



City of Kingston
Information Report to the Municipal Accessibility Advisory Committee
Report Number MAAC-19-012

To: Chair and Members of the Municipal Accessibility Advisory Committee

From: Gary Dyke, Commissioner, Corporate Enterprise Services

Resource Staff: Deanne Roberge, Director, Human Resources & Organization Development
Dave Mignault, Manager, Organization Development

Date of Meeting: June 6, 2019

Subject: Recruitment Outreach Strategy

Executive Summary:

The City of Kingston through its Human Resources and Organization Development Department supports the objectives behind the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. The City is committed to developing and sustaining an inclusive and accessible workplace that allows full participation of persons with disabilities in City of Kingston employment.

This report provides an annual summary of the City's recruitment outreach strategy and highlights activities and progress improvements. The recruitment outreach strategy and subsequent activities aim to advance the City's goals to foster an organizational culture that champions employment equity, diversity, anti-racism and positive, respectful workplace relationships. This includes increased efforts to employ persons with disabilities through recruitment, hiring and retention of these individuals. The recruitment outreach strategy is based on research and consultation to identify challenges and opportunities and to establish best practices and key objectives. To effectively serve the broadest segment of the City possible, and attract top talent, the City must: look at how it includes the perspectives of the community and its own employees and how it can build a workforce that broadly reflects the diversity in the community. The City must continue to find ways to serve all citizens in a manner that meets their expectations and fosters full contribution by all members of the community.

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Recommendation:

This report is for information purposes only.

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Authorizing Signatures:



**Gary Dyke, Commissioner,
Corporate Enterprise Services**



**Gary Dyke, Acting Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

To provide Kingstonians with the best municipal services we must access and recruit from the full talent available in our community. A workplace that recognizes difference and values the contributions made by all employees is more likely to attract and retain the best employees available.

Nearly 1.9 million people in Ontario have a disability (that's about one in seven individuals). This number continues to increase as our population ages and grows. We can presume these numbers and projections are reflective of the Kingston community as well. As such, building a more supportive, vibrant, and inclusive city for people with disabilities benefits us all across the community.

Persons with disabilities remain less likely than others to be employed even though most people with disabilities want to work and are highly capable of working. Unfortunately, too many people with disabilities face barriers that prevent them from participating in the workplace. These barriers block them from enjoying the personal benefits of employment. They also limit business growth, affecting employers as well as existing and future employees. As such, removing these barriers is an imperative that the City must improve on and respond to collectively.

Develop a Solid Foundation

Meeting with the Municipal Accessibility Advisory Committee is one of the foundational steps in the outreach plan to ensure the City receives advice and guidance from the members of the Committee. Staff welcomes the opportunity to receive advice on the recruitment outreach strategy with the intention of increasing accessibility and inclusion in the workforce. Also, the City has built foundational organizational knowledge and support through providing mandatory training for senior leadership, hiring managers, and HR&OD staff on AODA employment standards in addition to other training (e.g. AODA Customer Service, Human Rights Code & AODA, Respect in the Workplace, Code of Conduct, etc.). The City informs all employees of the policies and procedures used to support employees with disabilities, including procedures on disability management that outline the provision of job accommodations that take into account an employee's accessibility needs due to disability. A return to work / accommodation process with related accommodation support is in place for employees returning to work due to a disability and requiring disability-related accommodations.

Evaluate Hiring Process and Conduct Targeted Outreach

When conducting a job analysis, HR&OD staff reviews the job requirements standards for positions. As part of this review, staff identifies and revises standards that are unnecessarily restrictive and that may potentially exclude people with disabilities. Examples of potentially problematic standards may include blanket rules requiring valid driver's license or certain levels of unaided hearing or unaided vision. Also, job postings contain the following language:

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“The City of Kingston is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. You can request for accommodation related to the protected grounds at any stage of the City's hiring process, i.e., application, assessment and placement. If you are an individual with a disability and you need accommodation in applying for this position, please email us at HRCity@cityofkingston.ca, quoting the job ID # and the job classification title. If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you.”

In 2018, the City subscribed to Equitek Employment Equity Solutions. Equitek Employment Equity Solutions is a diversity outreach platform and broadcast service for Canadian corporations seeking to make their employment opportunities available to qualified job seekers from all of the underrepresented demographics across Canada. Equitek simultaneously works with many diverse groups across Canada and provides assistance to generate an applicant flow of diverse candidates through a proactive recruitment network. Equitek is a one stop comprehensive solution that seamlessly interacts with the City's applicant tracking system. Moreover, staff utilizes different social media to post opportunities and network with potential candidates (e.g. LinkedIn diversity groups).

Subscription to Equitek has been very beneficial in reaching underrepresented groups. Through outreach with Equitek, 2,379 prospective candidates went through the City of Kingston posting on Equitek to the City's recruitment portal to look at and apply for the jobs the City posted in 2018.

Developing community linkages

Staff collaborates with community agencies (e.g. KEYS, March of Dimes) to connect with people with disabilities who are unemployed or underemployed to potential City job opportunities and attend career fairs and symposiums. Below, please see sampling of career fairs City staff attended in 2018:

January 23, 2018 – Queen's University Summer Job Fair 2018

February 14, 2018 – YGK Job Fair at the Ambassador (Hosted by SLC Career Services)

March 20, 2018 - Career Fair - Portsmouth Olympic Harbour (Held by KEYS)

April 5, 2018 - SCAN (Second Career Assistance Network Seminar)

April 11, 2018 - Frontenac High School Career Fair

June 1, 2018 – Keys Career Connect

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September 25, 2018 – Queen’s University Career Fair 2018

September 27, 2018 – Part-Time Job Fair (Hosted by SLC Career Services)

October 16, 2018 – Queen's University Fall Engineering & Technology Fair

November 20, 2018 – Keys Return on Inclusion Symposium - See the Ability!

Also, for the past three years staff has actively participated in Disabilities Mentoring Day. Disabilities Mentoring Day facilitates the pairing of job-ready persons with disabilities with companies that utilize the skills they have or are developing through training. The mentees gain insight from practicing professionals around job requirements, jobs duties and tasks and where mentee skill sets are a best fit.

Existing Policy/By-Law:

Not applicable

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

Dave Mignault, Manager, Organization Development 613-546-4291 extension 3187

Other City of Kingston Staff Consulted:

Not applicable

Exhibits Attached:

Not applicable