



Rural Municipality of West Interlake
June 30, 2026 - Personnel and Policy Committee Meeting - 01:00 PM

- 1 Meeting Called To Order**
- 2 Adoption of Agenda**
- 3 Move in Camera**
 - 3.1 Personnel
 - 📎 1-2023 Employee Hiring & Dismissal Policy
 - 3.2 Move out of Camera
- 4 Adjournment**

RM of WEST INTERLAKE

Employee Hiring Policy

Subject: Employee Hiring
Effective Date: January 17, 2023
Replaces Policy: 1-2022
Review Date: January 2027

Policy No.: 1-2023
Resolution No.: 2023- 104
Resolution Date: March 21, 2023

OVERVIEW

To define the criteria and procedures for recruiting, selecting, hiring, and dismissal of employees.

POLICY

It is the policy of the Municipality to hire the best-qualified employees available for all positions. Vacancies are filled by promotion or transfer from within the Municipality whenever there is a qualified employee. If a qualified candidate is not available from within, a new employee is recruited in accordance with the merit principle.

The merit principle is defined as:

the knowledge and ability of the candidate to fulfill the requirements of the position; such knowledge and ability to be proved in a competition open to the public.

The Municipality will not discriminate against any person for reasons protected under the Human Rights Code, such as but not limited to age, sex, race, creed, color, marital status, ethnic or national origin, sexual preference, political or religious affiliation, nor by reason of union membership or activities where applicable.

Persons with disabilities will be considered for employment on the basis of their capability for a particular position. Disabilities that do not interfere with performance shall not disqualify if they do not constitute a hazard to the Municipality or its employees.

Applicants may be required to submit for drug testing.

In protecting the interests of the Municipality, all potential candidates may be subject to a criminal records check, child abuse registry check and vulnerable sector check.

PROCEDURE — ACTION

Hiring of Management Positions

1. Where a vacancy occurs, through due process, the Chief Administrative Officer will notify Council.
2. The Chief Administrative Officer will post the position in accordance with the policies of Council.
3. Applications received after the due date posted in the advertisement will not be considered.

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4. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer and Council within one week following the closing date of the competition. Where no closing date is indicated, Council will review applications at their regularly scheduled council meetings. Candidates for interviews will be chosen based on the information presented in the applications.
5. The Chief Administrative Officer will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient.
6. Following the completion of interviews, the Chief Administrative Officer and Council will rank the candidates in order of ability to fulfill the requirements of the position.
7. When the shortlist has been selected by the Council, the Chief Administrative Officer will conduct a check of the candidate's references and medical requirements, where required. Where now information presented dictates, the shortlist shall be amended.
8. The Chief Administrative Officer/Reeve shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment and signs a confidentiality agreement, the Chief Administrative Officer/Reeve will formalize the offer of employment by contract to the successful candidate. The signature on the contract offering employment indicates agreement to the applicable conditions of employment.
9. The posting shall indicate "only successful candidates will be notified."

Hiring of Permanent Non-Management Employees

1. Applications received after the due date posted in the advertisement will not be considered.
2. Where one or more qualified employees indicate an interest in the vacant position by applying for the same, applications will be considered on the basis of necessary qualifications (i.e. education, training and experience). In all cases where these requirements are deemed to be satisfied equally by more than one employee applying for the position, length of service with the Municipality shall be the determining factor.
3. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer and a quorum of the Personnel & Policy Committee within one week following the closing date of the competition. Candidates for interviews will be chosen based on the information presented in the applications.

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4. The Chief Administrative Officer will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient. An interview panel shall consist of the Personnel and Policy Committee, the Chief Administrative Officer, and where applicable, the Public Works Manager. The interview panel shall conduct the interviews.
5. Following completion of interviews, the interview panel will rank the candidates in order of ability to fulfill the requirements of the position, and indicate which candidates meet the requirements of the position.
6. When the shortlist has been selected, the Chief Administrative Officer will conduct a check of the candidate's references and medical requirements, where required. Where new information presented dictates, the shortlist shall be amended.
7. The Chief Administrative Officer shall advise Council of the ranking of the candidates, prior to the notification of the top-ranked applicant.
8. The Chief Administrative Officer shall contact the selected candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment. Should the top-ranked candidate decline the position, the Chief Administrative Officer will offer the job to the next candidate in the ranking, provided the candidate meets the requirements of the position.
9. The Chief Administrative Officer will provide to the Union, where one exists, the name of the successful candidate.

Hiring of Casual Staff or Summer Students

1. Where the employment of casual staff is deemed necessary, the Chief Administrative Officer shall make a request to Council and provide funding requirements.
2. Notice of intent to hire casual Staff shall be posted.
3. Applications received after the due date posted in the advertisement will not be considered.
4. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer and/or Public Works Manager within one week following the closing date of the competition. Candidates will be chosen for interviews based on the information presented in the applications.

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5. The Chief Administrative Officer will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient. Interviews will be conducted by the Chief Administrative Office and the Public Works Manager.
6. The Chief Administrative Officer shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
8. Where available positions are applicable to provincial or federal grants, the successful candidate must meet the requirements outlined for the grant.

Should Council for the RM of West Interlake deem it necessary to hire a third party to perform hiring duties for any position, the terms and procedure of hiring will be negotiated at that time.