



Hiring Policy

1. Purpose

The purpose of this policy is to establish a fair, transparent, consistent, and equitable recruitment and selection process that enables the Township to attract, identify, and retain qualified employees who possess the skills, knowledge, experience, and values necessary to support organizational goals and deliver high-quality public services.

This policy is intended to ensure that all employment opportunities are administered in a manner that promotes equal opportunity, complies with applicable legislation, and supports merit-based hiring decisions. The Township is committed to recruiting the most qualified candidates while fostering employee development, recognizing internal talent, and supporting succession planning initiatives that contribute to long-term organizational sustainability.

Through effective recruitment and selection practices, the Township aims to build a skilled, diverse, and engaged workforce capable of meeting current and future service delivery needs.

2. Policy Scope

This policy applies to all recruitment, selection, promotion, transfer, and appointment processes for permanent full-time, permanent part-time, temporary, contract, seasonal, student, casual and volunteer firefighter employment positions within the Township.

3. Definitions:

- a. **Immediate Relative** is one of the following:
 - Parent;
 - Spouse & children;
 - Sister & brother;
 - Sister-in-law, brother-in-law;
 - Father-in-law & mother-in-law; and
 - Son-in-law & daughter-in-law.
- b. **Spouse** shall mean the person to whom an employee is married or with whom the employee is living in a conjugal relationship outside marriage.
- c. **Short-Term Employment** includes casual, contract, seasonal, or student positions.

4. General Provisions

- a. It is the policy of the Township of Southgate to obtain the best-qualified personnel to fill any employment vacancy that arises within the Township.
- b. The Township will not discriminate against any person in the course of hiring process under the Protected Grounds of the Ontario Human Rights Code if aware or when made aware.
- c. If a selected applicant requests an accommodation for a disability during the hiring process, the Township shall consult with the applicant and provide or arrange for provisions of suitable accommodation that takes into account the applicant's disability.



- d. If revisions are made to the position's existence, status and duties of the position based on the current needs of the organization, it will be reviewed and approved by the CAO. If the changes have budget implications, those will be brought to Council for approval.
- e. An applicant supplying inaccurate or misleading information may be subject to immediate termination from the hiring process and / or their position.
- f. If an existing staff member applies for a contract (temporary) position, they have the right to return to their previous position once the contract is complete.

5. Job Descriptions

- a. All positions prior to hiring must have an approved job description.
- b. Job Descriptions must clearly define the hours of work, work location, supervisor title, pay band, scope of the position, key responsibilities, work experience and training requirements and expectations related to responsibility and work environment.
- c. The CAO, Human Resources and the Department Head(s) will be responsible for:
 - i. Creating new job descriptions;
 - ii. Modifying existing job descriptions annually when required during the performance appraisal process; or
 - iii. Changing job descriptions when department tasks change, or a realignment of positions is required to realize efficiencies.
- d. New job descriptions and significant updates to job descriptions, where compensation should be reviewed will be evaluated using the approved Job Evaluation Process as per Policy #16 Pay Administration Policy

6. Recruitment Process

a. Internal Recruitment

- i. Where a Department Head determines that one or more existing employees may possess the qualifications, skills, and experience required for a vacant position, an internal recruitment process may be considered.
- ii. The CAO shall review and have final approval of an internal-only posting. All internal postings will be circulated to all departments within the Southgate organization, including the Fire Department volunteers who will be treated as internal employees for the purposes of the policy only.
- iii. The internal job vacancy must be posted for a minimum period of five (5) business days.
- iv. Applicants must apply by submitting a current resume and/or a Southgate Employment Application (Schedule A).
- v. The Human Resources staff and/or the Department Head will schedule interviews with all qualified internal applicants.

b. Internal and External Recruitment

- i. Existing employees who serve the Township of Southgate in other employment positions and feel they have the necessary qualifications for any posted job will have the opportunity and are encouraged to apply for posted positions.



- ii. Internal/External vacancies will be circulated to all departments within the Southgate organization, including the Fire Department volunteers who will be treated as internal employees for the purposes of the policy only, and advertised externally at the same time.
- iii. The vacancy may be advertised externally by one, some or all of the following methods:
 - Local Media (newspapers)
 - Trade and Professional Association publications and websites such as Municipal World, AMCTO, etc.
 - The employment section of the municipality's web site
 - Social Media platforms
- iv. The method of advertising will be at the discretion of the CAO, Department Head and Human Resources staff.
- v. The vacancy will be advertised for a minimum of 14 calendar days.

c. Contract Positions that Turn Full-time

- i. Where a Department Head in consultation with Human Resources and the CAO, identifies that the existing employee holding the contract position possess the qualifications, skills, and experience required for the full-time position, that employee may be offered the full-time position. Where the Department Head in consultation with Human Resources and the CAO, identifies there may be other existing employees that possess the qualifications, skills and experienced required for the position, the position will be posted internally.
- ii. Where the Department Head wishes to evaluate external candidates, the position will be posted Internally / Externally.

d. Fire Department Volunteer Recruitment

- i. The Dundalk Fire Department will follow the attached criteria document and application form, attached as "Schedule B".
- ii. Where the Fire Chief identifies that one or more existing employees may possess the qualifications, skills, and experience required for a vacant position, an internal recruitment process may be considered.
- iii. Internal/External vacancies will be circulated to all departments within the Southgate organization and advertised externally at the same time.
- iv. The vacancy may be advertised externally by one, some or all of the following methods:
 - Local Media (newspapers)
 - Trade publications and websites (for full time positions only).
 - The employment section of the municipality's web site
 - Social Media platforms
- v. The method of advertising will be at the discretion of the Fire Chief.
- vi. The vacancy will be advertised for a minimum of 14 calendar days.

7. Screening & Interview Process

a. Full-time & Part-time Employees



- i. Initial resume screening of applicants will be completed by the Department Head and/or Human Resources staff to determine which candidates meet the qualifications and requirements of the position.
- ii. Selected qualified candidates will be invited to participate in an interview.
- iii. A minimum of one (1) interview shall be conducted for selected candidates. Additional interviews, testing, presentations, practical assessments, or other evaluation methods may be conducted at the discretion of the Department Head and/or Human Resources.
- iv. Interviews shall be conducted by a Hiring committee consisting of no more than four (4) individuals, which may include Human Resources staff, the applicable Department Head(s), the direct supervisor of the position or an appropriate designate
- v. The Hiring Committee shall evaluate candidates based on the qualifications, experience, competencies and suitability required for the position and shall determine which candidate best meets the needs of the Township.
- vi. Following the interview process, the Hiring Committee shall identify the preferred candidate. Human Resources or designate may conduct reference checks and any other required pre-employment verification processes prior to extending an offer of employment.
- vii. The CAO or designate shall approve the hiring recommendation prior to an offer of employment being extended.
- viii. Human Resources will notify unsuccessful candidates that were interviewed once an offer of employment is signed by the successful candidate.

b. Fire Department Volunteers

- i. The initial resume screening of all applicants will be completed by the Fire Chief, Human Resources and/or designates.
- ii. There may be pre-employment screening that must be successfully completed by the candidate prior to the interview stage.
- iii. Interviews will be conducted by a hiring committee of a minimum of three (3) and a maximum of five (5), which includes the Fire Chief, the Deputy Chief or designate(s) and Human Resources.
- iv. The Dundalk Fire Department volunteers are exempt from the hiring relatives section of this policy and is left to the discretion of the hiring committee.
- v. Once a hiring decision is made, a letter of offer will be made by the Fire Chief.

c. Legislated Department Head Positions

- i. In the situation of recruiting a new legislated Department Head position such as Clerk, Fire Chief, Chief Building Official and/or Treasurer, there will be a hiring committee that will include the CAO, at least one (1) member of Council and Human Resource staff.
- ii. The hiring committee will review the resumes, complete the interviews, and make the hiring decision.
- iii. Once the job offer has been signed, staff will bring forward an appointment by-law for Council approval.



8. Short Term Employees

- i. When hiring casual, seasonal, temporary part-time or student positions the applicable Department Head will review resumes retained on file.
- ii. If the Department Head is not satisfied with the number or quality of the applicants on file, they may choose to advertise externally using the Internal and External Recruitment process above.
- iii. An interview may take place, either formal or informal to review the position and the candidates qualifications.
- iv. An offer of employment shall be provided and signed by the candidate.

9. Chief Administration Officer

- a. In the situation of recruiting a new CAO, current Council will determine who will comprise the Hiring Committee and the most suitable recruitment process. The Hiring Committee will have the assistance of internal human resources staff and/or an external HR support consultant.

10. Strong Mayor Powers

- a. Where the sitting Mayor exercises authority granted under Part VI.1 of the Municipal Act, 2001 with respect to hiring, dismissal, organizational structure, or staffing matters, the Mayor shall have final decision-making authority in accordance with the legislation.
- b. Human Resources staff shall provide professional advice regarding recruitment processes, compensation, employment standards, agreement obligations, and legislative compliance, and shall implement the Mayor's direction.
- c. All hiring decisions made under Strong Mayor Powers shall comply with the Municipal Act, 2001, the Ontario Human Rights Code, the Occupational Health and Safety Act, and all other relevant legislation.
- d. Any hiring decision made under Strong Mayor Powers shall be documented in writing, including the position affected, the date of the decision, and the authority under which the decision was made.
- e. Where required by legislation, Council shall be notified of staffing decisions made under Strong Mayor Powers in accordance with the reporting requirements of the Municipal Act, 2001.
- f. In the event of a conflict between this policy and the exercise of authority under Part VI.1 of the Municipal Act, 2001, the legislation shall prevail.

11. Insufficient Candidates

- a. If the Department Head or Human Resources decide an insufficient number of candidates applied and/or general concerns with the quality of applicants, it may be necessary to extend the deadline for applications.
- b. If required, one, some or all of the following steps may be taken:
 - i. Re-advertise in a wider area or a more focused industry recruitment effort;
 - ii. Retain the services of Employment Placement Agency to provide candidates for the position based on the job description requirements;
 - iii. Retain a recognized Hiring Consulting Firm for the selection process. The firm will make their recommendation to the Hiring Committee and/or Council;
 - iv. Restart the interview process as outlined above.



12. Reference and Criminal Record Checks

- a. A minimum of three (3) reference checks (two employment and one personal) must be provided by the successful candidate prior to an official job offer being presented. Reference checks may be completed by Human Resources, or designate, and the results reviewed with the Hiring Committee prior to making the official job offer.
- b. A Vulnerable Sector Check (VSC) is required for staff (18 years and over) where their duties require direct contact with vulnerable persons.
- c. An affidavit will be completed annually by staff that verifies the information has not changed. New criminal record checks will be required every three (3) years.
- d. For all other positions that will not be in direct contact with vulnerable persons, they will be required to provide a Criminal Record Check.
- e. Staff are required to notify the Township immediately if changes occur to their criminal record status.
- f. Those that require a Vulnerable Sector Check (VSC) or a Criminal Record Check will be provided a letter with the details of the request. The candidate will then use that letter to obtain the check from their local police dispatchment and then provide a copy to the Township.
- g. The job offer will be conditional upon satisfactory results of the Criminal Record Check / VSC. The candidate can begin their work with the Township while waiting for a Criminal Record Check, however those requiring VSC will not be left alone with vulnerable persons until the results are provided to the Township.
- h. A Ministry of Transportation of Ontario drivers abstract may be required, where applicable to the job requirements and in accordance with Policy #22 Vehicle Use and Safety Policy.

13. Official Job Offer

- a. Once a final decision has been made, a letter detailing the official job offer will be provided for final acceptance by the future employee.
- b. The details of the job offer must include:
 - i. Position title;
 - ii. Employment status (full vs. part time, hours per week, work hours and on call duties if applicable);
 - iii. Agreed to start date;
 - iv. Supervisor;
 - v. Work location;
 - vi. Rate of pay;
 - vii. Vacation pay;
 - viii. WSIB coverage;
 - ix. Probationary period;
 - x. Performance reviews;
 - xi. Requirement for Criminal Record Check (and Driver's abstract if required);
 - xii. Township of Southgate Policies; and
 - xiii. Copy of job description.

14. Job Vacancies that are Not Replaced



- a. In the event that an existing part-time or full-time job becomes vacant permanently (due to downsizing, reduction in workload, efficiencies, etc.) or temporarily (due to authorized leave or to hold a position open for a 6 month appointment/promotion option to allow an employee to return to their previous job), management may:
 - i. Assign this workload or these hours to an existing part-time or full-time employee(s); or
 - ii. If necessary, hire a Casual Employee (up to 6 months) or a Temporary Contracted Employee (up to 18 months) with an identified end date.
- b. If staff recommend combining these hours or workload on a permanent basis to an existing part-time or full-time employee, the following is the appropriate process:
 - i. Make changes to the affected job description.
 - ii. Have the affected job description re-evaluated on accordance with Policy #16 Pay Administration Policy.
 - iii. If the updated job description is evaluated and no change to the job pay band is necessary, management may assign the workload to existing employee(s) within that department.
 - iv. If the updated job description is evaluated at a higher pay band, the position will be placed into the appropriate pay band and the employee holding that position will move pay bands as per Policy #16 Pay Administration Policy.

15. Hiring Immediate Relatives and Family Members

The purpose of this section is to provide rules with respect to the hiring of family members of existing employees and members of Council to avoid conflicts of interest or the potential for creating an adverse effect on supervision, safety, security and morale. The guidelines to follow are:

- a. The immediate relatives (see definitions section above) of supervisory personnel shall not be employed where such employment would be within the same department.
- b. If employees marry or become members of the same household after being hired by Southgate, they may continue their employment if there is not:
 - i. Direct or indirect reporting between the 2 employees; or
 - ii. An actual conflict of interest is created.
- c. Immediate Relatives shall not be involved in the recruitment process.
- d. If one of the above situations occurs, Southgate will attempt to find a position to which one of the employees is qualified to perform and may transfer to. All employees affected by Section 12 of this policy shall understand when hired that if accommodation of this nature is not feasible, possible or satisfactory to the affected employees, the employees will be permitted to determine which one of them will resign.

16. Probation Period

- a. New employees shall be required to serve a probationary period of:
 - i. Full Time, permanent part time, casual, contract: six (6) months
 - ii. Seasonal: one (1) season (minimum three (3) months)
 - iii. Volunteer Firefighters: one (1) year
- b. Every effort will be made to help new employees adapt successfully to their new



work environment.

- c. The probationary period also provides employees with the necessary time to become familiar with the Township and to evaluate whether or not they will be able to achieve their personal objectives with the Township.
- d. The Department Head and/or supervisor shall meet with the employee in accordance with Policy #17 Performance Appraisal Policy.
- e. Following the completion of the required probationary period, the Department Head with the Supervisor if applicable, will prepare a full performance appraisal review with the employee in accordance with Policy #17 Performance Appraisal Policy.
- f. If an existing employee is promoted to another position, they will be required to serve a six (6) month probationary period, and the Department Head must complete a final report that will provide their recommendation to 1) accept the employee in their new position; 2) Move the employee back to their original position. If during or at the end of the six-month probation period, it is decided by either the employee or the manager that they do not fit into the position, the employee will return to their previous position.

17. Related Policies and Legislation

- a. Southgate Policy #16 Pay Administration Policy
- b. Southgate Policy #17 Performance Appraisal Policy
- c. Southgate Policy #22 Vehicle Use and Safety Policy
- d. Ontario Human Rights Code
- e. Accessibility for Ontarians with Disabilities Act, 2005

18. Policy Review

This policy will be reviewed at minimum every four (4) years and updated if required.



Position applied for or type of work sought:	☐ Full-time
	☐ Part-time
	☐ Student
When are you available to start?:	

Personal Information:		
Last name:	Given names:	
Address:	Phone:	
	E-mail:	
City	Province	Postal code

Education: Proof of credentials may be required			
Secondary School	Completed? ☐ Yes ☐ No	If incomplete, grade completed:	Province, territory or country of educational institution:
Post Secondary			
Degree / Diploma	Year obtained	Field of study	

Other Relevant Educational Information: Proof of credentials may be required
Licences, certificates and professional accreditations:
Other applicable knowledge, skills and qualifications: (Driver's licence type, equipment operation, software, CPR, First Aid, etc.):



--

Work Experience: (Optional, if you are attaching a resume that contains the information requested)

May we contact your present employer? ☐ Yes ☐ No

May we contact your past employers? ☐ Yes ☐ No

Current or most recent employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		

Job title(s):	Brief description of duties:

Previous employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		

Job title(s):	Brief description of duties:

Previous employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		

Job title(s):	Brief description of duties:



Other information:

- Are you: ☐ legally able to work in Canada?
☐ willing to work overtime (if required)?
☐ willing to work evenings (if required)?
☐ willing to work weekends (if required)?
☐ willing to provide a police check and driver's abstract (if required)?

Hobbies and Interests:

References:

Name:	Title or relationship:	Contact information (phone / email):
Name:	Title or relationship:	Contact information (phone / email):
Name:	Title or relationship:	Contact information (phone / email):

I hereby certify that all information given in this application is true and complete. I understand that supplying false or incomplete information may be cause for immediate dismissal or other disciplinary action.

 Signature

 Date



TOWNSHIP OF SOUTHGATE: DUNDALK FIRE DEPARTMENT

Criteria for Eligibility

1. Must have complete physical examination and return the Recruit Medical Examination Form complete with the signature of a Medical Examiner indicating the candidate is physically capable of performing firefighting duties.
2. Must provide a current criminal background check upon request.
3. Must provide current drivers abstract.
4. Must pass a physical agility test.
5. Must hold a Class DZ licence or willing to acquire a Class DZ licence within the first two years of employment.
6. Must be willing to work in adverse conditions.
7. Must be willing to be on call 24 hours a day.
8. Must be able to work well with others.
9. Must participate in the department training program and enrol in the firefighter curriculum.
10. Must be willing to be on probation for a period of one year with quarterly performance appraisals.
11. Must attend a minimum of 25% of the alarms for the assigned station, 70% of the assigned duty checks and 70% of scheduled training.

I, the undersigned, have read, understand and accept the above minimum eligibility requirements for the position of Probationary Firefighter for the Dundalk Fire Department.

SIGNATURE

DATE