



Report to Council

Department: Office of the CAO
Division: Human Resources
Date: May 20, 2025
Prepared by: Brandi Sieben, Manager, Human Resources
Report Number: Human Resources-2025-01
Subject: Community Living Essex County Career Programs
Number of Pages: 4

Recommendation(s)

That Human Resource's Report 2025-01, entitled "Community Living Essex County Career Programs", prepared by Brandi Sieben, Manager, Human Resources dated May 20, 2025, be received.

Purpose

This report is being prepared in response to a motion at the March 3rd, 2025, Regular Meeting, Resolution Number **R-25-03-086**:

Therefore, be it resolved that administration be directed to develop a plan to fulfill CLEC's request by:

1. Exploring hiring opportunities through Career Compass;
2. Identifying ways to participate in the Youth in Action: Summer Work Experience program; and

3. Demonstrating community leadership in inclusive hiring practices.

Be it further resolved that administration report back with recommendations on how the municipality can support these initiatives.

Background and Discussion

Community Living Essex County (CLEC) is the largest Developmental Services Sector provider in the West Region. CLEC has two employment programs to assist adults and youth across Essex County with intellectual disabilities to find meaningful employment and to reach their career goals.

Career Compass

Through Career Compass, CLEC provides individualized training and support to their job seekers, to assist them in finding meaningful employment that matches their interest, skills and career goals. CLEC provides ongoing support for job seekers that are placed with an employer.

In completing a review of positions within the Town that may be a good match for the Career Compass program, two position were identified, with those being, a Casual in our Parks & Facilities Division and a Crossing Guard in our Legal & Legislative Services Department. These positions were seen as a match as there is no requirement for driving a Town vehicle, which is identified in the Town's job descriptions, as the Town was advised that the majority of CLEC's job seekers do not have a driver's license. Both positions are seasonal and part time in nature, with Casuals being employed September to April and Crossing Guards being employed September through June.

Youth in Action

This summer program aims to provide students with verified intellectual disabilities and opportunity to gain valuable skills through meaningful part-time employment. Students are matched with a job coach that works alongside the student to mentor and guide them, ensuring they understand and complete all work related duties.

Although all of the 2025 summer student positions have already been filled, a review has taken place to determine if any of the Town's summer positions could be a fit for CLEC's Youth in Action Program in the future. At this time, there were no summer positions identified as an appropriate match, due to safety considerations and driving requirements.

If Council desires, administration can develop a job description for an additional part time position(s) for summer 2026 that would allow for the Town to partner with CLEC, while providing meaningful work for a local youth with intellectual disabilities. This additional position could be presented to Council as part of the 2026 budget.

Financial Impact

There is no financial impact as a result of this report.

Consultations

Doug Sweet, Chief Administrative Officer

Jake Morassut, Director, Community Services

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☒ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Community Living Essex County Career Programs - Human Resources-2025-01.docx
Attachments:	
Final Approval Date:	May 7, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish extending from the end.

Doug Sweet, Chief Administrative Officer - May 7, 2025 - 1:05 PM