

1. Meeting Called to Order

Chair

2. Land Acknowledgement

D. Sharma

3. Public Delegations

Members of the public looking to provide a verbal delegation to the Board are required to register by completing a [Delegation Request form](#). For more information please email board@pickeringlibrary.ca or refer to the Delegations Section of the [PPL Board Bylaws](#).

Please be advised that your name will appear in the public record and will be posted on the Library's website as part of the meeting minutes.

4. Approval of Agenda
Conflict of Interest Disclosure

Chair

MOTION
to Approve

5. Presentations
None

6. Consent Agenda

Chair

MOTION
to Approve

6.1 Minutes of the Previous Board Meeting – February 27, 2025 [Pg 01](#)

6.2 Confidential Minutes of the In-Camera Portion of the Previous Board Meeting – February 27, 2025 [provided under separate cover]

6.3 Library Information Update – March 2025 [Pg 06](#)

7. Correspondence
None

8. Ends Discussion
None

9. Staff Reports

9.1 Anti-Black Racism Working Group Update [Minutes of the ABRWG meeting attached - [Pg 13](#)] Verbal Update S. Oza

10. Monitoring Reports – Executive Limitations

10.1 EL 09 Compensation & Benefits [Pg 15](#) K. Smuk MOTION

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

EL 01 General Executive Constraint K. Danylak

11. Board Committee Reports

11.1 Linkage Committee Update Verbal Update S. Oza

11.2 CEO Evaluation Committee Update Verbal Update J. Flowers

11.3 Building Ad Hoc Committee Update Verbal Update C. Moore

12. Governance

12.1 Summary of Library Board Midterm Discussions Verbal Update J. Flowers

13. Board Policy Review

None

14. New & Unfinished Business

14.1 Member Community Reports Verbal Update

14.2 Upcoming Community Events [Pg 19](#) J. Flowers

15. Confidential Matter

None

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results Verbal Update Chair

16.2 Completion of Evaluation for Current Meeting

17. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: April 24, 2025

Location: Central Library Auditorium

Preliminary List of Motions

Item # Motion

- 4. THAT the items in the Agenda be approved by the Board as presented.
- 6. THAT the items in the Consent Agenda be approved by the Board as presented.
- 10.1 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.
- 17. THAT the meeting be adjourned.

Location: Central Library Auditorium

Attendees: Councillor S. Butt (departed 7:33 pm), Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley (Chair); F. Mahjabeen; A. Mir; D. Sharma; S. Sheehy, K. Smuk

Absent: Councillor M. Brenner;

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; M. Jackson, Executive Assistant

1. Meeting Called to Order

Chair Maginley called the meeting to order at 7:07 pm.

2. Land Acknowledgement

A. Mir read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Agenda was amended by:

- Removal of **Item 12.1** Library Board Midterm Touchbase from J. Flowers.

Motion #25.01

Moved by Councillor L. Cook, Seconded by K. Danylak **Motion THAT** the Agenda be adopted as amended.

Carried.

5. Presentations

5.1 Facilities

C. Moore, Director, Corporate Services & Collections and B. Cortese, Manager, Facilities & Administration, provided a presentation highlighting an overview of the Facilities projects and renovations. Board Members and staff went on a tour to see updates to the Central Library's Maker Space.

Discussion between Staff and Board Members regarding PHCC:

- opening date aimed for April/May 2026; and,
- organizing a potential visit and tour before grand opening for the Library Board.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – January 23, 2025

6.2 Library Information Update – February 2025

Motion #25.02

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

Carried.

7. Correspondence

7.1 There were no correspondence items.

8. Ends Discussion

8.1 Strategic Plan Project Review

J. Flowers handed out a printed copy of the new Strategic Plan to Board Members. She presented a list of projects and initiatives that would support the 2024-2027 Strategic Plan. She shared that the Leadership Team has been giving presentations on the new values and growth mindset. The Library Board provided feedback on the priorities and goals.

Discussion between Staff and Board Members included:

- Confirmation that discarded library books are included in the semi-annual Book Sale and that copies of timeless titles are reordered to ensure they are available.
- C. Moore is procuring collection analysis software to ensure the collection balances popular titles with diverse titles that reflect the Pickering community. The new software will be able to make suggestions on book selections and when to purchase new copies of books, to ensure the collection remains relevant.
- The Central Library's Children's Area will be going through renovations in the spring. This will include new shelving and furniture.
- The library is working on philanthropy initiatives with PPL merchandise for sale (i.e. tote, animal scarf and stickers).
- Discussion on advocacy work and opportunities to obtain more grant funding from government on Library funded initiatives. The Board agreed to investigate this further in the spring.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza provided a verbal update that due a major snow event, the last meeting was cancelled and therefore, there are no minutes or updates. The next ABRWG meeting will be March 12, 2025.

9.2 Report 03-25 ILS Database Account Maintenance 2025

C. Moore shared that the annual ILS Database Account Management 2025 Report to inform the Board of client account balances that will be written off in 2025.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 03 Staff Treatment (First)

S. Sheehy provided a brief summary regarding the Policy EL 08 Staff Treatment.

Motion #25.03

Moved by D. Sharma, Seconded by Councillor L. Cook **Motion THAT** Board has received the monitoring report for policy EL 03 Staff Treatment as presented; 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.

Carried.

J. Flowers shared that the rate of absenteeism is steady from the previous year and absenteeism procedures will be updated in 2025.

10.2 EL 08 Asset Protection

S. Sheehy provided a brief summary regarding the Policy EL 08 Staff Treatment.

Motion #25.04

Moved by S. Sheehy, Seconded by Councillor L. Cook **Motion THAT** the Board moved into a closed session in accordance with provisions of Section 16.1 (4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board Bylaws, in the matters to be discussed are related to:

a) The security of the property of the Board.

Carried.

Confidential Verbal Update from J. Flowers and C. Moore

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO/Director of Public Libraries has custody and control of the In Camera minutes].

Motion #25.05

Moved by Councillor L. Cook, Seconded by F. Mahjabeen **Motion THAT** the Board rise from the closed session of the Pickering Public Library Board meeting.

Carried.

Motion #25.06

Moved by D. Sharma, Seconded by K. Danylak **Motion THAT** Board has received the monitoring report for policy EL 08 Asset Protection as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 08 Asset Protection as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy EL 09 Compensation & Benefits will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to K. Smuk.

11. Board Committee Reports

11.1 Report of the Community Linkage Committee

J. Flowers provided a verbal update that the Community Linkage Committee has yet to meet. Therefore, there is no report update. This committee will meet soon, and a Chair will be established.

11.2 Report of the CEO Evaluation Committee

J. Flowers provided a verbal update that the CEO Evaluation Committee has yet to meet. Therefore, there is no report update. This committee will meet soon, and a Chair will be established.

11.3 Report of the Building & Facilities Committee

J. Flowers provided a verbal update that the Building & Facilities Committee has yet to meet. Therefore, there is no report update. This committee will meet soon, and a Chair will be established.

12. Governance

12.1 Library Board Midterm Touchbase

J. Flowers requested this item put added to the March Board agenda.

A. Maginley shared that the Chair, Vice Chair, and CEO/Director of Public Libraries will be meeting with the Library Board Regional and City Councillors before the next Board meeting.

13. New & Unfinished Business

13.1 Member Community Reports

K. Danylak, S. Sheehy, and A. Maginley attended the Strategic Plan Celebration and received positive feedback from the community on the event, prizes and engagement.

A. Maginley attended a Scavenger Hunt at Central Library and his kids loved it and he gave thanks to staff.

14. Confidential Matter

There were no confidential matters discussed.

15. Board Meeting Evaluation

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

Revamp survey (review of midterm results after speaking with Councillors).

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, March 27 at 7:00 pm at George Ashe Library.

Motion #25.07

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

Carried.

The meeting was adjourned at 8:26 pm.

The City of Pickering Public Library Board Meeting Minutes

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:.

1 The Best Place for Everyone to Learn

March Break Fun

Staff hosted 19 exciting programs over March Break, drawing over 375 participants.

Highlights included Maple Syrup Fun, The Juggling Chef Show, Create Your Own Superhero, and a range of arts and crafts activities for all ages.



Creative Writing Series: Fiction

The popular Creative Writing Series offered another installment in March, covering fiction writing. Participants learned to write fictional stories in ten pages or less through character development and dialogue synthesis exercises. 20 clients attended this program.



Pickering-Ajax Science Fair

Pickering Public Library and Ajax Public Library teamed up once again to host the Pickering-Ajax Science Fair, welcoming 35 students in grades 3-12.

Projects explored robotics, density, electricity, and radio telescopes, showcasing young minds' creativity and curiosity.

2 Committed to Care, Inclusion and Belonging

The Prom Boutique

The Library's Prom Boutique is a popular annual event both for teens and the community members who donate new or gently-used formal wear. This year, over 400 outfits were donated and over 100 teens participated in the program. All unclaimed items were donated to DRPS for their two formalwear drives, Gowns for Grads and Suits for Youth, and Diabetes Canada.

A series of social media posts were created to promote the boutique and drive donations. The most popular reel featured library staff and generated 5,000 views and 72 interactions. Watch the video [here](#).



Small Business Hub

The Library is partnering with the City of Pickering's Economic Development department to support local entrepreneurs. An associate will be available in the Central Library Lobby for 2-3 hours each week to offer assistance to clients in starting or growing their businesses.

Visiting Library Service to Retirement Homes

Regular outreach visits to local retirement homes involve signing up new residents for library cards, delivering books, fulfilling hold requests, and providing information about library services to residents.

During last month's visits, staff offered the "Green Screen Travel" program, where 13 residents had the opportunity to "travel" to exotic locations around the world and receive a souvenir photograph—without leaving the comfort of their home!

Everyone had a great time, sharing past travel memories, making new connections, and enjoying some laughs.



Identity Footprints

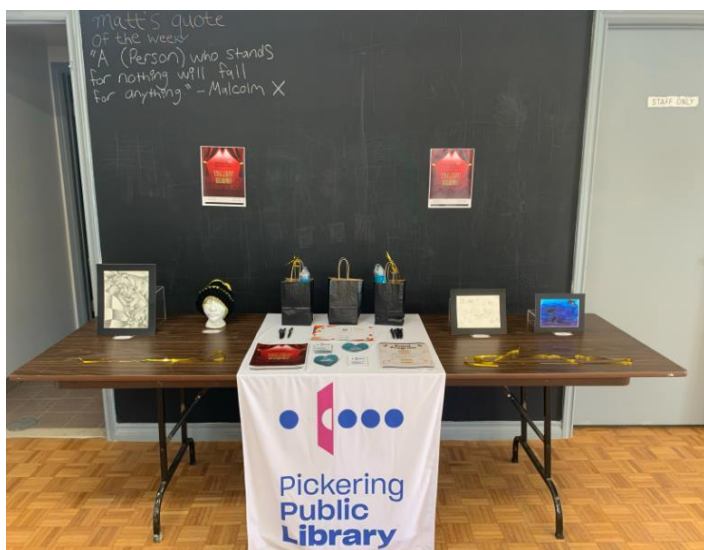
Cree-Métis artist Marissa Magneson provided an insightful talk on creating her first pair of moccasins and their cultural significance. Participants reflected on their ancestors and personal identity while creating their own identity footprint art. The program drew 12 attendees, all offering positive feedback.

Brock Elementary School at Pickering Islamic Centre

An outreach visit to Brock Elementary School at the Pickering Islamic Centre showcased STEM resources like the Coding Awbies with iPads. The session included 37 students from grades 3 and 4 across two classes. Additionally, staff registered 35 new library cards for the students.



Durham Region Non-Profit Housing Corporation



As part of an ongoing partnership with Durham Region Housing at a local housing site, staff engaged five children and their family members to showcase their talents or create artwork for a special gallery exhibit. To facilitate this, staff set up a stage for performances and an art gallery to display the creations.

This event provided the children with the opportunity to share their unique abilities, celebrate their creativity, and compete for prizes. The event not only allowed the participants to shine but also fostered a sense of community and pride among the families involved.

March Break Camps

Outreach staff brought the library's outreach vehicle, Ovee, to the kids attending March Break camps at the Chestnut Hill Recreation Complex. The campers had the opportunity to explore Ovee, browse and check out books, and receive a STEM take-and-make kit. A total of 40 children and camp counsellors toured the vehicle, learning about the services offered by Ovee and its schedule. The children were thrilled to meet Ovee, and it was an important opportunity for them to learn about the mobile library and the resources it brings directly to their communities.

Family Fun Day

Staff were invited to host a booth at a March Break family event organized by the Community Development Council of Durham. At the booth, staff provided a variety of prizes and interactive literacy activities designed to engage and inform newcomer families from across Durham Region about the library's services and resources. Throughout the day, staff had the opportunity to connect with 115 children and 85 caregivers, sharing information about available programs and encouraging community involvement. Additionally, staff registered 4 new clients for library cards, helping to ensure that even more families could access the valuable resources and opportunities the library has to offer.





The Amplifying Diverse Voices Reading Display

The Amplifying Diverse Voices reading display in the Central Library lobby has been refreshed with additional titles, reinforcing its role in showcasing literature from a wide range of perspectives.

This collection continues to highlight works by authors from underrepresented communities, fostering inclusivity and encouraging meaningful engagement with diverse stories and experiences.

With the recent completion of the lobby renovation, a new display unit has been introduced to enhance the visibility and accessibility of this collection. The improved presentation ensures that visitors can easily discover and explore these important works, further supporting the library's commitment to diversity, equity, and inclusion in its collections.

The display remains a valuable resource, connecting readers with voices that reflect a broad spectrum of lived experiences.

Ramadan Prayer Room

Staff have organized a wellness and meditation space for Library clients that will be available during Ramadan from February 28 to March 29, 2025. Staff included culturally relevant items to create an inclusive and welcome space while also promoting Library books and e-resources.

Tech Movie Night: Black Panther

To celebrate Black History Month, library staff hosted the second "Tech Movie Night," featuring the Marvel film *Black Panther*. With 22 attendees, participants enjoyed the movie while engaging in themed coloring activities. Due to the growing popularity, more Tech Movie Nights are planned for 2025.

Mar10 Day

In celebration of Mario Day, library staff hosted a lively, drop-in program honoring the iconic video game character.

18 participants enjoyed classic games and other fun activities, sharing the excitement with fellow Mario fans.



3 A Connected Community

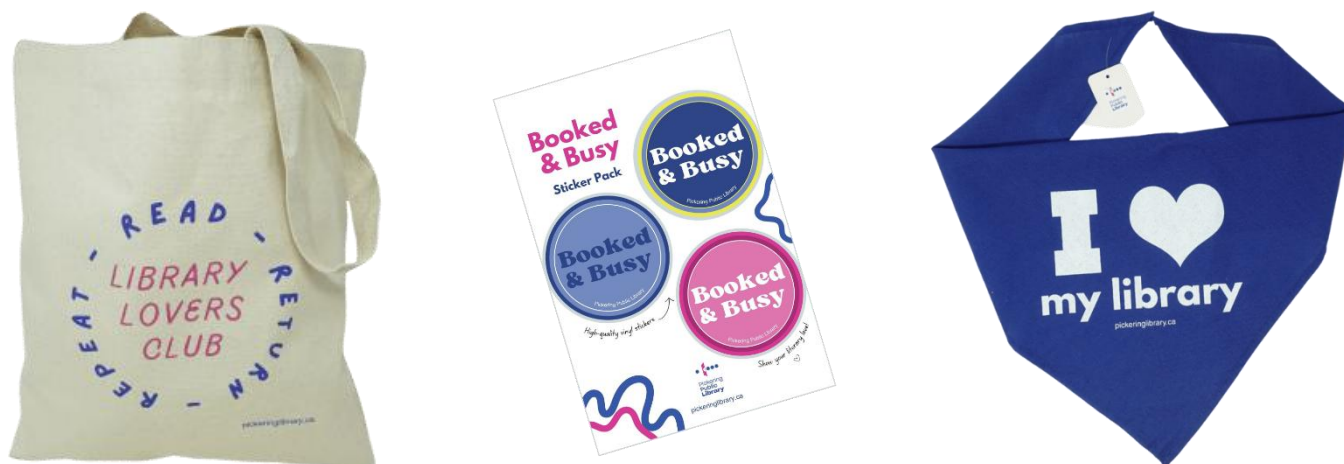
Freedom to Read Week

A community reel was created for social media that celebrated the spirit of reading broadly, the importance of access to diverse perspectives and the importance of intellectual freedom. This engaging video featured staff members recommending challenged or banned books, providing viewers with meaningful connections to both the books and the individuals behind the recommendations (view reel [here.](#))

4 Building for the Future

New Merchandise

To elevate the library's philanthropic strategy, the library launched new merchandise in February. The Marketing team designed and sourced a pet scarf, tote bag and stickers, that are now available for clients to 'purchase' by donating to the library. All materials can be viewed on pickeringlibrary.ca/shop/ and in the Maker Space. Here are some visuals of the items offered at this time:



The launch coincided with Valentine's Day, offering a good opportunity to encourage clients to "show their library love." The initial posts gained promising traction. On Facebook, the post was viewed over 2,800 times and garnered 43 interactions and 52 link clicks. On Instagram, the post gained 85 interactions. Social media content was complemented by in-library marketing, spurring the first sales of this new initiative.

To view the post, click [here.](#)

Seed Library Launch

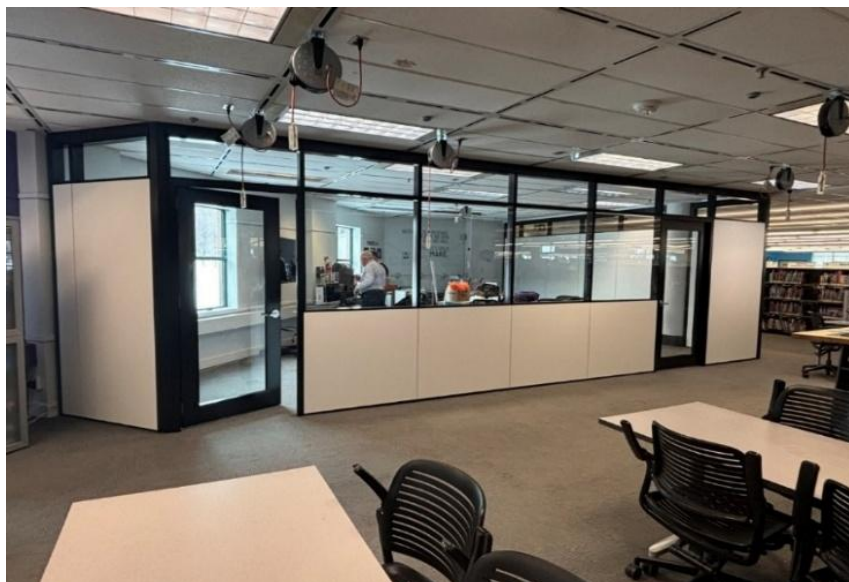
The second year of the Seed Library has begun. The launch of this season featured two gardening programs attended by over 60 participants. Over 1,000 seed envelopes have already been distributed this year. The Seed Library Volunteers have been busy preparing seed envelopes, already accumulating over 215 hours researching, making labels and packaging the seeds. In 2024, the library handed out 7,500 envelopes of seeds.



What's New

New Program Room at Central Library

As part of refreshing the Maker Space at the Central Library, a new program room was installed to support workshops, events, and meetings. The space will be equipped with a large screen and video conferencing solution and flexible and moveable furniture. In the coming months, clients interested in hosting community events will be able to book this room.



Meeting Minutes – Draft

Anti-Black Racism Working Group

Wednesday, January 8, 2025, 6:30 pm

Location: Online via Zoom

Attendees: Nicole Facey (Notetaker), Romina Diaz-Matus, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung

Absent: Bernadette Hood-Caesar, Charmain Brown, Samantha Adebisi

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and TD.
 - SY shared JS has departed from Pickering Public Library, moving onto a new role with another library. JS' time collaborating with the ABRWG members was acknowledged and appreciated.
 - Members are encouraged to view/share job openings via the Library's website: pickeringlibrary.ca/job-opportunities/.
2. Conflict of Interest Declaration
 - No conflicts declared.
3. Review Meeting Minutes
 - December meeting minutes reviewed.
 - No edits or changes were expressed.
 - As the quorum was not reached today, minutes were approved but will be circulated for comment, from the full group.
4. Review and Finalize 2025 Work Plan
 - An updated copy of the 2025 Work Plan was shared with the group via email.
 - Changes were made based on feedback from ABRWG members at the December meeting, as well as staff implementing recommendations.
 - Based on the discussion, we are moving forward with increasing in-person meetings and keeping the in-library observation months.
 - When there is an observation month, SY to provide a list of suggestions for activities, events, or services to try out.
 - In lieu of progress updates presentations, we will host a staff mixer. Staff will provide a one-pager update, and the mixer will allow in-person chats.
5. New Recruitment Cycle Preparations
 - An updated recruitment document was shared with the group via email.

- The revised copy reflects the 2025 recruitment timeline. To note, we're aiming to have new appointed members confirmed by March, so SY can facilitate the on-boarding training and get the members ready to join their first ABRWG monthly meeting in April (currently scheduled for online). No concerns were raised with the timeline shared.
 - An updated Expression of Interest Form was also circulated.
 - Revised, edited and changed the order of question to outline the responsibilities of ABWRG members as well as a question to inquire how new members will contribute to the working group
 - A question was reframed to ask applicants about their experience engaging in anti-racism/anti-oppression spaces.
 - No edits or changes have been raised. Without the quorum reached however, SO will circulate after this meeting for a final thumbs up from the remaining members. Once confirmed, we'll have the public promotions start next week with a February 7 deadline.
 - Currently we are planning to appoint 4 new members, to bring the group back to 10 active members (as outlined in the TOR).
 - Suggestion: create some separate and different ads targeting youth interest.
 - SY will work with the marketing team to achieve this.
6. Anti-Black Racism Community Survey
- SY walked the group through the previously shared 2020 Community Survey results presentation/summary. Copy to be re-sent via email.
 - All members are expected to review the summary in preparation for the April meeting discussion, where we will draft the new 2025 follow-up survey.
 - Newly appointed members will be provided with this same information during their March on-boarding process.
 - Timeline goals:
 - Start survey by late June, in time for summer events.
 - Run through September 5, so that August 1 and August 30 events, with ABRWG members outreaching, can help increase the community's participation. This will also allow for the results to shape the 2026 Work Plan discussions.
7. Black Brilliance Event – February 13
- SY will re-send the details to the group. We are looking for at least 2 ABRWG members to facilitate the ABRWG booth at the community event.
8. Volunteer Appreciation – February 5
- All ABRWG members are invited to the Library's volunteer appreciation event, taking place on Wednesday, February 5. RSVP to be emailed.
 - This event is a 2-part community celebration. The earlier portion focuses on volunteer appreciation and the second part is a celebration of the Strategic Plan's impact so far. Staff will share highlights of 2024 achievements and engage attendees for additional input, in the areas they are most interested in.

Next meeting: Wednesday, February 12, 2025. 6:30 pm, in-person, Central Library.



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 20, 2025

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 2023 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 profile about the Library’s employment practices.

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. Annual change to CEO compensation is at the direction of the CEO Evaluation Committee and the report submitted to the City’s HR Director.

Evidence Available:

- Confirmed with the Director, HR that the CEO’s compensation remains in the assigned management pay band for the role and received an annual increase in the prior year after receiving a written recommendation from the CEO Evaluation Committee.

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 10 new external hires (prior year: 11) and 8 internal hires (prior year: 12), 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 17.02) 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 2023 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 (e) 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 2024, the CEO has approved a carryforward of 80.5 hours of vacation (prior year: 156 hours).

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:

- 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 participates at the Director level within the City of Pickering’s Senior Leadership team. Accordingly, by approval of the Board in 2023, the CEO receives the Director Class group benefits available to City employees at that level.
- The Board previously approved (in 2018) Senior Management Class retirement benefits for the CEO that matches the CEO’s peers at the City but differ from retiree benefits offered to other library management staff.



Pickering
Public
Library

One The Esplanade
Pickering, ON L1V 6K7
905.831.6265

Date/Time	Event	Details	Location
April 1, 2025 12pm – 3pm	Battle of the Books	Junior Semis	East Shore Community Centre
April 3, 2025 12pm – 3pm	Battle of the Books	Intermediate Semis	East Shore Community Centre
April 8, 2025 Time TBC	Battle of the Books	Battle Finals	Central Library Auditorium
April 10, 2025 Time TBC	Battle of the Books	Battle Regionals	East Shore Community Centre
May 9, 2025 May 10, 2025 Mat 11, 2025	Book Sale	It's the perfect opportunity to find great books at unbeatable prices, while supporting your local library!	Central Library Auditorium
May 31, 2025 10am – 12pm	Drag Queen Storytime	The award-winning Drag Queen Story Time returns! Featuring two fabulous queens, this family-friendly program showcases stories celebrating diversity and inclusion.	TBC
July 5, 2025 Time TBC	TD SRC Kickoff Event	Family friendly event to celebrate summer reading.	Esplanade Park
Ongoing	OVEE	Pickering Public Library's Outreach Vehicle Ovee is officially on the road!	Check out the schedule here: https://pickeringlibrary.ca/ovee

