

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 25, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: Recruitment, Selection and Hiring Policy Updates

RECOMMENDATION:

- 1 – THAT the Committee of the Whole recommends that Council approve the proposed updates to the Municipality’s Recruitment, Selection and Hiring Policy.**
- 2 – THAT the Committee of the Whole recommends that Council approve the advertising for the position of Elections Assistant.**

BACKGROUND:

The Municipality’s Recruitment, Selection and Hiring Policy was approved in 2013 and has not been updated since. Recent recruitment has highlighted areas for improvement and modification to the policy to allow for greater clarity and making the best use of Council and staff time.

DISCUSSION:

Mississippi Mills is a growing municipality and has undergone a municipal wide Service Delivery Review which resulted in the approval of a revised organization chart with new positions identified. As part of the 2021 budget process a number of new positions were approved by Council. Additionally, the municipality in recent years has needed to fill positions due to staff retiring or vacancies. As such, during the process of filling these positions staff have highlighted roadblocks with the policy.

The following amendments are being proposed:

- Addition of definition for “Hiring Selection Committee” – which states:
 - Hiring Selection Committee” Council shall appoint a Hiring Selection Committee for each department head as per the organization chart.
 - This definition provides clarity on who sits on the Hiring Selection Committee. It is recommended that the additional member of Council be appointed on a one-year term so that a new member does not need to be appointed for every new recruitment.

- Addition of definition for Virtual Interview – which states:
 - “Virtual Interview” shall mean an interview conducted with the use of technology to conduct an interview or any step during the interview process via video conferencing.
 - As a result of COVID the municipality has used video conferencing software to conduct interviews.
- Section 7.02 Hiring Procedure – Existing Position
 - The previous policy required that any position regardless if it was existing required Council approval before being advertised. The revised section now requires that Council be notified when an existing position is being advertised and that the recruitment process to fill the vacancy has started.
- New Section 7.03 – Hiring Procedure – New Position
 - The previous policy did not have this section. This section requires that Council approve any newly created position prior to beginning the recruitment process. Note, that if the position was previously approved as part of a budget process an additional staff report would not be required but Council would still be notified once the recruitment process starts.
- Section 7.05.1 – Assessment
 - Under the “CAO Position” included Senior Staff since that has typically been the process used in the past.
- Section 7.05.6 – Final Offer
 - Included statement that all contracts shall use the municipal contract template and that any significant changes to the template shall be reviewed by the municipal solicitor.
- Section 12.01 Compensation – Upon Hiring
 - Previous policy stated that the majority of new employees be placed at the minimum level of the pay scale. Based on recent hiring experiences it is unlikely that perspective employees will be content starting at step 1 of the pay scale. While those responsible for negotiating will aim to negotiate a salary in the best interest of the municipality this section was re-worded to allow for more flexibility when it comes to salary negotiations.

Elections Assistant Position

Should Committee of the Whole not wish to recommend that Council make the proposed amendments to the policy or require further information from staff, staff is requesting the position of Elections Assistant be approved to be advertised.

To assist with both the 2014 and 2018 Municipal Elections, the municipality has hired a full-time contract position of Elections Assistant. This position assists the Clerks Department with the planning and administration of the Municipal Election. During the year of the Election greater work loads are placed on the Clerks Department to conduct, organize and ensure a successful election is carried out. The Clerks Department is also responsible for maintaining the normal day-to-day activities of the department. The Elections Assistant is critical in ensuring the success of the election and allowing the Clerk and Deputy Clerk to complete regular duties of the department. This position is a

full-time contract that begins in April and Ends in October. It is based on an hourly rate of \$19.92. The position of Elections Assistant is budgeted in the proposed 2022 Municipal Elections budget.

FINANCIAL IMPLICATIONS

There are no financial implications with this report.

SUMMARY

The Municipality's Recruitment, Selection and Hiring Policy has not been updated since 2013. As a result of recent recruitment, review of municipal practices and ensuring both staff and Council are utilizing their time in the most efficient way amendments to the policy have been recommended. Amendments include no longer requiring the approval of Council to advertise existing positions or approved positions, greater clarity around the selection committee, more flexibility when negotiating, and ensuring that contracts are consistent and reviewed by the municipal solicitor if required.

Should Committee of the Whole require additional time to review the policy or not recommend the changes to Council, staff have requested that the Committee of the Whole recommend to Council that staff advertise for the position of Elections Assistant.

Respectfully submitted,

Jeanne Harfield

Clerk

Approved by,

Ken Kelly

Chief Administrative Officer