



Library Board Meeting Agenda
Thursday, March 23, 2023
7:00 pm
Central Library Auditorium

- | | | |
|---|----------------------|----------------------|
| 1. Meeting Called to Order | Chair | |
| 2. Land Acknowledgement | L. Cook | |
| 3. Public Delegations
None
(Public attendance registration not required – refer to By-laws pg 7) | | |
| 4. Approval of Agenda
Conflict of Interest Disclosure | Chair | MOTION
to Approve |
| 5. Presentations
5.1 Speed Chat with Library Leadership Team | | |
| 6. Consent Agenda | Chair | MOTION
to Approve |
| 6.1 Minutes of the Previous Board Meeting –
February 23, 2023 | Pg 1 | |
| 6.2 Library Information Update – March 2023 | Pg 5 | |
| 6.3 Pickering Public Library Board Bylaws | Pg 9 | |
| 7. Additional Vice-Chair Election | Chair | |
| 7.1 Nominations / Election of Additional Vice-
Chair for 2-Year Term | | MOTION
To Elect |
| 7.2 Direction to Destroy Ballots | | MOTION
To Destroy |
| 7.3 Newly Elected Additional Vice-Chair
Remarks | | |
| 8. Correspondence
None | | |
| 9. Ends Discussion
None | | |
| 10. Staff Reports | | |
| 10.1 Anti-Black Racism Working Group Update
[Minutes of the February 8, 2023 ABRWG
meeting attached - Pg 24] | Verbal
Update | S. Oza |
| 10.2 Report 04-23 (Confidential)
Supply and Delivery of Physical Library
Materials [provided under separate cover] | E. Bird | MOTION
to Approve |

11. Executive Limitations Policies & Monitoring Reports

11.1 EL 03 Staff Treatment [Pg 28](#) M. Fatema MOTION to Receive / Adopt

11.2 EL 09 Compensation & Benefits [Pg 32](#) K. Danylak MOTION to Receive / Adopt

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

EL 09 Compensation & Benefits B. Kenworthy

12. Board Committee Reports

12.1 Report of the Community Linkage Committee Verbal Update Committee Chair

12.2 Report of the Building Ad Hoc Committee Verbal Update Committee Chair

13. Governance

None

14. Board Policy Review

None

15. New & Unfinished Business

15.1 Member Community Reports

15.2 Public Library Service Awards Verbal Update A. Maginley

15.3 Risk Ad Hoc Committee Verbal Update J. Flowers

16. Confidential Matter

None

17. Board Meeting Self-Evaluation

17.1 Review of Previous Meeting Results Verbal Update Chair

17.2 Completion of Self-Evaluation for Current Meeting

18. Adjournment

Chair MOTION to Adjourn

Next Meeting:

To be Held: April 27, 2023
 Location: Central Library Auditorium

Preliminary List of Motions

Item # Motion

4. THAT the items in the Agenda be approved by the Board as presented/amended.
6. THAT the items in the Consent Agenda be approved by the Board as presented/amended.
- 7.1 THAT be elected as second Vice-Chair of the Pickering Public Library Board for a 2-Year term..
- 7.2 THAT the ballots used in the election of the second Vice-Chair be destroyed.
- 10.1 THAT the Board approve the recommendation of the four proponents as listed in Report 04-23 be selected as prequalified suppliers of physical Library materials for the Pickering Public Library for the next 3 years.
- 11.1 THAT the Board has received the monitoring report for policy EL 09 Compensation & Benefits and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 09 Compensation & Benefits as presented, the policy being complete, sound, and effective.
- 11.2 THAT the Board has received the monitoring report for policy EL 03 Staff Treatment and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 03 Staff Treatment as presented, the policy being complete, sound, and effective.
18. THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: February 23, 2023

Location: Hybrid Electronic Meeting (Central Library Auditorium)
www.pickeringlibrary.ca/board

Attendees: Councillor M. Brenner; Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley; A. Mir; D. Sharma, S. Sheehy (Chair); K. Smuk

Absent: M. Fatema

Staff: J. Flowers – CEO/Director of Public Libraries; E. Bird – Director of Support Services; S. Oza, Director, Engagement & Client Experience; B. Gregory – Executive Assistant

Meeting Commencement Time: 7:00 pm

1. Land Acknowledgement

The Land Acknowledgement was read by M. Brenner.

3. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

The ordering of Items on agenda was revised; agenda Item 2 (Delegations) moved to after agenda Item 4 (Presentations).

Motion #23.13

Moved by A. Mir, Seconded by K. Danylak **Motion THAT** the Agenda be adopted as amended.

Carried.

4. Presentations

4.1 S. Linton, Chair, Anti-Black Racism Working Group (“ABRWG”)

Re: ABRWG Year End Progress Summary; 2022 Recommendations and 2023 Work Plan

S. Linton presented the ABRWG year-end progress summary, the 2022 recommendations, and the 2023 workplan reflecting the ongoing work and collaboration between the ABRWG and the Library. Supporting documentation was provided to the Board under separate cover. His presentation wrapped up with a brief interactive discussion between the Board and the ABRWG Members in attendance.

The Board thanked S. Linton and the ABRWG for their presentation. The ABRWG Members departed at 7:25 pm.

The Board meeting was suspended for 2 minutes to allow Group Members to depart before resumption of the meeting agenda.

2. Public Delegations

R. Troyan, owner of the media company, True North Transparency, attended the meeting virtually. He spoke to his visits to the Central Library in January 2023 and of the Library policies. In conclusion, he asked that his exclusionary letter be rescinded; that an apology be issued from the security staff; that he receives a reply to an email he sent to E. Bird; and that he has access to the resources of the Central Library's Local History Room. There were no comments or questions from the Board.

5. Consent Agenda

5.1 Minutes of the Previous Board Meeting – January 26, 2023

5.2 Library Information Update – February 2023

5.3 Minutes of the Community Linkage Committee – February 9, 2023

5.4 Minutes of the CEO Evaluation Committee – February 15, 2023

5.5 2022 Financial Review

5.6 2022-2026 PPL Board Terms of Reference – Updated as per Council Resolution #59.23

Motion #23.14

Moved by K. Danylak, Seconded by M. Brenner **Motion THAT** the items on the Consent Agenda be adopted.
Carried.

6. Correspondence

There was no correspondence.

7. Ends Discussion

There was no Ends discussion.

8. Staff Reports

8.1 Anti-Black Racism Working Group

S. Oza advised that the minutes from the November 9, 2022, December 14, 2022, and January 11, 2023, ABRWG meetings were included in the Board package. No further update given.

8.2 Draft 2023 Current Budget Estimates Update

E. Bird provided an overview of the draft 2023 current budget estimates, highlighting some of the changes made to the current budget since last reviewed with the Board. There were no questions.

8.3 Report 03-23 ILS Database Account Maintenance 2023

E. Bird informed the Board of the total of client account balances that will be written off in 2023, explaining that these are outstanding fines and fees on client accounts expunged from the Integrated Library System (ILS) on an annual basis according to the criteria set out in Board motion #21.58. As there were no single account balances greater than \$2,000, Board approval was not required.

9. Monitoring Reports – Executive Limitations

9.1 EL 08 Asset Protection

A. Maginley advised that he discussed the Executive Limitation EL 08 Asset Protection Monitoring Report with J. Flowers. He indicated that the report provided a reasonable interpretation of the policy and evidence of compliance.

Motion #23.15

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the Board adopt Executive Limitation EL 08 Asset Protection Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation EL 08 Asset Protection Policy as presented, the Policy being complete, sound, and effective.

Carried.

9.2 EL 03 Staff Treatment

M. Fatema was not in attendance; the monitoring report for EL 03 Staff Treatment was tabled for discussion at the March 23, 2023 meeting.

10. Board Committee Reports

10.1 Report of the Community Linkage Committee

A. Mir, Chair of the Community Linkage Committee, reported that the committee held their first meeting on February 9, 2023; meeting minutes were included in the Board package. The committee selected two areas of focus for 2023: middle to late high school aged teens and to provide support for strategic plan activities.

10.2 Report of the CEO Evaluation Committee

S. Sheehy, Co-Chair of the CEO Evaluation Committee, reported that the committee met on February 15, 2023, the first of 3 planned meetings in 2023; meeting minutes were included in the Board package. The committee discussed the evaluation document and timelines for the mid-year and end of year review.

11. Governance

There were no governance items.

12. Board Policy Review

12.1 Executive Limitations policy **EL 09 Compensation & Benefits** will be discussed at the next Board meeting; discussion will be led by K. Danylak. Executive Limitations Policy **EL 03 Staff Treatment** will also be discussed at the next meeting; discussion will be led by M. Fatema. All Board Members were requested to review both policies prior to the next meeting.

13. New & Unfinished Business

13.1 Member Community Reports

Board Members who attended the OLA Super Conference and the Public Library Service Awards shared their experiences and learnings with their colleagues.

13.2 Ontario Public Library Service Awards Outcome

This was deferred for discussion at the March 23, 2023 Board meeting.

13.3 Addition of Additional Vice-Chair Position

Chair S. Sheehy explained that she is currently in her third, and final term as Board Chair. Usually, the Vice-Chair would move into the role of Chair once vacated, but as Councillor Brenner is currently the Vice-Chair and it would not be the intention to have a Councillor as Board Chair, it is recommended that an additional Vice-Chair position be added. This will require an amendment to the bylaws. If a Board Member is interested in applying for the additional Vice-Chair position, they were asked to let J. Flowers know.

14. Confidential Matter

There were no confidential matters.

15. Board Meeting Self-Evaluation

Chair S. Sheehy shared the results of the previous month's Board meeting self-evaluation. Board Members were asked to complete the self-evaluation for the current Board meeting.

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, March 23, 2023 at 7:00 pm as a hybrid (virtual and in-person) meeting.

Motion #23.16

Moved by L. Cook, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:13 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Board End: Lifelong Learning



Quotable Buttons

In February, clients had the opportunity to create buttons with quotes from an inspiring Black activist, musician, author, or historical figure at a display set up at Central and George Ashe libraries. Adults, teens, and children were often seen trying out the button maker and chatting with staff about the quotes.

Approximately 120 buttons were made during the two weeks that the activity was available.

Portrait Photography

As part of our ongoing “Photography Series” workshops, the Library hosted a portrait photography workshop conducted by a professional local photographer. The workshop was very well attended by 15 people and covered topics such as basic 3-point lighting setup for a portrait scene, camera setup, lens considerations, and more.

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

Durham Region Unemployed Help Centre (DRUHC) Job Fair

On March 8, the Durham Region Unemployed Help Centre team hosted a job fair at the Central Library. The job fair brought recruitment staff from Loblaw, Amazon, Kindertots Child Care Centre, CF LED Lighting and Whitevale Golf Course. A library team member also facilitated a booth at the event to ensure all attendees had library cards, were familiar with job search and professional development resources at the library, and to support the job seekers with any resume or cover letter printing needs. Over 60 job seekers attended the job fair and excellent feedback was received from all the employers. Future job fairs are planned with this community partner.

Random Acts of Kindness Campaign

During the week of February 13, the Central Library ran a Random Acts of Kindness (RAOK) campaign. The focus was on creating positive relationships with teens, as their use of the library during the afterschool hours has been steadily rising throughout 2023. Putting our 3Cs (Compassionate Client Care) training into action, which stresses the importance of treating clients fairly and equitably before any potential issues or challenges might arise, a mix of in-charge staff, our security guard, and members of the leadership team visited the teen area each afternoon to have friendly conversations with our teen clients, to thank them for using the library, and to give them a healthy snack (apples, bananas, and granola bars). The timing coincided with National RAOK Week. It was a well appreciated campaign and there are discussions to run it again as needed.

Self Defense Workshop (Teens & Y/Z)

In partnership with Villaris Martial Arts Centre, a self-defense workshop for teens was facilitated by Master Joan Richert (a tenth degree black belt and the first woman promoted to the rank of Master in the system). The workshop was hosted at the East Shore Community Centre and was attended by 22 teens.

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

Carea Community Health Centre: Taking BLACK Our Health Event

The Outreach Team attended Carea health's community symposium, [Taking Black Our Health at the Ajax Convention Centre](#). Staff were able to connect with local agencies and organizations that we have not previously collaborated with, hear from the keynote speaker Michael "Pinball"

Clemons, and facilitate an activity and information booth as part of the exhibition section. The Outreach Team promoted various services and resources to support health and wellness and engaged with 98 attendees while registering 9 new library cards during the event.



Board End: Championing Inclusion and Belonging

Escape Room: You Don't Know Jack

In partnership with the Ajax/Pickering and Oshawa/Whitby Chapters of the Congress of Black Women of Canada, the Library ran an escape room for teens, themed for Canadian Black History. Six sessions were run, attended by 36 teens.



Anti-Black Racism Working Group Reception

The Library Board hosted a reception to celebrate and acknowledge the Anti-Black Racism Working Group (ABRWG) for their Angus Mowat Award of Excellence nomination. The Angus Mowat Award of Excellence recognizes best practices and a commitment to excellence in the delivery of public library service; these services need not be new and may be ongoing. The Library felt it was important to express appreciation to the ABRWG for their over two years of work thus far. Members joined the Library Board and the Library Leadership Team for an evening reception at the Central Library.



Black History Month Wellness Fair by ACDR

[Aids Committee Durham Region hosted their first Black History Month Wellness Fair](#) in the Maker Space at the Central Library on February 28. This event brought various community organizations serving in the wellness sector to engage with library clients. Over 20 library clients attended the event, and the representatives from the various organizations also had a chance to network and engage with each other to learn about the opportunities and resources available to serve future collaborations or referrals. This event also provided an opportunity to highlight the work of the Library's Anti-Black Racism Working Group and the City of Pickering's Anti-Black Racism Taskforce.



Celebrate Holi Event



The Library hosted a Celebrate Holi children's event in partnership with community expert, Sharmilla Singh-Binda. Participants explored the meaning and significance of Holi and learned about the foods, songs and festivities. Afterwards children had the opportunity to participate in a craft. There were 31 children in attendance.

Supporting Organizational Excellence

Boardroom Returned for Client Use

During the pandemic, the Central Library Boardroom was repurposed as “The Set” to support virtual programming and post-production activities. Given the return to in-person programs and the hybrid program set-up in the auditorium, the Boardroom has been nearly returned to its original format as a meeting space. Once the storytime wall has been permanently moved to the Children's Area, the Boardroom will be available for silent study space and as a bookable space for the community. Currently, staff and partners are able to use the Boardroom.

Emergency Management Systems: Advance Preparations for Weather-Related Closures

The number of major weather events this winter has given the Leadership Team the chance to develop a robust storm preparation framework and action plan for unplanned closures. The framework considers impacts of weather events on operations, marketing and programs, and reassigns staff to deliver remote service where needed. The framework was put to use most recently on a Saturday in early March when Library locations were delayed opening because of snow clearing and staff time needed to travel to work. On that day, the branches were a little quieter than usual (37% of the previous week's traffic) but the clients who needed to use the library were very thankful that we were open.

What's New?

Autism Supports Town Hall

On March 25, the Library will be hosting an Autism Supports Town Hall to help support families with autistic children. At the Town Hall, there will be presentations about services by each of the event partners (Kinark Child and Family Services, Autism Home Base, Grandview Kids, SAAAC Autism Centre and Footprints 4 Autism) and an opportunity for attendees to provide input into how the Library can best support families.

1. BOARD OFFICERS

1.1 Chair

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

1.2 Vice-Chair

The position of Vice-Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Vice-Chair will serve for a two-year term and until a successor is elected. A Board Member may not serve as Vice-Chair for more than 3 consecutive (two year) terms. In the absence of the Chair, the Vice-Chair will preside and will have all of the Chair's powers and responsibilities. **If circumstances warrant, an additional Vice-Chair may be elected at any time during the Board term for a period that matches the Chair and Vice-Chair.**

1.3 Election of Chair and Vice-Chair

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

In the event that a Board Member intends to stand for the position of either Chair or Vice-Chair, and will be absent from the meeting at which the elections are to take place, the procedure below will be observed: In advance of the meeting, the Board Member will provide the Board Secretary with a written notice, signed by the Board Member, along with the names of both the mover and seconder to the nomination.

1.4 Secretary-Treasurer

The Board will appoint a Secretary-Treasurer. Typically, that will be the Chief Executive Officer or their appointed designate.

The Secretary-Treasurer will:

- a) Keep minutes of Board and Committee meetings;
- b) Conduct the Board's official correspondence.
- c) Receive, keep safely, and account for all the Board's money;
- d) Provide the Board with regular financial position reports, quarterly or as otherwise required;
- e) Deposit all money received on the Board's behalf to the credit of that account or accounts; and

- f) Disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions.

1.5 Chief Executive Officer

The Library Board delegates the authority for management and operations of services to the Chief Executive Officer.

As a non-voting officer of the Library Board, the CEO:

1. Does not vote on Board business.
2. Attends all Board meetings.
3. Sits ex-officio on all the committees of the Library Board and acts as a resource person.
4. Acts as the Library Board representative at the presentation of the Library budget before the council.
5. Reports directly to the Library Board on the affairs of the Library and makes necessary recommendations.
6. Interprets and communicates the Board's decisions to the staff.

2. BOARD MEETINGS

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

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

2.1 Meetings

All Board meetings will be open to the public.

2.2 Rules of Order

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

2.3 Inaugural Meeting in each New Term

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

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

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

2.4 Regular Meetings

The Board will hold at least seven scheduled meetings each year. These regular meetings will be held on the fourth Thursday of each month. The Board may change the scheduling of regular meetings from time to time. The Board will not hold a Board meeting that falls on a municipal, provincial, or federal election date.

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

2.5 Meeting Notification and Documentation

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

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

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

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

2.6 Meeting Agenda Items

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

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

- Adjournment

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

2.7 Special Meetings

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

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

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

2.8 Decisions Requiring Urgent Board Approval

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

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

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

Permitted In-Camera Business

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

- a) The security of the property of the Board.
- b) Personnel matters about an identifiable individual.
- c) A proposed or pending acquisition or disposition of land by the Board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- g) A matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act.
- h) A request under *the Municipal Freedom of Information and Protection of Privacy Act*.

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

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

2.9.2 Staff Participation in In-Camera Meetings

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

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

The CEO or delegate (i.e. City Clerk) may take the minutes at in-camera meetings. Two sets of minutes are produced: public and confidential. Public minutes are brief and do not contain the discussions of the in-camera meeting. They will be included in the consent agenda of the following month's Board package. Confidential minutes will be circulated to Board Members and staff (where appropriate) and a paper copy, signed by the Board Chair, is delivered to the City Clerk to be filed. The confidential minutes will be an item in the consent agenda for the following month but not included in the Board package.

Any motions passed in camera are ratified when the Board resumes open session of the regular meeting. Because the discussions are protected under the confidentiality criteria in 2.9.1 above, the motion to ratify in open session must not include any confidential detail.

2.9.4 Virtual Meetings

Virtual participation by individual Members in a regular or special public Board meeting is permitted, as long as the medium allows two-way communication (e.g., videoconferencing).

2.10 Board Meeting Procedures**2.10.1 Chair and Vice Chair's Role**

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

2.10.2 Absence of the Chair and Vice Chair

If both the Chair and Vice-Chair are not present within fifteen minutes after the time for the meeting to begin, the CEO will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties, and responsibilities.

2.10.3 Attendance

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

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

2.10.4 Conflict of Interest

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

According to the Act:

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

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

R.S.O. 1990, c. M 50, s. 5(1)

2.10.5 Delegations

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

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

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

2.10.6 Quorum**2.10.6.1 Definition**

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

2.10.6.2 Meetings Lacking a Quorum

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

2.11 Voting

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

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

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

2.12 Chair's Duties

The Chair will:

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

2.13 Member's Conduct

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

A Member will not:

- a) Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder.

- b) Make any noise or disturbance that prevents Members from being able to participate in a meeting.
- c) Speak outside the debated question.
- d) Reflect upon any prior Board determination, except to conclude such remarks with a motion to rescind such determination.
- e) Interrupt a Member who is speaking, except to raise a matter of privilege or a point of order.
- f) Disobey Board bylaws.
- g) Disobey the Chair's decision on questions of order or practice or on the interpretation of Board bylaws.
- h) Speak more than once to the same question except:
 - i. upon the consideration of a report referred by a committee to the Board for a decision; or
 - ii. in explanation of a statement that may have been interpreted incorrectly; or
 - iii. after all other Members who wish to speak have spoken at least once.

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

2.14 Public Conduct

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

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

3. MOTIONS AND REPORTS TO THE BOARD

3.1. Decisions by Motion Only

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

3.2 Moving a Motion

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

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

3.3 Seconding a Motion

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

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

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

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

3.4 Notice of Motion

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

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

3.5 Amending a Motion

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

3.6 Withdrawing a Motion

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

3.7 Motion to Reconsider

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

3.8 Motion to Adjourn

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

3.9 Motion to Recess

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

3.10 Minutes

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

Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.

Minutes are approved at the next meeting of the Library Board and signed by the Chair.

Minutes (excluding in camera minutes) are public documents and shall be made available to the public. Public minutes of in camera meetings are included in the monthly Board package mailing. Confidential minutes of in camera meetings are kept separately in the City Clerk's office.

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

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

3.11.2 PPL Board Committees

The Board's Committees are:

- a) Community Linkage Committee;
- b) CEO Evaluation Committee; and,
- c) Ad Hoc Committees, as needed.

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

3.11.3 Report Presentation

Timely reporting to the Board will be by submission of a written or oral report after each meeting, with appropriate comment by the Committee Chair. Written reports are distributed for reading prior to

a Board meeting. They are structured into a brief synopsis of discussion, and recommendations clearly and separately stated, with a Committee motion to recommend to the Board.

3.11.4 Approval of Committee Reports at the Board Meeting

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

3.11.5 Approval of Individual Committee Recommendations

Any Board Member may request that specific recommendations be removed for separate discussion (no motion required). In this case, the remaining recommendations are voted on collectively, under the original motion from the Committee Chair. Any separated recommendations are discussed and voted on individually in their original order. The original motion is still valid, and therefore the separated recommendation requires only a vote to adopt. Any changes to the recommendation follow normal rules for amendments and may require a mover and seconder for substantial changes.

3.12 Staff Reports at the Board Meeting

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

3.13 Amending the Bylaws

Bylaws are the fundamental governing rules of the Library Board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. At a Board meeting any Member can propose a review or an amendment of a bylaw.
3. All Members of the Library Board will receive notice and draft of proposed changes prior to the next Board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the Members in order to be carried.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Adjourn	To end the meeting.
Agenda	A list of business items to be considered at a meeting, arranged in the order in which they are intended to be addressed.
Amendment	A formal proposal to change the words of a pending motion.
Chair	The person who presides at the meeting.
Committee	Any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the Members are also Members of the Board.
Delegation	One or more residents or community association representatives who address the Board.
Floor, to have the	To have the right to speak without interruptions, except on a matter of privilege or a point of order.
In Camera	In private. Only Board Members and persons authorized by them may be present at an in-camera meeting.
Minutes	The legal record of the Board's, or a Committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.
Motion	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
Move	To formally propose a motion or amendment.
Mover	The person who proposes a motion or amendment.
Notice of motion	Formal advice to the Board that a Member proposes to move a motion at a future meeting. It usually includes the wording of the proposed motion.
Order	Behaviour in a meeting, which allows Members to conduct business without disruption.

APPENDIX

GLOSSARY OF TERMS

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

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Seconder	The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that the seconder agrees that it should be considered.
Show of hands	The usual way of voting. Those for and those against the motion are asked to raise their hands. The hands are counted, the result announced, and the motion declared either carried or lost.
Time limit	The maximum time allowed for a speech by an individual Member, set by the Chair.
Two-thirds majority	Two-thirds, or the closest whole number that is greater than two-thirds.
Unparliamentary	Words or expressions that are disrespectful or language that is offensive. It includes swearing and derogatory and racial remarks.
Virtual Meeting	Public Board meeting held virtually with the assistance of two-way technology for all Board Members and public delegates or viewers.
Vote, majority	One more than half the number of Members present.
Vote, recorded	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion.
Vote, tie	An equal number of votes for or against a motion.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, February 8, 2023, 6:30 pm

Online – Zoom Web Call

Attendees: Romina Diaz, Samantha Adebisi, Charmain Brown, Stephen Linton, Titi Katibi, Shaibu Gariba, Marsha Hinds-Layne

Library Staff: Sabrina Yung, Shobha Oza

Absent: Nicole Facey, Bernadette Hood-Caesar, Teronie Donaldson

1. Welcome and Land Acknowledgement
 - Read by Sabrina and Charmain
 - Sabrina and Shobha expressed gratitude to Sam and Charmain for being co-presenters at the 2023 Ontario Library Association (OLA) Super Conference and to Romina and Sam for representing the group at the Ontario Library Service Awards Gala.
 - Chair, Stephen, expressed greetings and acknowledgement for Black History Month.
2. Conflict of Interest Declaration (Standing Agenda Item)
 - No conflict to declared.
3. Review November, December, and January Meeting Minutes
 - There was some unusual delay with the minutes. However, we're back on track and hope that we will not fall behind again.
 - November, December, January minutes were emailed to group.
 - Minutes will also be shared at this month's board meeting.
 - No edits or omissions were raised.
4. 2022 Recommendations Draft and 2023 Work Plan Final Review
 - A reminder the intention of this document is to continually account for the implementation of the ABRWG's 2021 and 2022 recommendations.
 - Since we last reviewed the draft, the most significant changes were for the Events section, as we highlighted a few areas of improvement for the measures of success. Those highlighted points were taken back to the Events team for refining, and we feel the revisions reflect a stronger measure of the desired outcome and impacts.
 - ABRWG members will review the changes to ensure changes reflect what has been discussed. Sabrina will be submitting this document for the February Board package by mid-month. Any edits should be flagged before that time.

-
- The 2023 Work Plan also reflects the group’s discussion and decision to schedule in-person meetings every third month. The in-person meetings will occur March 8, June 14, September 13, and December 13, 2023.
 - ABRWG members requested having in-person meetings at George Ashe also and not only at the Central Library.
 - Suggestion to have in-person meetings at Claremont. However, the library is currently doing some up grades and we can schedule a meeting at Claremont when that work has been completed. Important to note, for Claremont’s refresh, there is currently a group of residents coordinated and led by the library, the Claremont Library Collaborative (CLC), and they are collaborating with staff to conduct and gather community input and feedback for the changes taking place at Claremont.
 - Question was raised about opportunities to showcase some of the things the ABRWG is doing to the Black community in Pickering and about whether the library hosts public town halls.
 - The library does not currently host town halls. However, the monthly Library Board meetings are open to the public and is meant to be a mechanism for the community to hear about what is happening at the library. This is where ABRWG information is often shared by way of an update to the Board, including the ABRWG’s monthly meeting minutes and work plans.
5. ABRWG 2021 Recommendations - 2022 Year End Progress Summary Review
- This document will also be shared with the Board.
 - It captures the progress updates provided by Clara and Joel.
 - For continuity and ease of reference, a reminder that we added the last column to capture the progress updates, so we can see specific notes for each recommendation.
 - ABRWG members are encouraged to review the new changes and the format, and if something is not meeting the group’s needs to share their feedback.
 - Reminder that the progress summary is a living document, so ongoing editing can happen.
6. Youth Subcommittee Update (Youth Consultation Survey)
- Chair, Stephen, was not able to attend the last meeting.
 - Stephen has formally communicated that he will step down from the Youth Subcommittee. As such, Sam and Romina have stepped up voluntarily to take his place, alongside Bernadette.
 - Sabrina will communicate this transition to Muhammad.
 - The Youth Subcommittee is still working on getting into the remaining two Pickering high schools to do the consultation survey. They did see great success at the one school, where we saw 167 youth complete the survey.
 - We hope to have as much success in the remaining schools.
 - The consultation result review was pushed to March, giving the ABRWG members the opportunity to talk about what is next to go forward.
 - Note, we had anticipated youth representation during the OLA Super Conference presentation. After securing a youth who expressed interest, we were unable to

contact them, despite multiple attempts. In lieu of the youth speaking, Muhammad provided Sabrina with some remarks which were shared to acknowledge the work of the Youth Subcommittee.

7. Ontario Library Association (OLA) Super Conference Presentation

- Feedback from Charmain's experience at the conference
 - The audiences were friendly, energized, and very engaged in the presentation, which showed a reference of the work we're doing. The audience was taking notes and asking many questions, and this was inspiring.
 - Sam and Sabrina did an amazing job, they really knew how to present and keep the audience engaged. I was proud to be joining these beautiful and intelligent ladies.
 - Jackie and Shobha attended, and their support was warm and genuine, and we had the opportunity to meet a new staff member for the library, who commended the work we did.
 - We saw people from many different libraries and even post-secondary and elementary librarians and got the sense that this work is truly groundbreaking.
 - We had the opportunity to shop around and received free books at the library tradeshow, which was great.
 - Meeting Sam for the first time in-person and spending time getting to know her was great.
 - Overall it brought a sense of connection and value to the work we are doing.
- Feedback from Sam's experience at the conference
 - Agrees with everything Charmain mentioned regarding how engaged and supportive the audience was to the work the ABRWG is doing.
 - Loved hanging out with Charmain, shopping for books.
 - Appreciate the love, support, and commitment the team at the Pickering Library give (Sabrina, Jackie, and Shobha).
 - Grateful for the opportunity to attend the awards gala, and was happy that we got nominated for an award even if we did not win. Had great time at the gala with Romina and the team, and the food was great.
 - Appreciation was expressed to all members of the ABRWG in supporting Charmain and Sam to represent the group.
 - Shared idea on how Romina, can use her expertise in art to create a program at the library that support basic learning for children and youth who are interested in art and film.

8. Proclamation Subcommittee Update (ABR Identifier Collaboration with PABRT)

- The mini working group, comprised of PABRT and ABRWG representation continue to discuss and plan the strategy for the City of Pickering ABR identifier. The top focus right now is on learning and engaging with expert stakeholders to determine the appropriate compensation for artists in the context of a contest.
- A public campaign launch date has not been decided yet, as we work out the key details for transparency. There is desire to launch this around Black Mental Health Week in March.

- We do hope to host a joint event on August 31st, on the International Day for People of African Descent. At this event, the hope is to reveal the identifier, along with a flag that will be presented to the community. The event is slated to take place in the Esplanade Park and we're hoping to also showcase the work of both groups, PABRT and the ABRWG, to raise awareness about the opportunities for input and engagement the community may not know about.
- Budget estimation is currently around \$4000, and this will be covered by the Library and the City of Pickering. Budgets for 2023 must go through City Council and is awaiting approval. Budget review and approvals may arrive some time late February, early March, and this has a direct impact on the timeline of the ABR identifier initiative.

9. February Board Meeting

- ABRWG members are invited to the Central Library on the same day of the Library Board meeting on February 23rd at 6:15 pm. This is to celebrate and show appreciation to the group for the award nomination and the continued work of the ABRWG. The group members are also invited to stay to attend the Board meeting and to support ABRWG Chair Stephen delegating at the meeting.

10. ABRWG Resource/Information Sharing Mechanism

- ABRWG members identified a need for a way to share community events and resources beyond the ABRWG membership.
- ABRWG members are encouraged to share information with Sabrina. Sabrina can share this information with the library's partnership list. Also, eligible community flyers can be printed and posted on the community boards located at each library location.
- We do not currently have a community postings space on the library website, but perhaps we can explore a way for some information to be posted on the ABRWG landing page.
- Sabrina can share information to staff via the Anti-Black Racism staff portal (online sharing page).
- The library receives a lot of requests for sharing resources from all sectors and audiences in the community and is trying to find the most effective tools and ways to support these asks.
- City of Pickering calendar link was shared with group.
- Sabrina will take the idea of having a bulletin board at the library for ABRWG information.



INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: EL 03 Staff Treatment

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

February 16, 2023

Date

Policy Element: Header Paragraph

With respect to the treatment of paid and volunteer staff, the CEO will not cause or allow conditions that are unfair, undignified, unsafe or in violation of any applicable labour or human rights legislation.

I interpret this as follows:

1. “applicable labour and/or human rights legislation”: the Ontario *Employment Standards Act*, the *Ontario Human Rights Code*; Health and Safety Legislation, *Municipal Freedom of Information and Protection of Privacy Act* and the Collective Agreement between the Pickering Public Library Board and CUPE Local 3506; and any other legislation relating to workforce management.

Compliance will be demonstrated when:

1. There are no incidents where I have caused or allowed conditions as defined within EL3. Overall, staff feel that the working conditions at Pickering Public Library are safe and healthy.

Evidence Available:

1. No grievances are under review by HR. All incidents are handled in compliance with our Workplace Harassment & Violence Prevention Policies.
2. Interview with Manager of People & Culture and City of Pickering HR Director, Jennifer Eddy.

Policy Element #1

Accordingly, the CEO will not:

1. Operate without written personnel policies and procedures that:
 - a) clarify rules for staff,

I interpret this as follows:

1. “written personnel policies and procedures”: those documents that deal with employment-related conditions.
2. “clarify rules”: set out specific processes which make explicit expected workplace conduct

Compliance will be demonstrated when:

1. The Library has in place written policies and procedures covering all necessary employment-related conditions and all necessary aspects of workplace behaviour.

Evidence Available:

1. Review of library personnel policies and procedures and the Collective Agreement. Note that the Collective Agreement expired in 2021 and bargaining is anticipated to begin by the second quarter of 2023.

Policy Element #2

- b) provide for effective handling of grievances

I interpret this as follows:

1. “grievances”: both formal and informal complaints.

Compliance will be demonstrated when:

1. There is a clear and efficient process for handling all staff complaints (union and non-union).

Evidence Available:

1. The Collective Agreement includes a grievance process; the Labour Management Committee meets regularly and provides an opportunity for informal resolution of problems.
2. Review of Labour Management meeting minutes. In 2022, there were 8 Labour Management Meetings.
3. Interview with Manager of People & Culture.
4. Review of the Collective Agreement and the Management Manual which includes a process for handling non-union complaints.

Policy Element #3

- c) protect against wrongful conditions such as preferential treatment, unsafe conditions, or harassment.

I interpret this as follows:

1. “wrongful conditions”: conditions which are unfair or contrary to established workplace standards.

2. “such as preferential treatment, unsafe conditions, or harassment”: are some, but not all, examples of wrongful conditions.

Compliance will be demonstrated when:

1. Library policies and procedures identify and protect against wrongful conditions.

Evidence Available:

1. Review of written policies and procedures as under Policy Element #1 above.

Policy Element #4

- d) Allow staff to be unaware of their rights under this policy.

I interpret this as follows:

1. “allow staff to be unaware”: not informing staff through various methods and channels.
2. “under this policy”: all policies referred to in EL 03

Compliance will be demonstrated when:

1. An orientation process is in place for all new staff outlining their rights and the resources available. An ongoing process provides opportunities for staff to reacquaint themselves with all personnel policies. New staff-related personnel policies are introduced to staff with an orientation as to their purpose and content.

Evidence Available:

1. Review of annual staff performance plans. The performance plan review process will include a sign off to show that staff have read all relevant personnel policies. All new hires also sign off that they’ve reviewed the policies.
2. Review of staff orientation checklist for new hires.
3. Interview with People and Culture Manager.

I verify that since this report was last updated:

1. **87** employees worked at the library as of the end of 2022.
2. **10** manager(s) completed bi-annual online Workplace Mental Health refresher training through e-learning modules on HR Downloads.
3. **4** managers completed Mental Health First Aid training.
4. **22** new employees completed an online Health & Safety Awareness training through a Ministry of Labour approved e-learning module on HR Downloads. Safety tours were conducted for these employees in the library by a manager during the first month of employment.
5. **36** employees have completed bi-annual online Health & Safety Awareness which includes the Respect in the Workplace e-learning module on HR Downloads. Typically training for all staff is bi-annual and we strive to have ½ of our employees trained in even years and the other ½ in odd numbered years.
6. All employees participate in the annual Performance Management Program. The Program allows for continuous employee engagement and alignment with the Library’s Mission, Values and Strategic Plan through self-assessments and rating of their Performance Agreements (PAs). Performance Plans for all employees are currently being completed for 2022.

7. **14** employees have attended New Hire Orientation with HR as part of the onboarding process.
8. **20** employees completed the New Hire Satisfaction survey
9. **3** exit interview surveys were completed with departing employees to learn and consider employee views for ongoing workplace improvements.
10. The Library's absenteeism rate in 2022 was **4.4%**.

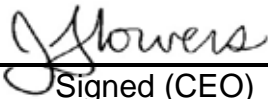


INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 09 Compensation and Benefits](#)

I hereby present my monitoring report on your Executive Limitations policy “Compensation and Benefits” 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)

March 16, 2023
Date

Policy Element: Header Paragraph

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the CEO shall not cause or allow jeopardy to fiscal integrity or public image.

I interpret this as follows:

1. “employment”: any service performed for or on behalf of the PPL.
2. “compensation and benefits”: all forms of remuneration and monetary reward, both direct (wages) and indirect: paid vacations and other leave allowances; services such as Employee Assistance Program; and incentive programs such as service awards.
3. “employees”: anyone who is employed by the Pickering Public Library on a full or part time basis.
4. “consultants”: businesses hired to perform services for which the Library does not retain its own staff.
5. “contract workers”: those individuals hired on a temporary basis, based on the Collective Agreement (CA) Articles 2.04 & 2.07
6. “volunteers”: those who perform a service for the Library without pay
7. “jeopardy”: danger or risk
8. “fiscal integrity”: anything which conforms with standard accounting principles, the Purchasing Policy, or any other professional or municipal practice
9. “public image”: the manner in which the Library is viewed by the community at large.

Compliance will be demonstrated when:

With regard to employment, there are no issues of financial mismanagement or lack of foresight; and the community views the Library as an organization with integrity.

Evidence Available:

- Review of the draft 2021 audited financial statements shows that there are no issues of financial mismanagement or lack of foresight.
- Review of Council minutes, social media comments, and client feedback show no negative publicity about the Library’s employment practices.

It is important to note that a recommendation about recruitment practices from the Anti-Black Racism Working Group has resulted in greater transparency and reach of job postings to increase exposure and opportunities for diverse applicants.

Policy Element #1

Accordingly, the CEO shall not:

- Change the CEO’s own compensation and benefits.

I interpret this as follows:

“compensation and benefits”: all forms of remuneration and monetary reward, both direct (wages) and indirect: paid vacations and other leave allowances; services such as Employee and Family Assistance Program; and incentive programs such as service awards.

Compliance will be demonstrated when:

The CEO compensation level and benefits remain as described in the relevant policies and documents on salaries, benefits and related programs.

Evidence Available:

- Confirmed with the Manager, People & Culture that the CEO’s compensation remains in the assigned management pay band for the role.

Policy Element #2

Establish current compensation and benefits that deviate materially from the local, regional or professional market for the skills employed.

I interpret this as follows:

1. “deviate materially”: differs in a substantial manner, either by over- or under-rewarding employees.
2. “local”: City of Pickering.
3. “regional”: Durham region area.
4. “professional market”: employment norms for professions represented in the Library.

Compliance will be demonstrated when:

Comparisons with municipal, regional and professional markets indicate no significant unjustifiable deviation, and the Library is able to attract and retain qualified candidates for positions.

Evidence Available:

- Review of emails from managers with hiring recommendation demonstrates that over the past year, the Library has successfully attracted 21 new external hires (prior year: 10) and 4 internal hires (prior year: 16), all of whom are well-qualified,

experienced, and high-functioning employees. This successful hiring rate indicates that compensation and benefits are appropriate.

Policy Element #3

Create compensation obligations over a longer term than revenues can safely be projected.

I interpret this as follows:

“longer term”: various planning horizons as defined by the City.

Compliance will be demonstrated when:

Library’s salaries budget is accommodated within existing revenue.

Evidence Available:

- The current budget does not indicate any significant increase in the salary line which cannot be met within budgeted and expected future revenues; and the Collective Agreement includes a layoff provision (Article 17) should there be an unexpected decline in that revenue.

Policy Element #4

Establish or change benefits so as to cause unpredictable or inequitable situations which:

a) Incur unfunded liabilities.

I interpret this as follows:

“unfunded liabilities”: those items for which the Library may be financially liable at some point in the future, without sufficient allocation of funds.

Compliance will be demonstrated when:

The only unfunded liabilities are those defined by the auditor such as future retirement allowances/benefits. Staff vacation is predictable and generally taken during the year that vacation has been earned. Vacation is carried over into the following year only in exceptional circumstances and with the permission of the CEO.

Evidence Available:

- Review of 2021 Audited Financial Statements, in which all unfunded liabilities are accounted for. To date, these are all attributable to existing benefits, namely the potential for staff who retire early with full OMERS pensions to continue to receive benefits to age 65.
- Article 20.02 (d) of the Collective Agreement prohibits carry forward of vacation credits except with the CEO’s permission. Such permission is given only in exceptional circumstances beyond the employee’s control. For the end of 2022, the CEO has approved 187 hours of vacation (prior year 66.5 hours) carry forward which arose primarily from pandemic-related circumstances that restricted staff’s ability to take their full vacation allotment.

b) Provide less than some basic level of benefits to all employees

I interpret this as follows:

“basic level of benefits”: all staff are covered by the requirements of the *Employment Standards Act* (ESA) as a minimum; and that the benefit packages provided by the Library apply to all permanent union and non-union staff.

Compliance will be demonstrated when:

All permanent staff are eligible for benefits and all employees are given the benefits outlined in the Employment Standards Act.

Evidence Available:

- A non-compliance issue was identified with regards to ESA requirements for minimum required vacation for the prior year. Going forward, managers are required to report on minimum vacation for their staff at the start of the last quarter of each year to ensure that all ESA vacation requirements are met.
- All permanent full-time staff are given a group benefits package paid 100% by the employer. All permanent part-time staff are offered a group benefits package with a 50% co-payment of dental and health benefit premiums. All staff of the library (including taskforce and casual employees) and their families are able to access personal counselling and support services through our Employee and Family Assistance Program.
- Effective January 1, 2023, all Library employees became eligible to join the OMERS pension plan, regardless of employment status or any previous OMERS specific eligibility criteria. This includes casual, contract, taskforce, and permanent part-time employees. OMERS now defines employees within these classifications as Non-Full-time (NFT), rather than the previous Other-Than-Continuous-Full-time Employees (OTCFT) description.
 - Up to December 31, 2022, OTCFT employees were required to meet eligibility criteria in two consecutive years to join OMERS any time in the following year.
 - Full-time permanent employees are still required to join OMERS upon their hire date.
- There are no documented significant complaints about the failure to offer the benefit plans described above.

c) Treat the CEO differently from other key employees.

I interpret this as follows:

1. “treat differently”: receive a different compensation package from any others.
2. “key employees”: management group peers.

Compliance will be demonstrated when:

The CEO is offered a compensation package which aligns with the pay grid assigned to management staff.

Evidence Available:

- The CEO position is clearly defined in the management pay scale.
- The CEO is part of the management group of employees for group benefits purposes, and during active employment, has no additional benefits which are not also available to Pickering library peers in this group.

- As of 2018, and as approved by the Board, the CEO role does receive a post-employment benefits enhancement that differs from other library management staff but matches the CEO's peers at the City. It is the same post-employment benefits enhancement that is received by senior management counterparts at the City.