

1. **Public Delegations**
(Public attendance registration not required – refer to [By-laws pgs 6-7](#))
2. **Approval of Agenda** S. Sheehy MOTION
Conflict of Interest Disclosure to Approve
3. **Consent Agenda** S. Sheehy MOTION
to Approve
 - 3.1 Minutes of the Previous Meeting – Pg 1
[March 25, 2021](#)
 - 3.2 [Library Information Update](#) Pg 6
 - 3.3 2021 Key Performance Indicators – Pg 9
[1st Quarter Update](#)
4. **Ends Discussion**
None
5. **Staff Reports**
 - 5.1 [Q1 Financial Review](#) Pg 10 E. Bird
 - 5.2 [Anti-Black Racism Working Group](#) Pg 11 J. Flowers MOTION
[Terms of Reference](#) to Accept
6. **Monitoring Reports – Executive Limitations**
 - 6.1 [EL #1 General Executive Constraint](#) Pg 17 S. Beckett MOTION
to Adopt
7. **Board Committee Reports**
 - 7.1 Report of the Community Linkage Verbal M. Anderson
Committee Update
 - 7.2 Report of the Board Building Verbal D. Sharma
Committee Update
 - 7.3 Report of the Ends Ad Hoc Committee Verbal J. Flowers
Update
8. **Governance**
 - 8.1 [PPL Board By-Laws](#) Review Pg 20 S. Sheehy
 - 8.2 Previous Board Meeting Evaluation Verbal M. Brenner
Results Update

9. Board Policy Review

9.1 The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.

[EL #4 Staff Conduct](#)

R. Coelho

10. New Business

10.1 Member Community Reports

Verbal
Update

11. Confidential Matter

None

12. Adjournment

S. Sheehy

MOTION
to Adjourn

Next Meeting:

To be Held: Thursday, May 27, 2021 at 7:00 pm

Location: Virtual

Preliminary List of Motions

Item # Motion

2. THAT the items in the Agenda be approved by the Board as presented/amended.
3. THAT the items in the Consent Agenda be approved by the Board as presented/amended.
- 5.2 THAT the Board accept the Anti-Black Racism Working Group Terms of Reference as presented/amended.
- 6.1 THAT the Board adopt Monitoring Report EL #1 General Executive Constraint as presented and; THAT the Board adopt Policy EL #1 General Executive Constraint as presented/amended, the Policy being complete, sound and effective.
12. THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, March 25, 2021

Location: Virtual Meeting
www.pickeringlibrary.ca/board

Attendees: M. Anderson, D. Barham, S. Beckett, Councillor M. Brenner, R. Coelho, Councillor I. Cumming, M. Fatema, A. Maginley, D. Sharma, S. Sheehy (Chair)

Absent:

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, K. Williams – Director of Public Services, Brenda Gregory – Administrative Assistant

Meeting Commencement Time: 7:10 pm

1. Public Delegations

None

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

J. Flowers requested that two additional items be added to New Business: Collections and the PPL Board SharePoint site. She advised she would be providing a verbal update on both items.

Motion #21.20

Moved by D. Sharma, Seconded by M. Fatema **Motion THAT** the Agenda be adopted as amended.

Carried.

3. Correspondence

3.1 D. Steele, February 21, 2021

Re: Pickering Library I.T. Service

Motion #21.21

Moved by M. Anderson, Seconded by D. Sharma **Motion THAT** the correspondence item be accepted by the Board for information.

Carried.

4. Consent Agenda

Motion #21.22

Moved by I. Cumming, Seconded by S. Beckett **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

5. Ends Discussion

No Ends discussion held.

6. Staff Reports

6.1 Staff Engagement Project

J. Flowers provided an update on a staff engagement project about the updated Pickering Public Library Values. As the previous set of Values were ten years old, the Values were refreshed this year to reflect the culture change in the organization and to prepare for all the changes anticipated in the coming years. Staff have been divided into four Values Teams and challenges will be designed and presented for the teams to participate in over the next 8 months.

There were no follow up comments or questions from the Board.

6.2 Anti-Black Racism Working Group – Terms of Reference

J. Flowers reported that the Anti-Black Racism Working Group met in March. They are still working on the Terms of Reference for the group and anticipate they will be ready to present at the April Board meeting.

It was noted that D. Barham attended a portion of the March meeting and the Group appreciated her attendance. Appreciation to D. Barham for her attendance was also expressed by the Board.

7. Monitoring Reports – Executive Limitations

7.1 EL #9 Compensation & Benefits

D. Barham reported that she had a thorough discussion with J. Flowers about this Policy. After discussion, D. Barham was able to confirm that there were no apparent issues or evidence that this Policy was not being executed as intended.

Motion #21.23

Moved by D. Sharma, Seconded by R. Coelho **Motion THAT** the Board adopt Monitoring Report Executive Limitation #9 Compensation and Benefits as presented; and **THAT** the Board adopt Policy Executive Limitation #9 Compensation and Benefits as presented, the Policy being complete, sound and effective.

Carried.

8. Board Committee Reports

8.1 Report of the Community Linkage Committee

S. Beckett provided details of conversations held with the Caremongers and CAREA community groups, related to the needs and concerns experienced while supporting Seniors during the pandemic.

This committee is in hiatus until the return of K. Williams. If anything arises during the hiatus, M. Anderson will provide a report to the Board.

8.2 Report of the Board Building Committee

D. Sharma reported that the Building Committee did not have a meeting in the last month. He commented that the PHCC development is moving according to schedule and currently the tender is being created. E. Bird advised that the intent is to have the documents ready by July, but they will not be released until after a funding discussion by Council at their September meeting.

J. Flowers added that she and E. Bird have been involved in a budgeting exercise for the City Centre Library, in preparation for a City Centre operating budget Report to Council. Exercise results are due in June.

9. Governance

9.1 Previous Board Meeting Evaluation Results

M. Brenner did not have access to the results from the previous Board meeting. He advised that he will include them when reporting next month.

10. Board Policy Review

- 10.1** EL Policy #1 General Executive Constraint will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by S. Beckett.

11. New Business

11.1 Member Community Reports

No Member community reports were presented.

11.2 Review of 2021 ad hoc Committees

In a follow-up to the Board retreat and the discussion at the last Board meeting related to establishing ad hoc committees for priorities that had been identified, J. Flowers provided some suggestions on possible committee structure, format, and timing.

J. Flowers suggested establishing three committees with staggered starts: Ends Committee – April to June 2021; City MOU Committee – September to December 2021; and Advocacy Committee – January to March 2022. Each committee would be comprised of 3 to 4 Board members and would meet once a month.

J. Flowers advised that an email will be sent with the committee details, with request for Board members to indicate their interest. J. Flowers remarked that her hope is that each Board member can commit to at least one committee. If enough interest is expressed, the Ends Committee could start before the next Board meeting.

In answer to a question from the Board, J. Flowers confirmed that there will be Library staff on each of these ad hoc committees.

In answer to another question about buy-in from the City regarding the MOU committee, J. Flowers reported that she had spoken to the City CAO, M. Carpino, about the formation of this committee. M. Carpino asked that she be kept up to date on the timelines and what City involvement will be required. J. Flowers indicated to M. Carpino that once the committee starts meeting in September, there will be a better idea of City involvement required and she would report back at that time.

11.3 Collections Update

Further to the publishers of the Dr. Seuss books advising that they would cease production and sales of six Dr. Seuss titles due to racist and insensitive content, J. Flowers reported that Library staff took the opportunity to reflect on the publisher's comments. In thinking about it based on our own community it was concluded that these titles do not meet our Resource Development policy and, as such, the books have been withdrawn from our early-readers collection. She added that for the Library's digital copies, pulling them is out of our control but, along with other libraries, PPL will be advocating with SOLS to have them removed from the collection.

J. Flowers stated that the Library will begin a project to find issues similar to what was found in the Dr. Seuss books. Problematic titles in the picture books and early-readers collections will be weeded as per the Resource Development Policy. This is a step in the direction of promoting children's titles that generate greater empathy and understanding while reducing harmful stereotypes.

The Board expressed their thanks for the staff's attention to this issue, adding that it is great to know that the Library takes these things into consideration. J. Flowers noted that she will pass on the Board's comments to staff.

In response to a question about community feedback on the publisher's statement, J. Flowers advised that the Library did not receive any, noting that the Toronto Public Library seemed to have fielded most of the media and community questions.

11.4 PPL Board SharePoint Site

J. Flowers provided a refresher on the PPL Board SharePoint site that Board Members have access to. She reminded Members that the Site is a portal for all the Library Board documents and governance policies. If a Board Member is having any issues accessing the Site, they are encouraged to reach out for support.

Regarding the governance policies, a question was posed if 1st term Board Members were happy with digital copies of the policies or would prefer printed versions. Members agreed that the digital copies were sufficient.

12. Confidential Matter

None

13. Board Meeting Self Evaluation

The Board Chair requested that the Board Members complete the Board Meeting Self Evaluation for this meeting.

14. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, April 22, 2021 at 7:00 pm as a virtual meeting.

Motion #21.24

Moved by R. Coelho, Seconded by M. Anderson **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 7.50 pm.

Signature of Library CEO: _____ Date: _____

Signature of Library Board Chair: _____ Date: _____

Alternate formats available upon request.

Contact Kathy Williams at kathywilliams@pickeringlibrary.ca or 905-831-6265, ext. 6251.

Board End: Lifelong Learning

BYOU – Bring Your Own Ukulele

Clients ranging in age from young adults to seniors, explored ukulele basics through this interactive program on Zoom. They learned how to tune their ukulele, a few basic chords, and to put it all together by playing Happy Birthday and You Are My Sunshine. Clients were sent chord information by email to continue to practice and were notified of music programs run by the City if they wanted to expand their skills.

Board End: Welcoming Public Facilities / Virtual Spaces

Take & Make Kits – Family Friendly



Our Take & Make kits have been a huge success for many children and adult programs. Recently, we discovered that they have become a success for families as well. Traditionally, our Adult Take & Make kits have been geared and prepared for adults. The kits, *Take & Make: Cheers* and *Take & Make: Bibliotherapy Journal* provided adults an opportunity to add vinyl decals to glassware or to create a self-care journal to engage in Bibliotherapy. Two of our recent Take & Make Kits – Bookshelf Book Nook Diorama (example to the left) and the DIY Colourful Garden Lanterns have engaged multi-generational families, seeing grandparents, parents, and children all participating in the craft together. As we create more kits, we will ensure that they include child, adult, teen, and family friendly elements to engage clients of all ages.

Outreach Vehicle

The Library Outreach Vehicle project team has been hard at work initiating the Human-Centered design process as it relates to the vehicle and our proposed outreach services. The team is now working through the inspiration, research, and insights phase while eagerly awaiting the launch of the community engagement project to further our understanding of client needs and other areas of opportunity. City partners have been working to complete the RFP for the vehicle and have provided the project team with the opportunity to review the specifications for the proposed van.

Upgraded Self Check-Outs

The five self-checkouts at Central and the two at George Ashe will be updated with new CPUs in order to enable an upgrade to their operating system. These self-checkouts are currently running on Windows 7 and this update will allow us to update the operating system to the current Windows 10 Operating System. This will ensure that these units can maintain a secure environment with currently supported software. Each branch is scheduled for a one-day update in May.

Board End: Community Engagement

Community Wellness Telephone Calls

Starting next week, staff will begin a pilot project to call residents in the Library's database over 80 years of age. The staff will contact a list of about 250 clients to let them know about the new Senior's Book Express project, other library services they may be interested in and provide information about how to sign up to receive a COVID-19 vaccine. Other Libraries have undertaken this sort of project successfully including Ajax Public Library. Once the pilot of the program is completed, we will evaluate the outcomes and decide whether to scale up the operation.

Online Outreach

Where feasible online, the Outreach Team continues to engage community groups and partners virtually. On March 25th, library staff hosted an online outreach session with the Pickering Lakeside PROBUS group. Eighteen PROBUS group members attended the information session to learn about online library services and resources that are available during the pandemic. The majority of participants already had library cards however, two new clients registered for cards online during the session. The participants were particularly interested to learn about CloudLibrary and OverDrive, Ancestry.ca home access, and upcoming trivia and technology programs. Library staff also discussed the new website, how to search the online catalogue, and how to place holds on items online. Several participants mentioned that they were going to begin using the website and placing holds online.

Teen Gaming Tournament

On March 13th, library staff hosted a Gaming Tournament using our successful Discord server. We engaged 11 teens in the 90-minute event, playing multi-platform, team-building games. These types of programs prove to be beneficial for our teens who are facing social isolation. We have heard feedback of appreciation from the teens and their parents about how the Library's online programs have been beneficial during this pandemic, and they hope we continue to offer various types of programs.

Ajax-Pickering Board of Trade Presentation

Usha Siva, Manager of IT, Special Projects and Evaluation, presented to an audience of approximately 50 attendees at the March APBOT networking event. She discussed the Maker Space, digital products, and other services the Library offers the entrepreneurship and business community during her presentation. Our value proposition to the APBOT membership was well-received and several positive comments were sent during the event. Our call to action was to become a member of the Pickering Library and to explore the library services available to APBOT members.

SOLS Presentation – Running a Virtual MakerFest: What You Need To Know

On April 8th, Usha Siva, Manager of IT, Special Projects and Evaluation, presented to an audience of approximately 80 attendees as a part of the Southern Ontario Library Service (SOLS) Learn HQ workshop offering. The audience was comprised of leaders and technology staff from libraries across Ontario who sought to learn more about PPL's first ever Virtual MakerFest 2020 and to learn about the steps it would take to create a similar event at their library. The SOLS facilitator and attendees provided positive feedback about the workshop and found the workshop to have several practical pieces of advice and tools for program execution.

Supporting Organizational Excellence

Printer Upgrades

The IT team has completed the full fleet upgrade of our Xerox printers and photocopiers for both staff and clients at all locations. The new machines boast features that will help deliver an enhanced client experience. Clients using this service will experience a new touchscreen user interface that supports several Xerox applications, like Optical Character Recognition, previously not available to us, improved color calibration, a stapler and hole punch finisher, print to email, and much more.

Website Analytics Dashboard

The IT team has been upskilling to support Microsoft Power BI. As our first MS Power BI pilot project, we have completed version 1.0 of a custom-built website analytics dashboard using MS Power BI integrations with Google Analytics. This dashboard will help realize efficiencies when collecting and analyzing important data about the performance, user experience and user behaviors on our new pickeringlibrary.ca website. It will also provide real-time performance insight for key stakeholders.

2021 KPI Statistics

| | 2020 | Per capita (pop: 100,000) |
|-----------------------------------|--------------------|------------------------------|
| Total circulation | 496,445 | 5 |
| Cardholders | 37,583 | 0.4 |
| In-person visits | 145,497 | 1.5 |
| Website visits | 246,397 | 2.5 |
| Catalogue visits | 251,402 | 2.51 |
| Number of programs | 483 | 0.005 |
| Program attendance | 5,720 | 0.057 |
| Public Printing / Copying (pages) | 144,503 | 1.4 |
| Outreach events | 20 | 0.0002 |
| Outreach attendance | 1,051 | 0.01 |
| Curbside Only Hours | Data not available | |
| Open Branch Hours | Data not available | |

| YTD 2021 | Extrapolated to full year | Per capita (pop: 100,000) |
|------------------------|---------------------------|------------------------------|
| 188,138 | 752,552 | 8 |
| 35,078 | n/a | 0.4 |
| 15,234 | 60,936 | 1 |
| 64,228 | 256,912 | 2.6 |
| 88,245 | 352,980 | 3.5 |
| 153 | 612 | 0.006 |
| 2,156 | 8,624 | 0.1 |
| Data not yet available | 0 | 0 |
| 2 | 8 | 0.0001 |
| 30 | 120 | 0.001 |
| 476 | 1,904 | |
| 558 | 2,232 | |

Pickering Public Library - 1st Quarter Budget Update - 2021

| | 2021 Actuals | 2021 Approved Budget | 2021 Budget Remaining | |
|-----------------------------------|--------------|----------------------|-----------------------|---------------|
| Expenses | | | | |
| Salaries and Wages | | | | |
| Salaries | \$551,772 | \$3,367,282 | \$2,815,510 | |
| Benefits | \$205,363 | \$909,994 | \$704,631 | |
| Materials, Supplies and Utilities | | | | |
| Digital Collections | \$140,076 | \$309,990 | \$169,915 | |
| Utilities | \$30,655 | \$241,761 | \$211,106 | |
| Other Supplies | \$7,041 | \$50,750 | \$43,709 | |
| Services | | | | |
| Repairs and Maintenance | \$27,635 | \$615,030 | \$587,395 | |
| Software/Hardware Maintenance | \$73,121 | \$217,650 | \$144,529 | |
| Telephone / Internet | \$20,067 | \$82,328 | \$62,261 | |
| Minor Capital Purchases | \$8,382 | \$68,075 | \$59,693 | |
| Insurance | \$0 | \$26,830 | \$26,830 | |
| Seminars and Education | \$3,868 | \$29,400 | \$25,532 | |
| Consulting and Professional | -\$3,341 | \$20,500 | \$23,841 | |
| Advertising | \$140 | \$17,000 | \$16,860 | |
| Miscellaneous | \$3,801 | \$17,000 | \$13,199 | |
| Travel | \$0 | \$4,000 | \$4,000 | |
| Postage | \$60 | \$3,300 | \$3,240 | |
| Vehicle Repair and Maintenance | \$1,211 | \$4,132 | \$2,921 | |
| Conferences | \$2,239 | \$3,500 | \$1,261 | |
| | \$1,072,090 | \$5,988,522 | \$4,916,432 | 82.10% |
| Revenues | | | | |
| Federal Grants | \$0 | \$0 | \$0 | |
| Province of Ontario Grants | \$30,264 | \$106,425 | \$76,161 | |
| Photocopies / Fines / Donations | \$3,507 | \$105,500 | \$101,993 | |
| | \$33,771 | \$211,925 | \$178,154 | 84.06% |
| Transfer to/(from) Reserve | \$0 | \$100,000 | \$100,000 | |

Anti-Black Racism Working Group: Terms of Reference

Preamble

The Anti-Black Racism Working Group acknowledges the discrimination and racism faced by the Black, Indigenous, and People of Colour (BIPOC) communities and are committed to working in solidarity with BIPOC communities.

Section 1: Overview

This document outlines the Terms of Reference (TOR) for the Pickering Public Library's Anti-Black Racism Working Group (ABRWG). The TOR will capture the purpose, structure, and role of the ABRWG, and clearly identify the desired outcomes/outputs.

Section 2: Mission

The ABRWG (given the appropriate resources for outreach and data collected) will review community feedback and identified priorities and collaborate with Library staff to create and implement action plans for improvements and enhancements. Recommendations and action plans will focus on identified systemic discrimination impacting the Library experience for community members who self-identify as Black.

The scope of this work will consider existing and future Library users of all ages, community stakeholders at large, employees, volunteers, and community partners, with an emphasis on inclusion and intersectionality.

Appointed members of the ABRWG will contribute their individual voices, experiences, and insights to group discussions, and decision-making. They will co-assess and co-plan, with Library staff to develop decisions and decision-making processes.

Section 3: Community Priorities

The following key priorities have been identified through a preliminary community survey and community consultations. While the Library recognizes additional stakeholder engagement will be required to further clarify the desired outcomes under each priority, the ABRWG will have access to and will review the survey results as a starting point and focus on the community priorities identified.

The top priorities that emerged from the community survey results are (in demonstrated priority order based on frequency of shared comments):

| Theme of Priority: | Percent of participant responses that mentioned the theme: |
|------------------------------------------------------------------------------------|------------------------------------------------------------|
| Staffing – Representation, hiring/recruitment | 35% |
| Collections – Representation and availability | 26% |
| Community Engagement – Initiatives to amplify and hear from Black Voices | 18% |
| Programs/Events – Promoting anti-discrimination and Black history/culture/heritage | 18% |
| Staff Training | 18% |

Section 4: Goals, Objectives, and Member Responsibilities

Refine and Review Working Group TOR

The ABRWG will review the committee's name and Terms of Reference annually and revise as deemed necessary. Revisions will be shared with the Library Leadership Team and the Library Board.

Determining and Maintaining Working Group Operational Framework

The ABRWG will:

- Schedule meetings, set agendas, review minutes, and if needed, organize sub-committees.
 - Meetings will occur the second Wednesday of every month at 6:30 pm.
 - Meeting duration will be two hours.
 - Sub-committee and/or ad-hoc meetings outside of the regular meeting cycle may be discussed and determined on an as needed basis.
 - Support for monthly virtual meetings will be provided by the Library (e.g., Zoom platform to host online meetings)
- Review action plans and on-going updates provided by the Library Liaison and/or Library staff pertaining to priorities.
- Meet with the Library Leadership Team and staff directly to discuss, collaborate and assess the Library priorities.
- Meet with the Library Board a minimum of twice a year.
- Stay updated on federal, provincial, and local legislation related to anti-Black racism, equity and inclusion, and human rights. Provide advice, advocacy, and education to support the enhancement of Library services. Relevant updates and information can be gathered and provided by Library staff.
- Deliberate to reach consensus on decision-making matters. Where consensus cannot be achieved, the Chairperson will conduct a vote.
 - Quorum is 50% of total number of members plus one. When quorum is not achieved, motions requiring an ABRWG majority vote cannot proceed and will be deferred to the next possible meeting date where quorum can be achieved.

Community Priorities – Review and Provide Recommendations

The ABRWG will:

- Review top community identified priorities.
- Provide context and recommendations to the Library for addressing each of those priority areas of improvement.
- (During meetings) Share community knowledge, information, and additional detail into the priority and define the gaps the community would like addressed.
- Meet with relevant Library staff, for each of the priorities, to build a comprehensive understanding of existing frameworks, policies, procedures, and/or practices.
- Provide recommendations for successful improvements, enhancements, and/or new services that would significantly reduce the gaps identified.

Advocacy, Research, and Community Involvement

The ABRWG will:

- Maintain connections with and leverage the voices of residents of Pickering to identify systemic barriers that impact the Black People and the Black Community to provide recommendations for improvement.
- Share updates with the community via the public landing page on the Library's website. This page will be created and maintained by Library staff.
- Community residents will be able to email the group via abrwg@pickeringlibrary.ca (which will be monitored by Library staff – see below for more information).
- Engage and foster connections with stakeholders, local grass roots organizations, businesses, and cultural organizations related to the work of the ABRWG.
- Provide input in staff-led consultation, research, review of report findings and make recommendations as necessary on matters of Anti-Black Racism and Library services, internal initiatives and/or internal policies.
- Advocate and promote the value and benefit of the Anti-Black Racism Working Group for all Library users and stakeholders.

Library staff will:

- Provide data, research outcomes, and information as it pertains and supports the discussions of the ABRWG.
- Facilitate consultation, research, and/or other related tasks as requested by the ABRWG, when there are knowledge or data gaps.
- Provide necessary updates on federal, provincial, and local legislation related to anti-Black racism, equity and inclusion, and human rights.
- Share research or report findings and on-going community feedback, pertaining to the priorities.
- Create and maintain the public landing page on the Library's website.
- Monitor the abrwg@pickeringlibrary.ca email account and bring forward all client inquiries to the group at the monthly meeting. For applicable inquiries, a response from the ABRWG may be required and in such situations, the Library will seek the guidance of the ABRWG members for drafting a response.

Section 5: Working Group Composition and Commitment

Composition

- 8 to 10 Community Members (initially appointed by a Community Panel and Library Representatives).
- All members must be 16 years or older.
- All are voting members.
- All members must demonstrate that they live(d) or work in Pickering. During a recruitment effort, should not enough expressions of interest from Pickering candidates be received, the ABRWG may opt to expand membership outside of Pickering, while maintaining a priority to individuals residing and/or working in Pickering.
- 1 Library Liaison (with an optional designated secondary)
- Working Group Member Roles:
 - While the ABRWG acknowledges that this is a collaborative group and that the work would be done as a collective, the following roles will be filled by active members through a self-directed volunteer nomination, followed by a group voting process.
 - Chairperson
 - One elected position.
 - One year (12 months) term with a check-in every 3 months.
 - Responsibilities:
 - Represent the group at Library Board meetings.
 - Organize meeting dates and update members.
 - Create agenda with input from members.
 - Control the flow of meetings in respect of time.
 - Ensure the Terms of Reference are honoured.
 - Vice-Chairperson
 - One elected position.
 - One year (12 months) term with a check-in every 3 months.
 - Responsibilities:
 - Represent the group at Board meetings upon request/absence or Chairperson.
 - Organize meeting dates and update members upon request/absence of Chairperson.
 - Create agenda with input from members upon request/absence of Chairperson.
 - Control the flow of meetings in respect of time upon request/absence of Chairperson.
 - Ensure the Terms of Reference are honoured.
 - Notetaker
 - One elected position.
 - One year (12 months) term with a check-in every 3 months.
 - Responsibilities:

- Effectively take minutes of meetings and share with group.
- Request approval of meeting minutes from group members.
- Support the scheduling of regular meetings.
- Remind group of the 3-month check-in for each of the roles of the ABRWG.
- Control the flow of meetings in respect of time.
- Note, this role can be delegated to/supported by PPL personnel if decided by the Working Group.
- Optional: 1 External Facilitator to guide discussions and planning as needed.
- One-year minimum commitment. At the end of the first 12 months, the ABRWG will perform a self-assessment guided by Library staff and make recommendations on the future of the ABRWG.
 - It is requested that after the one-year self-assessment, the ABRWG shall table and vote for a commitment framework. The TOR will be updated with a minimum term for each voting member, as well as the maximum number of terms a member can hold a seat.
 - In the event the composition is reduced to below 6 during the first 12 months of the ABRWG, the Library Liaison will recall the Community Panel. All three parties (the Library, the Community Panel, and the ABRWG) will collaborate on filling the vacancies.
 - It is requested that after the one-year self-assessment, the ABRWG shall table and vote for an agreed upon membership replacement procedure. The TOR will be updated with an agreed upon procedure for filling a vacant ABRWG seat. This will include roles, responsibilities, and timelines.
- Subcommittees can be proposed and created by the ABRWG. A proposed subcommittee may be granted by a majority vote and must include a minimum of two current ABRWG members. Additional relevant stakeholders can be invited and included in a sub-committee.
- Where possible, the members will represent experiences and agencies that best match all the priorities outlined in Section 3.

Member Appointment Process

- Initial group membership appointment process: Through Community Stakeholder recommendations and nominations, the Library will create a temporary Community Panel to participate in the review of applications, facilitate interviews and recommend ABRWG appointees, alongside two Library staff representatives.
- The Community Panel will disband following the creation of the ABRWG.
- As noted above, in the event the composition is reduced to below 6 during the first 12 months of activation, the Library Liaison may recall the Community Panel. All three parties will collaborate on filling the vacancies. Future filling of vacancies may re-activate the Community Panel model (with existing or different Community Stakeholders) if desired. Or the Working Group may table and vote for an alternate method of engaging the community for new members.
- Appointed members should demonstrate experience or expertise with the community's stated priorities.

Meeting Cycle Commitment

- The ABRWG will meet a minimum of 10 times a year (and up to 12 times in one year).
- Quorum is 50% of total number of members plus one. When quorum is not achieved, motions requiring an ABRWG majority vote cannot proceed and will be deferred to the next possible meeting date where quorum can be achieved.

Conflict of Interest

- All meetings should begin with any declarations of conflict of interest.
- A conflict of interest exists when an ABRWG member has a material financial interest in a transaction or project under consideration by the Library and/or Library Board or when that person proposes to act on any issue, matter, or transaction in which they or an affiliate association/business/agency has an interest, and in which the covered person may have an interest separate from that of the Library. A conflict of interest may also exist in situations in which there is an appearance that an ABRWG member is utilizing, for his/her/their own benefit, inside information that is proprietary to the Library, is acting in his/her/their own interests rather than the best interests of Library, has the ability to exercise undue influence over the Library's decisions, or is receiving favorable treatment by the Library because of his or her status as an ABRWG volunteer.
- All ABRWG members are expected to report and declare any potential or confirmed conflict of interest to the Library Liaison.
- When a conflict of interest has been identified, the ABRWG member should be absent from discussions on any issue, matter or transaction involving a conflict of interest, unless requested by the Library Liaison, Library Leadership and/or Library Board to give information on the issue, matter, or transaction.
- When warranted by the nature and magnitude of the conflict of interest, and where a conflict of interest cannot be resolved, the ABRWG may request that a conflicted member terminate their commitment.

Section 6: Boundaries and Scope

- The ABRWG is a collection of individuals who bring unique knowledge and skills which enrich the knowledge and skills of Library Staff and Library Board.
- Members of the ABRWG are volunteers who provide feedback, observations, insights, and recommendations.
- The ABRWG does not have formal authority to govern the organization, that is, the ABRWG cannot issue directives which must be followed. The ABRWG is not responsible for actioning identified deliverables and do not hold operational oversight over recommendations.
- The ABRWG will participate in the evaluation process of programs or initiatives, serve as advocates for the community, and ensure anti-racism practices are carried out.

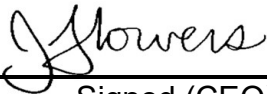
Last revised: April 14, 2021

INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations Policy (EL 01)

POLICY TITLE: General Executive Constraint

I hereby present my monitoring report on The City of Pickering Public Library Board's Executive Limitations policy for "General Executive Constraint" according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.



Signed (CEO)

15 April 2021

Date

Policy Element: Header Paragraph

The CEO will not cause or allow any practices, activities, decisions, or organizational circumstances that are unlawful, imprudent or in violation of:

I interpret this as follows:

1. "practices, activities, decisions, or organizational circumstances": all tools and activities that library staff use to accomplish the objectives of the Library. These include policies, procedures, and library initiatives.
2. "imprudent": foolish, irresponsible, or lacking caution.

Compliance will be demonstrated when:

There are no substantiated occurrences of unlawful or imprudent actions caused or allowed by the CEO.

Evidence Available:

- There have been no unlawful or imprudent actions as evidenced through discussion with senior City staff, senior Library staff, CUPE executive, or review of local media.

Policy Element #1

- commonly accepted business and professional ethics

I interpret this as follows:

"commonly accepted business and professional ethics": ethical standards in comparable business practices such as accounting, intellectual property, and human resources, and common library ethical standards such as intellectual freedom and privacy.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- There have been no cases where these standards have been violated as evidenced through direct inspection of the 2019 audited financial statements;
- In June 2020, there was a client request for the removal of the Asterix series from the children's graphic novel collection based on racist imagery. Staff provided a written response to the concerns expressed by the client in their *Request for Reconsideration of Library Material*. The response outlined that the collection would be moved to the adult graphic novel collection to signify that the collection was not intended for children as an audience.
- In early March 2021, Dr. Seuss Enterprises, the company in charge of the legacy of Theodore Seuss Geisel (aka Dr. Seuss), released a statement to say that it would cease publication of six Dr. Seuss titles due to racist and insensitive imagery. In late March 2021, Scholastic released a [statement](#) to announce that they would cease publication of *Ook & Gluk*, a children's chapter book by Dav Pilkey, for perpetuating "passive racism." All titles in the Library's collections were reviewed by Selectors against the [Resource Development Policy](#). The Selectors reviewed the Dr. Seuss and Dav Pilkey titles in our collection and noted several instances of racist imagery including obvious anti-Asian racism. Given that the audience for these materials are children and the considerable potential for these images to be harmful to children, the Selectors made the recommendation to remove the physical titles from our collection. Digital copies are controlled by a library consortium in which we have a membership. We are advocating that the digital copies of these titles also be removed. This work is ongoing.

Policy Element #2

- The *Public Libraries Act*, RSO 1990, c.P.44, and other relevant statutes.

I interpret this as follows:

1. "the *Public Libraries Act RSO 1990*, c.P.44": the complete provincial statute with all related regulations and updates.
2. "other relevant statutes": all statutes, regulations, and bylaws which impact on the operation of the Library. These include but are not limited to: the *Constitution Act (Canadian Charter of Rights and Freedoms)*; the *Pay Equity Act*, the *Employment Standards Act*, the *Freedom of Information and Privacy Act*, the *Human Rights Code*, the *Occupational Health & Safety Act*, and the *Accessibility for Ontarians with Disabilities Act*.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- The 2017 Pay Equity analyses, [Accessibility Customer Service Standards](#), and [Freedom of Information and Protection of Privacy Policy](#) that internal policies are in compliance with the legislative requirements.
- The CEO has explained that the Board is not fully in compliance with the *Public Libraries Act* by electing a Chair every two years versus once a term (every four years). However, this is a common practice among libraries, especially urban libraries who feel that it is difficult to sustain someone in the volunteer role of the chair for more than 1-2 years. In 2018, the Board amended it's by-laws lengthening the term of Board Chair from one year to two years.

Policy Element #3

- Contractual agreements the Board has made.

I interpret this as follows:

“contractual agreements”: any binding contracts for products or services made on behalf of the Library. Such contracts include, but are not limited to: the Collective Agreement, contracts with library vendors and suppliers, grant contracts, and partnership contracts.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any contracts to be violated.

Evidence Available:

- Review of the 5 largest vendor contracts/invoices and representatives of contractual partners shows no violation of these agreements.
- Review of 3 grant agreements from April 15, 2020 – April 15, 2021 with amounts totalling \$52,500, shows no violation of these agreements.
- Direct inspection of the Collective Agreement (covered the period up to March 31, 2020) with the updated Memorandum of Settlement (extending the Collective Agreement until March 31, 2021); bargaining is expected to take place in later 2021.

1. BOARD OFFICERS**1.1 Chair**

The position of Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Chair will serve for a two-year term and until a successor is elected. A Board member may not serve as Chair for more than 3 consecutive (two year) terms.

1.2 Vice-Chair

The position of Vice-Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Vice-Chair will serve for a two-year term and until a successor is elected. A Board member may not serve as Vice-Chair for more than 3 consecutive (two year) terms. In the absence of the Chair, the Vice-Chair will preside and will have all of the Chair's powers and responsibilities.

1.3 Election of Chair and Vice-Chair

The Secretary of the Board will assume the chair for the process of electing the Chair and Vice-Chair. Nominations will be received from the floor and the election will be conducted by secret ballot. In the event of a tie vote a second secret ballot will be held. In the case where there is only one nominee for a position the need for a secret ballot shall be waived.

In the event that a Board Member intends to stand for the position of either Chair or Vice-Chair, and will be absent from the meeting at which the elections are to take place, the procedure below will be observed:

In advance of the meeting, the Board Member will provide the Board Secretary with a written notice, signed by the Board Member, along with the names of both the mover and seconder to the nomination.

1.4 Secretary

The Board will appoint a Secretary. Typically, that will be the Chief Executive Officer or his/her designate.

The Secretary will:

- a) Keep minutes of Board and Committee meetings; and
- b) Conduct the Board's official correspondence.

1.5 Treasurer

The Board will appoint a Treasurer. Typically, that will be the City Treasurer or his/her designate.

Treasurer will:

- a) Receive, keep safely, and account for all the Board's money;
- b) Deposit all money received on the Board's behalf to the credit of that account or accounts; and
- c) Disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions.

1.6 Chief Executive Officer

The Chief Executive Officer of the Pickering Public Library is the Board's employee to whom the Board delegates the supervision and direction of the Library and its staff. He or she will attend all Board meetings, will have the other powers and duties that the Board assigns from time to time, and will be known in these bylaws as the "CEO."

2. BOARD MEETINGS

The following rules and procedures have been adapted from various sources. The City of Pickering Clerk also provides procedural advice to the Board.

If at any point in the Board meeting there is lack of clarity in moving business forward, a recess may be called to allow for consultation of the sources.

2.1 Meetings

All Board meetings will be open to the public.

2.2 Rules of Order

The Chair will use appropriate editions of Robert's Rules as tools to govern proceedings and member conduct. In complex cases, advice is sought from the City of Pickering Clerk.

2.3 Inaugural Meeting in each New Term

The *Public Libraries Act*, Section 14 (1) and (2) authorizes the CEO to call the first Board meeting in the new term.

The CEO calls the meeting to order and conducts the elections for the Chair and Vice-Chair positions.

Once the Chair and Vice-Chair are elected for their term, the Chair presides over the remainder of the meeting.

2.4 Regular Meetings

The Board will hold at least ten scheduled meetings each year. These regular meetings will be held on the fourth Thursday of each month, from January to May and from August to December. The Board may change the scheduling of regular meetings from time to time. The Board will not

hold a Board meeting that falls on a municipal, provincial, or federal election date.

The Board Secretary will provide a meeting date schedule to Members at the beginning of each year.

2.5 Meeting Notification and Documentation

The Board Chair, in consultation with the CEO, will prepare the agenda. Any Member wishing to place an item on the agenda may make a request to do so through the Chair or CEO no later than ten days prior to the meeting. Such requests will then be considered at the Chair's discretion.

Minutes of the previous regular meeting and any special meetings will be provided to the Members in the same manner as the agenda, together with its supporting documents.

The package will be emailed to the members at least five business days prior to the upcoming meeting.

Lack of receipt of notice for a regular meeting will not affect the validity of holding the meeting or any action taken at the meeting, provided a quorum is obtained.

2.6 Meeting Agenda Items

The standard order of business at regular meetings will be as follows:

- Public Delegations
- Approval of Agenda, Disclosure of Interest
- Consent Agenda
- Board Education
- Minutes of Previous Meeting
- Ends Discussion
- Staff Reports
- Monitoring Reports
- Community Linkage Committee
- Ownership
- Governance
- Board Policy Review
- New Business
- Confidential Matter
- Board Self-evaluation
- Adjournment

The discussion of items will be in the order most conducive to meeting effectiveness.

2.7 Special Meetings

The Chair or any two members may summon a special meeting at any time. The meeting's purpose must be stated in the notice and no other business will be transacted without the consent of a Board majority.

Members of the Board and the community will be notified of special meetings in the most expeditious manner, and with reasonable notice.

Lack of receipt of notice for a special meeting will not affect the validity of holding the meeting or any action taken at the meeting, provided a quorum is obtained.

2.8 Decisions Requiring Urgent Board Approval

When the meeting schedule does not allow for timely or urgent decisions and approval of the Board is required, the CEO will first recommend that the Board hold a special meeting. Should this prove impossible in a timely manner, the CEO will consult with the Chair, who may provide approval on behalf of the Board. All decisions so made, will be placed on the agenda of the next regular Board meeting for discussion.

2.9 In-Camera Meetings to Discuss a Confidential Matter**2.9.1 Moving In Camera**

A motion to move into an in-camera session must be moved, seconded, and approved by majority vote, prior to the meeting being closed. Motions to move in camera are not debatable.

Permitted In-Camera Business

Only the following subjects (from the *Public Libraries Act*) may be discussed at properly constituted closed meetings:

- a) The security of the property of the Board.
- b) Personnel matters about an identifiable individual.
- c) A proposed or pending acquisition or disposition of land by the Board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a board or committee of a board may hold a closed meeting under another Act.
- h) A request under the *Municipal Freedom of Information and Protection of Privacy Act*.

A meeting may be closed to the public during a vote only if:

- a) Conditions permitting or requiring the meeting to be closed to the public exist; or
- b) The vote is for a procedural matter or for giving directions or instructions to Board officers, employees or agents or Board committee or persons retained by or under contract with the Board.

2.9.2 Staff Participation in In-Camera Meetings

The Board may invite appropriate persons, such as the CEO and other staff to attend an in-camera session.

2.9.3 Approval of In-Camera Motions; In-Camera Minutes

The CEO or delegate takes the minutes of in-camera meetings. Minutes are kept brief and do not contain the discussions of the in-camera meeting. Any motions passed in camera are ratified when the Board resumes open session of the regular meeting. Because the discussions are protected under the confidentiality criteria in 2.9.1 above, the motion to ratify in open session must not include any confidential detail.

Minutes are adopted together with the minutes of the open meeting. Minutes are circulated to the Board and appropriate staff.

2.9.4 Electronic or Telephone Meetings

Participation by an individual Member in a regular or special public Board meeting using electronic means is permitted, as long as the medium allows two-way communication (e.g. telephone but not email).

2.10 Board Meeting Procedures

2.10.1 Chair and Vice Chair's Role

The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the Chair arrives.

2.10.2 Absence of the Chair and Vice Chair

If both the Chair and Vice-Chair are not present within fifteen minutes after the time for the meeting to begin, the CEO will call the meeting to order and will preside for the election of an Acting Chair.

While presiding, the Acting Chair will have all the Chair's rights, duties, and responsibilities.

2.10.3 Attendance

Members will notify the Secretary if they are unable to attend the regular meeting. Meeting attendance will be recorded.

A Member may be disqualified following absence from Board meetings for three consecutive months without a recorded Board resolution authorizing the absence (see *Public Libraries Act* section 13c).

2.10.4 Conflict of Interest

The *Municipal Conflict of Interest Act* will govern the Board; an agenda will include provision for Members to disclose a direct pecuniary interest in a matter and the general nature thereof. The pecuniary interest of the Board Member's spouse shall be deemed to be also the pecuniary interest of the Member.

According to the *Act*:

5(1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member

- a) will, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) will not take part in the discussion of, or vote on any question in respect of the matter; and
 - c) will not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- R.S.O. 1990, c. M 50, s. 5(1)

2.10.5 Delegations

Residents and community association representatives may attend and address the Board as a delegation at any regular meeting. A delegation must inform the Board Chair before the meeting starts that they wish to address the Board. The Board Chair will indicate the rules for delegations at that time. The Board reserves the right to request any additional information regarding a particular issue or association. The Board will provide delegations with a maximum of ten minutes to make a presentation, unless extended by Board motion. The Board reserves the right to limit the number of delegations per meeting. A delegation may not appear before the

Board on the same issue a second time, unless approved by Board motion. All questions and communication by a delegation must be made through the Board Chair.

Delegations may choose to remain for the balance of the public meeting but may not speak to other agenda items.

Through the CEO, the Board will communicate its decision, if appropriate, to the delegation in writing. The Board is not obligated to respond or make a decision at the time of the presentation.

2.10.6 Quorum

2.10.6.1 Definition

A quorum will be 50% of the members of the Board plus one. As soon as there is a quorum present, the Chair will call the meeting to order. Participation by electronic means is permitted to allow official business to proceed.

2.10.6.2 Meetings Lacking a Quorum

Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the Board Secretary will record the names of the Members present. In the absence of a quorum, the meeting may continue; however, no motion may be made or passed. Any decisions made shall be recommended to the Board at the next regular meeting for approval.

2.11 Voting

The Chair or Acting Chair protects impartiality by exercising his or her right voting rights only when this affects the outcome. In this case the Chair or Acting Chair can either vote and thereby change the result, or can abstain.

Any question on which there is a tie vote will be deemed to be negative.

Voting will be by a show of hands, unless otherwise indicated. Upon the request of a Member who is present when a question is stated, a recorded vote will be taken. It must be requested immediately before the start of voting.

2.12 Chair's Duties

The Chair will:

- a) Open meetings by taking the chair and calling the meeting to order.
- b) Determine the presence of a quorum.
- c) Recognize Members in the order in which they signalled that they wished to speak or ask question.

- d) Receive and submit, in the proper manner, all motions presented by the Members, unless a motion is contrary to the Board's bylaws. If the Chair rules that a motion is contrary, the Chair will tell the Members immediately, before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- e) Determine whether a question is properly one which is admissible and to be dealt with immediately. The Chair's ruling on order or procedure may only be appealed by Board motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- f) State and put to a vote all valid motions which are moved and seconded in the course of proceedings and announce the result.
- g) Expedite business.
- h) Decide all questions of order.
- i) Ensure appropriate conduct of Members and the public.
- j) Sign on behalf of the Board, where applicable.
- k) Ensure the decisions of the Board are in conformity with the laws and bylaws governing Board activities.
- l) Declare the meeting adjourned when the Board so votes.

2.13 Member's Conduct

A Member will be courteous and will not engage in any action that disturbs the meeting.

A Member will not:

- a) Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder.
- b) Make any noise or disturbance that prevents Members from being able to participate in a meeting.
- c) Speak outside the debated question.
- d) Reflect upon any prior Board determination, except to conclude such remarks with a motion to rescind such determination.
- e) Interrupt a Member who is speaking, except to raise a matter of privilege or a point of order.
- f) Disobey Board bylaws.
- g) Disobey the Chair's decision on questions of order or practice or on the interpretation of Board bylaws.
- h) Speak more than once to the same question except:
 - 1. upon the consideration of a report referred by a committee to the Board for a decision; or

2. in explanation of a statement that may have been interpreted incorrectly; or
3. after all other Members who wish to speak have spoken at least once.

A Member who wishes to speak will signal the Chair and wait for the Chair's recognition. A Member will address to the Chair all remarks and questions, including questions intended for another Member or staff.

2.14 Public Conduct

Members of the public will be courteous and will not engage in any action that disturbs the meeting. Members of the public will not:

- a) Make any noise or disturbance that prevents Members from being able to participate in the meeting.
- b) Address the Board without Board permission at a meeting.
- c) Use unparliamentary or offensive language.

3. MOTIONS AND REPORTS TO THE BOARD

3.1. Decisions by Motion Only

All decisions and directions will be made on the basis of motions. To make a motion, a Member must first have the floor, that is, be recognized by the Chair.

3.2 Moving a Motion

A motion properly moved before the Board must be completed before any other motion can be received, except a motion to amend or adjourn, or on a matter of privilege (see glossary).

Another Member must second every motion, except for questions of privilege.

3.3 Seconding a Motion

A motion will not be debated until it has been moved and seconded.

The Chair will not put any matter to the vote, and a Member will not move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. After Members debate a motion, the Chair puts the question to a vote and announces the voting result.

Any Member may require the question or motion under discussion to be read at any time during the debate.

There will only be one substantive motion before the Board at any one time.

3.4 Notice of Motion

All motions other than routine business or those arising out of reports from standing or special committees may be void unless the mover gives notice thereof at least ten days before the meeting at which said motion is to be presented.

This notice will be given in writing to the Chair and copied to the Secretary, and it will be accompanied by the copy of the proposed motion; and said notice and copy will be emailed to all Members five business days before the meeting.

3.5 Amending a Motion

An amendment may be made to a motion, but may not negate the main motion or materially alter its intent. An amendment may itself be amended once.

3.6 Withdrawing a Motion

When a motion is before the Board and the mover wants to withdraw or modify it, or substitute another motion, the Chair will grant permission if no Member objects. If a Member objects, the Chair will put the question on granting the request to a vote, or someone can make a motion to grant it. A motion to withdraw another motion cannot be debated or amended. A two-thirds majority is required.

3.7 Motion to Reconsider

A motion to review a previous decision and vote on it again may be moved by a Member who previously voted on the prevailing or winning side of a question. A reconsideration may be made once only on the same motion.

3.8 Motion to Adjourn

A motion to adjourn is not debatable, cannot be amended and, if resolved in the negative, cannot be made again until after the Board has completed some intermediate proceeding.

3.9 Motion to Recess

A motion to recess is not debatable, and can only be amended to adjust the time of the recess.

3.10 Minutes

Minutes record the main points of any discussion. They are not verbatim.

3.11 Board Committees**3.11.1 Purpose and Selection of Members**

Board Committees receive their charge and mandate from the Board and comply with Board policy on Committees. Unless contrary to policy, Committee Members will be selected by consensus from volunteers at Board meetings. Each Committee will select its own Chair.

3.11.2 PPL Board Committees

The Board's Committees are:

- a) Community Linkage Committee
- b) Ad Hoc Committees as needed.

50% of members plus one will constitute quorum for a committee. The Board Chair serves ex-officio on all Board Committees

3.11.3 Report Presentation

Timely reporting to the Board will be by submission of a written or oral report after each meeting, with appropriate comment by the Committee Chair. Written reports are distributed for reading prior to a Board meeting. They are structured into a brief synopsis of discussion, and recommendations clearly and separately stated, with a Committee motion to recommend to the Board.

3.11.4 Approval of Committee Reports at the Board Meeting

At the Board meeting the Committee Chair ensures the report has been received in either written or oral form, and invites questions or comments. No motion is necessary to receive the report. The Committee Chair moves that any recommendations be put to the Board for approval (no seconder is necessary, since the Committee has already endorsed the recommendation through its own motion). The Board Chair repeats the motion, invites further discussion and calls the vote to adopt any recommendations.

3.11.5 Approval of Individual Committee Recommendations

Any Board Member may request that specific recommendations be removed for separate discussion (no motion required). In this case, the remaining recommendations are voted on collectively, under the original motion from the Committee Chair. Any separated recommendations are discussed and voted on individually in their original order. The original motion is still valid, and

therefore the separated recommendation requires only a vote to adopt. Any changes to the recommendation follow normal rules for amendments, and may require a mover and seconder for substantial changes.

3.12 Staff Reports at the Board Meeting

No motion is necessary to receive a staff report. A Board motion is required for adoption of staff recommendations.

APPENDIX

GLOSSARY OF TERMS

| | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adjourn | To end the meeting. |
| Agenda | A list of business items to be considered at a meeting, arranged in the order in which they are intended to be addressed. |
| Amendment | A formal proposal to change the words of a pending motion. |
| Chair | The person who presides at the meeting. |
| Committee | Any Committee, task force, or work group appointed by the Board |
| Delegation | One or more residents or community association representatives who address the Board. |
| Floor, to have the | To have the right to speak without interruptions, except on a matter of privilege or a point of order. |
| In Camera | In private. Only Board Members and persons authorized by them may be present at an in-camera meeting. |
| Minutes | The legal record of the Board's, or a Committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider. |
| Motion | A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision. |
| Move | To formally propose a motion or amendment. |
| Mover | The person who proposes a motion or amendment. |
| Notice of motion | Formal advice to the Board that a Member proposes to move a motion at a future meeting. It usually includes the wording of the proposed motion. |
| Order | Behaviour in a meeting, which allows Members to conduct business without disruption. |

APPENDIX

GLOSSARY OF TERMS

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| Order, call a Member to | A way for the Chair to point out to a Member that the Member has broken the rules or is speaking out of turn. |
| Order, call the meeting to | An announcement by the Chair to indicate that the Chair is about to start the meeting. Also, it is a way for the Chair to enforce discipline on the meeting after the rules have been broken. |
| Order, point of | A way for a Member to draw attention to a breach of the rules. |
| Privileged motions | Refer to the rights of Members, and can interrupt discussion of a motion on the floor. Privileged motions are those related to: conditions in the place of meeting (e.g. "I cannot hear the speaker"); personal privilege (e.g. "the Member is misstating my position"); point of order, when the Member believes another Member is violating a rule (e.g. "the speaker is not speaking to the motion"); motions to recess or adjourn, both of which must be seconded and voted on. The interrupted discussion continues when matters of privilege have been resolved by the Chair. |
| Quorum | The minimum number of Members who must be present at a meeting to make the proceedings valid. A simple majority of the Board. |
| Rescind | To revoke a previous decision. |
| Recess | To take an intermission, either as a break or to allow for reflection. |
| Reconsider | Motion to review a previous decision and vote on it again. |
| Resolution | A motion that has been moved, seconded and carried. |
| Ruling | A decision by the Chair on a procedural point. Any Member may appeal it, in which case the ruling is immediately put to a vote without debate. |
| Second | To formally endorse a motion or amendment immediately after it has been moved. |
| Secunder | The person who formally endorses a motion or amendment. A seunder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seunder supports the motion, only that the seunder agrees that it should be considered. |

APPENDIX

GLOSSARY OF TERMS

| | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Show of hands | The usual way of voting. Those for and those against the motion are asked to raise their hands. The hands are counted, the result announced, and the motion declared either carried or lost. |
| Time limit | The maximum time allowed for a speech by an individual Member, set by the Chair. |
| Two-thirds majority | Two-thirds, or the closest whole number that is greater than two-thirds. |
| Unparliamentary | Words or expressions that are disrespectful or language that is offensive. It includes swearing and derogatory and racial remarks. |
| Vote, majority | One more than half the number of Members present. |
| Vote, recorded | A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion. |
| Vote, tie | An equal number of votes for or against a motion. |