

**1. Public Delegations**

(Public attendance registration not required – refer to [By-laws pgs 6-7](#))

**2. Land Acknowledgement**

**3. Approval of Agenda**

**Conflict of Interest Disclosure**

Chair

**MOTION**  
to Approve

**4. Presentations**

**4.1** Children's and Teens Update

**5. Consent Agenda**

Chair

**MOTION**  
to Approve

**5.1** Minutes of the Previous Board Meeting – May 26, 2022 **Pg 1**

**5.2** Minutes of the Advocacy Ad Hoc Committee Meeting – May 19, 2022 **Pg 5**

**5.3** Minutes of the Advocacy Ad Hoc Committee Meeting – May 26, 2022 **Pg 7**

**5.4** Library Information Update – June **Pg 9**

**5.5** A06 Health & Safety Policy **Pg 15**

**5.6** A10 Hiring Policy **Pg 17**

**5.7** A12 Purchasing Policy **Pg 29**

**5.8** A27 Workplace Violence Prevention Policy **Pg 51**

**6. Ends Discussion**

None

**7. Staff Reports**

**7.1** Anti-Black Racism Working Group Update Verbal J. Flowers Update

**7.2** 2022 Library Board Evaluation Summary Verbal J. Flowers Update

**8. Monitoring Reports – Executive Limitations**

**8.1** EL 10 Communication and Counsel to the Board **Pg 58** S. Pragg **MOTION**  
to Adopt

**9. Board Committee Reports**

- |            |  |               |            |
|------------|--|---------------|------------|
| <b>9.1</b> | Report of the Policy Review Ad Hoc Committee | Verbal Update | E. Bird    |
| <b>9.2</b> | Report of the Advocacy Ad Hoc Committee      | Verbal Update | J. Flowers |

**10. Governance**

- |             |                       |              |            |                 |
|-------------|-----------------------|--------------|------------|-----------------|
| <b>10.1</b> | GP 11 Advocacy Policy | <b>Pg 63</b> | J. Flowers | MOTION to Adopt |
|-------------|-----------------------|--------------|------------|-----------------|

**11. Board Policy Review**

- 11.1** The following EL policies will be discussed at the next Board meeting. All members to review prior to the next meeting.
- |  |           |
|--|-----------|
| <a href="#">EL 05 Financial Planning</a>                 | D. Sharma |
| <a href="#">EL 06 Financial Condition and Activities</a> |           |

**12. New Business**

- |             |  |               |                   |
|-------------|--|---------------|-------------------|
| <b>12.1</b> | Member Community Reports                           | Verbal Update |                   |
| <b>12.2</b> | Closure of George Ashe Library for Staff Learn Day | Verbal Update | J. Flowers        |
|             |  |               | MOTION to Approve |
| <b>12.3</b> | Board Summer Social                                | Verbal Update | S. Sheehy         |

**13. Confidential Matter**

None

**14. Adjournment**

Chair	MOTION to Adjourn
-------	-------------------

**Next Meeting:**

To be Held:	Thursday, September 22, 2022
Location:	Hybrid (in-person and virtual)

**Preliminary List of Motions**

**Item #    Motion**

- 3.**     THAT the items in the Agenda be approved by the Board as presented/amended.
- 5.**     THAT the items in the Consent Agenda be approved by the Board as presented/amended.
- 8.1**    THAT the Board adopt Monitoring Report EL 10 Communication and Counsel to the Board as presented; and THAT the Board adopt Policy EL 10 Communication and Counsel to the Board as presented/amended, the Policy being complete, sound, and effective.
- 10.1**   THAT the Board adopt Governance Process Policy GP 11 Advocacy as presented/amended, the policy being complete, sound, and effective.
- 12.2**   THAT the Board approve the closure of George Ashe Library on Friday, July 22, 2022 for the purposes of Staff Learn Day.
- 12.**    THAT the meeting be adjourned.

# The City of Pickering Public Library Board

## DRAFT Meeting Minutes

---

Held: Thursday, May 26, 2022

Location: Virtual  
[www.pickeringlibrary.ca/board](http://www.pickeringlibrary.ca/board)

Attendees: M. Anderson, S. Beckett, R. Coelho, M. Fatema, A. Maginley, S. Pragg, D. Sharma, S. Sheehy (Chair)

Absent: Councillor M. Brenner, Councillor S. Butt

Staff: J. Flowers – CEO/Director of Public Libraries, E. Bird – Director of Support Services, B. Gregory – Executive Assistant

Meeting Commencement Time: 7:07 pm

---

### 1. Public Delegations

No public delegations.

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

No interest was declared. It was noted that an additional item (#10.3) to be discussed under New Business.

#### Motion #22.31

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

Carried.

### 3. Consent Agenda

#### 3.1 Minutes of the Previous Board Meeting – April 28, 2022

#### 3.2 Library Information Update – May 2022

#### 3.3 CEO Evaluation Procedure

#### Motion #22.32

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

Carried.

### 4. Ends Discussion

There was no Ends discussion held.

### 5. Staff Reports

#### 5.1 Anti-Black Racism Working Group Update

J. Flowers indicated that the minutes from the last ABRWG meeting were included in the Board package. At this most recent meeting, the Collections staff was welcomed back to conclude the presentation they began the prior month. With the collections discussion

now concluded, the ABRWG will move to making recommendations to bring back to the collections team in July. Next steps for the ABRWG will be to meet with the Events staff to understand the process and planning of Library events.

In answer to a question about what knowledge the ABRWG members have about the actual collections already in the Library, J. Flowers advised that most members of the ABRWG are regular library users and can speak to their own experiences trying to locate or discover materials in our collections.

## **5.2 Board Evaluation**

J. Flowers stated that as part of the final year of the Board's term, it is best practice for the Board to evaluate their experience over the past three and a half year and make recommendations for the next Board term.

Evaluation was performed in three parts:

- individual feedback, via survey, to understand Board members' perceptions of the effectiveness of the Library Board during the past term;
- group discussion, facilitated by J. Flowers, on what issues and opportunities will the Library Board likely face in the next term and what knowledge, special skills, connections, and experience would be helpful to have on the Board to face these issues and opportunities; and,
- individual feedback, via survey, on what Board expertise is needed on the next term of the Library Board.

J. Flowers thanked the Board members for their thoughtful input and ideas. The data and information from the three evaluation parts will be compiled and a summary of the results will be presented to the Board at the June meeting.

## **6. Monitoring Reports – Executive Limitations**

### **6.1 EL 04 Staff Conduct**

M. Fatema advised that she met with J. Flowers to discuss the EL 04 policy and related monitoring report. M. Fatema and expressed her satisfaction with the policy evidence.

#### **Motion #22.33**

Moved by M. Fatema, Seconded by D. Sharma **Motion THAT** the Board adopt Executive Limitation EL 04 Staff Conduct Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation EL 04 Staff Conduct Policy as presented, the Policy being complete, sound, and effective.

Carried.

## **7. Board Committee Reports**

### **7.1 Report of the MOU Ad Hoc Committee**

R. Coelho advised that the committee has been directed to wait to present the MOUs to Council once the new Council is formed. In the meantime, the MOUs will be reviewed with each of the applicable City Department Directors, adding that waiting for the new Council to be formed allows time for a more thorough review. Assurances were given that the City is interested in completing an MOU with PPL but under the direction of the new Council.

## **7.2 Report of the Advocacy Ad Hoc Committee**

J. Flowers provided an update on behalf of the committee. She advised that the committee met twice in the last week. A new governance policy covering advocacy has been drafted which will come to the Board at the June meeting for review. The committee also worked on some key messaging for the Goodbye Late Fees event occurring on June 4<sup>th</sup> that can be used when talking to library clients at the event. This document will be shared with each of the Board members ahead of the event.

## **8. Governance**

### **8.1 Pickering Public Library Bylaws**

Motion to adopt bylaws was made at the April 28, 2022, meeting, but as the necessary quorum for bylaw changes (as per Section 3.13 of the bylaws) was not present, the motion was not valid. The amended by-laws were presented again for motion to adopt.

A. Maginley requested inclusion of a friendly amendment to the bylaws to add the CEO Evaluation Committee to Section 3.11.2 (PPL Board Committees).

#### **Motion #22.34**

Moved by S. Sheehy, Seconded by M. Anderson **Motion THAT** the Pickering Public Library By-laws be adopted as amended.

Carried.

### **8.2 Governance Policies Review**

As mentioned at the last Board meeting, E. Bird is recruiting two to three Board Members for a committee to complete a review of the Governance Process (GP) policies and the Board-CEO delegation (BCD) policies. Work will be done over the summer with intent to present drafts to the Board at the September meeting. A. Maginley indicated his interest in participating, and S. Pragg advised that she would like to participate as a learning process. E. Bird will send an email to Board members to request one or two more members participate.

## **9. Board Policy Review**

- 9.1** Executive Limitations policy **EL 10 Communication & Counsel to the Board** will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by S. Pragg.

## **10. New Business**

### **10.1 Member Community Reports**

No community reports

### **10.2 Canadian Urban Libraries Council (CULC) Meeting**

J. Flowers reported on some of the learnings and takeaways from her recent attendance at the Canadian Urban Libraries Council (CULC) meeting in Edmonton from May 15 to 17, 2022. She also shared some photographs of the renovated Central Library in Edmonton.

### 10.3 Proposed Late Fee Clean Up

E. Bird reminded the Board that a clean-up of old fines and fees was completed earlier this year. However, while preparing the public information around the Goodbye to Late Fees event, it was noticed that a very small amount of late fees remained in the data base.

These unpaid late fees totally \$16,500 and affecting 3,000 accounts would be waived in the next 12-24 months per the historic fees maintenance process. Based on the Goodbye Late Fees event and campaign, E. Bird asked the Board to approve expunging these fees so that no overdue fees would remain in the database and messaging to clients could be simplified.

In answer to a question about how likely these fees would be recoverable, E. Bird explained that given that most are almost 3 years old, it would be expected that most are not recoverable. This 3-year threshold is based on advice received and noted in Report 05-21 provided to the Board last October.

A request was made to provide a total amount of fees expunged; E. Bird did not have that total at hand and will report back on this at the next meeting.

#### **Motion #22.35**

Moved by S. Beckett, Seconded by D. Sharma **Motion THAT** the Board approve a further expunging process to clear all remaining overdue fees in the database as recommended in verbal report by E. Bird.

Carried.

### 11. Confidential Matter

No confidential matters were discussed.

### 12. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, June 16, 2022 at 7:00 pm as a hybrid (virtual and in-person) meeting.

#### **Motion #22.36**

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

Carried.

The meeting was adjourned at 8:40 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date

# The City of Pickering Public Library Board Advocacy ad hoc Committee

## DRAFT Meeting Minutes

---

Held: Thursday, May 19, 2022

Location: Virtual meeting

Attendees: S. Beckett, Councillor M. Brenner, Councillor S. Butt,

Absent: M. Fatema, D. Sharma

Staff: J. Flowers – CEO/Director of Public Libraries, B. Gregory – Executive Assistant

Meeting Commencement Time: 5:40 pm

---

### 1. Advocacy Policy

Many Boards have policies addressing advocacy, and what advocacy looks like. J. Flowers will draft a policy to bring to the committee for review and comment.

### 2. June 4th “Goodbye Late Fees” Event

J. Flowers would like to harness the power of this committee and the Board to encourage clients to return to the library, highlighting the June 4<sup>th</sup> “Goodbye Late Fees” event. A press release will be done for this event. Event will include comments from Board Chair, photo-op, and camera crew on site filming event and responses/reactions from the audience.

J. Flowers will put together and circulate some key messages related to expunging fees to the committee members for feedback. The messages will be brought to the May 26<sup>th</sup> Board meeting for review by entire Board.

M. Brenner suggested that a FAQ document also be prepared which would include messaging that the end of late fees would not have an impact on books being returned. J. Flowers agreed that this was a good idea for not only the event, but for posting to the PPL website and will proceed with preparing this document.

### 3. Other Advocacy Work

S. Butt inquired about promotional materials being created to tell new residents of the Seaton and William Jackson communities about PPL and encourage them to become members. Related to this, M. Brenner mentioned that the SORO and Fairport Beach community organizations have been working towards creating welcome packages for their new residents and thought that they too could benefit by having promotional materials for inclusion in their welcome packages.

S. Butt asked about membership at the Claremont Library and requested some ideas on how to promote and encourage library use in that community.



S. Beckett wondered if the City was holding a citizenship ceremony in connection with Canada Day, noting that these events are usually well-attended by new community members, and this could be an opportunity for some additional outreach by the Library. M. Brenner will check with the City Community Services department about the Canada Day plans and will report back with details at the May 26<sup>th</sup> Board meeting.

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

The next meeting will be held on Thursday, May 26, 2022 at 6:30 pm (just prior to the Board meeting) as a virtual meeting.

The meeting was adjourned at 5:50 pm.

# The City of Pickering Public Library Board Advocacy Ad Hoc Committee

## DRAFT Meeting Minutes

---

Held: Thursday, May 26, 2022

Location: Virtual meeting

Attendees: S. Beckett, M. Fatema, D. Sharma

Absent: Councillor M. Brenner, Councillor S. Butt

Staff: J. Flowers – CEO/Director of Public Libraries, B. Gregory – Executive Assistant

Meeting Commencement Time: 6:40 pm

---

### 1. Advocacy Policy

J. Flowers shared a draft of an advocacy policy, explaining that this would be a new Board Governance policy as there is no current advocacy policy.

In answer to a question about this type of policy existing at other libraries, J. Flowers indicated that not all libraries have one, nor is it required, but felt it was a good idea to have one.

In answer to a question about this policy being referenced in the bylaws, J. Flowers confirmed that this policy applies to the Board level. In a related question about creating an advocacy subcommittee, J. Flowers recommended that the advocacy committee continue as an ad hoc committee, with the Board establishing the committee to advocate when needed (i.e., key events or initiatives). It was agreed that establishment of the ad hoc committee should be included in the advocacy policy.

Discussion was held regarding past advocacy efforts, including lobbying efforts with governmental agencies. It was suggested that a calendar be set up and that at start of each year, the Board would discuss what advocacy efforts may be needed that year, and to schedule in regular quarterly/annual meetings with Council, local MPP, and Ministry of Ministry of Tourism, Culture and Sport, adding that this would be an excellent opportunity for PPL to take the lead in advocacy engagement and efforts.

J. Flowers advised that she would incorporate all the above suggestions into the draft policy and send around to the committee members for their final review and any additional comments, before bringing to the Board for their approval. The hope is to have it ready for the June 16, 2022 meeting.

### 2. Goodbye Late Fees Event

J. Flowers provided an overview of this event scheduled for Saturday, June 4<sup>th</sup>, noting that this would be an opportunity for advocacy by the committee and the Board. J. Flowers shared a

draft document outlining key messages around the removal of late fees that can be drawn upon when talking to library clients at the event.

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

There was no next meeting date set.

The meeting was adjourned at 7:05 pm.

Board End: Lifelong LearningReMakerFest

# ReMakerFest

This year's MakerFest was held all day on Saturday, June 4<sup>th</sup>. For the first time, it featured a hybrid setup of in-person events in the auditorium that were simultaneously streamed online, and virtual events broadcasting from The Set through Zoom and YouTube. The schedule offered a mix of programming available for children, teens, and adults. There were three community partners involved: Smita and Sima from Pickering EarlyON, Sarah from PFLAG Durham, and Cam, a local 3D printing expert. A variety of Take and Make kits were available to clients for various programs. There were 75 in-person participants and over 200 virtual attendees across all the streaming options.

**5-Minute Film Festival (5MFF) 2022**

This year's 5MFF marks the festival's fourth season of this festival. It begins on Tuesday, June 7<sup>th</sup>. Over the course of the summer, clients can attend workshops and events which include two film clubs (Indigenous Film Series and World Cinema Series) and several instructional workshops. The screening gala will be hosted at the St. Francis Centre for Community, Arts and Culture on Saturday October 1<sup>st</sup> from 12pm to 5pm. This year includes, for the first-time, filmmaking activities and workshops for both children and teens with half-day and full-day activities planned for each. It also marks the first time since the inaugural year that events will be in-person.

Over the past three years, 5MFF has seen filmmakers from Pickering and the GTA, and international creators, contribute their films to the benefit of our community.

## Outreach: Welcome to Kindergarten Events

For the first time since 2019, the Outreach Team was excited to begin attending Welcome to Kindergarten events again. Staff connected with nearly 150 children and 200 caregivers across 9 local elementary schools. They registered over 50 new library cards and promoted the Library's Welcome to Kindergarten resources, the TD Summer Reading Club, 1000 Book Reading Challenge, and upcoming PPL events. The



Team also supported virtual Welcome to Kindergarten Events for 2 different schools by providing printed library resources for the schools' take-home packages.

## Board End: Culture of Reading

### Celebrating Pride Month at PPL



The Library has been Celebrating Pride Month with a plethora of reading and resource lists! Library staff created an array of resource lists for all ages, located prominently on our website, representing LGBTQIA2S+ content and authors. Throughout June, there are displays at both the Central and George Ashe libraries, created in partnership with PFLAG Durham and PFLAG Canada. These displays allow clients to learn more about LGBTQIA2S+ resources in our region and to find their next great read!

### White Pine Battle of the Books

Durham Region Libraries hosted the annual White Pine Battle of the Books for the first time in 2 years, this May. There was a total of 6 schools participating, including 56 students who read over 200 titles! St. Mary's Catholic Secondary School (Pickering) came in 2<sup>nd</sup> place overall, missing 1<sup>st</sup> place by a mere 3 points. Author Jael Richardson facilitated a book talk to conclude the Battle event day.

## **Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces**

### **Goodbye Late Fees Event**

On June 4, the Pickering Public Library officially said goodbye to late fees at a special event held in the Maker Space of the Central Library. Approximately 80 people, including many members of the Library Board, attended the celebration. The event included remarks from Deputy Mayor David Pickles, Regional Councillor Ward 3, a ceremonial “popping of the dollar sign balloons,”



refreshments, games, and prizes. Footage from the event included interviews with key stakeholders and members of the community about the impact of saying goodbye to late fees. The video will be shared online shortly.

## **Board End: High Quality, Efficient, and Cost-Effective Library Services**

### **George Ashe Library Redesign Engagement**

Last month, hundreds of library clients contributed to a community engagement initiative and provided feedback and ideas about the George Ashe Library. The input received will help guide future plans to refresh client and staff spaces. The engagement activities were conducted in both the George Ashe and Central libraries and at three community outreach events. The engagement activities included:

1. Online and paper surveys
2. Voting for different types of furniture and fixtures
3. Drawing a new layout
4. Contributing ideas on post-it notes

Results from the activities will be presented at an upcoming Board meeting.



## **Board End: Supporting Financial, Physical, Social, and Mental Well-Being**

### **Park Pass Kits**



The Ontario Parks Pass program offered through the Library allows clients to access participating Ontario Provincial Parks for free. The program pairs an Ontario Parks Day Use Pass with a nature backpack full of tools and information to make the most of a trip to the great outdoors: binoculars, a magnifying glass, nature-themed books, and a Durham Trail Guide. Clients can place a hold on the pass and borrow it for one week.

### **SickKids CALIPER Initiative**

On Wednesday, June 29<sup>th</sup> from 1:30-7pm, a clinical research team from SickKids will be at the Central Library to run a clinic, open to the public, to support the CALIPER initiative.

CALIPER is a nationwide initiative to improve the diagnosis and care of children. Their main objective is to establish a comprehensive database of healthy reference standards (normal ranges) for blood test results in children and adolescents. To date, the program has had participation from over 12,000 healthy children and adolescents leading to the establishment of 200+ biomarkers of health and disease and 80+ scientific publications in peer-reviewed journals.

CALIPER is expanding their program to support and advocate for child health in the COVID-19 pandemic. Ongoing recruitment of healthy children and adolescents (birth to 18 years) is taking place through schools, community centres, art & sports events and festivals, and public libraries.

## **Board End: Champion Inclusion & Belonging**

### **Kujenga Weekly On-site Outreach**

[Kujenga](#) is a Black-led grassroots project designed to initiate supportive community resources for children, youth, adults and families in Durham Region. They strive to *build our community foundation, promote holistic teaching and education, and promote mental wellness and healing from trauma.*

The [Kujali Black Family Support Line](#) is a **FREE** telephone support line that provides guidance, advocacy, and access to community resources. Their supportive peer mentors and trained counsellors will respond to inquiries, connect individuals with community-based resources, and address individual concerns and needs.

Beginning in mid-June, Kujenga will facilitate an outreach table, alternating weeks at the George Ashe and Central Libraries on Tuesdays from 2:00 pm to 5:00 pm. The aim is to promote their free mental health services to the community – which includes access to licensed practitioners.

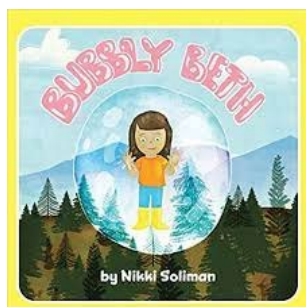
## **Supporting Organizational Excellence**

### **Right to Disconnect**

In 2021, Ontario's Bill 27, the "*Working for Workers Act, 2021*" (the *Act*) received Royal Assent officially making changes to the *Employment Standards Act, 2000*. The *Act* requires employers to implement a "disconnecting from work" procedure by June 2, 2022. Accordingly, the Library has implemented a policy for staff that supports them in disconnecting from work outside of their normal working hours.

## **Upcoming News & Events**

### **June 11 Indigenous Authors Story Event**



Pickering Public Library, in partnership with The City of Pickering and the Indigenous Relationship Building Circle (IRBC), will host Anishnaabe author Nikki Soliman in Esplanade Park for a reading of her book, *Bubbly Beth*.

### **June 16 Tie-Dye Pride Event**

The Library will be running a drop-in pride program for teens outside the Central Library. There will be stations for Tie-Dye, Button-making, sidewalk chalk, and community support resources.



## June 27      Launch of TGIS (Thank Goodness It's Summer)

Teens can earn over 115 badges this summer for reading and activity challenges. Download the Beanstack App to participate. The library also has 20+ TGIS teen programs running throughout the summer.

## July 6      Adult Summer Reading Challenge Kickoff

Kick off your summer of reading by hearing from staff about their new and noteworthy book recommendations. Don't forget to sign up for the [Beanstack Summer Reading Challenge](#) starting in July.

## July 9      Summer Reading Club (SRC) 2022 Launch Event



		<b>Pages:</b> 2
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 6, 2022	<b>Last Approved:</b> May 27, 2021 by Board Motion 21.31
<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 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.
6. Employees should refer to all associated Standard Operating Procedures for detailed processes related to this Policy.

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

		<b>Pages:</b> 12
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 2, 2022	<b>Last Approved:</b> September 23, 2021 by Board Motion 21.51
<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, representing the community we serve, 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. Develop criteria to assist with selecting applicants to interview;
- d. Review all or shortlisted resumes and job applications against criteria;
- e. Participate in the development of interview packages;
- f. Participate in the individual selection process; and
- g. Arrange for new employee's orientation on 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. Assist in the development of interview questions and scoring evaluation;
- d. Coordinate and participate in the individual selection process;
- e. 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;
- f. Arrange relocation assistance where appropriate; and
- g. 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 Candidates selected for interviews based on previously identified job criteria and job description.
- 2.7 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.
- 2.8 Interviews take place and applicants are rated against selection criteria.
- 2.9 The Interview Panel recommends a suitable individual to the Senior Management Team.
- 2.10 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.
- 2.11 Upon acceptance by the individual, People and Culture will notify the hiring department of the employee's commencement date.
- 2.12 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.
- 2.13 People and Culture will notify all unsuccessful internal candidates and external applicants interviewed that the vacancy has been filled.
- 2.14 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.
- 2.15 The People and Culture Department will arrange for the employee's benefit enrolment.
- 2.16 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.

#### **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 in 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. The Library shall also provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee in the event of a workplace emergency.
- 7.2 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 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 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. 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. 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.
- 12.2 People & Culture 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 for employment will be retained in the People and Culture Department for a period of six months.
- 13.2 Unsolicited applications received by supervisors and elected officials should be forwarded to the People and Culture Department in all instances immediately upon receipt.



**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 direct or indirect 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 Where a position requires a valid driver's licence, the following guidelines will apply:
  - a. 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.

- b. 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.
- c. 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.
- d. 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 Guidelines**

- 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:

- 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 wellbeing of its employees and the safety and wellbeing 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.

**22. Criminal Reference Check & Vulnerable Sector Screening Guidelines**

- 22.1 Criminal Reference Checks Vulnerable Sector Screenings shall be carried out in accordance with the Ontario Human Rights Code. 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.
- 22.2 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>Pages:</b> 18
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 6, 2022	<b>Last Approved:</b> June 17, 2021 by Board Motion 21.36
<b>Point of Contact:</b> Elaine Bird, Director of Support Services		

# Purchasing Policy

## Policy Statement

The Pickering Public Library is committed to provide quality services and seek value for the taxpayers of the City of Pickering through the provision of fair, transparent, competitive procurement policies, procedures, and processes.

The Library will achieve this through efficient and professional service delivery, appropriate commitment authority, consultation, cooperation, innovative solutions, standardization, education and collective knowledge of products and market conditions, and partnerships while developing and maintaining quality vendor and client relations.

## Policy Principles

### 1. Administrative Procedures

- 1.1. This Policy shall be read in conjunction with written administrative procedures.

### 2. Purchasing Principles

- 2.1. The Director of Support Services shall:
  - a. Be responsible for the provision of all purchasing services for the acquisition and disposition of all goods and services required by the Pickering Public Library;
  - b. Arrange for the procurement by purchase, rental or lease of the required quality and quantity of goods or services in an efficient and cost-effective manner;
  - c. Ensure the greatest value for the Library by exercising professional purchasing practices, free from influence and interference, and encourage open, fair, transparent, and competitive bidding and where practical, sustainable practices.



- d. Promote acceptance of bids based on total acquisition and life cycle cost, or in the case of a service, the preferred or best level of service, rather than the lowest bid received;
- e. Provide for the appropriate level of delegated commitment authority to enable staff to meet service level expectations; and,
- f. Assist in the facilitation, comparison, and assessment of alternate service delivery options.

### **3. Sustainability Considerations**

- 3.1. Staff shall consider, and where appropriate include, one or more of the following matters when preparing specifications for the acquisition of goods and services:
  - a. Reducing green house emissions.
  - b. Protecting indoor and outdoor air quality.
  - c. Improving energy, fuel, and water efficiencies.
  - d. Improving biodiversity.
  - e. Protecting the quality and/or quantity of ground and surface water systems
  - f. Minimizing packaging and waste.
  - g. Making efficient use of natural resources, and using sustainable harvesting or extraction practices, including forest stewardship council (FSC) certified papers.
  - h. Giving preference to high quality durable materials that can be repaired and/or upgraded.
  - i. Requiring materials that contain reusable parts, and/or that are made from renewable, compostable, or recyclable materials or can be taken back for recycling.
  - j. Reducing or eliminating hazardous or toxic substances.
  - k. Minimizing human health impacts.

### **4. Authorities, Procurement Methods, and Dollar Limits**

- 4.1. The Director of Support Services, CEO and City Treasurer have the authority and responsibility to operate a centralized purchasing program on behalf of the Library.
- 4.2. 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.
- 4.3. The CEO, Directors or delegates shall have the authority to sign contracts, agreements, and any other documents on behalf of the Library with third parties for the acquisition, delivery and maintenance of goods or services acquired in accordance with this Policy.
- 4.4. Dollar limits (in Canadian funds) include all costs of acquisition including delivery, custom fees and duties, disposal surcharges, and any other fees, charges, or costs, but exclude HST.

- 4.5. The CEO may delegate to an employee, all, or part of the authority to purchase up to an amount of \$1,000 on the understanding the employee promotes the objectives of this Policy.
- 4.6. The Director of Support Services and / or the Manager of Supply and Services may recommend a bidder for the acquisition of goods or services upon such terms and conditions as he or she deems appropriate consistent with the requirements of this policy (summarized in Appendix 2).
- 4.7. The Manager of Supply and Services shall have the discretion to review pricing and processes undertaken to ensure compliance with this policy.
- 4.8. Pricing for goods or services over \$1,000 and up to \$5,000 not covered by a contract, service or blanket order may be obtained by the Director of Support Services or delegate with a minimum of one informal quote. Where the Director or designate obtains one quote, they are responsible for:
  - a. Ensuring that all required Health and Safety and Insurance related documents and requisite approvals are obtained, and all requirements are met; and,
  - b. Monitoring and ensuring that work is not divided into multiple single quotes to circumvent the requirements of the Purchasing Policy and not routinely sourced to the same vendor.
- 4.9. Pricing for goods or services over \$5,000 and up to \$30,000 not covered by a contract, service, or blanket order may be obtained by the Director of Support Services or delegate. Three informal quotes, where possible, are required.
- 4.10. For goods or services with an estimated total price over \$30,000 the CEO or Director of Support Services shall determine when a Request for Proposal, Request for Quotation or Tender is the most appropriate method to acquire goods or services and shall solicit a minimum of three proposals, quotations, or tenders if possible. Advertising is at their discretion in consultation with the Manager of Supply and Services but an estimated value over \$100,000 shall be advertised.
- 4.11. Where the compliant quotation or tender meeting specifications and offering best value to the Library is acceptable or where the highest scoring proposal is recommended, and the estimated total purchase price is:
  - a. Over \$30,000 and up to \$75,000, the Director of Support Services may approve the award, subject to consultation with the CEO and confirmation of financing by the City Treasurer.
  - b. Over \$75,000 and up to \$250,000, the Director of Support Services may approve the award, subject to the written approval of the CEO and City Treasurer.
  - c. Over \$250,000, the Director of Support Services may approve the award, subject to the written approval of the CEO, City Treasurer, and the Library Board.

- 4.12. Revenue generating proposals with a value greater than \$100,000 for services are subject to the approval of the Library Board prior to the awarding of the contract.
- 4.13. Goods or services obtained by sealed public tender shall be advertised or by invitation from a list of qualified bidders, or a combination thereof.
- 4.14. Tendering documents shall be issued and opened in public at a specified date and time. Tenders that are late, illegible, unsigned, contain insufficient deposit, contain uncertified cheques, are incomplete or do not include a deposit, bond, or surety, shall be rejected.
- 4.15. The terms and conditions of the deposit, bond or surety are subject to the approval of the CEO. The Director of Support Services and CEO shall jointly recommend a tendering award.
- 4.16. The Director of Support Services shall ensure that all recommendations dealing with the award of a quotation, proposal or tender contains the appropriate funding statement from the City Treasurer.
- 4.17. Authorities and responsibilities shall be applied and administered having regard to the provisions of the Corporate Financial Control Policy and approved Signing Authorities.
- 4.18. If a bid has been approved by the Board and awarded to the selected Bidder and the selected Bidder fails to enter into a contract, the Director of Support Services shall be granted the authority to proceed to the next lowest responsive and responsible Bidder or the next highest evaluated responsive and responsible proponent for a proposal call, for the award of this contract, without going back to the Board for approval, providing there are no bid irregularities, requirements remain unchanged and the new contract is within budget. The approval shall be obtained from the CEO. The Director shall prepare a report to the Board for information purposes for the next scheduled meeting.
- 4.19. When the Board meeting schedule does not allow for timely purchasing approvals by the Board, the CEO will first seek approval from the Board via email. Should sufficient responses not be forthcoming in a timely manner, the CEO will consult with the Chair, who may provide the approval on behalf of the Board provided that:
  - a. The project is in an approved budget;
  - b. Such actions are in compliance with the Purchasing Policy;
  - c. The project is not debt financed; and
  - d. A report respecting those approvals is subsequently submitted to the Board.
- 4.20. If purchasing cost exceeds budgeted amount for a capital purchase, the City Treasurer must be contacted to find a funding source and get Council approval for extra funds.

**5. Single Source or Sole Source**

- 5.1. The Director of Support Services is authorized to make single or sole source purchases, without competitive bids, and enter into a contract if any of the following conditions apply.
- 5.2. Single Source examples:
  - a. In an emergency.
  - b. A fluctuating market prevents the Library from obtaining price protection or owing to market conditions, the required goods or services are in short supply.
  - c. Bids have been solicited and no responsive bid has been received or bids fail to comply with the specifications or conditions, or the lowest bid received exceeds the estimated cost and it is impractical to recall.
  - d. The extension or reinstatement of an existing contract would prove most cost effective or beneficial. The extension shall not exceed one year.
  - e. Goods are required for resale and the determining criteria are marketability and profitability, e.g., promotional items.
  - f. The nature of the requirement would not be in the public interest to solicit competitive bids as in the case of security or confidentiality.
  - g. Due to market conditions or unexpected circumstances, required goods or services are in short supply.
- 5.3. Sole Source examples:
  - a. Competition is precluded because of the existence of a sole source, patent rights, copyrights, secret processes, and control of basic raw material or similar circumstances.
  - b. A component or replacement part is involved for which there is no substitute.
  - c. Compatibility with an existing product is the overriding consideration.
  - d. The purchase involves goods or services for which there is no reasonable substitute or competitive product.
  - e. Supply of which is controlled by a vendor with a monopoly.
  - f. Purchase of goods in a commodity market.
  - g. Work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
  - h. Work to be performed on property by a contractor according to provision of a warranty or guarantee held in respect of the property or the original work.
  - i. For a contract to be awarded to the winner of a design contest.
  - j. Original works of art.
- 5.4. The Director of Support Services shall summarize the rationale for a single or sole source request in a memo to the CEO.
- 5.5. The process for Single and Sole source purchases excludes Consulting and Professional Services (see Section 9).

- 5.6. A single source or sole source purchase up to \$30,000 is subject to the approval of the CEO.
- 5.7. A single source or sole source purchase over \$30,000 and up to \$125,000 is subject to the approval of the CEO, in consultation with the Manager of Supply and Services and the City Treasurer.
- 5.8. A single source or sole source purchase exceeding \$125,000 is subject to Board approval. The City Treasurer will be advised of the purchase and will recommend if Council approval is required.
- 5.9. Public Art Project purchases or Public Art projects with costs that exceed \$25,000 are subject to Board approval.
- 5.10. Subject to the above approvals, the Director of Support Services or designate is authorized to enter into negotiations without competitive bids and enter into a contract if deemed advantageous.

## **6. Consulting and Professional Services**

- 6.1. Notwithstanding the provisions of this Policy, which covers the acquisition of goods or services, the acquisition of Consulting and Professional Services shall be conducted in accordance with the provisions of this section.
- 6.2. Consulting and Professional Services will be acquired on a “quality-based selection” methodology rather than only the lowest price.
- 6.3. The Director of Support Services may obtain the services of a particular consultant selected by the initiating Manager without going through a competitive process. Where the funds are available in the approved budget and the project or annual cost of a consulting or professional service assignment is expected to be:
  - a. less than \$30,000 is subject to the approval of the CEO.
  - b. Between \$30,000 and \$50,000 is subject to the approval of the CEO in consultation with the City Treasurer.
  - c. Above \$50,000 is subject to the additional approval of the Library Board.
- 6.4. The Director of Support Services:
  - a. Is responsible for ensuring that all required Health and Safety and Insurance related documents and requisite approvals are obtained, and all requirements are met.
  - b. Must clearly identify phases of the work in the memo seeking approval, monitoring, and ensuring that work is not divided into multiple assignments to circumvent the requirements of the Purchasing Policy and not routinely sourced to the same consultant;
  - c. Shall maintain a listing of the name of the consultant, project title, duration, scope, cost, purchase order number and other pertinent details of the engagement for quick access from enquiries; and,

- d. Shall ensure that the project file includes objectives in measurable deliverables and at the end of the project, include a senior manager's signature signifying that the deliverables have been met.
- 6.5. Where written proposals are obtained in accordance with procedures set out in Section 4 and funds are available in the approved budget:
  - a. Less than \$30,000 is subject to the approval of the CEO.
  - b. Between \$30,000 and \$50,000 is subject to the approval of the CEO in consultation with the City Treasurer.
  - c. Above \$50,000 is subject to the additional approval of the Library Board.
- 6.6. A purchase order is required to confirm a consulting agreement.

**7. Design and Development Service**

- 7.1. Where design or specification development is required, the vendor providing it shall be considered a consultant and contracted as such. The design or specifications shall become the property of the Library for use in obtaining competitive bids.
- 7.2. A vendor providing design, services, consulting, or specifications shall be advised up front they will not be permitted to submit pricing or bid in the competitive process for the requirement if a competitive advantage or conflict of interest is deemed to exist. The CEO, Director of Support Services and City Treasurer will provide a final determination on this matter.
- 7.3. Where the design and end product is part of the same requirement or project, the scope of work will be combined and procured as one project in a competitive method.

**8. Emergency Purchase**

- 8.1. In an emergency, the Director of Support Services shall obtain such goods and services as are necessary to respond to the emergency.
- 8.2. If the emergency purchase amount exceeds \$50,000, the City Treasurer and the CAO shall be notified, and the CEO shall submit a report of the incident to the Board at the earliest possible time.

**9. Cooperative Purchasing**

- 9.1. The Library may enter into arrangements with municipalities, local boards, and other public bodies on a cooperative or joint venture basis where there are economic advantages and where the best interests of the Library would be served.
- 9.2. The policy of the government agency or public authority hosting the cooperative call for bids is to be the accepted policy of the Library for the cooperative call and no other approval is required beyond that of the appropriate Director and CEO unless debt financing is required then Council approval must first be obtained.
- 9.3. Section 9.1. above does not preclude the issuance of a purchase order.

**10. Purchasing Cards**

- 10.1. Purchasing Cards shall be used in accordance with the Purchasing Card Procedure.
- 10.2. The Treasurer has the authority to temporarily adjust the transaction limit for one-time purchases provided the CEO has provided approval in writing to authorize the transaction.

**11. Disposal of Surplus Assets**

- 11.1. The Director of Support Services is authorized to dispose of surplus assets in a cost effective and efficient manner with approval of the CEO.

**12. Purchasing Ethics**

- 12.1. The participation of employees of the Library in the procurement process shall be governed by the Library's Employee Code of Conduct.

**13. Conflict of Interest**

- 13.1. All members of the Library Board must comply with the *Municipal Conflict of Interest Act*.
- 13.2. With respect to all Library purchasing, Library employees must declare and disclose any actual or potential direct or indirect conflicts of interest with respect to their involvement in a procurement process, including all evaluation processes, and where necessary not participate in a procurement process where there is a conflict of interest.
- 13.3. A vendor will be required to declare any real or potential conflict of interest in all instances involving the procurement of goods and services.
- 13.4. The Library reserves the right to disqualify a vendor from further consideration in any instance involving the procurement of goods and services which demonstrates a conflict of interest.
- 13.5. A conflict of interest arising during the term of a contract must be reported immediately. If the Library and the vendor are unable to rectify the conflict of interest to the Library's satisfaction, the Library may terminate the contract.
- 13.6. Failure to disclose a potential conflict of interest during the term of a contract may result in termination of the contract.

**14. Prohibitions**

- 14.1. No employee or member of the Board shall bid on the sale of goods except those disposed of by public auction.
- 14.2. The Library shall make no personal purchase for any employee, member of City Council, Committee, or Board.
- 14.3. No employee, or member of City Council, Committee, or Board shall purchase or offer to purchase on behalf of the Library, except as may be provided for in this policy.



- 14.4. Contracts entered into in contravention of section 14.3 will not be binding upon the Library. The employee or member of City Council, Committee, or Board who entered into the contract will be responsible for the contract.
- 14.5. No requirement for goods or services shall be divided to avoid the requirements of this policy and the total project or annual requirement shall be considered.

**15. Exceptions**

- 15.1. Items listed in Appendix 1 are excluded from the requirements of this Policy. The items may be procured by obtaining one price, subject to the funds being available in the current or capital budgets. For accountability and transparency purposes, a Purchase Order may be required when there is a set pre-determined fee or an upset limit.
- 15.2. Notwithstanding, the Director of Support Services is required to provide details to the CEO of any contractual arrangements under Appendix 1 with third parties that exceed \$25,000 annually or are for more than one year. Such details will be provided prior to the commencement of the contract arrangement.

**16. Confidentiality and Access to Information**

- 16.1. Contents of quotation, tendering, request for proposal documents, with the exception of the information read publicly at a tender opening or reported to the Library Board or Council, shall be treated as confidential and protected as set out under *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, RSO, 1990, Section 11(c), as amended.
- 16.2. Subject to *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, RSO 1990, no employee, or any appointed or elected official, shall divulge the unit prices paid by or quoted to the City or Library for goods or services. The total price in the case of public tenders or the total price in the case of quotations, the name of the successful bidder, as well as any prices included in public reports to the Library Board may be revealed.

**17. Disqualification of Bidders**

- 17.1. A tender, proposal or quotation submitted by a bidder shall be rejected,
  - a. If the bidder, or any officer or director of the bidder is or has been engaged either directly or indirectly through another corporation including by common ownership or control or otherwise related to a party in litigation with the City (including the Library), its elected or appointed officers, or its employees; and,
  - b. In the opinion of the CEO, the litigation is likely to affect the bidder's ability to work with the Library, its consultants or representatives, and the Library's experience with the bidder in the matter giving rise to the litigation indicates that the Library is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder.



**18. Bidder Terminated, Unsatisfactory Performance**

- 18.1. The Library reserves the right to not consider a bidder for a period of time or exclude a bidder from eligibility to submit a bid, **when:**
1. A bidder has provided unsatisfactory performance by documented evidence of substandard performance or unfulfilled commitment; or
  2. A bidder has been deemed an unsafe contracting party, where there is documented evidence of disregard for or violation of the City or Library's Health and Safety regulations, practices, instructions or non-compliance of the *Occupational Health & Safety Act* and codes; or
  3. There is evidence that a bidder has attempted to exert illegal, undue, or inappropriate influence over an employee, consultant, official, other bidder, or any other person in connection with the Library's decision to accept or decline a bid.
- 18.2. In reaching a decision, the Library shall be entitled to rely upon results of performance evaluations relating to other contracts for the Library and outside parties performed by the subject bidder.
- 18.3. No tender, proposal or quotation will be considered or accepted from the subject bidder during the term of the suspension.
- 18.4. Previous experience or the results of any performance evaluation may be disclosed by Library staff to other municipalities or government bodies upon request, where the subject bidder has listed the Library as a reference.
- 18.5. The bidder may apply to the Library for reconsideration or reinstatement if the bidder is able to demonstrate that the practices or issues leading to the suspension have been rectified.
- 18.6. The Library reserves the right to not consider a tender/ quotation/ RFP from a bidder or any company affiliated with or controlled by the bidder who:
- a. Has been prohibited from bidding on City or Library contracts;
  - b. Has had a contract with the City or Library terminated within three years of the bid close date due to default of the contract;
  - c. Has failed to rectify the performance of any previous contract default to the City or Library's satisfaction, and cannot provide assurances and demonstrate appropriate action to ensure the same or similar problems will not reoccur; or
  - d. Has failed to provide health and safety documentation to the Library's satisfaction.

**19. Tendering Irregularities**

- 19.1. Guidelines for handling irregularities:
- a. To maintain the integrity of the public tendering process;

- b. To maintain a flexible process in which low bids are not rejected because of minor irregularities. This approach allows the Library to maximize the advantages of a competitive public tender process;
  - c. To ensure that the Library's policy for dealing with irregular tenders promotes fair competition;
  - d. To ensure that any bid accepted by the library is legally capable of being accepted; and,
  - e. To ensure that no bidder can avoid its bid by its own default or mistake.
- 19.2. Irregularities that go beyond the scope of these guidelines shall be reviewed with the CEO and City Treasurer who shall have the authority to waive irregularities deemed to be minor.
- 19.3. In exercising judgement, the advice of the City Solicitor may be requested. Where deemed to be a major irregularity, the City Treasurer and CEO shall have the final decision on acceptance or rejection of the bid.
- 19.4. Tendering irregularities will be dealt with as follows:

	<b><u>Irregularity</u></b>	<b><u>Response</u></b>
1.	Late bid.	<ul style="list-style-type: none"> <li>• Automatic rejection and will be returned unopened to the bidder. Bids will be deemed to have been received when the Library has stamped the envelope with the time and date of receipt.</li> <li>• If the bidder's address is not clearly available on the envelope or package, it will be opened solely to access this information in order to return it to the bidder.</li> </ul>
2.	Bid envelope or package is not sealed.	<ul style="list-style-type: none"> <li>• Automatic rejection.</li> </ul>
3.	Bid not completed by non-erasable ink.	<ul style="list-style-type: none"> <li>• Automatic rejection.</li> </ul>
4.	Bid not legible.	<ul style="list-style-type: none"> <li>• Automatic rejection.</li> </ul>
5.	Bidder's original ink signature missing from signature page.	<ul style="list-style-type: none"> <li>• Automatic rejection.</li> </ul>
6.	Bid qualified or restricted by a statement or alteration added to any part of the document.	<ul style="list-style-type: none"> <li>• Automatic rejection.</li> </ul>

7.	Bid received on documents other than those provided by the Library.	<ul style="list-style-type: none"> <li>Automatic rejection unless allowed for in the bid instructions or received on a true copy (not retyped) of the original document issued by the Library</li> </ul>
8.	Bid does not meet specifications.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
9.	Alternate bid.	<ul style="list-style-type: none"> <li>Automatic rejection unless allowed for in the bid instructions or bidder has completed original bid and provided an alternate bid in addition to the original.</li> </ul>
10	Bid Security a) Surety's Corporate seal or Surety signature missing from Bid Bond or Agreement to Bond.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
	b) Bid Bond or Agreement to Bond <i>does have</i> Surety's Corporate seal and Surety signature but does not have bidder's corporate seal or bidder's statement to bind the corporation.	<ul style="list-style-type: none"> <li>Two working days to correct.</li> </ul>
	c) Bid Deposit, Bid Bond or Agreement to Bond not provided, or not in the form specified or does not name the correct municipality as obligee, or the Surety is not licensed to do business in Ontario.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
	d) Bid Deposit, Bid Bond of insufficient amount.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
	e) Agreement to Bond not sufficient.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
	f) Bid security is not in compliance with the number of days open for acceptance as stated in the bid documents.	<ul style="list-style-type: none"> <li>Two working days to correct and if bidder fails to do so, bid will be rejected.</li> </ul>

11.	Bid does not acknowledge addenda.	<ul style="list-style-type: none"> <li>Automatic rejection unless every change set out in the addenda is clearly visible on the face of the bid OR the relevant addendum issued is solely for the purpose of revising the closing date and time.</li> </ul>
12.	Bid received from a bidder who has not been approved as a pre-qualified bidder under a prequalification process.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
13.	Bid received from a bidder who did not sign-in at mandatory site visit when instructed to do so in the tendering instructions.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
14.	Failure to return the documents as specified.	<ul style="list-style-type: none"> <li>Automatic rejection unless otherwise specified in the tendering instructions.</li> </ul>
15.	Partial bid (all items not bid).	<ul style="list-style-type: none"> <li>Automatic rejection unless allowed for in the tendering instructions.</li> </ul>
16.	Tender envelope unclear as to contents.	<ul style="list-style-type: none"> <li>Automatic rejection.</li> </ul>
17.	Uninitialed changes to the bid documents that are minor (e.g., bidder's address is amended by over-writing but not initialed).	<ul style="list-style-type: none"> <li>Two working days to correct. The Library reserves the right to waive initialling and accept the tender.</li> </ul>
18.	Unit prices in the Schedule of Prices have been changed but not initialed.	<ul style="list-style-type: none"> <li>Two working days to correct. The Library reserves the right to waive initialling and accept the tender.</li> </ul>
19.	Other mathematical errors that are not consistent with unit prices.	<ul style="list-style-type: none"> <li>Two working days to initial corrections as made by the Library. Unit prices shall govern and the tender will be corrected accordingly. The Library reserves the right to waive initialling and accept tender as corrected.</li> </ul>

20.	Pages are missing from bid.	<ul style="list-style-type: none"> <li>Two working days to supply the missing pages where in the opinion of the Library, the missing page(s) would not directly affect the bid submitted. The Library reserves the right to waive the need to receive the missing pages and accept the tender or to reject the tender outright at their discretion.</li> </ul>
21.	Withdrawal of bid.	<ul style="list-style-type: none"> <li>Withdrawal of bids received after the closing date and time will not be allowed.</li> </ul>
22.	Tie bids.	<ul style="list-style-type: none"> <li>One of the following methods of dealing with two low tied bids may be used, based on the specific situation.</li> <li>Request the two low bidders to resubmit pricing only. No other change to the bid is allowed. Bidders shall be allowed 24 hours from time of request.</li> <li>Use a coin toss to select a recommended bid.</li> <li>The outcome of the tie breaking method shall be final.</li> </ul>
23.	Completion date is other than specified in the tendering specifications.	<ul style="list-style-type: none"> <li>Two working days to clarify the completion date. The Library reserves the right to waive the clarification of the completion date and accept the tender, or to reject the tender outright.</li> </ul>

## Definitions

### 1. Acquisition

The process of obtaining goods and services.

### 2. Authority or Authorized

The right to conduct the tasks outlined in this Policy.

### 3. Bid

An offer or submission received from a vendor in response to a request, which may be accepted, not considered, or rejected.

### 4. Bidder

The person, firm, or corporation submitting an offer to the Library.

### 5. Blanket Order

A type of purchase order which is an agreement between the Library and supplier to facilitate the reordering of repetitive use materials or services for a specified term (e.g. for repairs or maintenance purposes) and not to be used for a Capital expenditure.

**6. CEO**

The Chief Executive Officer of the Library or a designate.

**7. Centralized Purchasing**

The activities conducted by the Supply & Services Section of the Corporate Services Department.

**8. CAO**

The Chief Administrative Officer of the City or a designate.

**9. City**

The Corporation of the City of Pickering.

**10. City Treasurer**

The Treasurer of the City of Pickering

**11. Clerk**

The City Clerk or a designate.

**12. Consulting and Professional Services**

Services requiring technical skills provided on the basis of a defined project or undertaking to recommend and/or assist in implementing solutions including but not limited to supervision related to the project or undertaking.

**13. Contract**

A binding agreement between two or more parties. In the absence of any other document, a Purchase Order constitutes a contract.

**14. Contract Administrator**

A person with authority to administer the terms of a contract to oversee the work of a vendor or contractor.

**15. Cooperative Purchasing**

The participation of the Library with one or more public agencies in a bid solicitation.

**16. Council**

The Council of the City of Pickering

**17. Delegate**

A person given authority to acquire pricing on goods and services.

**18. Designate**

A person authorized to act on behalf of another which may include signing authority to purchase within prescribed limits and/or approval authority.

**19. Director**

The Library's Director of Support Services.

**20. Disposal**

The selling, trading, assignment, and/or scrapping of surplus assets.

**21. Emergency**

A situation that is, in the opinion of the CEO or designate, a threat to public health, safety, property, life or the environment and exists where the immediate acquisition of goods or services is essential to prevent serious delay, injury, damage, restore basic service provided by the Library and warrants operating outside this policy or limit potential liability.

**22. Evaluation Committee**

Procedures may be established to provide for an evaluation committee comprised of a minimum of two representatives from the Library Department and one from Administration to evaluation proposals in an RFP process for the purpose of making a recommendation.

**23. Goods and/or Services**

Labour, materials, products, equipment, services, supplies, act to be done, furnished or performed by a vendor that are the subject of the contract.

**24. Informal Quotation**

An offer received from a vendor through an informal process in response to a request for pricing which can be on a vendor's quotation form.

**25. Manager of Supply and Services**

City Manager under the general direction of the City Treasurer.

**26. Proposal**

A written offer from a vendor in response to a written request for proposal (RFP) which may be subject to discussion or negotiation. An RFP process may be used when the good or services cannot be definitively specified, where such proposals would result in specific offers by the vendors.

**27. Purchase Order**

Contract, in an approved form, issued to a vendor to acquire goods or services, including Blanket Order and Limited Purchase Order.

**28. Purchasing Card (PCard)**

A credit card issued by the City that is used to purchase and pay for goods and/or services subject to spending and/or transaction limits.

**29. Quotation**

A written offer received from a vendor in a form prescribed by the Manager in response to a request for quotation (RFQ).

**30. Responsive and Responsible Bidder**

One who complies with the instructions of the bidding document, contractual terms, conditions, specifications and who can reasonably be expected to provide satisfactory performance of the proposed contract based on adequate financial and other resources, satisfactory reputation, references, and performance on similar contracts.

**31. Single Source**

Where there is more than one source in the open market but only for reasons of function or service, one vendor is recommended for consideration of the particular goods and/or services.

**32. Sole Source**

Only one source of supply available for particular goods and/or services.

**33. Standardization**

The adoption of a single product or group of products to be used by one or more departments.

**34. Systems Contract**

An agreement with a supplier carrying an inventory of specific items for the Library such as office supplies, janitorial supplies, work wear, etc.

**35. Tender**

A written offer in a form specified by the Library received from a bidder in response to a request for tender.

**36. Vendor**

Individual, firm, supplier, contractor, architect, consultant, or bidder.

**Responsibilities****1. Role of the Pickering Public Library Board**

- 1.1. The Board is responsible for active support and approval of the Purchasing Policy.

**2. Role of the Chief Executive Officer**

- 2.1. The CEO is responsible for actively supporting the Purchasing Policy.
- 2.2. Recommending necessary amendments to this policy for consideration by the City Treasurer and Pickering Public Library Board.
- 2.3. Approving administrative changes to procedures required to implement the provisions of this Policy.

**3. Role of the City Treasurer**

- 3.1. Review amendments to this Policy made for consideration by the Library Board.
- 3.2. When required or requested, provide final decisions in regard to matters of interpretation and implementation of this Policy.
- 3.3. Review and approve all award reports to ensure sufficient budgeted funds exist to support the recommendation for award.
- 3.4. Approve changes to the PCard transaction limit to reflect changes for efficiencies.



- 3.5. Assess the potential risks by vendors providing goods or services to determine appropriate insurance coverage and obtain requisite proof of coverage.

## **Related Documents**

- Purchasing Card Procedure

## **Resources**

- Appendix 1 - Exceptions
- Appendix 2 – Summary of Procurement Method and Approval Authority

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

### Exceptions

The following items may be procured by obtaining one price, subject to the funds being available in the current or capital budgets. For accountability and transparency purposes, a Purchase Order may be required when there is a set pre-determined fee or an upset limit. Those categories where this may be applicable are marked with an asterisk.

Notwithstanding, it is expected that the objectives of this Policy will be promoted in any expenditures for goods or services.

1. Petty Cash expenditures
2. Purchases under \$1,000
3. Training and Education
  - a) Conference, Course, Convention and Seminar, including accommodation, travel
  - b) Magazine, Book, Periodical, Subscriptions
  - c) Membership Fee
  - d) Facilitator, Trainer Fee
4. Catering, Food or Entertainment Services \*
5. Advertising
  - a) Newspaper (national and local), periodical, trade journal, magazine (A contract arrangement for advertising such as the Community Page is not considered an exception).
6. Professional Fees \*
  - a) Consultant fee related to litigation
  - b) External Auditor
  - c) Legal Services
  - d) Ontario Land Surveyor
  - e) Property Appraisal
  - f) Medical Service
  - g) Mediation Service
  - h) Laboratory Service
  - i) Actuarial Studies and Reports
  - j) Assessment Appeal, Assessment Services and Related Expenses
  - k) Banking, Brokerage or Underwriting Service, Investment and Related Services Including Funds Transfer and Security
  - l) Liability, Property and Other Forms of Insurance and Adjusting Services
  - m) Temporary Help
  - n) Collection Services
  - o) Tax and Cost Recovery Reviews

## Appendix 1

7. Utility Services (acquisition, repairs, maintenance and minor replacements)
  - a. Natural Gas and Heating Oil
  - b. Sewer and Water
  - c. Postage
  - d. Electricity
  - e. Telecommunication Service Providers
  - f. Cable Television
  - g. Internet Service Providers
8. Work or services to or from other government agencies, utilities, Provincial or Federal agencies, Crown Corporations, municipalities, public agencies, or Boards. \*
9. Maintenance Contract (Proprietary, Non-Value Added Resellers)
  - a) Annual maintenance fees where the approved vendor is the sole source provider of the service;
  - b) Upgrades already approved including support and training where the vendor is the sole source provider of the upgrade.
10. Acquisition of goods or services under a government pricing program.
11. Library Materials such as books and audiobooks do not require a Purchase Order.  
Note: materials vendors are subject to a qualification process every 3 years.

**Note:** \* Categories where a Purchase Order may be required.

## Appendix 2

### Summary of Procurement Method and Approval Authority

Purchase order required unless stated otherwise herein. Amounts exclusive of HST.  
(Director = Director of Support Services)

Procurement Method	Dollar Range	Approval
Purchasing Card or Invoice Purchase Order not issued Staff Purchase	Up to \$1,000	Delegated by CEO
1 Informal Price obtained by Staff	\$1,000 to \$5,000	Delegated by CEO
3 Informal Prices obtained by Staff	\$5,000 to \$30,000	Director
Quotation, RFP or Public Tender (Director to determine)	\$30,000 to \$75,000	Director and CEO
	\$75,000 to \$250,000	Director, CEO plus City Treasurer
	\$250,000 +	Director, CEO, City Treasurer plus Library Board
	Debt Financed	Director, CEO, City Treasurer, Library Board plus Council

Consulting & Professional Services – Section 9		
Procurement Method	Dollar Range	Approval
Director may obtain services directly from a particular consultant for specific project	Up to \$30,000	Director plus CEO
	\$30,000 to \$50,000	Director plus CEO and City Treasurer
	\$50,000 +	Director, CEO, City Treasurer plus Library Board
Quotation or RFP (Director to determine)	Up to \$30,000	Director plus CEO
	\$30,000 to \$50,000	Director plus CEO and City Treasurer
	\$50,000 +	Director, CEO, City Treasurer plus Library Board

## Appendix 2

<b>Single Source, Sole Source – Section 8</b>		
Procurement Method	Dollar Range	Approval
Single Source or Sole Source	Up to \$10,000	Director plus CEO
	\$10,000 to \$30,000	Director plus CEO
	\$30,000 to \$125,000	Director, CEO plus City Treasurer
	\$125,000 +	Director, CEO, City Treasurer plus Library Board

<b>Emergency Purchase – Section 11</b>		
Procurement Method	Dollar Range	Approval
Emergency Purchase	Up to \$5,000	Director
	\$5,000 to \$50,000	Director Notify CEO
	\$50,000 +	Director, CEO plus City Treasurer, and report to Library Board

		<b>Pages:</b> 7
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 6, 2022	<b>Last Approved:</b> May 27, 2021 by Board Motion 21.31
<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.

**5. Employees to:**

- ensure that their actions and behaviour are not hurtful, intimidating and do not cause embarrassment or humiliation to co-workers;
- have the right to refuse to work or do particular work where they have reason to believe that workplace violence is likely to endanger themselves;
- comply with this Policy and take all steps to maintain a violence free workplace;
- report any incident or observations of inappropriate action or behaviour to their Manager, Director or to the Human Resources Department;
- notify their manager and Human Resources if they have a legal court order (e.g., restraining order) against another individual if the employee believes the aggressor may put them or other employees at risk of workplace violence; and
- cooperate fully in any investigation arising from complaints brought forward under this Policy.

**Related Documents**

- A05 Workplace Harassment Prevention

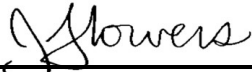
Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.

## INTERNAL MONITORING REPORT

**POLICY TYPE:** Executive Limitations

**POLICY TITLE:** EL 10 Communication and Counsel to the Board

I hereby present my monitoring report on your Executive Limitations policy “Communication and Counsel to the Board” 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/Director of Public Libraries)

June 9, 2022  
\_\_\_\_\_  
Date

### Policy Element: Header Paragraph

The CEO shall not permit the Board to be uninformed or unsupported in its work.

#### I interpret this as follows:

“not permit”: take an active and anticipatory role.

“uninformed or unsupported”: as interpreted specifically in elements 1 through 8 below.

#### Compliance will be demonstrated when:

The Board is aware and informed of all matters specified in elements 1 through 8 below.

#### Evidence:

As specified in elements 1 through 8 below.

### Policy Element #1

Accordingly, the CEO shall not:

Allow the Board to be uninformed of the monitoring data required by the Board (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.

#### I interpret this as follows:

“timely”: adherence to the schedule in the Board’s Annual Calendar (ELs and Ends).

“accurate and understandable”: candid and expressed in jargon-free language with implications clearly articulated.

**Compliance will be demonstrated when:**

Relevant reports are submitted on schedule and are fully understood by the Board.

**Evidence:**

In the last year, monitoring and Ends reports have been approved by the Board in accordance with the approved Annual Calendar.

**Policy Element #2**

Allow the Board to be unaware of relevant trends, significant changes in provincial or municipal policies, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

**I interpret this as follows:**

“unaware”: ignorant of

“relevant trends ... and internal changes”: any information or event having a major impact on the Board and its work.

**Compliance will be demonstrated when:**

The Board is aware of important information, changes, and trends in a timely manner.

**Evidence:**

The Board has received consistent and appropriate formal and informal reports and communications which contain relevant changes, trends, and possible media coverage. In the last year, these have included:

- Monthly Information Updates as part of the Board meeting package
- Monthly meeting minutes from the Anti-Black Racism Working Group
- Annual Ends Reports
- Annual summary of library incidents and client feedback
- Reports on current issues such as fine free, ILS database maintenance, use of library resources during election campaigns, etc.
- Emails from Library CEO to share information about relevant news, events and issues.

**Policy Element #3**

Fail to advise the Board if, in the CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-CEO relationship, particularly in the case of Board behaviour that is detrimental to the work relationship between the Board and CEO.

**I interpret this as follows:**

“Governance Process”: the Board's Governance Policies and Board Bylaws

“Board-CEO relationship”: the Board's Board-CEO Delegation Policies

**Compliance will be demonstrated when:**

The Board is informed of any serious breach of compliance.

**Evidence:**

In the last year, there have been no occurrences of the Board failing to comply with any of its own policies. Work will commence this year to update the Board's Governance Policies. The annual review of the Board By-Laws was completed this year.

**Policy Element #4**

Fail to provide for the Board as many staff and external points of view, issues, and options as needed for fully informed Board choices.

**I interpret this as follows:**

"staff and external points of view": a wide range of opinions both in favour and opposed to a particular course of action.

"issues and options": various aspects of a course of action and a range of possible choices.

**Compliance will be demonstrated when:**

CEO recommendations are accompanied by a discussion of alternatives and potential outcomes by the Board.

**Evidence:**

Monthly Information Updates, correspondence, and staff presentations to the Board have highlighted relevant issues, allowed the Board to request additional information and made space for Board discussion. The Board had opportunities to work closely with staff on committees such as the Board Ends, MOU and advocacy.

**Policy Element #5**

Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types; monitoring, decision-preparation or other.

**I interpret this as follows:**

"unnecessarily complex or lengthy": not in brief or understandable language.

"decision-preparation": information presented formally or informally prior to adopting a course of action.

"other": reports presented for information only.

**Compliance will be demonstrated when:**

All Board reports are presented in a form that is understandable and is not excessively complex or technical, and the purpose of the information is clear.

**Evidence:**

There have been no incidents where the Board has informed the CEO that they found the reports too complex or unclear for decision making.

**Policy Element #6**

Fail to provide a mechanism for official Board, officer or committee communications.

**I interpret this as follows:**

“mechanism”: methods for the Board to send and receive its official information.

**Compliance will be demonstrated when:**

The Board is provided with appropriate means of communication.

**Evidence:**

The Board has been provided with support for the following official communications:

- Annual presentation to City Council
- Board section of website with member information and official records
- Board section of the SharePoint intranet
- Email address for the Board available on <https://pickeringlibrary.ca/board/>

**Policy Element #7**

Fail to report in a timely manner any actual or anticipated non-compliance with any policy of the Board.

**I interpret this as follows:**

“timely manner”: as soon as possible

**Compliance will be demonstrated when:**

The Board is informed in a timely manner of any non-compliance with policy.

**Evidence:**

Review of Monitoring Reports which report compliance or non-compliance with all policies. In 2022, the CEO reported compliance issues with:

EL1 – Where the Board may not be in compliance with the Public Libraries Act due to an interpretation of the Act which requires that the Chair be appointed for a full Board term rather than PPL’s specified two-year term for Board Chair. The Board By-Laws outline that the Chair role is a two-year term. It is also common to have one- and two-year terms for a Board Chair in many Ontario Libraries.

**Policy Element #8**

Fail to supply for the agenda all items delegated to the CEO, but still required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

**I interpret this as follows:**

“monitoring assurance”: background and other information necessary to understand the significance of the document being approved.

**Compliance will be demonstrated when:**

The Board’s agenda regularly contains relevant items which the Board is required to approve.

**Evidence:**



Direct inspection of the Board's agenda including the following:

- Purchasing Policy
- Hiring Policy
- Health & Safety Policy
- Workplace Violence Policy
- Operating and Capital Budget estimates
- Annual financial statement audit
- Collective Agreement or Memorandum of Settlement
- Approval of purchases above \$250,000, sole source purchases over \$125,000 and consulting services over \$50,000

<b>Policy Type:</b>	GOVERNANCE PROCESS POLICY GP 11		
<b>Policy Title:</b>	Advocacy		
<b>Last Updated:</b>		<b>Created:</b>	June 2022

The Pickering Public Library Board ensures that the vision, mission, and values of the Pickering Public Library are supported and fulfilled within the community. Through its advocacy work, the Board seeks to promote the profile of the Library and enhance its value in the community.

The Board's role in advocacy is to:

Raise awareness within the community about the goals and services of the Library;  
 Communicate with municipal council and administration about the Board Ends and the role of the Library in the community; and,  
 Identify opportunities to spotlight library issues at provincial or federal levels of government.

Advocacy is the responsibility of the Board. At the first meeting of each calendar year, the Board creates a calendar of advocacy events for the year. The Board may elect to form an ad hoc advocacy committee to support the CEO in completing these advocacy events. Per the PPL Board By-Laws, reports and recommendations of the committee require Board approval.

The Board will determine its position on any particular issue as well as any actions it may choose to take. The Board does not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, organization, or group.

The Board shall work collaboratively with staff to:

Build and maintain good relationships with community members and organizations and ensure continued support for the Library;  
 Work collaboratively with City Council on a continuous and consistent basis to ensure support for the Library; and,  
 Bring forward issues relating to public libraries at the provincial and federal levels of government, either alone or in concert with other library systems or associations and ensure support for the Library.

The Chair, or designate, shall be the official spokesperson for the Library on issues of a political nature, or those activities involving the Board's position. The CEO, or designate, shall be the official spokesperson for operational issues.

Individual board members shall not initiate advocacy activities without the support and consent of the Board, but all board members are encouraged to:

Inform family, friends and acquaintances that they are a member of the Board and what that entails;  
 Encourage people to use the Library;  
 Promote the vision and mission of the Library;

Participate in activities that build relationships with individuals and organizations that share interests with those of the Library; and,  
Welcome feedback and suggestions from Library patrons and share this with the CEO and the Board in a timely and appropriate manner.