

Meeting Date: May 6, 2024
Department: Chief Administrative Officer
Report No.: CAO-2024-13
Submitted by: Trisha McKibbin, Chief Administrative Officer
Doug Payne, Director of Human Resources
Approved by: Trisha McKibbin, Chief Administrative Officer
SUBJECT: **Hiring Processes – Director Positions**

RECOMMENDATION: THAT: Council receive Report CAO-2024-13 titled “Hiring Processes – Director Positions” for information, and further;

THAT: Council direct staff to update the 2004 Hiring Policy and bring back to Council for consideration.

BACKGROUND:

The Municipality of Strathroy-Caradoc wants to obtain and retain the best-qualified personnel to fill any employment vacancy that arises within the Municipality.

In Strathroy-Caradoc, one municipal officer reports directly to Council: the Chief Administrative Officer (CAO). All other positions fall under the management of the CAO.

There have been inquiries from members of Council on the job description, qualifications, and hiring practice for the Director of Engineering & Public Works position and other Director level positions. This information can be found below and in the attached documents.

COMMENTS:

Section 270 of the *Municipal Act, 2001*, requires that municipalities adopt and maintain a policy regarding the hiring of employees. Strathroy-Caradoc’s Hiring Policy is from 2004 and requires review and updating to incorporate current best practices in the Municipal sector. The new policy should include a codification of many of the current informal practices that are being utilized for the hiring of employees. Hiring Policies typically include such items/procedures as the following:

- Requisition procedures
- Recruitment Procedures
- Responsibilities

- Evaluation of Applicants
- Reference Verification
- Nepotism
- Non-Discrimination
- Criminal Reference Check/Vulnerable Sector Screening

Job Descriptions

Human Resources drafts Job Descriptions in consultation with the relevant department Director. Director job descriptions are drafted and reviewed by Human Resources and the CAO.

When drafting job descriptions, a needs analysis is completed, in addition to a review of recent job descriptions and/or postings from other municipalities, and a comparison with other Director positions within the organization to ensure continuity of management skills and requirements. A copy of the Director of Engineering and Public Works job description is attached to this report.

Recruitment for Director of Engineering and Public Works

For the continuity of the department, and the organization, it is essential that recruitment for the Director of Engineering and Public Works begin immediately. Currently, the Manager of Public Works and the Manager of Environmental Services, with support from the CAO and Senior Management Team, have been ensuring the department continues to operate with as little disruption as possible.

The job description has been reviewed and updated by the Director of Human Resources and the CAO with the job posting being ready to be released. The process for Director recruitment typically includes a minimum of three to four weeks for the job posting, followed up by short listing candidates, interview phases (could be multiple interviews), employment verification and contract negotiation. The recruitment process may take up to 2 to 3 months at a minimum.

CONSULTATION:

N/A

FINANCIAL IMPLICATIONS:

The position is included in the 2024 budget.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

ATTACHMENTS:

JOB DESCRIPTION –DIRECTOR OF ENGINEERING AND PUBLIC WORKS
HIRING POLICY – DECEMBER 6, 2004