

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 – April [Pg 1](#)  
22, 2021
  
  - 3.2 Library Information Update [Pg 5](#)
  
  - 3.3 PPL Administrative Policies Review:  
A06 Health & Safety [Pg 8](#)  
A10 Hiring [Pg 10](#)  
A27 Workplace Violence Prevention [Pg 21](#)
  
4. **Ends Discussion**  
None
  
5. **Staff Reports**
  - 5.1 Community Engagement Project Verbal J. Flowers  
Update
  
  - 5.2 Anti-Black Racism Working Group Verbal J. Flowers  
Update
  
  - 5.3 Membership Policy [Pg 28](#) E. Bird
  
6. **Monitoring Reports – Executive Limitations**
  - 6.1 EL #4 Staff Conduct [Pg 32](#) R. Coelho 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 A Maginley  
Update

**8. Governance**

- 8.1 [PPL Board By-Laws](#) Review [Pg 35](#) S. Sheehy Move to ADOPT

**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 # 10 Communication and Counsel to the Board](#) M. Fatema

**10. New Business**

- 10.1 Member Community Reports

**11. Confidential Matter**

None

**12. Adjournment**

S. Sheehy MOTION to Adjourn

**Next Meeting:**

To be Held: Thursday, June 17, 2021, 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.
  
- 6.1    THAT the Board adopt Monitoring Report EL #4 Staff Conduct as presented; and THAT the Board adopt Policy EL #4 Staff Conduct as presented/amended, the Policy being complete, sound, and effective.
  
- 8.1    THAT the Board adopt the Pickering Public Library Board By-laws as presented/amended.
  
12.    THAT the meeting be adjourned.

# The City of Pickering Public Library Board

## **DRAFT** Meeting Minutes

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Held: Thursday, April 22, 2021

Location: Virtual meeting  
[www.pickeringlibrary.ca/board](http://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, Brenda Gregory – Administrative Assistant

Meeting Commencement Time: 7:06 pm

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### 1. Public Delegations

None

### 2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

#### **Motion #21.25**

Moved by M. Anderson, Seconded by D. Barham **Motion THAT** the Agenda be adopted as presented.

Carried.

### 3. Consent Agenda

#### **Motion #21.26**

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

Carried.

### 4. Ends Discussion

None.

### 5. Staff Reports

#### 5.1 Q1 Financial Review

E. Bird provided a financial review of the first quarter. She noted that the information presented in the report was from the City's financial system. There were no questions or comments from Board Members.

## 5.2 Anti-Black Racism Working Group Terms of Reference

J. Flowers advised that the Anti-Black Racism Working Group (ABRWG) Terms of Reference (TOR) was included in the package and invited Board Members to share their comments and questions.

Board members extended their gratitude and congratulations to the Group for their work on the preparation and presentation of a very impressive final TOR draft.

In answer to a question about the status of the Group and if they have the member count needed, J. Flowers confirmed that the Group is indeed complete with 8 members in total who have been effectively working since late 2020, most notably on the TOR.

In answer to a question about the “optional external facilitator” stated in Section 5 of the TOR, J. Flowers explained that this would be a professional facilitator who would assist the Group should they face a difficult or contentious issue and need assistance reaching a resolution. She added that there is currently not a facilitator engaged.

In answer to a question about a budget for ABRWG, J. Flowers explained that \$6,000 was budgeted in the 2021 Library budget as a contingency to assist the Group in achieving their goals and objectives.

Related to this question, remuneration for the Group was discussed. It was noted that the Pickering Anti-Black Racism Taskforce (PABRT) Terms of Reference (being presented at the April 26<sup>th</sup> Pickering Council meeting) indicated that a stipend be provided to PABRT members. J Flowers shared that remuneration for ABRWG members was discussed by the Group, but their decision was to not include in the TOR although the topic will likely be revisited. The Board requested that a future discussion on this matter be held pending the results of the Pickering Council discussion and approval of the PABRT Terms of Reference.

### **Motion #21.27**

Moved by R. Coelho, Seconded by M. Fatema **Motion THAT** the Anti-Black Racism Working Group Terms of Reference be approved as presented.  
Carried.

## 6. Monitoring Reports – Executive Limitations

### 6.1 EL #1 General Executive Constraint

S. Beckett reported that he met with J. Flowers to discuss Executive Limitation #1 General Executive Constraint. He indicated that he is satisfied that the EL has been suitably discharged.

### **Motion #21.28**

Moved by D. Sharma, Seconded by M. Brenner **Motion THAT** the Board adopt Monitoring Report Executive Limitation #1 General Executive Constraint as presented; and **THAT** the Board adopt Policy Executive Limitation #1 General Executive Constraint as presented, the Policy being complete, sound, and effective.  
Carried

## 7. Board Committee Reports

### 7.1 Report of the Community Linkage Committee

This committee is currently in hiatus; no report provided.

### 7.2 Report of the Board Building Committee

D. Sharma reported that this committee did not meet this month and did not have any new updates.

In answer to a question about the status of the City Centre development, M. Brenner reported that at this point there is no progress on the development, adding that the City has hired a cost consultant to help inform future development steps.

### 7.3 Report of the Ends Ad Hoc Committee

A Maginley was introduced as the Chair of this new committee. The committee held their inaugural meeting last Thursday and discussed the expected outcomes of the committee. They also began a review of the draft Ends document in light of the strategic plan and learning from the pandemic. Once finalized this will be shared with the Board. The next two meetings are scheduled for the Thursday evening prior to the May and June Board meetings.

## 8. Governance

### 8.1 PPL Board By-Laws Review

S. Sheehy advised that she had reviewed the by-laws as written. She felt that most of the by-laws are current but there are some items that need to be updated. She will meet with J. Flowers, E. Bird, and M. Brenner to discuss proposed changes and will bring the proposal to the Board at the next meeting for discussion. S. Sheehy asked that if Board members have any suggested By-Law changes, to share them with her before the next meeting.

D. Barham asked about incorporating some wording about the Board membership reflecting the diversity of the community. S. Sheehy indicated that while she was in agreement with this idea, she is not certain that the by-laws are the correct place for such a mandate. She will discuss further with E. Bird, adding that if cannot be part of the by-laws, it could be included elsewhere.

### 8.2 Previous Board Meeting Evaluation Results

M. Brenner reported that no evaluation forms were received for either the February or March meetings. Given the lack of evaluations submitted, S. Sheehy wondered if the evaluation form is the most effective way of providing feedback, noting that the Board has other, more effective, feedback methods, particularly the 2-year check-ins. Discussions will continue on this topic but, in the meantime, the use of the evaluation form will be suspended.

## 9. Board Policy Review

9.1 EL Policy #4 Staff Conduct will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by R. Coelho.

**10. New Business**

**10.1 Member Community Reports**

No reports given.

**11. Confidential Matter**

None

**12. Date of Next Meeting and Adjournment**

The next Board meeting will be held on Thursday, May 27, 2021 at 7:00 pm as a virtual meeting.

**Motion #21.29**

Moved by I. Cumming, Seconded by M. Brenner **Motion THAT** the meeting be adjourned.  
Carried.

The meeting was adjourned at 7:48 pm.

Signature of Library CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Library Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*Alternate formats available upon request.*

Contact Kathy Williams at [kathywilliams@pickeringlibrary.ca](mailto:kathywilliams@pickeringlibrary.ca) or 905-831-6265, ext. 6251.

### Board End: Lifelong Learning

#### **May the 4<sup>th</sup> be with You!**

On Tuesday, May 4<sup>th</sup>, 44 children ages 4-12 years participated in a large, online Zoom event to celebrate Star Wars Day. Participants were divided into Star Wars themed break out rooms where they took part in various themed activities including DIY Baby Yoda puppets, Mad Libs, bingo, and *Star Wars* trivia. Children and their families (many of whom showed up in costume) relayed that they greatly enjoyed the interactive program and had a great time!

#### **Spring Break Programming**

Throughout this year's unconventional spring break, young library clients joined children's staff for imagination themed events. The children's team put together an engaging and fun-filled week of virtual programs including animal trivia, imaginative Storytimes, a make your own flip-book experience, and *Imagine you were a Unicorn* where children made their own glittery unicorn themed bookmarks and magic wands!

Spring break programming also offered the opportunity for children to engage with City of Pickering Fire Fighter Amanda and local Canadian Children's author, Naseem Hrab. During the author visit children engaged with Hrab by asking question about being a writer and discussing feelings.

#### **PPL's First Digital Escape Challenge**

Last month, staff hosted PPL's first digital escape room, *Searching*. The event challenged teen participants to solve a series of puzzles that would, in turn, yield codes to unlock further digital files. If they cracked all the files, they would have all the information needed to catch an imaginary killer.

Communication took place over Discord, where twelve participants were broken into three teams. Clients expressed great enthusiasm for the event, with one describing a map coordinate puzzle as "genius."

#### **Learning How to Manage Your Photos**

Nearly twenty adult clients attended this program that focused on strategies for organizing digital photos using a standard file/folder naming convention. Engagement was high with several clients reaching out to the staff to say thanks and ask additional questions.

### Board End: Culture of Reading

#### **Book Express Project**

This library materials delivery pilot will match Library volunteers to homebound residents in Pickering. Recruitment of volunteers will begin shortly with the goal of attracting enough volunteers to serve 50 homebound residents. The launch date for the service is August 2021.



## **Board End: Community Engagement**

### **Virtual Outreach**

Staff facilitated an outreach program for Newcomer Professional Connections in partnership with Community Development Council Durham (CDCD) for 19 participants. The program, "How to Set Up for Your Virtual Job Interview," featured detailed information about cameras, framing, lighting, and audio. The event also included breakout room sessions where clients could ask questions about their technology and receive individual support. After the event, several participants registered for the Library's English Conversation Circle.

### **Seniors Courtesy Calls**

Over the past month, select staff have worked on a pilot project to call library clients 80+ years of age. The calls are a courtesy check for our senior clients to ask if they have any questions about library services in light of so much continuing change, and also to ask if they require any information about COVID-19 vaccinations. The response from the community has been overwhelmingly positive, with many heartwarming stories of clients being very thankful for the call. Since the beginning of this pilot project, approximately 35% of clients have asked library-specific questions and/or asked staff to place item holds on their behalf, approximately 40% have been receptive to discussing COVID-19 vaccinations, and approximately 7% have asked for information on vaccination appointments (how to book an appointment, where to go, how to get there, etc.). This project will continue for the duration of the current provincial stay-at-home order.

## **Strategic Goals (2019 – 2023)**

### **Community Volunteer Income Tax Program (CVITP)**

This year's modified income tax clinic allowed participating clients to drop off their tax forms at the library for pick up by a CVITP volunteer. Overall, we were able to help 25 clients file their 2020 taxes at no cost to them. Clients were able to take advantage of credits and incentives through filing, with one volunteer bringing over \$10,000 back in refunds, credits, and incentives to 5 clients. From client feedback, we learned that they prefer the pre-pandemic program model: a single-day, in-person event, that allows them to have their taxes filed right away. We look forward to returning to that model next year.

## **Supporting Organizational Excellence**

### **OLA Podcast *Library Land Loves: We Need to Talk About Discord***

Brady Williamson and Matthew Wagner were invited as guests on the Ontario Library Association's podcast, *Library Land Loves*. On the program, they explained the Discord platform and described how PPL has successfully uses Discord as a platform for teen engagement and teen events. The episode is available to listen to at [this link](#).

## What's New?

### **Print from Home**

At the end of April, the new [Print from Home](#) pilot launched. This service allows clients to print documents from home for pick up at the Central Library during curbside service hours. It has quickly proven to be a valuable service during the Stay at Home Order. Due to challenges encountered when trying to launch the service quickly, we are providing 10 free pages of printing per day per client. A small group of clients have used the service several times during the first few weeks. The response has been overwhelmingly positive with one client commenting on Facebook , “This is another reason why Pickering Public Library is rated best in Ontario.”

<b>Policy Number:</b>	A06	<b>Pages:</b> 2
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	09/24/2020 by Board Motion 20.48	<b>Last Reviewed:</b> 09/24/2020
<b>Point of Contact:</b> Clara Addo-Bekoe, Manager, People and Culture		

## Health and Safety Policy

### Policy Statement

Pickering Public Library (“the Library”) considers its employees to be its most valuable resource and is committed to protecting the occupational health and safety of all employees. The Library considers mental health to be an important component of the overall health and safety of employees. The Library is committed to creating awareness and to the prevention of mental health issues in the workplace, in consultation with the appropriate committees and the Union through use of appropriate programs and resources.

### Policy Principles

1. The Library will comply with the *Occupational Health and Safety Act* as amended from time to time, and all other relevant legislation.
2. The Library will take every precaution reasonable in the circumstances to ensure that the workplace is safe and healthy for all employees. This includes establishing, supporting and enforcing programs and policies to control workplace hazards, including a Joint Health and Safety Committee, and informing all employees of their rights and responsibilities in the workplace and applicable standards and procedures for protecting their health and safety.
3. The Library recognizes that health and safety is a joint responsibility and requires all employees to protect their own health and safety by complying with relevant health and safety legislation, standards and safe practices and procedures established by the Library.
4. The Managers and Senior Management are responsible for ensuring that safe and healthy work conditions are maintained at all times. They will lead and demonstrate their

commitment to health and safety by example and will ensure employees work in compliance with the law and follow guidelines and procedures established by the Library.

5. The Library will endeavour to prevent workplace injuries, illnesses, and property damage. All employees have an obligation to report any health and hazards and unsafe conditions or practices to their manager or the Joint Health and Safety Committee for corrective action. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.

<b>Policy Number:</b>	A10	<b>Pages:</b> 11
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 25, 2020 by Board Motion 20.37	<b>Last Reviewed:</b> June 25, 2020
<b>Point of Contact:</b> Elaine Bird, Director of Support Services		

# Hiring Policy

## Policy Statement

The objective of this Policy is to:

1. Establish equitable and consistent employment practices.
2. Ensure that vacant positions are filled in a fair and consistent manner, recognizing the bona fide requirements and characteristics of the position being filled.
3. Ensure compliance with governing legislation, policy and conditions specified by the Library's collective agreement with its unionized employees.
4. Ensure that an adequate range of qualified individuals are attracted for all vacancies.

## Policy Principles

### 1. Responsibilities

- 1.1. The Chief Executive Officer (CEO) to:
  - a. Approve the filling of all permanent vacancies;
  - b. Approve changes to job descriptions; and
  - c. Authorize negotiated entitlements related to compensation and vacation for non-union employees.
- 1.2. The Director to:
  - a. Work with the People and Culture department to assess and provide staffing requirements;
  - b. Review duties and qualifications of vacant positions and prepare up-to-date and accurate job descriptions;
  - c. Review and authorize all staffing actions initiated within their departments ; and
  - d. Participate in the individual selection process as appropriate.

- 1.3. The Manager to:
  - a. Initiate Employment request for staffing within their area of responsibility;
  - b. Initiate process for new staffing within their area of responsibility;
  - c. Review all resumes and job applications;
  - d. Participate in the development of interview packages;
  - e. Participate in the individual selection process; and
  - f. Arrange for employee and position orientation on employee's first day on the job.
- 1.4. People and Culture Department to:
  - a. Prepare Internal Job Postings and external advertisements for job competitions;
  - b. Receive and review all resumes and job applications;
  - c. Remove bracketed information in relation to selection criteria;
  - d. Assist in the development of interview questions and scoring evaluation;
  - e. Coordinate and participate in the individual selection process;
  - f. Ensure that interviews and hiring decisions are undertaken in a fair and consistent manner and in compliance with governing legislation, policy and terms and conditions in the collective agreement;
  - g. Arrange relocation assistance where appropriate; and
  - h. Provide new employee with benefit orientation and enrolment.
- 1.5. This policy will be supported with a detailed operating procedure which will address the actionable items of those directly involved in recruitment and their respective responsibilities.

## **2. Procedures/General Provisions**

- 2.1. The Manager initiates employment request and forwards to People and Culture with appropriate approvals.
- 2.2. Posting and filling of jobs falling within the scope of a collective agreement will be carried out in accordance with the requirements of the collective agreement.
- 2.3. The job posting shall summarize typical duties of the position, minimum entry qualifications, salary range or pay grade, and application deadline.
- 2.4. All non-union job postings may be advertised internally and externally at the same time in the interests of expediting the filling of a vacancy.
- 2.5. People and Culture reviews applications received according to standards identified in the job description. For union positions, People and Culture will also verify the candidate's seniority date.

- 2.6. Testing of required knowledge, skills and abilities may form an integral part of the screening process. Accommodation needs of an individual due to a disability will be addressed. See Section 5.
- 2.7. Interviews take place and applicants are rated against selection criteria.
- 2.8. The Interview Panel recommends a suitable individual to the Senior Management Team.
- 2.9. Once final approvals are obtained, People and Culture makes a conditional offer of employment to the successful individual which may be subject to a satisfactory pre-employment medical and/or a satisfactory criminal reference check/vulnerable sector screening.
- 2.10. Upon acceptance by the individual, People and Culture will notify the hiring department of the employee's commencement date.
- 2.11. If an internal candidate has been selected to fill a position, the employee's start date in the new position is established through mutual agreement by the two Managers involved.
- 2.12. People and Culture will notify all unsuccessful internal candidates and external applicants interviewed that the vacancy has been filled.
- 2.13. People and Culture will prepare an individual accommodation plan in consultation with the employee, where applicable a union steward (at the employee's request) and an outside medical or other expert at the Library's expense.
- 2.14. The People and Culture Department will arrange for the employee's benefit enrolment.
- 2.15. The immediate non-union Supervisor will schedule the employee for the first available orientation session.

### **3. Non-Discrimination**

- 3.1. In accordance with the Ontario Human Rights Code, the Library will provide equal opportunity for employment to all qualified individuals without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, gender expression, sexual orientation, age, record of offences, marital status, family status or disability.
- 3.2. The Manager of Supply and Services and/or the Director of Support Services shall have the authority to negotiate terms or conditions of a contract or agreement on behalf to the Library as deemed necessary.

### **4. Accessible Employment Standards**

- 4.1. In accordance with the Employment Standards set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Library shall follow the principles of

dignity, independence, integration, and equal opportunity by addressing the following (Sections 5 to 9):

## **5. Recruitment, Assessment, and Selection**

- 5.1. The Library will notify employees and the public about the availability of accommodations during the recruitment process. Suitable accommodations will take into account the applicant's accessibility needs due to a disability.
- 5.2. Employees will be notified upon hire of the Library's policy to accommodate employees with disabilities and will be provided with updated information whenever there is a change to accessibility policies.

## **6. Accessible Formats and Communication Supports for Employees**

- 6.1. Where an employee with a disability so requests it, the Library must provide or arrange for the provision of accessible formats and communication supports for the following:
  - a. Information needed in order to perform their job; and
  - b. Information that is generally available to all employees in the workplace.

## **7. Workplace Emergency Response Information**

- 7.1. The Library shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee's disability.
- 7.2. The Library shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.
- 7.3. This information shall be reviewed:
  - a. When the employee moves to a different location;
  - b. When the employee's overall accommodation needs, or plans are reviewed; and
  - c. When the employer reviews its general emergency response policies.

## **8. Documented Individual Accommodation Plans**

- 8.1. The Library will document accommodation plans for employees with disabilities in accordance with the Library's Accessible Employment Standards Policy (A30).

## **9. Return to Work and Performance Management**

- 9.1. The accessibility needs of employees must be respected when utilizing performance management tools.



- 9.2. When providing career development and advancement to employees, the Library shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans.

**10. Job-Related Medical Examination**

- 10.1. The objective of a job-related medical examination is to ensure that individuals are medically and physically capable of performing the essential duties of the position for which they have been given a written conditional offer of employment.
- 10.2. The medical examination shall relate to the individual's physical and/or mental ability to carry out the essential duties of the job and may be required upon appointment to permanent positions or positions which demand a greater degree of physical effort or fitness.

**11. Verification of Credentials**

- 11.1. Successful individuals will be required to submit originals of all degrees, diplomas, or other relevant documents which they claim to hold, to the People and Culture Department.
- 11.2. Copies will be maintained in the employee's personnel file for future reference.

**12. Reference Verification**

- 12.1. Employment references must be completed and documented prior to issuing an offer of employment.
- 12.2. People and Culture conduct all external reference checks using a Telephone Reference Check form. Typically, this will involve contact with at least three (3) previous supervisors of an external applicant.
- 12.3. The Department will obtain written authorization from the applicant prior to conducting a reference check. Only the references provided by the applicant on the Employment Reference Consent Form will be contacted.

**13. Unsolicited Applications**

- 13.1. Unsolicited applications received by supervisors and elected officials should be forwarded to the People and Culture Department in all instances immediately upon receipt.
- 13.2. Unsolicited applications for employment will be retained in the People and Culture Department for a period of six months.

**14. Documentation**

- 14.1. In accordance with the administrative requirements set out in the *Municipal Freedom of Information and Protection of Privacy 1990 Act (MFIPPA)*, all

recruitment and selection related data is to be retained in the People and Culture Department, or under custody and control of the City Clerk.

- 14.2. Upon completion of the interview process, interview panel members are required to return all documentation contained within the interview package to the People and Culture Department for central filing.
- 14.3. Documentation related to the interview and selection process will be retained within the People and Culture Department for a period of four years.

### **15. Nepotism**

- 15.1. The Pickering Public Library recognizes that all qualified individuals should be provided with the opportunity to be considered for employment and that family relationships should not unduly or unfairly restrict an individual's right to seek employment opportunities.
- 15.2. The fact that a potential employee is related to an existing employee should neither prejudice nor advance that person's hiring opportunities.
- 15.3. Any attempts at interference, undue influence or coercion relating to employment shall be reported immediately to the CEO for investigation.
- 15.4. The hiring of immediate family or immediate relatives of employees is not appropriate in situations where the related employees would be in a direct reporting relationship.
- 15.5. Given the small size of the Library workforce, it may be necessary to assess the level of the position applied for and possible future impacts related to supervision.
- 15.6. Members of immediate family or immediate relatives shall not participate in the recruitment, promotion, or selection process where a candidate is an immediate family or immediate relative.

### **16. Driver's Licence**

- 16.1. The Library will determine all jobs within the Library where the ability to drive is an essential requirement of the position. This requirement will be identified in the job description.
- 16.2. Individuals in positions that require the ability to drive a Library vehicle will be required to sign a Driver's Abstract Consent Form and provide a copy of a valid Ontario Driver's Licence of the correct class for the vehicle to be driven, after a conditional offer of employment has been made.
- 16.3. The City's MTO Signing Authority will arrange to have a semi-annual driver abstract search undertaken for all employees who operate City vehicle and equipment.
- 16.4. Individuals in positions that require the ability to drive a personal vehicle shall complete a Contract for Personal Vehicle Use form and Confirmation of Liability

Insurance Coverage form only after a conditional offer of employment has been made.

**17. Contract Staff**

- 17.1. Individuals may be hired on an employment contract basis to perform specific functions for a specified period of time. Establishment of such contracts shall not violate the provisions of the Library's Collective Agreement.
- 17.2. Benefits will be provided to contract individuals in accordance with governing legislation. Additional benefits may be provided as negotiated between the respective parties.
- 17.3. Contracting of individuals shall be undertaken within the constraints of departmental budgets or other approved funding and will be subject to the approval of the CEO.
- 17.4. Each contract is subject to such terms and conditions as may be negotiated between the Library and the individual contractor.
- 17.5. Contracts will be prepared by the People and Culture Department in accordance with established format and procedures.

**18. Recruitment Consultants**

- 18.1. The Library recognizes that it may be necessary to rely on the services of outside management consultants to assist in the identification and referral of applicants for certain positions.
- 18.2. Outside consultants may be retained by the Library for:
  - a. Senior managerial positions, including the CEO, where it has been determined that a consultant may be better able to attract well-qualified applicants; and
  - b. Professional or specialized technical positions where it has been determined that suitably qualified applicants with specialized skills cannot be attracted by more conventional and traditional approaches to recruitment.
- 18.3. Use of consultants will be subject to review and approval of the CEO and Purchasing Policy.
- 18.4. If recruiting is for the position of CEO, the Board or its designated representatives will be responsible for coordinating the selection and retention of outside consultants and for liaison during the recruitment and selection process.

**19. Relocation Assistance**

- 19.1. Relocation assistance ensures that a qualified applicant will not be prevented from accepting employment with the Library because of the expense of relocation when (see Relocation Expense Service Agreement form HUR 040):

- a. The position is a key position for which there is no suitably qualified individual available within the City of Pickering or in the immediate vicinity;
  - b. It is mandatory that the position be filled as quickly as possible; and
  - c. The Director recommends, and the CEO concurs, that such recruitment incentive is appropriate in the specific circumstances.
- 19.2. The Library may assist newly appointed non-resident employees with relocation assistance upon written acceptance of an offer of employment.
- 19.3. The Library will recover on a pro-rata basis, any relocation assistance paid to an employee who resigns or is terminated from employment for just cause within twenty-four (24) months of commencement of employment. Relocation assistance may include both moving expenses and relocation expenses.

**20. Probationary/Trial Periods**

- 20.1. The City of Pickering Public Library recognizes the importance of a period of evaluation for employees appointed to positions as a result of competition, promotion, or transfer.
- 20.2. Permanent appointments to all positions within the Library shall be subject to satisfactory performance during the probationary/trial period.
- 20.3. Unionized employees will serve a probationary/trial period in accordance with the provisions of the Library's Collective Agreement with its unionized employees.
- 20.4. The standard probationary/trial period for non-union employees of the Library shall be six working months. Any single period of absence during the probationary period in excess of 5 working days, for any reason, shall be added to the probationary period.

**21. Criminal Reference Check & Vulnerable Sector Screening**

- 21.1. The Library recognizes the importance of ensuring the personal safety and well-being of its employees and the safety and well-being of those members of the community who are receiving services.
- 21.2. The Library will undertake a Criminal Reference Check for all full-time and part-time volunteers, existing employees who have applied successfully and external applicants who will, as a result of their positions, meet one or a combination of the following criteria:
- a. Employees who occupy a position of trust, financial or otherwise. Otherwise is defined as the level of authority, importance of contacts, impact on the Library's image/reputation, and access to confidential/privileged information with the ability to control or manipulate data;
  - b. Employees who are required to enter private residences on a regular basis;
  - c. All levels of management; and

- d. Employees who as part of their job requirements, work directly and interact with the vulnerable sector will form the basis for a Vulnerable Sector Screening.
- 21.3. Criminal Reference Checks Vulnerable Sector Screenings shall be carried out in accordance with the Ontario Human Rights Code.
- 21.4. The Code prohibits discrimination on the basis of a person's record of offenses which is defined as:
- a. An offense in respect of which a pardon has been granted under the *Criminal Records Act* and has not been revoked; and
  - b. An offense in respect of any provincial enactment.
- 21.5. A record of offenses does not include a conviction under the Criminal Code, *Narcotics Control Act*, *Food and Drug Act*, or Federal Criminal Enactment for which a pardon has not been granted or for which a pardon has been granted and revoked.

## Definitions

### Accessible Formats

Includes but are not limited to large print, recorded audio and electronic formats, Braille, and other formats usable by persons with disabilities.

### Applicant

An external individual submitting a job application for employment with the Library.

### Candidate

An existing employee submitting a job application for a posted vacancy.

### CEO

The Chief Executive Officer of the Library or a designate.

### Children

From birth to 18 years of age.

### Common-Law Spouse

An adult man or woman who cohabits with a member of the same or opposite sex in a conjugal relationship outside of marriage.

### Criminal Reference Check

A check undertaken through the police department on individuals to determine whether they have a record of offences.

### Direct Reporting Relationship

A reporting relationship where an individual has the authority to directly control the activities or work assignments of another employee (as in a supervisor/subordinate relationship).

**Disability**

- a. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or in a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or a developmental disability;
- c. A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997* ("handicap").

**Employment Reference**

Telephone contact with company officials who have supervised the applicant and who have direct knowledge of the applicant's work record and job performance.

**Immediate Family**

A husband, wife, including common-law spouse, children, including foster or stepchildren, of an employee.

**Interview Panel**

Consists of People and Culture representative, and representative(s) from the hiring department (typically the immediate non-union supervisor).

**Immediate Relative**

The parents, brothers, sisters, including foster or step, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, or any other relative living with an employee.

**Moving Expenses**

The reasonable costs of packing, unpacking, cartage and freight of an employee's household effects to the City of Pickering. It will be incumbent upon the prospective employee to provide to the employer three (3) estimates on moving costs prior to authorizing final arrangements.

**MTO Signing Authority**

The individual(s) authorized by the Ministry of Transportation Ontario to conduct Driver Abstract searches.

**Nepotism**

Employment preference or other favouritism shown to immediate family or immediate relatives.

**Non-Resident Employee**

For the purpose of determining relocation assistance under this Policy, a non-resident employee is a new employee who has been appointed to a position with the Pickering Public Library and who does not reside in the City of Pickering, the surrounding area or within commuting distance of the City.

**Probationary/Trial Period**

A set amount of time during which a new employee appointed to a position must demonstrate the ability to effectively discharge the full range of duties of the position and during which the employer may assess the employee's competence and suitability for the position.

**Relocation Expenses**

- a. The cost of public transportation (air, rail, bus) of an employee and immediate family to the City of Pickering.
- b. Includes the cost of gas, meals and hotel accommodation for the employee and immediate family if traveling is completed by automobile to the City of Pickering.
- c. Accommodation and meals at a local hotel for a period of not more than fourteen (14) days to allow the employee to make accommodation arrangements.

**Supervisor**

Immediate Non-Union Supervisor.

**Trial Period**

A set amount of time during which an existing employee appointed to a new position must demonstrate the ability to effectively discharge the full range of duties of the position and during which the employer may assess the employee's competence and suitability for the position.

**Vacancy**

When the Library declares a position open and ready to be filled by advertising the position by a job posting.

**Vulnerable Sector**

Persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others; and otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

**Vulnerable Sector Screening**

A check undertaken through the police department on individuals to determine whether they have a record of offences involving the vulnerable sector.

Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.

<b>Policy Number:</b>	A27	<b>Pages:</b> 7
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	September 24, 2020 by Board Motion 20.48	<b>Last Reviewed:</b>
<b>Point of Contact:</b> Clara Addo-Bekoe, Manager, People and Culture		

# Workplace Violence Prevention Policy

## Policy Statement

Under the provisions of the *Occupational Health and Safety Act (OHSA)*, employers are responsible for putting programs in place to prevent violence in the workplace. Under the *Act*, all employers must take every precaution reasonable in the circumstances to protect the health and safety of their workers in the workplace. This includes protecting employees against the risk of workplace violence and includes domestic violence. The Library will ensure an investigation is conducted into all incidents and complaints of violence including sexual violence in the workplace in a manner that is appropriate in the circumstances.

Pickering Public Library is committed to providing a work environment that is free from such violence. In keeping with its legal and social responsibilities as an employer, the Library will treat any complaint of workplace violence as a serious matter which, if substantiated, constitutes a serious offence that will not be tolerated or condoned. The Library has zero tolerance for workplace violence.

## Policy Objectives

1. Demonstrate the Library’s commitment to the provision of a working environment that is free of violence.
2. Define workplace violence.
3. Provide all employees with an opportunity to bring forward and remedy allegations of workplace violence in a fair and impartial manner.
4. Establish a mechanism for receiving complaints of workplace violence and to provide a procedure to deal with complaints.



5. Ensure that all complaints are dealt with expeditiously and objectively and that the rights of all parties are respected.
6. Ensure that risk assessments of workplace violence are conducted and ensure that reasonable measures are taken to control such risks.

## **Policy Principles**

### **1. Complaint Process**

- 1.1. If an emergency exists and the situation is one of immediate danger, contact the local police officials by dialing 9-1-1. Employees can take whatever emergency steps are available and appropriate to protect themselves from immediate harms, such as leaving the area.
- 1.2. If the situation is not one of immediate danger, you must report the violent incident(s) and/or risks, to the person in-charge, a manager, senior management or HR. This includes fears of retaliation or concerns of domestic violence entering the workplace from a fellow employee's domestic partner.
- 1.3. Where the perpetrator is:
  - a. A member of management or senior management, the complaint should be brought directly to HR or CEO.
  - b. Where the alleged perpetrator is a Member of the Board, the complaint should be brought directly to the CEO who will refer it to the Board Chair or Vice-Chair, as appropriate.
  - c. Where the alleged perpetrator is the CEO, the complaint should be brought directly to the Board Chair or Vice Chair, as appropriate.
- 1.4. The person to whom the incident has been reported must immediately report the incident to senior management (who will notify HR) and complete the Employee Incident or Public Incident Form as soon as possible.

### **2. Investigation**

- 2.1. The situation will be assessed by Senior Management and HR (or appropriate designate). All reports shall be investigated and dealt with appropriately. An expeditious and confidential investigation into the incident or complaint will be conducted to review the circumstances surrounding the matter, interview witnesses and allow the alleged perpetrator an opportunity to respond to the complaint.
- 2.2. An investigation will be conducted by a designated individual(s) as appropriate in the circumstances and may include members from the following groups: management, senior management, human resources, the chief executive officer, board chair or vice chair or an external investigator(s).

- 2.3. Written records of the nature of the apparent workplace violence or retaliation, relevant dates, times and circumstances, and the names of persons involved in the incident and names of any witnesses shall be retained whenever incidents are reported.
- 2.4. Employees covered by the Collective Agreement may file a complaint through the Union as a grievance if not satisfied by the investigation.
- 2.5. Acts or threats of violence involving a weapon or incidents where the violence is extreme must be reported to the police and management immediately.

### 3. Complaint Resolution

- 3.1. Where the investigation results in a finding that the complaint of workplace violence is substantiated authorities may be involved and corrective workplace action (which may include progressive forms of discipline including termination of employment) will be taken by the Library.
- 3.2. No reprisals will be taken against any party for having invoked their rights under the policy. However, if it is determined after investigation that a complaint was made maliciously or in bad faith, disciplinary action may be taken against the complainant.
- 3.3. Where the investigation results in finding that the complaint of workplace violence is not substantiated, and where the person against whom the complaint was brought is an employee, no record of the complaint will be retained in their personnel file.
- 3.4. If the complainant is not satisfied with the outcome of the investigation or the corrective action taken, the complainant should notify the CEO, who will advise the complainant of their continuing right to file a complaint with the appropriate legislated bodies (e.g., the police, Ministry of Labour).

### 4. Confidentiality

- 4.1. Allegations of workplace violence involve sensitive disclosures.
- 4.2. All records (including records of meetings, interviews, reports, etc.) pertaining to a complaint under this Policy are subject to *Municipal Freedom of Information and Protection of Privacy Act, 1989*, the Human Rights Code and the rules governing court proceedings.
- 4.3. All complaints of workplace violence (including the identities of the complainant, the alleged perpetrator and any witnesses) will be held in confidence, except when disclosure is necessary to aid in an investigation or to take disciplinary action. The complainant, the alleged perpetrator and the witnesses should also maintain confidentiality.

**5. Other Recourses**

- 5.1. The Library is committed to providing all its employees with a safe work environment that is violence-free. Thus, every employee has the right to make a complaint or to enforce their rights under this policy, without retaliation or the threat of retaliation, and in the expectation that complaints of workplace violence will be successfully resolved by the Library without recourse to other avenues. However, all employees are free to pursue their rights independent of this Policy.
- 5.2. This Policy and any related programs and procedures are reviewed annually.

**Definitions****1. Workplace**

The working or work-related environment (e.g., the offices, buildings, parking lots and worksites of the Library, including washrooms, locker rooms, lunchrooms, vehicles, and any other location, whether physical spaces, on the phone or online) where library business is being conducted, and places where employees have gathered as a result of employment responsibilities, employment relationships, or social gatherings sanctioned by the Library.

**2. Workplace Violence**

Is defined by the OHSA as:

- a. The exercise of physical force by a person against a worker in a workplace that causes, or could cause, physical injury to the worker; and/or
- b. An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.
- c. A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence can include but is not limited to the following examples:

- physically abusive or threatening behaviour such as pushing, hitting, finger pointing or standing close to someone in an aggressive manner;
- leaving threatening notes or sending threatening emails to the workplace; and/or
- using or threatening to use a weapon.
- Situations where two non-employees (the public for example) are fighting, and a worker could be injured if the violence spills over.

**3. Domestic Violence**

Any use of physical, sexual force or psychological act attempted or threatened, in an intimate relationship. Intimate relationship includes those between the opposite-sex and same-sex partners. Domestic violence may include a single act of abuse and may include physical assault, threats, and emotional, psychological and sexual abuse.

## 4. Retaliation

Action taken against an individual in response to having invoked the Workplace Violence Policy on behalf of themselves or another individual, or for having participated or co-operated in any investigation under the policy.

## Responsibilities

### 1. Board to:

- Approve this policy and any amendments to it from time to time;
- Actively support and adhere to the Workplace Violence Policy;
- Co-operate in any investigation respecting any incident or investigation under this policy; and
- The Board Chair to initiate an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee where the alleged perpetrator is the CEO or member of the Board.

### 2. The CEO and Directors to:

- Ensure that all Library employees are provided with a work environment free from any form of violence;
- Actively support and adhere to the Workplace Violence Prevention Policy;
- Create and maintain a violence free workplace for all employees within their department/division;
- Prevent and discourage workplace violence through action and example by ensuring that their own conduct and that of their employees is not hurtful, intimidating or embarrassing;
- Ensure that workplace behaviour contrary to this Policy is not permitted, condoned, or ignored;
- Ensure that all employees within their department/division are conversant with the Library's Workplace Violence Prevention Policy and with their rights and responsibilities under this Policy;
- Treat all complaints of workplace violence seriously and respond in a timely manner to complaints in accordance with the procedures outlined in this Policy;
- In accordance with the procedure below, initiate or conduct an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee;
- Undertake appropriate corrective or disciplinary action including making recommendations to terminate employment as required; and
- Co-operate in any investigation respecting any incident or investigation under this policy.

**3. Management to:**

- Take reasonable precautions to protect the health and safety of workers which includes preventing workplace violence by creating and maintaining a violence free workplace for all employees within their work unit;
- Prevent and discourage workplace violence through action and example by ensuring that their own conduct and that of their employees is not hurtful, intimidating or embarrassing;
- Offer training and information to workers to ensure that workplace behaviour contrary to this policy is not permitted, condoned or ignored;
- Treat all complaints of workplace harassment and violence seriously and respond in a timely manner to complaints in accordance with the procedures outlined in this policy;
- Communicate and reinforce the library's policy and procedures on workplace violence to all employees within department and across the organization;
- Refer the matter to senior management in a timely fashion when they become aware of violence so that the matter can be investigated; and
- In accordance with the procedure below, initiate or conduct an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee; and
- Co-operate in any investigation respecting any incident or investigation under this policy.

**4. People & Culture to:**

- Provide training and education to all employees on the interpretation and application of this Policy;
- Serve as a resource to management and staff on workplace violence and related issues;
- Provide consultation and advice to Library management regarding appropriate corrective or disciplinary action to be undertaken to resolve a complaint;
- Receive complaints and undertake or ensure, a prompt and confidential investigation into all complaints brought forward;
- Maintain a centralized record of all workplace violence complaints and related documentation;
- Undertake or ensure follow-up interviews with the complainant in accordance with the procedures outlined in this Policy and related procedures; and
- Initiate and conduct regular reviews of the Workplace Violence Prevention Policy and provide a written report and recommendations to the CEO;
- Take every reasonable precaution given the circumstances to protect the worker if made aware or ought reasonably to be aware that domestic violence would likely expose the worker to physical injury;

- Assess the risk of workplace violence that may arise and to report the results of the assessment to the Joint Health & Safety Committee or its representative; and,
- Provide information to worker(s), including personal information, related to a risk to workplace violence from a person with a history of violent behaviour if:
  - the worker can be expected to encounter that person in the course of their work; and
  - the risk of workplace violence is likely to expose the worker to physical injury.
- Refer any company-related Employee and Family Assistance Program (EFAP) to employees for post-incident counselling, if appropriate.

### Related Documents

- A05 Workplace Harassment Prevention

*Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.*

<b>Policy Number:</b>	P24	<b>Pages:</b> 3
<b>Date Originated: (m/d/y)</b>	May 20, 2021	<b>Review Frequency:</b> Annually
<b>Date Revised: (m/d/y)</b>		<b>Last Reviewed:</b>
<b>Point of Contact:</b> Elaine Bird, Director of Support Services		

# Pickering Public Library Membership Policy

## Policy Statement

The purpose of the Pickering Public Library (the “Library”) Membership Policy is to:

- Provide criteria for library membership in order to get a library card;
- Ensure that Pickering Public Library provides equitable access to library collections, programs, and services;
- Protect intellectual freedom and respect individuals' rights to privacy and choice; and
- Ensure stewardship and maximum use of materials and services.

## Policy Principles

### 1. Eligibility

- 1.1. This policy defines who is eligible for a Library card and under what terms. A library card is not required to enter the library.
- 1.2. Any person who lives, works, attends school, or owns property in the City of Pickering is eligible for membership without charge, upon presentation of acceptable identification, and is entitled to use the Library's services. All children who are 13 years of age and under, require the signature of a parent or guardian to get a library card.
- 1.3. Reciprocal membership is available for any resident of Durham Region without charge upon presentation of acceptable identification.
- 1.4. A **Non-Resident** is an individual who does not live, work, attend school or own property in Pickering may access services and borrow physical materials only from the Pickering Public Library by paying a non-refundable fee. Payment of this fee

entitles each member of the non-resident household to library membership. Non-resident privileges can be purchased for a 3-month, 6-month or 12-month period.

## 2. Library Membership – Conditions and Use

- 2.1. To obtain a library membership, applicants must present acceptable identification to library staff or demonstrate their eligibility through the online registration process.
- 2.2. A library membership must be renewed every two years with confirmation of relevant information. All outstanding fines and fees must be cleared at time of renewal.
- 2.3. Clients aged thirteen and over must sign the physical card upon registration unless unable to do so due to a disability. For online registration, the applicant must signify their agreement to Library policies.
- 2.4. The parent/guardian of a child (from birth up to and including age 12) must present identification to register the child for a library membership and sign the child's card. If the parent/guardian is not present, the child will be given a registration form for the parent/guardian to complete and authorize.
- 2.5. In signing the card, the signer accepts responsibility for the choice, use and return of all materials borrowed and for charges on items that are overdue, lost or damaged.
- 2.6. A client must present their library card to borrow materials and access some collections, services and programs.
- 2.7. A client must check material out properly, treat it with care, and return it on time so that material will be available to other clients.
- 2.8. A library membership is not transferable (i.e. library privileges apply to individuals only and may not be transferred from one individual to another).
- 2.9. Clients are entitled to one library card only. A second library card may be issued for children of divorced/separated parents, a separate card for use with each parent/guardian.
- 2.10. The library card is the property of the Pickering Public Library Board.
- 2.11. Loss or theft of a library card must be reported immediately. Members are responsible for any materials borrowed on their cards until loss or theft is reported.
- 2.12. Change of name, address, phone number or email address must be reported immediately.

## 3. Limits



- 3.1. The number of items which a client may borrow may be limited on the basis of local demand and material supply.
- 3.2. Remote access to electronic products may be restricted based on licensing agreements.
- 3.3. Pickering Public Library establishes and reviews periodically, the maximum number of items and allowable holds that are available to a client at any one time. For details consult the Library's website (<https://pickeringlibrary.ca/borrowing-guide/>).

## 4. Membership Types

### 4.1. Full-Service

- For adults, children and teens who live, work, go to school or own property in Pickering.
- Requires name and address identification and other documentation as appropriate (e.g., proof of work location) and disclosure of other personal information.
- Provides access to all library services and collections, including digital and physical collections.
- Children and Youth cards: In keeping with the Library's [The Rights of Children and Teens in the Public Library Policy](#), there is no restriction on collection materials borrowed by children. Parents and/or caregivers are responsible for the selection, use and safe return of borrowed materials. There are some limits on services that children can access (for example they may not borrow Makerspace loanables).

### 4.2. Access

- For clients who are experiencing homelessness or who are precariously housed and unable to provide permanent address identification.
- Requires name identification and disclosure of other personal information.
- Provides full access to library services, including those available through digital channels.
- Borrowing limit of five physical items at a time.

### 4.3. Reciprocal

- For clients that reside in other Durham municipalities.
- Requires name and address identification and disclosure of other personal information.
- Provides full access to library services, including those available through digital channels.

### 4.4. Corporate

- For corporations located in Pickering including businesses, day cares, schools, and group homes.
- Requires name and address identification from authorized individual.
- Provides access to the physical collection only.

### 4.5. Visitor

- For clients who do not meet the eligibility requirements for a library membership and who do not wish to pay the non-resident fee.
- Requires name identification and disclosure of other personal information.
- Provides access to in-library services, such as computers, printing, photocopiers.

### 4.6. Temporary

- For Pickering residents who have a permanent address but can only provide name identification.
- Full borrowing privileges granted upon presentation of full identification requirements.
- May borrow one item on the initial visit with the exception of some items such as Makerspace loanables.

### 4.7. Non-resident

- For non-residents who are not eligible for a free Pickering Public Library membership.
- Requires name and address identification and other documentation as appropriate plus a fee of \$50 for an annual membership, \$27 for a six-month membership or \$15 for a three-month membership.
- Provides full access to library services, including those available through digital channels.
- Extended Access to our Claremont Library is not included with the Non-resident card.

## Related Documents

- [\*Freedom of Information and Protection of Privacy Policy\*](#)
- [\*The Rights of Children and Teens in the Public Library Policy\*](#)

Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.



## INTERNAL MONITORING REPORT

**POLICY TYPE:** Executive Limitations (EL 04)

**POLICY TITLE:** Staff Conduct

I hereby present my monitoring report on your Executive Limitations policy “Staff Conduct” 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)

May 20, 2021

\_\_\_\_\_  
Date

### **Policy Element: Header Paragraph**

The CEO may not cause or allow conditions of employment that fail to spell out the expectations for employee behaviour and which do not enforce these expectations in a fair and due process manner.

### **I interpret this as follows:**

1. “spell out the expectations for employee behaviour”: the provision of written policies regarding employee behaviour.
2. “enforce these expectations in a fair and due process manner”: provision of clear and balanced written procedures to be followed should any infractions occur.

### **Compliance will be demonstrated when:**

1. Policies are available, and staff are aware of these.
2. Procedures are available to be followed and these procedures enforced in a fair and timely manner.

### **Evidence:**

1. Review of the relevant administrative policies that are part of the new staff orientation: Staff Manual, Non-Union & Management Employee Manual, Code of Conduct, employment letter template.
2. Review of the relevant administrative policies that are reviewed annually by staff as part of annual performance process: Code of Conduct, Workplace Violence, Workplace Harassment, Accessibility, and Health & Safety. Procedures clearly outline how infractions are dealt with.

3. There were no formal complaints from staff that the procedures were not available or were not applied to them fairly.

#### **Policy Element #1**

Accordingly, the CEO will not:

Allow staff to be unaware of prohibited behaviour, including conflict of interest, harassment of customers or others.

#### **I interpret this as follows:**

“allow staff to be unaware”: not ensuring that staff have access to and understand relevant policies including, but not limited to, conflict of interest and harassment.

#### **Compliance will be demonstrated when:**

Policies are available, staff are aware of them, and have an opportunity to ask for more information.

#### **Evidence:**

- Review of relevant administrative policies - Code of Conduct, Workplace Violence, Workplace Harassment, Accessibility, and Health & Safety – which staff indicate they review on an annual basis as part of their annual performance review.

#### **Policy Element #2**

Allow any employee to accept gifts, payments or services, which might appear to compromise the unconflicted position of staff.

#### **I interpret this as follows:**

“gifts, payments or services”: items offered to employees beyond small token gifts of appreciation, of a value estimated at \$50.00 or less.

#### **Compliance will be demonstrated when:**

Staff are aware of and comply with the Code of Conduct Policy which outlines the Library’s acceptance of gifts policy.

#### **Evidence:**

- Review inspection of the Code of Conduct. There have been no reports that staff have received gifts, payments, or services which do not follow the policy.

#### **Policy Element #3**

Allow any employee to claim ownership of any product which has been developed using the time and resources of the employer.

**I interpret this as follows:**

1. “product”: reports, documentation, software, or any other work developed as part of an employee’s duties.
2. “employee”: current and past staff members.

**Compliance will be demonstrated when:**

All staff are aware of and comply with policies and guidelines in the hiring letter, Technology Policy and Employee Code of Conduct.

**Evidence:**

Review of the hiring letter template, the Technology Policy, and the Code of Conduct.

Confirmation with Manager, IT that there have been no occurrences in the last year in which staff have claimed ownership of any work or intellectual property developed during employment at PPL.

**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

<b>Adjourn</b>	To end the meeting.
<b>Agenda</b>	A list of business items to be considered at a meeting, arranged in the order in which they are intended to be addressed.
<b>Amendment</b>	A formal proposal to change the words of a pending motion.
<b>Chair</b>	The person who presides at the meeting.
<b>Committee</b>	Any Committee, task force, or work group appointed by the Board
<b>Delegation</b>	One or more residents or community association representatives who address the Board.
<b>Floor, to have the</b>	To have the right to speak without interruptions, except on a matter of privilege or a point of order.
<b>In Camera</b>	In private. Only Board Members and persons authorized by them may be present at an in-camera meeting.
<b>Minutes</b>	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.
<b>Motion</b>	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
<b>Move</b>	To formally propose a motion or amendment.
<b>Mover</b>	The person who proposes a motion or amendment.
<b>Notice of motion</b>	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.
<b>Order</b>	Behaviour in a meeting, which allows Members to conduct business without disruption.

## APPENDIX

### GLOSSARY OF TERMS

<b>Order, call a Member to</b>	A way for the Chair to point out to a Member that the Member has broken the rules or is speaking out of turn.
<b>Order, call the meeting to</b>	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.
<b>Order, point of</b>	A way for a Member to draw attention to a breach of the rules.
<b>Privileged motions</b>	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.
<b>Quorum</b>	The minimum number of Members who must be present at a meeting to make the proceedings valid. A simple majority of the Board.
<b>Rescind</b>	To revoke a previous decision.
<b>Recess</b>	To take an intermission, either as a break or to allow for reflection.
<b>Reconsider</b>	Motion to review a previous decision and vote on it again.
<b>Resolution</b>	A motion that has been moved, seconded and carried.
<b>Ruling</b>	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.
<b>Second</b>	To formally endorse a motion or amendment immediately after it has been moved.
<b>Secunder</b>	The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that the seconder agrees that it should be considered.

## APPENDIX

### GLOSSARY OF TERMS

<b>Show of hands</b>	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.
<b>Time limit</b>	The maximum time allowed for a speech by an individual Member, set by the Chair.
<b>Two-thirds majority</b>	Two-thirds, or the closest whole number that is greater than two-thirds.
<b>Unparliamentary</b>	Words or expressions that are disrespectful or language that is offensive. It includes swearing and derogatory and racial remarks.
<b>Vote, majority</b>	One more than half the number of Members present.
<b>Vote, recorded</b>	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion.
<b>Vote, tie</b>	An equal number of votes for or against a motion.