



## Legislation Details (With Text)

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**Title:** Inclusive Hiring Policy Update  
Presented by: Michelle Bonnici, Director, Human Resources

**Sponsors:**

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**Attachments:** 1. Inclusive Hiring Policy Update Jan 2017

Date	Ver.	Action By	Action	Result
2/27/2017	1	City Council	approved	Pass

### **Inclusive Hiring Policy Update**

Presented by: Michelle Bonnici, Director, Human Resources

### **RECOMMENDATION(S)**

That the February 1, 2017 report entitled "Inclusive Hiring Policy Update" be received as information.

### **PURPOSE OF REPORT**

On September 22, 2014, Council approved City Council Policy C-HR-03, Inclusive Hiring. The policy requires that Administration provide a progress update to Council, once every three years, on the implementation and achievements related to this policy.

### **COUNCIL DIRECTION**

On September 22, 2014 Council passed the following motions:

(C462-2014)

That Council Policy C-HR-03, Inclusive Hiring be approved and that it take effect upon the approval of the Inclusive Hiring Strategy.

### **BACKGROUND AND DISCUSSION**

On September 22, 2014, Council approved the Inclusive Hiring Policy and that its implementation take effect upon the approval of an Inclusive Hiring Strategy. Thereafter, on June 1, 2015 Council approved the Inclusive Hiring Strategy. Both the strategy and the policy are intended to support the full participation of Persons with Disabilities as candidates for employment and as employees with the City of St. Albert. It states the City of St. Albert is committed to hiring Persons with Disabilities and strives to provide a respectful, inclusive and barrier-free workplace.

Administration has completed work on each of the five standards that are incorporated within the policy through 2015, 2016, and 2017. Key actions have included the following:

- 1) Development and implementation of a City Manager Directive on Inclusive Hiring to guide the internal recruitment process of Persons with Disabilities.
- 2) Development of guidelines on how reasonable accommodations are to be provided to remove physical, technical, attitudinal and systemic barriers to employment.
- 3) Development and commencement of the implementation of the Inclusive Hiring Strategy.
- 4) Obtaining Council approval on a 2016 Operational Business Case for an Inclusive Hiring Fund.
- 5) Obtaining Council approval on a 2016 Operational Business Case for a Facility Accessibility Assessment.

The attached report provides further detail on each of the key actions listed above and future actions to be completed through the remainder of 2017 and 2018.

## STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

Administration has met with and received input from local agencies serving Persons with Disabilities on the types of employment and work experience opportunities that would be meaningful. The feedback has been incorporated into the Cultivating Abilities program that is being implemented.

## IMPLICATIONS OF RECOMMENDATION(S)

**Financial:** The Inclusive Hiring Program Fund is being used for communication collateral and the hiring of two temporary positions and two part-time positions. The remainder of the funding will be used in 2018 to support the ongoing employment of Persons with Disabilities. A business case will be submitted in 2018 to request ongoing funding of the Inclusive Hiring Program.

**Legal / Risk:** The *Alberta Human Rights Act* prohibits discriminatory hiring practices. The policy and related activities address the City's obligation to provide employment opportunities in an inclusive manner.

**Program or Service:** An implementation plan has been developed to identify timelines to address the action items within the Inclusive Hiring Strategy and Cultivating Abilities Program.

**Organizational:** The strategy and program have given consideration to the existing capacity and resources.

## ALTERNATIVES AND IMPLICATIONS CONSIDERED

The report is being provided as information only.

## STRATEGIC CONNECTIONS

- a) City of St. Albert Strategic Plan (Policy C-CG-02)

Pillars of Sustainability

**SOCIAL** - We are a friendly and inclusive community of passionate equals, where everyone feels a sense of belonging. We believe that community starts with the person next door.

- b) Long Term Plans

Social Master Plan

- c) Corporate Objectives

Attract and retain high quality employees.  
Deliver programs and services that meet or exceed our standards.

d) Council Policies, Bylaws or Federal/Provincial statutes

Council Policy C-HR-03 Inclusive Hiring

e) Other Plans or Initiatives

Inclusive Hiring Strategy

Report Date (Council Meeting Date): February 27, 2017

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