

# STAFF REPORT

**Department: Administration**

**Date: September 3, 2024**

**Item: Recommendation regarding Exit Interviews**

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**Recommendation:** Be It Resolved That: The Corporate Services Committee recommend to Council that the Exit Interview Policy be adopted as presented.

**Background:** At the December 5, 2023 Corporate Services Committee Meeting, the Committee requested that staff conduct research on the pros and cons of an Exit Interview Policy.

**Analysis:** Upon research conducted by the CAO/Clerk, an Exit Interview Policy is a very valuable tool that can assist Management in understanding any trends requiring attention or any opportunities for improving our ability to respond to employee issues. It can also assist Management in improving and continuing to develop recruitment and retention strategies aimed at addressing workplace issues. From staff's perspective, there is no downfall to having an Exit Interview and Questionnaire process and in fact, it would be a valuable tool for staff moving forward. As such, a policy has been drafted and is recommended for adoption with this staff report.

**Existing Policy:** N/A

**Strategic Goal:** Town Government: Effective Municipal Governance and Operations

**Financial Commitment:** N/A

**Budgeted:** Yes  No

**Implementation:** Upon Council Recommendation

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**Prepared By: Joseph Burke**

**Department Manager: Joseph Burke**

**CAO/Clerk: Joseph Burke**

**Approval of Recommendation:** Yes  No