

**Township of Southgate
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Staff Report HR2021-035

Title of Report: Policy 8 Hiring Policy Updates
Department: Human Resources
Council Date: December 15, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-035 for information; and

That Council approve updated Policy #8 Hiring Policy as presented; and

That Council consider approval of the Policy #8 Hiring Policy by Municipal By-Law 2021-184.

Background:

Policy #8 Hiring Policy was last approved on August 1, 2018.

Staff Comments:

Policy #8 Hiring Policy has been reviewed by HR Coordinator, CAO, Department Heads and the Southgate Personnel Committee for feedback and updates have been made to provide clarity and based on feedback. Updates are highlighted in red in Attachment #1.

Financial Implications:

There are no financial implications of this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve updated Policy #8 Hiring Policy as presented.
3. That Council consider approving Policy #8 by Municipal By-Law 2021-184.

Respectfully Submitted,

HR Coordinator: Original Signed By

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: Original Signed By

Dave Milliner, CAO

Attachments:

Attachment #1: Policy 8 Hiring Policy Updates