

## RECRUITMENT, SELECTION AND EMPLOYMENT EQUITY

### 1. Purpose

The City is committed to attracting and selecting qualified employees through fair, transparent, and merit-based processes that support equity, diversity, and inclusion.

This policy establishes guiding principles to:

- a) ensure equitable access to employment opportunities
- b) promote a diverse and inclusive workforce
- c) support the selection of the most qualified candidates
- d) ensure consistency with applicable legislation and collective agreements

### 2. Definitions

In this policy,

**“Direct Appointment”** means the assignment or appointment of a qualified employee to a position without a competitive recruitment process, where permitted by organizational requirements and any applicable collective agreement.

**“Employment Equity”** means the identification and removal of barriers to employment and advancement, and the implementation of practices that support equitable access to opportunities for individuals and groups who may be underrepresented in the workforce.

**“Equity, Diversity, and Inclusion (EDI)”** means the principles and practices that support fair access to opportunities (equity), representation of diverse backgrounds and perspectives (diversity), and the creation of an environment where all individuals feel respected, valued, and able to participate fully (inclusion).

**“Merit-Based Selection”** means a selection process that evaluates candidates based on the qualifications, skills, knowledge, abilities, experience, and competencies required to perform the duties of the position.

**“Reasonable Accommodation”** means modifications or adjustments that enable an individual to participate fully in the recruitment process or perform the essential duties of a position, to the point of undue hardship.

### 3. Scope

This policy applies to:

- a) all City hiring processes for exempt and union positions, and
- b) internal and external recruitment processes

Hiring of unionized positions will be conducted in accordance with the applicable collective agreement.

#### **4. Roles and Responsibilities**

##### **Council**

Council's role is to:

- a) establish governance direction for recruitment, selection, and employment equity;
- b) oversee and conduct the recruitment and appointment of the Chief Administrative Officer; and
- c) receive notification of the creation of new positions, if created outside of the budget process.

Council does not participate in routine recruitment or selection processes, except with respect to the recruitment and appointment of the Chief Administrative Officer.

##### **Chief Administrative Officer (CAO)**

The CAO:

- a) is responsible for administering recruitment and selection processes;
- b) is delegated authority for hiring decisions, except where otherwise required; and
- c) ensures alignment with this policy and applicable agreements.

This reflects Council's delegation of hiring authority to administration.

##### **Human Resources**

Human Resources will:

- a) develop and maintain recruitment procedures;
- b) support fair and consistent hiring practices;
- c) provide guidance on equity, diversity, and inclusion; and
- d) ensure compliance with legislation and policy.

##### **Supervisors and Hiring Managers**

Supervisors and hiring managers will:

- a) participate in recruitment and selection processes in accordance with established procedures;
- b) ensure decisions are job-related, fair, and documented; and
- c) support inclusive and respectful hiring practices.

#### **5. Merit-Based Selection**

The City will select candidates based on:

- a) qualifications;
- b) experience;
- c) skills, knowledge, abilities; and

- d) capacity to perform the requirements of the position.

Hiring decisions will be made without bias and in alignment with job-related criteria.

## **6. Equity, Diversity and Inclusion**

The City is committed to:

- a) providing equitable access to employment opportunities;
- b) fostering a workforce reflective of the community; and
- c) removing barriers that may disadvantage underrepresented groups.

Employment practices will be implemented in a manner consistent with the *BC Human Rights Code*, ensuring that employment conditions are applied without discrimination.

## **7. Inclusive Recruitment Practices**

The City will:

- a) promote opportunities broadly to attract a diverse pool of candidates;
- b) consider a range of education, training, and experience;
- c) recognize transferable skills, including those gained through non-traditional work; and
- d) consider international education and experience where relevant.

## **8. Accessibility and Accommodation**

The City will:

- a) provide reasonable accommodation in recruitment and selection processes;
- b) ensure candidates are not excluded due to barriers related to disability or other protected grounds; and
- c) take steps to support accessible workplaces and hiring practices.

## **9. Recruitment and Selection Framework**

The City will implement recruitment and selection processes that:

- a) align with job requirements and organizational needs;
- b) are transparent and applied consistently;
- c) are based on objective and defensible criteria;
- d) consider diversity within applicant pools; and
- e) minimize bias in screening and selection.

Staff will establish and maintain detailed procedures for:

- a) job postings;
- b) applicant screening;
- c) interviews;
- d) direct appointment/promotion; and
- e) selection and offers.

## **10. Internal Movement and Direct Appointments**

The City recognizes that, in certain circumstances, it may be appropriate to fill positions through the direct appointment or assignment of qualified internal employees.

Direct appointments may be considered where:

- a) operational efficiency or continuity is required;
- b) workforce planning or organizational restructuring supports internal movement;
- c) the employee is demonstrably qualified to perform the duties of the position; or
- d) such appointment is consistent with the applicable policy.

Where direct appointments are made:

- a) decisions must be based on objective, job-related criteria;
- b) the rationale must be documented; and
- c) fairness, transparency, and consistency must be maintained.

Nothing in this policy limits the City's obligations under collective agreements with respect to posting, seniority, or selection.

**APPROVED BY COUNCIL:**

**DATE:** \_\_\_\_\_