

M.D. of Opportunity No 17  
PERSONNEL POLICY

TITLE:                   HIRING POLICY & PROCEDURES

EFFECTIVE DATE:       November 27, 2024

POLICY NUMBER:       P.4

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Purpose of Policy:

To ensure a consistent approach to the hiring and selection of staff while ensuring compliance with all legislative requirements.

Policy Statements:

The M.D of Opportunity No.17 (M.D) is committed to hiring the most qualified and suitable individuals for positions within the organization. All job opportunities will be advertised externally. Council will establish an annual budget for staffing costs to facilitate the municipality's operations

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1. Definitions:

- a) *Conflict of Interest for* the purpose of this policy means immediate family or the relationship between the applicant and panel member is close in nature that a perceived conflict of interest could arise.
- b) *Immediate Family*. as defined in the Personnel Policy.
- c) *Locally*. means the area where the vacancy exists.
- d) *Employment Status*: means the employee's status in the organization (i.e. permanent, part-time, casual).
- e) *Classification*: employees' title that goes with the position and the rate of pay, scale and level.
- f) *Qualifications*: refers to the applicant's educational achievements, skills, experience etc.
- g) *Suitable*: refers to organizational fit.

## 2. General:

- a) When filling a position in any department, the M.D will award the position to the most qualified applicant, with the understanding that residents within the area of the vacancy shall be given preference when qualifications are otherwise equivalent.
- b) In the event a conflict-of-interest situation arises, the panel member must declare it during the screening process. The panel member is then replaced for all of the interviews and selection processes.
- c) The Chief Administrative Officer (CAO) hires all department managers.
- d) The Department Director shall be authorized to hire all staff in their respective departments.
- e) The Council shall authorize the hiring of the CAO only.
- f) Council may establish a selection committee to short-list the prospective candidates for the CAO position.
- g) A former employee who left the M.D on amicable terms may be eligible for reemployment.
- h) Former employees who left the M.D without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment for two (2) years.

## Procedures:

### 3. Recruitment:

Upon a vacancy/opening within the M.D, as identified on the organizational chart, the Department Director shall initiate the recruitment process by directing Human Resources staff to prepare a job advertisement.

#### A) Internal Job Postings:

- i) There will be no internal job postings. Existing M.D staff, if interested, are encouraged to apply when jobs are advertised externally.

#### B) External Job Postings:

- i) All external job postings shall be advertised locally, via the MD website, local newspaper, public bulletin boards within the community and local job boards for a minimum of two consecutive weeks.
- ii) If no suitable candidate is found, the M.D will expand the posting outside local areas (i.e advertise on the AAMD&C website).

#### 4. Application Process:

Applicants must submit a resume and other documentation requested on the job advertisement (i.e. cover letter, qualification certificates, safety tickets, criminal record check, vulnerable sector check, etc.) for each position for which they are applying. Resumes must be submitted to Human Resources before the closing date and time specified on the job posting.

#### 5. Screening Process:

##### A) Selecting Candidates for an Interview:

- i) After the closing date of the job posting Human Resources will forward all resumes to the Department Director.
- ii) The department Director in cooperation with the respective immediate supervisor of the position, will review the resumes and select the most qualified candidates for an interview.
- iii) Human Resources will set up the interviews at the Department Director's convenience.
- iv) Applicants not selected for an interview will receive a letter signed by the Department (hiring) Director.

#### Interview Process

- i) The interview panel shall consist of the immediate supervisor, department Director and one additional local staff member if needed.
- ii) Human Resources shall compile interview questions based on the job description and in consultation with the position's supervisor or department manager.

#### 6. Selection Process:

- i) The department Director will hire the successful candidate based on qualifications, quality of interview responses, organizational fit and in accordance to legislative requirements.
- ii) The department Director submits a Personal Action Form (P.A.F) to Human Resources to commence the creation of a conditional letter of offer.
- iii) Human Resources will notify successful candidate and give them the conditional letter of offer. The offer is made pending successful reference checks and the candidate hands in a current Criminal Record Check, Vulnerable Sector Check, CYM and anything else relevant to the job ie: copies of certifications, satisfactory drivers abstract etc.
- iv) Candidates who received an interview but were not selected for hire shall receive notification from Human Resources only after the successful candidate has accepted the position.

## 7. Hiring Process

- i) Once all of the pre-employment checks are done and all the documentation requested is received, the department manager submits a Personal Action Form (P.A.F) to Human Resources to commence the creation of the Employment Contract (Offer Letter). Human Resources sets up a time to do the hire package with the new employee, adds new employee to org. chart and sets up email/computer access if needed and sets up new hire orientation.
- ii) Once hire package is completed, all documentation is submitted to payroll to set up the employee in payroll system. HR will create a personnel file for each new hire.

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APPROVED: SEPTEMBER 27, 2000  
REPEALED: MAY 30, 2018  
AMENDED: MAY 30, 2018  
APPROVED: MAY 30, 2018  
APPROVED: NOVEMBER 27, 2024

*"The personal information submitted pursuant to this form  
will be utilized for this purpose only and is subject to compliance with the  
Freedom of Information and Protection of Privacy Act."*

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MD of  
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DATE

Name  
Address

Dear Name;

Re: Title of Position applied for and the location

We appreciate your interest in working with MD of Opportunity and the position of **Insert Title of Position** in the community of **insert name of community**.

After reviewing the applications received by the deadline, yours was not selected for an interview.

We appreciate the time you invested in your application. We encourage you to apply for posted and advertised positions in our company, for which you qualify, in the future.

Yours truly,

Directors Name  
Directors Title  
Municipal District of Opportunity



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DATE

Name  
Address

Dear Name:

**Re: Insert Title of Position Applied For**

Thank you for applying for the **Insert title of position applied for** position that we advertised for the community of **insert name of community**.

Unfortunately, I regret to inform you that you were not the successful candidate at this time.

However, we thank you for your interest and the time you took to meet with us, and we encourage you to apply for future opportunities if available.

Sincerely,

Human Resources Department  
Municipal District of Opportunity No. 17



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