

Bill No. 315  
2021

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

A by-law to amend By-law No. A.-6151-17, as amended, 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*”, by deleting and replacing 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*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS on December 17, 2007 the Municipal Council of The Corporation of the City of London enacted By-law 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* (the “Council Policy By-law”);

AND WHEREAS it is deemed expedient to amend Schedule B – Hiring of Employees Policy to By-law No. A.-6151-17;

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

1. By-law No. A.-6151-17, being the “Council Policy By-law”, is hereby amended by deleting Schedule “B” – Hiring of Employees Policy to By-law No. A.-6151-17 in its entirety and replacing it with the attached new Schedule “B”, which shall be Schedule “B” to By-law A.-6151-17.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on August 10, 2021.

Ed Holder  
Mayor

Catharine Saunders  
City Clerk

First Reading – August 10, 2021  
Second Reading – August 10, 2021  
Third Reading – August 10, 2021

## Schedule “B”



**London**  
CANADA

### Hiring of Employees Policy

**Policy Name:** Hiring of Employees Policy

**Legislative History:** Adopted December 17, 2007 (By-law No. A.-6151-17); Amended September 19, 2017 (By-law No. A.-6151(p)-333); Amended March 27, 2018 (By-law No. A.-6151(r)-120); Amended July 24, 2018 (By-law No. A.-6151(t)-380); Amended August 10, 2021 (By-law No. A.-6151-\_\_\_\_)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Manager, Recruitment and HR Advisory Services

#### 1. Policy Statement

- 1.1. The Corporation of the City of London (“City”) is committed to ensuring that all matters related to recruitment and employment are carried out in a fair and unbiased manner, and that all applicants will have an equal opportunity for employment in compliance with legislative provisions.

#### 2. Definitions

- 2.1. **City** –The Corporation of the City of London

#### 3. Applicability

- 3.1. This policy applies to individuals, including employees of the City, who are applying for positions within the City and employees involved in the City’s recruitment and selection process.

#### 4. The Policy

- 4.1 As an employer, the City is committed to workplace diversity and inclusion. Having a 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 City is committed to building a supportive and diverse workplace, representative of our community.
- 4.2 The City recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination or harassment 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.
- 4.3 The City is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.
- 4.4 Every bona fide application will be considered by the People Services Division.
- 4.5 Applicants having close relatives already employed by the City shall not be excluded from consideration of employment with the City. 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.
- 4.6 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.