

7TH REPORT OF THE
GOVERNANCE WORKING GROUP

Meeting held on March 5, 2018, commencing at 1:31 PM, in Committee Room #4, Second Floor, London City Hall.

PRESENT: Councillor V. Ridley (Chair); Mayor M. Brown; and Councillors J. Morgan, M. Cassidy, J. Helmer, P. Squire and M. van Holst; and C. Saunders (Secretary).

ALSO PRESENT: M. Hayward, G. Barrett, A. Codispodi, B. Coxhead, A. Hagan, L. Livingstone, L. Loubert, S. Maguire, L. Maitland, L. Rowe, E. Soldo, J. Stanford, T. Thomas, R. Wilcox and G. Zhang.

I. CALL TO ORDER

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

II. CONSENT ITEMS

2. 6th Report of the Governance Working Group

That the 6th Report of the Governance Working Group, from its meeting held on November 13, 2017, BE RECEIVED.

III. ITEMS FOR DISCUSSION

3. Council Policy Manual Modernization

That the actions outlined in the revised attached Council Policy Index (Appendix "A"), with respect to the Council Policy Manual Modernization process, BE APPROVED; it being noted that the following revisions are highlighted in bold on the attached Appendix "A":

- "Requiring Building Permits for Buildings Constructed More Than One Year Prior" – revise so that the policy is no longer embodied in a communication to a Council Member, but rather in a standard corporate template;
- "Free Downtown Parking During Christmas Season" – revise as needed to ensure that the policy reflects current need and practices;
- "Public Notification Policy for Construction Projects" – revise to reflect the direction in a Council resolution dated November 21, 2017;
- "Mayor – Contracted Staff" – revise, if needed, subsequent to review to ensure that the existing policy appropriately addresses corporate needs;
- "Delegation of Powers and Duties Policy – the Civic Administration to compile a comprehensive listing of delegated authorities;
- "Protocols for Unapproved Aboriginal Burial Sites" – revise before any action is taken to repeal, consultation should be undertaken with the Indigenous community. If consensus is reached, policy can be repealed; and,
- "Value of Parkland Dedication" – revise to require that an accredited appraiser be retained by the applicant to undertake the appraisal, with a provision of reasonableness with respect to the requirement for an appraisal to be undertaken by an accredited appraisal where a small parcel of land is being acquired.

4. Hiring of Employees Policy

That, on the recommendation of the Managing Director, Corporate Services and Chief Human Resources Officer, the attached revised proposed by-law (Appendix "B") BE INTRODUCED at the Municipal Council meeting to be held on March 27, 2018 for the purpose of amending By-law No. A.-6151-17, being the "Council Policy By-law" by repealing and replacing Schedule "B" - "Hiring of Employees Policy" with a new Schedule "B" - "Hiring of Employees Policy" in order to update the Policy to implement nepotism free hiring practices for both internal and external applicants.

IV. NEXT MEETING DATE

5. That it BE NOTED that the next Governance Working Group meeting will be held on Monday, March 26, 2018, at 1:30 PM, in Committee Room #4.

V. ADJOURNMENT

The meeting adjourned at 2:48 PM.

Appendix A - Council Policy Index

This Appendix details Council direction for Stage 2 of the Council Policy modernization process.
Column Descriptions
1: This column indicates the name of the policy.
2: This column indicates whether the policy will remain a Council Policy, become an Administrative Practice & Procedure or be repealed.
3: This column indicates if a revision will be brought forward in Stage 3 of the Council Policy modernization process.
4: This column describes the nature of the policy revisions that are to come forward in Stage 3, as applicable, reason for repeal or any other required actions.

City Manager's Office Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Community Arts Investment Program Policy	Council	No	
Corporate Identity Policy	Council	Yes	Revise to include that internal use must adhere to the Corporate Identity Guidelines.
Public Art Policy	Council	Yes	Revise to eliminate irrelevant sections or sections that can be considered operational.
Media Protocols Policy	Council	Yes	Revise for gender neutrality.
Community Engagement Policy	Council	No	
Banners Over City Streets	Council	Yes	Revise to clarify guidelines and ensure consistency with current practices.

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Development & Compliance Services Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Methane Gas	Council	Yes	Revise to remove sections of this policy that are administrative or redundant.
Unprotected Excavations at Construction Sites	Council	No	
Requiring Building Permits for Buildings Constructed More Than One Year Prior	Council	No	Revise so that the policy is no longer embodied in a communication to a Council Member, but rather in standard corporate template.
Sharing Fence Costs with City	Repeal		No longer required as cost sharing is addressed in the PS-6 Fence By-law.
Gateway Structures, Fences and Walls - Ownership & Maintenance	Council	No	
Refunding of Application Fees	Council	No	
Government Agencies to Pay Fees	Council	No	
Subdivision & Development Agreement Security Policy	Council	No	
Assumption of Works and Services	Council	No	
Street Cleaning in Unassumed Subdivisions	Council	No	
Third Party Billing – City of London Contracts	Council	No	
Residential Front Yard and Boulevard Parking	Council	Yes	Revise as needed subsequent to a review of front yard and boulevard parking.
Non-Enforcement of Parking Regulations	Council	No	
Free Downtown Parking During Christmas Season	Council	Yes	Revise as needed to ensure that the policy reflects current need and practices.
Enforcement of City Personnel	Council	Yes	Revise as the current policy is outdated.
Commemorative Street Naming Policy	Council	Yes	Revise as the current policy is outdated.

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Environmental & Engineering Services Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Frequency of Garbage, Recyclable Material, Yard Materials and Fall Leaf Collection	Council	No	
Citizens Unable to Take Out Garbage or Recyclable Material	Council	No	
Containerized Garbage Collection Systems	Council	Yes	Revise to add in "or designate" after City Engineer in all places.
Waiving of Landfill Site Fees	Council	No	
Spills Policy	Administrative	No	This is an administrative procedure.
Provision of Blue Boxes	Council	No	
Public Notification Policy for Construction Projects	Council	Yes	
Drawing Review Fees	Council	Yes	Revise to provide additional clarity in light of ongoing review.
Assessment, Circulation and Repayment of Road Local Improvements	Administrative	Yes	Revise to include all policy matters related to local improvements.
Flankage Exemptions for Surface Works and Sewers	Council	Yes	Revise to clarify Flankage Exemption.
Absence of Private Drain Connections	Administrative	No	This policy operationalizes strategic direction.
Absence of Sewers and Private Drain Connections	Council	Yes	Revise to reflect current requirements.
Assessing Rectangular Corner Lots	Administrative	Yes	Revise to include all policy matters related to local improvements.
Classification of Warranted and Unwarranted Sidewalks and Roadworks	Repeal		Unwarranted sidewalks have not occurred in recent memory. All sidewalks are now warranted based on the London Plan. Definitions unnecessary.
New Sidewalk Installations	Repeal		Policy unnecessary. City Engineer has the authority to install sidewalks on all roads.
Service Cut Restoration Work by Utilities and Contractors	Council	No	
Deleting Works from Tenders	Council	No	
Noise Attenuation Barriers	Administrative	No	This policy operationalizes strategic direction; it provides justification for response to frequent public requests.
Railway Crossing Protection Drawings	Repeal		The railway companies no longer require the City to sign their protection drawings.
Painting of Municipal Address Numbers on City Curbs	Repeal		This policy is unnecessary. A permit for approved works would address these issues.
Phase Out Use of City-Owned Vehicles	Council	Yes	Revise to change title to "Annual Assessment of Underutilized Light Vehicles", which is more reflective of the policy itself.

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Services for Special Events	Council	Yes	Revise to provide additional clarity. (e.g. words such as "municipal service" are not clear.
Private Storm Water Connections	Council	Yes	Revise to change Storm Water to Stormwater.
Sewer Clean-Outs	Repeal		This policy is redundant.
Cleaning of Sewer System	Administrative	No	This policy operationalizes strategic direction.
Catch Basins on Private Property	Council	Yes	Revise to reflect current needs.
Connection to Water Services	Repeal		This policy is redundant.
Rear Yard Grading and Drainage	Council	No	
Servicing Dry Industrial Uses in the Annexed Area	Repeal		This policy is redundant and superceded by the London Plan.
Land Dedication	Council	No	
Street, Lane and Walkway Closings	Council	No	
Street Naming - Streets of Honour	Council	Yes	Revise, as needed, as a result of previously directed review. (GWG September 7)
All-Way Stops	Repeal		This policy is unnecessary; installation follows technical warrant system.
Noise Barriers on Arterial Roads	Administrative	No	This policy provides technical procedural direction.
Temporary Road Closures	Repeal		This policy is unnecessary as it is addressed under the Special Events Administrative Procedures Manual.
Responsibility for Installation and Maintenance of Driveway Culverts	Administrative	No	This policy provides guidelines to employees for running day-to-day business, and frequency for homeowner installations is very low.
New Traffic Signal Locations	Council	No	
Lane Maintenance Policy	Council	No	
School Crossing Guard Program Policy	Administrative	Yes	This policy includes detailed procedures for employees. Council has asked for options to change the criteria from SCGs.
Encroachment Policy	Council	No	
Coloured Crosswalk Policy	Administrative	No	This policy includes detailed procedures for employees.
Traffic & Parking By-law Amendments	Council	Yes	Revise, if needed, as a result of a detailed review of the Traffic & Parking By-law currently underway which may result in additional delegation of approvals to staff.
Overnight Parking Pass Program Policy	Administrative	No	This policy includes detailed procedures for employees.
Interest Rate	Administrative	Yes	These policies operationalize strategic direction and provide guidelines to employees for running day-to-day business. Policies will be revised to consolidate all policies related to local improvements.
Commuting Charges	Administrative	Yes	
Expediting Charges	Administrative	Yes	
Street Services Implementation and Financing	Administrative	Yes	

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Finance & Corporate Services Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Grants to Centennial Hall	Council	No	
Reduced Rental Rates for Non-Profit Groups	Council	No	
Objectives of Centennial Hall	Council	No	
Using Centennial Hall for City Sponsored Events	Council	No	
Lessee Protection and Non-Competitive Clauses	Council	No	
Accounts Receivable and Collections Policy	Council	No	
Investment Policy	Council	No	
Trust Fund Policy	Council	No	
Donations Policy	Council	No	
Royal Canadian Legion Branch Property Tax Relief Program Funding	Council	No	
Security Policy Regarding Letters of Credit	Council	Yes	Revise to remove outdated references in conjunction with Building.
Identification of Operating Surpluses – Boards and Commissions	Council	No	
Lease Financing Policy	Council	No	
Multi-Year Budget Policy	Council	No	
Surplus/Deficit Policy	Council	No	
Assessment Growth Policy	Council	No	
Debt Management Policy	Council	No	
Sale of Major Assets Policy	Council	No	
Capital Budget and Financing Policy	Council	No	
Affordable Housing Reserve Fund Implementation Policy	Council	No	
Asset Transfers To Municipal Services Corporations Policy	Council	No	
Conveyance of Sanitary Filled Land	Council	No	
Real Estate Service – MLS	Council	No	
Financing of Sales	Council	No	
Transactions Involving Elected Officials	Council	No	

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Property for Capital Works Projects	Council	No	
Internal Review of Property Sales	Council	No	
City-Owned Residential Properties	Council	No	
Property Enquiries to Board of Education	Council	No	
Demolitions of Buildings on Flood Plain Lands	Council	No	
Rental of Lands for Billboards	Council	No	
Leasing and Licencing of City-Owned Land	Council	No	
Real Estate Services	Council	No	
Lands for Public Works Projects	Council	No	
Donation of Land and Buildings to the City	Council	No	
Sale and Other Disposition of Land Policy	Council	No	
Real Property Acquisition Policy	Council	No	
Tax Collection Policy	Council	No	
Treatment of Properties That Do Not Sell At Municipal Tax Sales	Council	No	
Minutes of Settlement for Assessment Appeals	Council	No	
Travel & Business Expenses	Council	Yes	Revise, if needed, upon report back on per diem rates required in late Spring/early Summer, as requested by the Governance Working Group on GWG September 7, 2017.
Procurement of Goods & Services Policy	Council	No	

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Human Resources & Corporate Services Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
City of London Race Relations Policy	Council	Yes	Revise, if needed, as a result of current review, which may include possible alignment of this policy to the Community Diversity and Inclusion Strategy.
Diversity and Inclusion Policy for the City of London	Council	Yes	Revise, if needed, as a result of current review, which may include possible alignment of this policy to the Community Diversity and Inclusion Strategy.
Accessibility Policy	Council	No	
Promotion of Corporate Products to City Staff	Council	No	
Parking Tickets Received by Employees	Administrative	No	This is an internal practice/procedure utilized by Service Area leads or designates in carrying out day-to-day business operations.
Retirement Dinners for Department Heads	Council	No	
Hiring of Employees Policy	Council	Yes	Revise to ensure a nepotism free work force.
Temporary Vacancies	Administrative	No	There are currently Administrative policies (Position Management Process, Recruitment and Selection) that outline the process for dealing with vacancies and the responsibility of Service Area Leads. The wording from this policy can be incorporated into the current administrative Position Management Process policy.
Workplace Safety and Insurance Act Claims	Administrative	No	This is an internal practice/procedure utilized by Service Area leads or designates in carrying out day-to-day business operations. Delegating authority has been granted to the applicable Service Areas to administer the processes involved.
Employee Service Recognition Program	Council	No	
Benefits for Non-Union Employees on Long Term Disability	Administrative	No	This should be an administrative practice/procedure and added to existing information where other Long Term Disability benefits are explained. This will enable all related information to be in one place for ease of reference.
Benefits for Survivors of Employees Killed on the Job	Council	No	
Appointments Requiring Council Approval and/or Consultation	Council	No	
Workplace Harassment and Discrimination Prevention Policy	Council	Yes	Revise, if needed, subsequent to review to ensure the policy is appropriately updated.
Mayor – Contracted Staff	Council	Yes	Revise, if needed, subsequent to review to ensure that the existing policy appropriately addresses corporate needs.
Fixed Term Employment Agreements	Council	No	

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Leaves of Absence Without Pay	Administrative	No	Service Area leads have decision making authority to approve or deny requests operationally. Many leaves are covered by legislation and also built into collective agreements.
Collective Bargaining Activities	Council	No	
Non-Issuance of Lifetime Golf Memberships	Repeal		Code of Conduct prescribes what can or cannot be done. This situation would be considered a violation of the Code of Conduct.

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Housing, Social Services & Dearness Home Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Releasing of Assets Once Residents' Costs Paid	Repeal		This policy is superseded by the Long Term Care Act 2007.
Funeral Expenses for Indigent Residents	Administrative	No	This is operational in nature.
Interest from Bequest Fund	Administrative	Yes	This is operational in nature and requires updating to reflect current needs.
Preferred Accommodation Charges	Repeal		This policy is superseded by the Long Term Care Act 2007.
Homemakers and Nurses Services	Council	Yes	Revisions required to reflect current needs.
Special Assistance and Supplementary Aid	Council	No	
Purchased Service Agreements	Council	Yes	Revision required as the policy is referring to the provision of financial information in support of increased rates and does not refer to the delivery of services.

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Legal & Corporate Services Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Bravery Award Policy	Council	No	
Queen Elizabeth Scholarships	Council	Yes	Revision required to include gender neutral references.
Mayor's New Year's Honour List Policy	Council	No	
Annual Retirement Dinner, 25-Year Club Dinner and Other Civic Dinners Policy	Council	No	
Diversity, Race Relations and Inclusivity Award Policy	Council	Yes	Revision may be required subsequent to review to ensure the policy is as inclusive as possible.
Corporate Plaques and Recognitions Policy	Council	No	
Outstanding London Ambassador Award Policy	Council	Yes	Revisions required to address process challenges identified to date.
Use of Cafeteria as Staff Facility Policy	Council	No	
Soliciting Funds in City Hall Policy	Council	Yes	Revisions required to provide additional clarity re: event frequency.
Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements	Council	No	
City of London Days at the Budweiser Gardens Policy	Council	No	
Use of Civic Square by Centennial Hall Events Policy	Council	No	
Appointment of Deputy Mayor	Council	No	
Placement of Public Submissions on Standing Committee Agendas	Council	No	
Inter-Municipal Endorsement of Council Resolutions	Council	No	
Discussion on Elected Officials' Salaries to be in Public	Council	No	
Council Appointee to External Board or Commission – Membership Paid by City	Council	Yes	Revise to reflect current practice of external boards and commissions funding costs associated with their membership.
General Policy for Advisory Committees	Council	Yes	Revise to reflect recent Council direction, ensure gender neutrality in certain sections and to streamline the process as it relates to organizational nominees.
Delegations by Union Executives to Standing Committees	Council	No	
Anonymous Communications, Etc.	Council	No	
Establishment of Task Forces and Working Groups	Council	No	
City Representation at "Out of Town" Functions	Council	No	

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Civic Administration - Not to be Appointed as Voting Members to Boards, Commissions and Advisory Committees	Council	No	
Allocation of Councillors' Offices	Council	Yes	Revise to correct typographical error.
Policy for the Use of City of London Resources for Municipal Election Purposes	Council	Yes	Revise, if needed, in response to August 21 SPPC motion to consider providing more clarity to this policy.
Issuance of Computer Equipment to Council Members	Council	Yes	Revise, as needed, in response to August 21 SPPC motion to ensure that this policy is as flexible as possible and to reflect the upcoming Council term.
Code of Conduct for Members of Council	Council	TBD	Revise, as needed, subsequent to review by the Integrity Commissioner.
Remuneration for Elected Officials and Appointed Citizen Members	Council	No	
Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions	Council	No	
Review of Ward Boundaries	Council	No	
Process for the Public Release of Information Pertaining to Investigations Undertaken by the Ontario Ombudsman	Council	Yes	Revise to reflect gender neutral language.
Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy	Council	No	
Risk Management Policy	Repeal		Contact is redundant given current corporate requirements.
Legal Services and Accounts	Council	Yes	Revise to reflect current needs and practices.
Added Staff Recommendations and Committee Reports	Council	No	
Official City Flag	Council	No	
Establishment and Review of Council Policies CPOL.-106-358	Repeal		New policy in place. Old policy needs to be repealed.
Landing of Helicopters	Council	No	
Use of Cenotaph	Council	No	
Flags at City Hall	Council	No	
Issuance of Proclamations	Council	No	
Public Notice Policy	Council	No	
Accountability and Transparency to the Public Policy	Council	Yes	Revise, as needed, as a result of Bill 68.
Delegation of Powers and Duties Policy	Council	No	Civic Administration to compile a comprehensive listing of delegated authorities.

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Illumination of City of London Buildings and Amenities	Council	No	
City of London Records Management Policy	Council	No	
Staff at Ward Meetings	Council	No	
Protocol for Unapproved Aboriginal Burial Sites	Council	TBD	Before any action is taken to repeal, consultation should be undertaken with the indigenous community. If consensus is reached, policy can be repealed.
City of London Community Suite Policy	Council	No	
Council Members' Expense Account	Council	No	
Mayor's Expenses	Council	No	
Policy for the Establishment and Maintenance of Council Policies CPOL.-231-555	Council	No	

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Neighbourhood, Children & Fire Services Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
London Community Grants Policy	Council	Yes	Revise to remove sections that are internal procedures used by City Staff to carry out day-to-day business and instead place that information in an Administrative Procedure. Additional revisions may be required based upon experiences from the first three years of running the program.
Dedication of Fire Stations	Repeal		Civic Adminsitration to ensure current Association is on side prior to repealing the Policy.
Gender Equity in Recreation Services	Council	No	
Child Care Policies	Council	Yes	Revise to remove sections that are internal procedures used by City Staff to carry out day-to-day business and instead place that information in an Administrative Procedure.
Policy for waiving or reducing fees for use of city owned community centres and recreation facilities	Council	Yes	Revise to remove sections that are internal procedures used by City Staff to carry out day-to-day business and instead place that information in an Administrative Procedure.

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Planning Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Elsie Perrin Williams Estate	Council	No	
Monumenting Program	Council	No	
Telecommunication Facilities Consultation Policy	Council	No	
Value of Parkland Dedication	Council	Yes	Revise to require that an accredited appraiser be retained by the applicant to undertake the appraisal.
Parkland Dedication – Plan of Subdivision	Council	Yes	Revise to change the rate of dedication for parkland from 1 hectare for each 300 dwelling units to 1 hectare for each 500 dwelling units, consistent with recent changes to the Planning Act.
Parkland Dedication Cash-in-lieu	Council	Yes	Prior to revision, staff to review the most appropriate, cost effective way to appraise the property in order to mitigate cost and reflect same in a revision that addresses appraisal requirements.
Parkland Dedication – Site Plan	Council	No	
Parkland Dedication – Acquisition of Parkland Outside a Plan of Subdivision	Council	No	
Pathway Corridors	Council	No	
Parkland Accounts	Council	Yes	Revise to modify the policy and include new provisions for parkland accounts as noted in Bill 73.
Survey Documents Suitable for Ontario Basic Mapping	Administrative	No	Contains what should be administrative procedures and practices.
Perfecting Property Titles for which Consents were not Obtained	Council	No	
Demolition Control	Council	No	
Substantially Changed OPA/ZBA Applications	Council	No	
Urban Design Awards	Council	No	
Tree Preservation	Council	Yes	Revise to align with current subdivision processes and with the Tree Conservation By-law.
Notices of OPA and ZBA Received From Other Municipalities	Council	No	
Naturalized Areas and Wildflower Meadows	Council	No	
Siting of Cannabis Retail Stores in London	Council	No	
Siting of Supervised Consumption Facilities and Temporary Overdose Prevention Sites in London	Council	No	

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Parks & Recreation Policies

1-Policy Title	2-Council, Administrative or Repeal	3-Revision Required	4-Nature of Revision/Reason for Repeal/Actions Required
Athletic Travel Grants	Council	No	
Corporate Sponsorship and Advertising Policy	Council	No	
Leasing Parkland	Council	Yes	Revise to amend to require an accredited appraiser be retained by the applicant to undertake the appraisal.
Financial Assistance for Program Activity Fees	Council	No	
Inclusion in Recreation Facilities, Parks and Services	Council	No	
Special Events Policies and Procedures Manual	Council	No	
Use of Inflatable Amusement Devices During Rental of City Parks or Other Facilities	Administrative	No	This policy includes operationalized guidelines better suited for an Administrative Practice or Procedure.
Rzone Policy	Council	Yes	Revise to provide NCFS the authority to ask individuals to leave property.

APPENDIX B

Bill No.
2018

By-law No. A.-6151()-

A by-law to amend By-law No. A.-6151-17, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*” in order to repeal and replace Schedule “B” – Hiring of Employees Policy with a new Schedule “B” – Hiring of Employees Policy.

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 270(1) of the *Municipal Act, 2001* requires that a municipality adopt and maintain policies with respect to the sale and other disposition of land; hiring of employees; procurement of goods and services; circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given; the manner in which the municipality will try to ensure that it is accountable to the public for its actions and the manner in which the municipality will try to ensure that its actions are transparent to the public; and, the delegation of its powers and duties;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Schedule “B”, being the Hiring of Employees Policy, to By-law No. A.-6151-17 is repealed and replaced by the attached new Schedule “B” – Hiring of Employees Policy.
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on March 27, 2018.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First Reading – March 27, 2018
Second Reading – March 27, 2018
Third Reading – March 27, 2018

SCHEDULE B

7. Hiring of Employees Policy

As an employer, The Corporation of the City of London (“Corporation”) is committed to workplace diversity and inclusion. Having a wide variety of people in our workplace helps our organization to be more flexible, creative and responsive. It helps us provide better service to our diverse community. The Corporation is committed to building a supportive and diverse workplace, representative of our community.

The Corporation recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The Corporation is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people with disabilities.

Every bona fide application will be considered by the Human Resources Division.

Applicants having close relatives already in the employ of the Corporation shall not be excluded from consideration of employment with the Corporation. Prospective new hires or candidates for transfer or promotion must declare during the recruitment and selection process any family relationships with individuals who directly or indirectly supervise or manage the position being applied to. Additionally, existing employees must declare and not participate in or influence any part of the recruitment and selection process where another family member is an internal or external applicant for a position.

It is the expectation of Council that hiring practices and decision making will be centered on transparency, integrity, equal opportunity and will be free from any undue influence.