



Important Job Posting Requirements for CGSA Members / Non-Members Using SuperSearch

Recent legislative changes in **Ontario** and **British Columbia** affect how job postings must be written and advertised. Employers submitting job ads through **CGSA's SuperSearch service** are responsible for ensuring their postings comply with all applicable provincial employment legislation.

Ontario – New Requirements (Effective January 1, 2026)

Under Ontario's **Employment Standards Act, 2000**, employers with **25 or more employees** must ensure that any **publicly advertised job posting**, including those posted through SuperSearch, meets the following requirements:

- **Compensation disclosure**
Job postings must include the expected salary or salary range.
 - If a salary range is used, it may not exceed **\$50,000**.
 - This requirement does not apply to positions where the expected salary, or the top of the range, exceeds **\$200,000 per year**.
- **Disclosure of AI use in recruitment**
Employers must indicate whether **Artificial Intelligence (AI)** is used to screen, assess, or select job applicants.
- **No "Canadian experience" requirements**
Job postings must not include any requirement for Canadian work experience.
- **Candidate notification timelines**
Employers must notify all interviewed candidates of the hiring decision **within 45 days** of the candidate's final interview.
- **Record retention**
Recruitment records—including job postings, application forms, and information provided to interviewed candidates—must be retained for **three years** after the job posting is removed.

To review the full regulation, please refer to [Ontario Regulation 476/24](#) under the Employment Standards Act, 2000.

British Columbia – Pay Transparency Requirements

Pay transparency requirements are already in effect in **British Columbia**.

- **Effective November 1, 2023**, all employers in B.C. must include the expected pay or expected pay range in any publicly advertised job posting, including SuperSearch postings.

For more information, please visit:

Pay Transparency Laws in B.C. – Province of British Columbia

Questions regarding B.C.'s pay transparency requirements may be directed to:

[✉ PayTransparency@gov.bc.ca](mailto:PayTransparency@gov.bc.ca)

Reminder to Employers

CGSA provides the **SuperSearch job posting service** as a platform to share employment opportunities with members and industry professionals. **Compliance with provincial employment legislation remains the responsibility of the employer submitting the job posting.**