose of this report is to seek Council approval of the updated Recruitment Policy.

Background - Analysis and Options

The City of Vaughan is required to abide by all employment legislation in the Province of Ontario including laws relating to fair and equitable hiring practices (e.g. the *Ontario Human Rights Code*, as well as the *Accessibility for Ontarians with Disabilities Act*).

Hiring in the City of Vaughan is done by individual departments with guidance from Human Resources. Hiring managers and Human Resources are committed to hiring the best staff possible and currently abide by best practices/legal obligations with respect to recruitment. That being said, and in order to formalize and strengthen our current hiring practices, staff are recommending the adoption of a comprehensive recruitment policy.

The Recruitment Policy outlines the purpose, application, guiding principles, definitions and responsibilities with respect to the recruitment and selection of City employees. The purpose of this policy is to ensure the City has established and documented guidelines and best practices that allow for a fair, open, and transparent recruitment process. The Policy is also guided by the requirement that the City's hiring practices are in adherence with legal requirements set out in

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legislation and the City's collective agreements. The Recruitment Policy applies to all employees of the City of Vaughan, and clearly outlines responsibilities for Human Resources, hiring managers, and candidates.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report supports the Vaughan Vision 2020 initiatives of Service Excellence, specifically to advance a culture of excellence in governance, and support staff engagement initiatives including investing in our people and creating capacity and human capital talent to support the term of Council priorities.

Regional Implications

There are no regional implications.

Conclusion

While hiring managers and Human Resources currently abide by best practices/legal obligations with respect to recruitment, a formalized recruitment policy will strengthen the process and provide guidelines for the hiring managers to ensure the selection process leads to quality candidates. The Recruitment Policy promotes an open, consistent and fair approach to recruitment and thereby limits the risk of discrimination and other potential challenges associated with the City's recruitment practices. A formalized recruitment policy will further enhance the City's reputation and increase confidence in our hiring process. Finally, the Policy will ensure that all staff involved in the hiring process are clear on their responsibilities at each stage of the process.

Attachments

1. Recruitment Policy
2. Recruitment Procedures – Vaughan Residents HR – 015
3. Recruitment and Selection Guidelines

Report prepared by:

Demetre Rigakos, Chief Human Resources Officer extension #8297
Mark Bond, Manager, Human Resources extension # 8327
Sandra McKenzie, Manager, Human Resources extension #8331

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)