

**1. Meeting Called to Order**

Chair

**2. Land Acknowledgement**

B. Kenworthy

**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](mailto: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**

**5.1** Teens/Adults Update  
K. Graham, Client Experience – Library Youth Specialist  
R. Lewis, Client Experience Specialist – Adult

**5.2** Cybersecurity  
C. Moore, Director, Corporate Services & Collections

**6. Consent Agenda**

Chair

MOTION  
to Approve

**6.1** Minutes of the Previous Board Meeting – [Pg 01](#)  
May 16, 2025

**6.2** Library Information Update – June 2025 [Pg 07](#)

**6.3** Minutes of the CEO Evaluation Committee [Pg 14](#)

**6.4** A05 Health & Safety Policy [Pg 15](#)

**6.5** A10 Hiring Policy [Pg 17](#)

**6.6** A12 Purchasing Policy [Pg 29](#)

**6.7** A41 Respect in the Workplace Policy [Pg 51](#)

**7. Correspondence**

None

**8. Ends Discussion**

None

**9. Staff Reports**

- |            |  |               |            |
|------------|--|---------------|------------|
| <b>9.1</b> | Anti-Black Racism Working Group Update | Verbal Update | S. Oza     |
| <b>9.2</b> | PHCC Naming Update                     | Verbal Update | J. Flowers |

**10. Monitoring Reports – Executive Limitations**

- |             |  |                       |              |                           |
|-------------|--|-----------------------|--------------|---------------------------|
| <b>10.1</b> | EL 10 Communication and Counsel to the Board | <a href="#">Pg 61</a> | F. Mahjabeen | 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 05 Financial Planning	A. Mir
EL 06 Financial Condition	D. Sharma

**11. Board Committee Reports**

- |             |   |               |                 |
|-------------|---|---------------|-----------------|
| <b>11.1</b> | CEO Mid-Year Evaluation                 | Verbal Update | Committee Chair |
| <b>11.2</b> | Report of the Building Ad Hoc Committee | Verbal Update | Committee Chair |
| <b>11.3</b> | Report of the Linkage Committee         | Verbal Update | Committee Chair |

**12. Governance**

- |             |                                     |               |                   |
|-------------|-------------------------------------|---------------|-------------------|
| <b>12.1</b> | Board Offsite Education Session     | Verbal Update | Chair/ Vice-Chair |
| <b>12.2</b> | Review of New Board Evaluation Form | Verbal Update | Chair             |

**13. Board Policy Review**

None	Motion to Adopt
------	-----------------

**14. New & Unfinished Business**

- |             |  |               |                                 |
|-------------|--|---------------|---------------------------------|
| <b>14.1</b> | Member Community Reports   | Verbal Update |                                 |
| <b>14.2</b> | George Ashe Library & Claremont Library Closure – Staff Learn Day (September 12, 2025) | Verbal Update | J. Flowers<br>Motion to Approve |
| <b>14.3</b> | Public Libraries in Denmark  | Verbal Update | J. Flowers                      |

**15. Confidential Matter**

None

**16. Board Meeting Evaluation**

<b>16.1</b>	Review of Previous Meeting Results	Verbal Update	Chair
-------------	------------------------------------	---------------	-------

<b>16.2</b>	Completion of Evaluation for Current Meeting		
-------------	--	--	--

<b>17. Adjournment</b>	Chair	MOTION to Adjourn
------------------------	-------	-------------------

**Next Meeting:**

To be Held:	September 25, 2025 at 7:00 pm
Location:	Claremont Library

**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 10 Communication and Counsel to the Board and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 10 Communication and Counsel to the Board as presented, the policy being complete, sound, and effective.
14.2	THAT the Board approve the closure of George Ashe Library and Claremont Library on September 12, 2025, for Staff Learn Day.
17.	THAT the meeting be adjourned.

Location: Central Library, Silent Room 1

Attendees: Councillor M. Brenner; Councillor S. Butt; Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley (Chair); F. Mahjabeen (joined at 7:17 pm); A. Mir; D. Sharma; S. Sheehy; K. Smuk

Absent: Councillor Cook

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 7:05 pm

### 2. Land Acknowledgement

K. Danylak read the City of Pickering Land Acknowledgement.

### 3. Public Delegations

None.

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

No interest was declared.

#### Motion #25.01

Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the Agenda be adopted as presented.

**Carried.**

### 5. Presentations

#### 5.1 Children's Services

S. Dashtkian, Manager, Client Services and S. Mohamed, Client Experience Specialist – Children, provided the Board with an update on Children's Services and Events. The presentation included highlights of previous events such as March Break, Ajax/Pickering Science Fair, Battle of the Books, and Tails of Hope Writing Contest. Future initiatives highlighted include a spelling bee, play-based story time, and a refreshed children's space with interactive play at Central.

They confirmed that the number of summer programs being offered have increased in 2025. The Board thanked them for a great presentation

S. Dashtkian and S. Mohamad both departed at 7:27 pm.



**6. Consent Agenda**

- 6.1** Minutes of the Previous Board Meeting – March 27, 2025
- 6.2** Library Information Update – April 2025
- 6.3** 2024 Financial Review
- 6.4** Q1 Stats Review (KPIs)
- 6.5** Q1 Financial Review
- 6.6** Minutes of the CEO Evaluation Committee – March 20, 2025
- 6.7** Minutes of the Linkage Committee – April 10, 2025
- 6.8** Minutes of the Building Ad Hoc Committee – April 8, 2025
- 6.9** Board Building Committee Terms of Reference

B. Kenworthy requested the amendment of 6.6 Minutes of the CEO Evaluation Committee to add K. Danylak and B. Kenworthy in attendance. It will be revised to read:

Attendees: J. Flowers, A. Maginley, K. Danylak, B. Kenworthy

**Motion #25.02**

Moved by K. Danylak, Seconded by S. Sheehy **Motion THAT** the items on the Consent Agenda be adopted, with 6.6 Minutes of the CEO Evaluation Committee be amended.  
**Carried.**

**7. Correspondence**

None

**8. Ends Discussion**

None

**9. Staff Reports**

**9.1 Anti-Black Racism Working Group Update**

- 9.2** S. Oza shared that the ABRWG recently toured the Maker Space and engaged in a productive brainstorming session on how to make the space more inclusive and engaging for the Black community. Discussions focused on potential partnerships and programs, support for Black-owned businesses, and ways to celebrate and amplify Black joy and creativity within the space. A community survey is being developed to encourage greater staff engagement. The group is also looking to expand its membership, with plans to add up to four new members, including one youth representative. The orientation and recruitment process are underway. Everyone is welcome to participate in the Staff Meet and Greet Mixer at George Ashe Library on June 11, 2025, at 6:30 pm – 8:30 pm.

**9.3 Tariffs Review**

C. Moore reviewed the highlights of the Tariffs Review report.

C. Moore confirmed that procurement processes will be reviewed with a focus on supporting local and Canadian businesses.

Questions included how the Library could support local entrepreneurs with resources. S. Oza shared that the City's Economic Development team is a valuable resource for supporting local businesses and have been collaborating with the Library.

#### 9.4 Purchasing Policy Temporary Amendment

C. Moore provided an update on the Temporary Amendment to the Purchasing Policy, which aims to align with the City's policy to prioritize the purchase of local products and support buy-local initiatives. Full details can be found in Motion 9.3. This amendment is temporary until December 31, 2025, and mirrors the City's current approach.

C. Moore confirmed that the December 31<sup>st</sup> date is consistent with the City's timeline.

The Board requested an update on the impact of tariffs at the October Board meeting.

##### **Motion #25.03**

Moved by D. Sharma, Seconded by S. Sheehy **Motion THAT** the Purchasing Policy Temporary Amendment be approved.

**Carried.**

#### 9.5 Seaton Library

J. Flowers provided an update on the Seaton Library project and the special meeting of Council held on May 26, 2025, to review the impact of current economic conditions on the project. At this meeting, Council decided to pause further design work on the project until September 2025 when staff report back.

Discussion followed about the impact of tariffs on the project (which has a total budget for the Rec Complex and Library of \$240 million).

#### 9.6 Video Game Security Measures

C. Moore provided an update on the new video game security measures that are addressing previously identified issues. Under the current system, empty display cases are housed in the public area and clients bring the empty game case to the front desk so the game can be added and loaned. Staff are now also generating monthly status reports for video games and other high-value loanable items as a preventative measure.

While circulation decreased from 1,900 checkouts in April 2024 compared to 1,500 in April 2025, efforts are underway to replenish the collection and boost circulation.

### 10. Executive Limitations Policies & Monitoring Reports

#### 10.1 EL 01 General Executive Constraint

K. Danylak met with J. Flowers prior to the meeting and found the report to be straightforward. One notable point was highlighted in Section 2: The current practice of using two-year terms is technically non-compliant, however, this does not carry any direct consequences. J. Flowers confirmed that staff continue to report to the Ministry on an annual basis.

##### **Motion #25.04**

Moved by K. Danylak, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy **EL 01 General Executive Constraint** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and **THAT** the Board adopt policy **EL 01 General Executive Constraint** as presented, the policy being complete, sound, and effective.

**Carried.**

#### 10.2 EL 04 Staff Conduct

B. Kenworthy met with J. Flowers prior to the meeting to review the evidence. It was confirmed that reviewing policies and procedures are part of the orientation process and incorporated into staff training.

Question was answered about whether the Anti-Racism/Anti-Oppression document is finalized and requires Board approval. The response provided is that it is an administrative policy which does not require Board approval.

**Motion #25.05**

**10.3** Moved by K. Danylak, Seconded by B. Kenworthy **Motion THAT** Board has received the monitoring report for policy **EL 04 Staff Conduct** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 04 Staff Conduct** as presented, the policy being complete, sound, and effective.

**Carried.**

Executive Limitations policy **EL 10 Communication and Counsel to the Board** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to F. Mahjabeen.

**11. Board Committee Reports**

**11.1 Report of the Linkage Committee**

A. Mir provided a verbal update on the Linkage Committee's meeting held on April 10, 2025. The purpose of the meeting was to find ways to connect with the community and gather feedback to support the Library's Strategic Plan and the upcoming Library Community Celebration in November. Committee members are attending community events to engage residents and better understand their perspectives. Last week, they participated in a tri-ward town hall, and more insights will be shared in June after additional outreach activities.

**11.2 Report of the CEO Evaluation Committee**

Chair Maginley provided a verbal update noting that there was no meeting this month, but one is scheduled for June.

**11.3 Report of the Building Ad Hoc Committee**

Councillor Butt provided a verbal update on the Building Ad Hoc Committee's recent meeting. The committee is monitoring the progress of projects, with a particular focus on PHCC and ongoing construction.

The committee is also defining the scope of work for the 2025 Facilities Plan.

**12. Governance**

**12.1 Midterm Review**

Chair Maginley provided a verbal update summarizing key priorities and next steps from the last Board meeting. A strategy is being developed to break down key takeaways and ensure effective follow-up.

### 1. Attendance & Meeting Logistics:

Due to attendance challenges at the previous meetings, members are reminded to provide advance notice if unable to attend. As per Board by-laws, quorum is essential, and timely communication helps support this. Members are asked to notify library staff at least 72 hours in advance if they cannot attend.

### 2. Board Retreat:

A key idea is to enhance strategic engagement through a Board retreat, ideally held offsite during warmer weather. The retreat would focus on strategic and emerging issues and may include guest speakers. A. Maginley will circulate a survey to determine Board availability for a summer or fall retreat.

### 3. Board Feedback & Meeting Surveys:

On the administrative side, the Board meeting feedback survey will be revised to be more dynamic and insightful.

### 4. Training & Speaker Opportunities:

The group discussed professional development opportunities, with ideas to be integrated into the retreat. A \$1,000 budget is available to support potential speakers. While some members expressed a preference not to focus on governance training, there was enthusiasm for sessions led by external speakers to inspire and inform.

### 5. Role of Ad Hoc Committees:

There is interest in having Ad Hoc committees help identify and elevate emerging issues and topics. J. Flowers and her team could then provide technical expertise and context to strengthen discussions. Once the retreat is held, strategic and topical items may be covered in future agendas to encourage more meaningful dialogue over routine updates.

Chair Maginley and D. Sharma have met to begin strategizing and will seek additional feedback from the Board to ensure all voices are included in shaping this process.

## 13. Board Policy Review

None

## 14. New & Unfinished Business

### 14.1 Member Community Reports

Chair Maginley shared that the Battle of the Books event at East Shore was well attended and a great success. Pickering was proud to host, and it was especially exciting to see Fairport win the Junior Division.

### 14.2 Canadian Urban Libraries Council

J. Flowers provided a verbal update on the CULC conference she recently attended. She highlighted several key presentation topics, including datafication and privacy, democracy in the workplace, the role of AI, and the broader social impact of libraries.

## 15. Confidential Matter

There were no confidential matters discussed.

## 16. 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.

At the next meeting there will be a new format to the meeting agenda evaluation.

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

The next Board meeting will be held on Thursday, June 19, 2025, at 7:00 pm in the Central Library Auditorium.

**Motion #25.06**

Moved by B. Kenworthy, Seconded by S. Sheehy **Motion THAT** the meeting be adjourned.

**Carried.**

The meeting was adjourned at 8:33 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

# 1 The Best Place For Everyone To Learn

## Early Literacy Connections in the Community

Library staff participated in eight Welcome to Kindergarten and Great Beginnings events at local public schools, connecting with 211 parents and 206 children.

Through interactive activities, library card sign-ups, and early literacy resources, staff helped families begin their school journey with the library as a supportive partner in learning.



## Star Wars Day Sparks Curiosity with 3D Printing Fun

To celebrate Star Wars Day, library staff created and distributed 30 - 3D print kits as part of a hands-on passive activity designed to engage and inspire. Each kit allowed participants to assemble a Star Wars-inspired model while learning about the Library's 3D printing services. The response was stellar—all 30 kits were picked up within a single day, highlighting strong community interest in both fandom-themed programming and emerging technologies offered at the Library.

## Exploring Home Labs: Empowering Tech Enthusiasts with Practical Skills

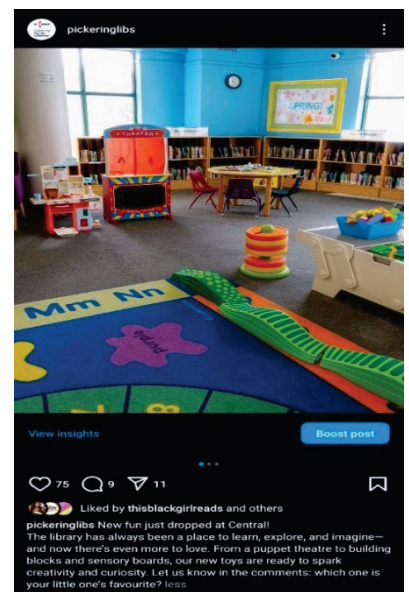
Library staff delivered a dynamic and hands-on workshop focused on setting up a home server and personal lab—an area of growing interest among tech-savvy community members. Twelve participants attended. This workshop built on the success of April's popular session, *Introduction to VPNs, Private Networking & Virtual Desktops*, which welcomed 15 attendees.

## Spotlight on Play-Based Learning at the Library

In May, the Library piloted a selection of play-based learning toys in the Central Library's children's area, emphasizing the importance of hands-on exploration in early childhood development.

A social media post highlighting this initiative sparked strong engagement, with many clients expressing enthusiastic support for the new interactive elements.

The positive response reflects the community's interest in seeing the Library evolve as a space where young learners can discover, play, and grow.



## 2 Committed To Care, Inclusion And Belonging

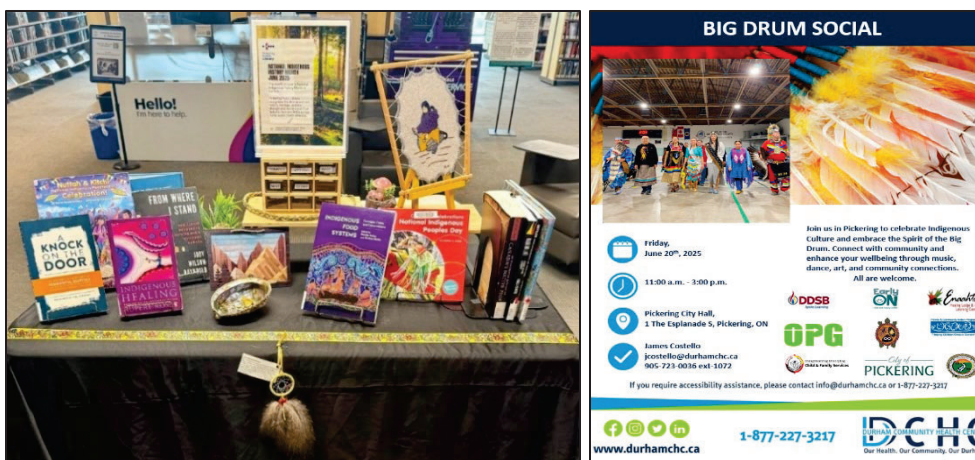
### National Indigenous History Month

Pickering Public Library is proud to celebrate National Indigenous History during the month of June including Indigenous Peoples Day which takes place June 21. The City of Pickering along with Pickering Public Library and other community partners have collaborated to bring the Big Drum Social sponsored by Durham Community Health Centre to celebrate Indigenous culture through the Spirit of the Big Drum on June 20, 2025.

### A Meaningful Moment: Building Indigenous Connections

While setting up a display table for Indigenous History Month, a meaningful and organic outreach opportunity emerged. A library client who identified as a member of Beausoleil First Nation, approached staff, drawn in by the display of Indigenous books and traditional sacred medicines.

This spontaneous interaction sparked a warm conversation and marked the first connection between the client and the Library's Indigenous Relations and Outreach Associate. Contact information was exchanged, a handshake shared, and a genuine relationship began. As the Associate noted, "I'm glad you stopped by and said hello—this is a new role for the Library, and I hope to see you at more events!" This moment exemplifies how even simple interactions can foster deeper community connections and affirm the Library's commitment to inclusive, respectful engagement.



### Fostering Inclusion at the Abilities Centre Career Fair

Library staff proudly took part in the Career and Community Fair at the Abilities Centre in Whitby, connecting with individuals and families with neurodivergence and diverse abilities. The team showcased inclusive employment supports available through the Library, including BrainFuse JobNow for live mock interviews, weekly résumé critique sessions with local employment agencies, and newcomer job search workshops delivered in partnership with the Welcome Centre.

Staff engaged with 58 attendees, issued six new library cards, and responded to meaningful interest in employment opportunities at the Library for individuals on the spectrum and with varying abilities.



## Celebrating Youth Pride with OVe

Library staff joined the regional Youth Pride event at Durham Region Headquarters, hosting an interactive booth alongside OVe. They connected with 155 participants, sharing information about library services, Pride Month initiatives, and inclusive resources. The event offered a vibrant opportunity to celebrate identity, foster community, and highlight the Library's ongoing commitment to supporting 2SLGBTQIA+ youth.



## Monthly Retirement Home Visits

In the last month, Library staff visited 38 individuals at local retirement homes to deliver library services such as technology support and curated reading materials. A highlight included a Green Screen Travel Photo activity, which sparked joy and conversation as residents virtually "visited" destinations around the world, bringing imagination, connection, and fun into their day.



## Drag Queen Storytime

The Library collaborated with Durham Children's Aid Society to host their annual Drag Queen Storytime at the George Ashe Library and Community Centre. The event was welcoming, joyful, and inclusive, reflecting our library's values of equity, community, and belonging. 85 community members participated, showing strong community support for inclusive storytelling and self-expression. Following the storytime, children enjoyed various craft stations, popcorn and tours of a Pickering Fire Services fire truck.



## 3 A Connected Community

### Art Fest

Staff attended and hosted a booth at the City of Pickering Artfest. Over the two-day event, staff interacted with 453 participants, providing them with an art-focused activity alongside information on art-based events and materials found within the library.



### Petapalooza

Staff hosted a booth at Petapalooza in Esplanade Park, an event for community members and their pets designed to foster meaningful connections through engaging activities, educational exhibits, and pet-friendly entertainment. During the event, staff engaged with 131 adults and 85 children, sharing information about library services and offering a pet-themed craft activity for children.





## 4 Building For The Future

### Spring Book Sale

The Spring Book Sale took place at the Central Library. For the first time, library staff were able to offer a VIP Experience for monthly donors, which allowed donors to browse the sale for up to one hour before the sale officially opened. Promotion through social media about this monthly donor experience resulted in 10 new monthly donors signing up.

Throughout the three day sale, staff also provided information about donating to the Library and promoted Library merchandise. Attendees were pleased with the space and selection (especially non-fiction and teen materials), as well as the new seating area setup near the entryway.

The event allows for residents to access both gently used library materials and donated items from the community at a low cost. The next Book Sale will take place in November 2025.



## Youth Job Fair by CDCD

Library staff were invited by Community Connections Durham to host an outreach table at the Youth Job Fair held at the Ajax Community Centre. Over the course of the event, staff connected with approximately 200 high school and university students, including many newcomers, who were eager to learn about summer employment opportunities and job-related support offered by the Library.

Staff shared information on valuable resources such as BrainFuse JobNow, weekly résumé critique sessions held in the Library lobby, upcoming teen programs, and volunteer opportunities for youth.

## VPI Job Fair + Prep Day

Library staff, in partnership with VPI Employment Agency, hosted a successful multi-employer Job Fair that attracted 152 job seekers. Attendees interviewed with 6 employers and connected with community partners while waiting in line, gaining valuable insights and resources. Partners included the Welcome Centre Pickering, YMCA Employment, Durham College, LEADR, Contact North, Work In Culture, and Library staff, who showcased employment-focused books and resources.

To prepare job seekers, the Library also hosted a “Prep Day” the day before the fair. VPI led a presentation on how to make a strong impression, and both VPI and YMCA offered free résumé critiques using Library-loaned laptops. Library staff provided free résumé printing, supporting job seekers in presenting their best selves. The Prep Day drew 45 participants, many of whom returned the next day feeling more confident and equipped.

This two-day model ensured that every participant left with a job prospect, new professional connections, or tools to support their career journey, demonstrating the Library’s vital role in workforce development and community empowerment.



## DRUHC Job Fair

Library staff were invited to participate as a community partner at the Durham Region Unemployment Help Centre’s Mega Job Fair, held at the Chestnut Hill Recreation Complex. Staff engaged with 180 job seekers, issuing 20 library cards and promoting key employment support resources. These included BrainFuse JobNow for live career coaching, weekly résumé critiques in partnership with local employment agencies, and a newcomer-focused job search workshop series with Welcome Centre Pickering. The event highlighted the Library’s active role in supporting job seekers across the community.

## **Ovee**

Library staff connected with 250 community members through regularly scheduled outreach visits. These interactions provided access to general library services, including book borrowing and card registration, while also promoting upcoming programs and events. These consistent touchpoints help strengthen relationships and ensure residents stay engaged with all the Library has to offer without having to visit one of our current physical locations.

Held: June 10, 2025

Location: Virtual meeting

Attendees: A. Maginley, K. Danylak

Absent: B. Kenworthy, F. Mahjabeen

Staff: J. Flowers – CEO/Director of Public Libraries

## **Call to Order**

Meeting Commencement Time: 6:35 pm

### **1. Mid-year review of CEO evaluation metrics for 2025**

J. Flowers presented the evaluation document with the mid-year (January – May 2025). Discussion centered around metrics that are on target, follow-up needed with staff to explain metrics not on target, and projects underway and completed.

The Committee will meet again in November 2025 for the year-end evaluation.

The meeting was adjourned at 6:52 pm.



<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	<del>June 2024</del> <u>April 2025</u>	<b>Last Approved:</b> June 20, 2024 by Board Motion # 24.30
<b>Point of Contact:</b> <del>Human Resources</del> <u>Director, Corporate Services and Collections</u>		

## Health and Safety

### Policy Statement

Pickering Public Library (“the Library”) considers its employees to be its most valuable resource and is committed to protecting the occupational health and safety of all employees. The Library acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, and all other individuals’ onsite and will make every effort to provide a safe and healthy work environment for all staff. The Library considers mental health to be an important component of the overall health and safety of employees. ~~The Library and~~ is committed to creating awareness and to the prevention of mental health issues in the workplace. ~~, in consultation with the appropriate committees and the Union through use of appropriate programs and resources.~~ This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment.

### Policy Principles

1. The Library will comply with the *Occupational Health and Safety Act* as amended from time to time, and all other relevant legislation.
2. The Library will take every precaution reasonable in the circumstances to ensure that the workplace is safe and healthy for all employees. This includes establishing, supporting and enforcing programs and policies to control workplace hazards, including a Joint Health and Safety Committee, and informing all employees of their rights and responsibilities in the workplace and applicable standards and procedures for protecting their health and safety.

3. The Library recognizes that health and safety is a joint responsibility and requires all employees to protect their own health and safety by complying with relevant health and safety legislation, standards and safe practices and procedures established by the Library.
4. The Managers and Senior Management are responsible for ensuring that safe and healthy work conditions are maintained at all times. They will lead and demonstrate commitment to health and safety by example and will ensure employees work in compliance with the law and follow guidelines and procedures established by the Library.
5. The Library will endeavour to prevent workplace injuries, illnesses, and property damage. All employees have an obligation to report any health and hazards and unsafe conditions or practices to their manager or the Joint Health and Safety Committee for corrective action. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
6. Employees should refer to all associated Standard Operating Procedures for detailed processes related to this Policy.

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

<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 2024	<b>Last Approved:</b> June 20, 2024 by Board Motion # 24.30
<b>Point of Contact:</b> Human Resources		

# Hiring

## Policy Statement

The objective of this Policy is to:

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

## Policy Principles

### 1. Responsibilities

1.1 The Chief Executive Officer (CEO) to:

- a. Approve the filling of all permanent vacancies;
- b. Approve changes to job descriptions; and
- c. Authorize negotiated entitlements related to compensation and vacation for non-union employees.

1.2 The Director to:

- a. Work with the Human Resources department to assess and provide staffing requirements;



- b. Review duties and qualifications of vacant positions and prepare up-to-date and accurate job descriptions;
- c. Review and authorize all staffing actions initiated within their departments ; and
- d. Participate in the individual selection process as appropriate.

**1.3 The Manager to:**

- a. Initiate Employment request for staffing within their area of responsibility;
- b. Initiate process for new staffing within their area of responsibility;
- c. Commit to following inclusive hiring practices and contributing to a workforce reflective of the community the Library serves.
- d. Develop criteria to assist with selecting applicants to interview;
- e. Review all or shortlisted resumes and job applications against criteria;
- f. Participate in the development of interview packages;
- g. Participate in the individual selection process; and
- h. Arrange for new employee's orientation on first day on the job.

**1.4 Human Resources Department to:**

- a. Prepare Internal Job Postings and external advertisements for job competitions;
- b. Receive and review all resumes and job applications;
- c. Assist in the development of interview questions and scoring evaluation;
- d. Coordinate and participate in the individual selection process;
- e. Ensure that interviews and hiring decisions are undertaken in a fair and consistent manner and in compliance with governing legislation, policy and terms and conditions in the collective agreement;
- f. Arrange relocation assistance where appropriate; and
- g. Provide new employee with benefit orientation and enrolment.

- 1.5 This policy will be supported with a detailed operating procedure which will address the actionable items of those directly involved in recruitment and their respective responsibilities.

**2. Procedures/General Provisions**

- 2.1 The Manager initiates employment request and forwards to Human Resources with appropriate approvals.
- 2.2 Posting and filling of jobs falling within the scope of a collective agreement will be carried out in accordance with the requirements of the collective agreement.
- 2.3 The job posting shall summarize typical duties of the position, minimum entry qualifications, salary range or pay grade, and application deadline.

- 2.4 All non-union job postings may be advertised internally and externally at the same time in the interests of expediting the filling of a vacancy.
- 2.5 Human Resources reviews applications received according to standards identified in the job description. For union positions, Human Resources will also verify the candidate's seniority date.
- 2.6 Candidates selected for interviews based on previously identified job criteria and job description.
- 2.7 Testing of required knowledge, skills and abilities may form an integral part of the screening process. Accommodation needs of an individual due to a disability will be addressed.
- 2.8 Interviews take place and applicants are rated against selection criteria.
- 2.9 The Interview Panel recommends a suitable individual to the Senior Management Team.
- 2.10 Once final approvals are obtained, Human Resources makes a conditional offer of employment to the successful individual which may be subject to a satisfactory pre-employment medical and/or a satisfactory criminal reference check/vulnerable sector screening.
- 2.11 Upon acceptance by the individual, Human Resources will notify the hiring department of the employee's commencement date.
- 2.12 If an internal candidate has been selected to fill a position, the employee's start date in the new position is established through mutual agreement by the two Managers involved.
- 2.13 Human Resources will notify all unsuccessful internal candidates and external applicants interviewed that the vacancy has been filled.
- 2.14 Human Resources will prepare an individual accommodation plan in consultation with the employee, where applicable a union steward (at the employee's request) and an outside medical or other expert at the Library's expense.
- 2.15 The Human Resources Department will arrange for the employee's benefit enrolment.
- 2.16 The immediate non-union Supervisor will schedule the employee for the first available orientation session.

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

- 3.1 In accordance with the *Ontario Human Rights Code*, the Library will provide equitable opportunity for employment to all qualified individuals without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, gender expression, sexual orientation, age, record of offences, marital status, family status or disability.

#### **4. Equity, Diversity and Inclusion (EDI)**

- 4.1 Libraries are trusted and enduring institutions, central to their communities and are positioned to play a vital role in the movement for racial and social equity.
- 4.2 Diversity recognizes that our community is comprised of residents with intersecting identities that influence how we experience the world around us. These identities are defined by age, sex, gender, race, ethnicity, ability, income, employment, immigration status, and many other factors. Inclusion strives to ensure that all community members feel a sense of belonging and are able to fully participate in society. Equity further strives to ensure fairness in how people are treated, with respect to the various historical and contemporary circumstances that shape our lives and access to resources and opportunities.
- 4.3 As part of its commitment to EDI, the Library will strive to find opportunities to implement targeted recruitment, inclusive hiring and retention strategies and practices, and to eliminate systemic discrimination in order to attract a talented workforce that is broadly reflective of the community.

#### **5. Accessible Employment Standards**

- 5.1 In accordance with the Employment Standards set forth under the *Accessibility for Ontarians with Disabilities Act*, 2005, the Library shall follow the principles of dignity, independence, integration, and equal opportunity by addressing the following in sections 5 to 9:

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

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

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

- 7.1 Where an employee with a disability so requests it, the Library must provide or arrange for the provision of accessible formats and communication supports for the following:

- a. Information needed in order to perform their job; and
- b. Information that is generally available to all employees in the workplace.

**8. Workplace Emergency Response Information**

8.1 The Library shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee's disability. The Library shall also provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee in the event of a workplace emergency.

8.2 This information shall be reviewed:

- a. When the employee moves to a different location;
- b. When the employee's overall accommodation needs, or plans are reviewed; and,
- c. When the employer reviews its general emergency response policies.

**8. Documented Individual Accommodation Plans**

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

**10. Return to Work and Performance Management**

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

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

**11. Job-Related Medical Examination**

11.1 The objective of a job-related medical examination is to ensure that individuals are medically capable of performing the essential duties of the position for which they have been given a written conditional offer of employment.

11.2 The medical examination shall relate to the individual's ability to carry out the essential duties of the job and may be required upon appointment to permanent positions or positions which demand a greater degree of physical effort or fitness.

**12. Verification of Credentials**

12.1 Successful individuals will be required to submit originals of all degrees, diplomas, or other relevant documents which they claim to hold, to the Human Resources

Department. Copies will be maintained in the employee's personnel file for future reference.

**13. Reference Verification**

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

**14. Unsolicited Applications**

- 14.1 Unsolicited applications for employment will be retained in the Human Resources Department for a period of six months.
- 14.2 Unsolicited applications received by supervisors and elected officials should be forwarded to the Human Resources Department in all instances immediately upon receipt.

**15. Documentation**

- 15.1 In accordance with the administrative requirements set out in the *Municipal Freedom of Information and Protection of Privacy Act, 1990* (MFIPPA), all recruitment and selection related data is to be retained in the Human Resources Department, or under custody and control of the City Clerk.
- 15.2 Upon completion of the interview process, interview panel members are required to return all documentation contained within the interview package to the Human Resources Department for central filing.
- 15.3 Documentation related to the interview and selection process will be retained within the Human Resources Department for a period of four years.

**16. Nepotism**

- 16.1 The Pickering Public Library recognizes that all qualified individuals should be provided with the opportunity to be considered for employment and that family relationships should not unduly or unfairly restrict an individual's right to seek employment opportunities.
- 16.2 The fact that a potential employee is related to an existing employee should neither prejudice nor advance that person's hiring opportunities.

- 16.3 Any attempts at interference, undue influence or coercion relating to employment shall be reported immediately to the CEO for investigation.
- 16.4 The hiring of immediate family or immediate relatives of employees is not appropriate in situations where the related employees would be in a direct reporting relationship.
- 16.5 Given the small size of the Library workforce, it may be necessary to assess the level of the position applied for and possible future impacts related to direct or indirect supervision.
- 16.6 Members of immediate family or immediate relatives shall not participate in the recruitment, promotion, or selection process where a candidate is an immediate family or immediate relative.

**17. Driver's Licence**

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

**18. Contract Staff Guidelines**

- 18.1 Individuals may be hired on an employment contract basis to perform specific functions for a specified period of time. Establishment of such contracts shall not violate the provisions of the Library's Collective Agreement.
- 18.2 Benefits will be provided to contract individuals in accordance with governing legislation. Additional benefits may be provided as negotiated between the respective parties.
- 18.3 Contracting of individuals shall be undertaken within the constraints of departmental budgets or other approved funding and will be subject to the approval of the CEO.

18.4 Each contract is subject to such terms and conditions as may be negotiated between the Library and the individual contractor.

18.5 Contracts will be prepared by the Human Resources Department in accordance with established format and procedures.

## **19. Recruitment Consultants**

19.1 The Library recognizes that it may be necessary to rely on the services of outside management consultants to assist in the identification and referral of applicants for certain positions.

19.2 Outside consultants may be retained by the Library for:

- a. Senior managerial positions, including the CEO, where it has been determined that a consultant may be better able to attract well-qualified applicants; and
- b. Professional or specialized technical positions where it has been determined that suitably qualified applicants with specialized skills cannot be attracted by more conventional and traditional approaches to recruitment.

19.3 Use of consultants will be subject to review and approval of the CEO and Purchasing Policy.

19.4 If recruiting is for the position of CEO, the Board or its designated representatives will be responsible for coordinating the selection and retention of outside consultants and for liaison during the recruitment and selection process.

## **20. Relocation Assistance**

20.1 Relocation assistance ensures that a qualified applicant will not be prevented from accepting employment with the Library because of the expense of relocation when:

- a. The position is a key position for which there is no suitably qualified individual available within the City of Pickering or in the immediate vicinity;
- b. It is mandatory that the position be filled as quickly as possible; and
- c. The Director recommends, and the CEO concurs, that such recruitment incentive is appropriate in the specific circumstances.

20.2 The Library may assist newly appointed non-resident employees with relocation assistance upon written acceptance of an offer of employment.

20.3 The Library will recover on a pro-rata basis, any relocation assistance paid to an employee who resigns or is terminated from employment for just cause within twenty-

four (24) months of commencement of employment. Relocation assistance may include both moving expenses and relocation expenses.

**21. Probationary/Trial Periods**

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

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

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

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



23.1 Criminal Reference Checks Vulnerable Sector Screenings shall be carried out in accordance with the *Ontario Human Rights Code*. The Code prohibits discrimination on the basis of a person's record of offenses which is defined as:

- a. An offense in respect of which a pardon has been granted under the *Criminal Records Act* and has not been revoked; and
- b. An offense in respect of any provincial enactment.

23.2 A record of offenses does not include a conviction under the Criminal Code, Narcotics Control Act, Food and Drug Act, or Federal Criminal Enactment for which a pardon has not been granted or for which a pardon has been granted and revoked.

## **Definitions**

### **Accessible Formats**

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

### **Applicant**

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

### **Candidate**

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

### **CEO**

The Chief Executive Officer of the Library or a designate.

### **Children**

From birth to 18 years of age.

### **Common-Law Spouse**

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

### **Criminal Reference Check**

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

### **Direct Reporting Relationship**

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

### **Disability**

- a. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or

- hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or in a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or a developmental disability;
  - c. A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
  - d. A mental disorder; or
  - e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997* ("handicap").

**Employment Reference**

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

**Immediate Family**

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

**Interview Panel**

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

**Immediate Relative**

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

**Moving Expenses**

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

**MTO Signing Authority**

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

**Nepotism**

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

**Non-Resident Employee**

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

**Probationary/Trial Period**

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

**Relocation Expenses**

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

**Supervisor**

Immediate Non-Union Supervisor.

**Systemic Discrimination**

Applying a neutral requirement or process that has a negative impact on a group protected under human rights legislation. Systemic discrimination occurs when policies and practices exclude, limit or restrict members of designated groups from employment or opportunities within employment. (e.g., opportunities to apply for other jobs, participate in training, attend conferences, obtain promotions, and receive special assignments).

**Trial Period**

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

**Vacancy**

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

**Vulnerable Sector**

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

**Vulnerable Sector Screening**

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

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

<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	June 6, 2024	<b>Last Approved:</b> June 20, 2024 by Board Motion #24.30
<b>Point of Contact:</b> Director of Corporate Services and Collections		

# Purchasing

## Policy Statement

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

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

## Policy Principles

### 1. Administrative Procedures

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

### 2. Purchasing Principles

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

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

### **3. Sustainability Considerations**

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

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

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

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

- c. Over \$250,000, the Director of Corporate Services and Collections may approve the award, subject to the written approval of the CEO, City Treasurer, and the Library Board.
- 4.12. Revenue generating proposals for services with a value greater than \$100,000 are subject to the approval of the Library Board prior to the awarding of the contract.
- 4.13. Goods or services obtained by sealed public tender shall be advertised or by invitation from a list of qualified bidders, or a combination thereof.
- 4.14. Tendering documents shall be issued and opened in public at a specified date and time. Tenders that are late, illegible, unsigned, contain insufficient deposit, contain uncertified cheques, are incomplete or do not include a deposit, bond, or surety, shall be rejected.
- 4.15. The terms and conditions of the deposit, bond or surety are subject to the approval of the CEO. The Director of Corporate Services and Collections and CEO shall jointly recommend a tendering award.
- 4.16. The Director of Corporate Services and Collections shall ensure that all recommendations dealing with the award of a quotation, proposal or tender contains the appropriate funding statement from the City Treasurer.
- 4.17. Authorities and responsibilities shall be applied and administered having regard to the provisions of the Corporate Financial Control Policy and approved Signing Authorities.
- 4.18. If a bid has been approved by the Board and awarded to the selected Bidder and the selected Bidder fails to enter into a contract, the Director of Corporate Services and Collections shall be granted the authority to proceed to the next lowest responsive and responsible Bidder or the next highest evaluated responsive and responsible proponent for a proposal call, for the award of this contract, without going back to the Board for approval, providing there are no bid irregularities, requirements remain unchanged and the new contract is within budget. The approval shall be obtained from the CEO. The Director shall prepare a report to the Board for information purposes for the next scheduled meeting.
- 4.19. When the Board meeting schedule does not allow for timely purchasing approvals by the Board, the CEO will first seek approval from the Board via email. Should sufficient responses not be forthcoming in a timely manner, the CEO will consult with the Chair, who may provide the approval on behalf of the Board provided that:
  - a. The project is in an approved budget;
  - b. Such actions are in compliance with the Purchasing Policy;
  - c. The project is not debt financed; and
  - d. A report respecting those approvals is subsequently submitted to the Board.



- 4.20 If purchasing cost exceeds budgeted amount for a capital purchase, the City Treasurer must be contacted to find a funding source and get Council approval for extra funds.

**5. Single Source or Sole Source**

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



- 5.5. The process for Single and Sole source purchases excludes Consulting and Professional Services (see Section 9).
- 5.6. A single source or sole source purchase up to \$30,000 is subject to the approval of the CEO.
- 5.7. A single source or sole source purchase over \$30,000 and up to \$125,000 is subject to the approval of the CEO, in consultation with the Manager of Supply and Services and the City Treasurer.
- 5.8. A single source or sole source purchase exceeding \$125,000 is subject to Board approval. The City Treasurer will be advised of the purchase and will recommend if Council approval is required.
- 5.9. Public Art Project purchases or Public Art projects with costs that exceed \$25,000 are subject to Board approval.
- 5.10. Subject to the above approvals, the Director of Corporate Services and Collections or designate is authorized to enter into negotiations without competitive bids and enter into a contract if deemed advantageous.

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

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

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

**7. Design and Development Service**

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

**8. Emergency Purchase**

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

**9. Cooperative Purchasing**

- 9.1. The Library may enter into arrangements with municipalities, local boards, and other public bodies on a cooperative or joint venture basis where there are economic advantages and where the best interests of the Library would be served.
- 9.2. The policy of the government agency or public authority hosting the cooperative call for bids is to be the accepted policy of the Library for the cooperative call and

no other approval is required beyond that of the appropriate Director and CEO unless debt financing is required then Council approval must first be obtained.

- 9.3. Section 9.1. above does not preclude the issuance of a purchase order.

**10. Purchasing Cards**

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

**11. Disposal of Surplus Assets**

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

**12. Purchasing Ethics**

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

**13. Conflict of Interest**

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

**14. Prohibitions**

- 14.1. No employee or member of the Board shall bid on the sale of goods except those disposed of by public auction.

- 14.2. The Library shall make no personal purchase for any employee, member of City Council, Committee, or Board.
- 14.3. No employee, or member of City Council, Committee, or Board shall purchase or offer to purchase on behalf of the Library, except as may be provided for in this policy.
- 14.4. Contracts entered into in contravention of section 14.3 will not be binding upon the Library. The employee or member of City Council, Committee, or Board who entered into the contract will be responsible for the contract.
- 14.5. No requirement for goods or services shall be divided to avoid the requirements of this policy and the total project or annual requirement shall be considered.

**15. Exceptions**

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

**16. Confidentiality and Access to Information**

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

**17. Disqualification of Bidders**

- 17.1. A tender, proposal or quotation submitted by a bidder shall be rejected,
  - a. If the bidder, or any officer or director of the bidder is or has been engaged either directly or indirectly through another corporation including by common ownership or control or otherwise related to a party in litigation with the City (including the Library), its elected or appointed officers, or its employees; and,

- b. In the opinion of the CEO, the litigation is likely to affect the bidder's ability to work with the Library, its consultants or representatives, and the Library's experience with the bidder in the matter giving rise to the litigation indicates that the Library is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder.

## **18. Bidder Terminated, Unsatisfactory Performance**

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

- d. Has failed to provide health and safety documentation to the Library's satisfaction.

### 19. Tendering Irregularities

#### 19.1. Guidelines for handling irregularities:

- a. To maintain the integrity of the public tendering process;
- b. To maintain a flexible process in which low bids are not rejected because of minor irregularities. This approach allows the Library to maximize the advantages of a competitive public tender process;
- c. To ensure that the Library's policy for dealing with irregular tenders promotes fair competition;
- d. To ensure that any bid accepted by the Library is legally capable of being accepted; and,
- e. To ensure that no bidder can avoid its bid by its own default or mistake.

#### 19.2. Irregularities that go beyond the scope of these guidelines shall be reviewed with the CEO and City Treasurer who shall have the authority to waive irregularities deemed to be minor.

#### 19.3. In exercising judgement, the advice of the City Solicitor may be requested. Where deemed to be a major irregularity, the City Treasurer and CEO shall have the final decision on acceptance or rejection of the bid.

#### 19.4. Tendering irregularities will be dealt with as follows:

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



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

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

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

## Definitions

### 1. Acquisition

The process of obtaining goods and services.

### 2. Authority or Authorized

The right to conduct the tasks outlined in this Policy.

### 3. Bid

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

### 4. Bidder

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

### 5. Blanket Order

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

**6. CEO**

The Chief Executive Officer of the Library or a designate.

**7. Centralized Purchasing**

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

**8. CAO**

The Chief Administrative Officer of the City or a designate.

**9. City**

The Corporation of the City of Pickering.

**10. City Treasurer**

The Treasurer of the City of Pickering

**11. Clerk**

The City Clerk or a designate.

**12. Consulting and Professional Services**

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

**13. Contract**

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

**14. Contract Administrator**

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

**15. Cooperative Purchasing**

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

**16. Council**

The Council of the City of Pickering

**17. Delegate**

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

- **Designate**

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

**18. Director**

The Library's Director of Corporate Services and Collections.

**19. Disposal**

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

**20. Emergency**

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

**21. Evaluation Committee**

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

**22. Goods and/or Services**

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

**23. Informal Quotation**

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

**24. Manager of Supply and Services**

City Manager under the general direction of the City Treasurer.

**25. Proposal**

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

**26. Purchase Order**

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

- **Purchasing Card (PCard)**

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

**27. Quotation**

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

**28. Responsive and Responsible Bidder**

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

**29. Single Source**

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

**30. Sole Source**

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

**31. Standardization**

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

**32. Systems Contract**

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

**33. Tender**

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

**34. Vendor**

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

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

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

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

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

**3. Role of the City Treasurer**

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



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

## **Related Documents**

- Purchasing Card Procedure

## **Resources**

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

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

### Exceptions

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

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

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

## Appendix 1

7. Utility Services (acquisition, repairs, maintenance and minor replacements)
  - a. Natural Gas and Heating Oil
  - b. Sewer and Water
  - c. Postage
  - d. Electricity
  - e. Telecommunication Service Providers
  - f. Cable Television
  - g. Internet Service Providers
8. Work or services to or from other government agencies, utilities, Provincial or Federal agencies, Crown Corporations, municipalities, public agencies, or Boards. \*
9. Maintenance Contract (Proprietary, Non-Value Added Resellers)
  - a) Annual maintenance fees where the approved vendor is the sole source provider of the service;
  - b) Upgrades already approved including support and training where the vendor is the sole source provider of the upgrade.
10. Acquisition of goods or services under a government pricing program.
11. Library Materials such as books and audiobooks do not require a Purchase Order.  
Note: materials vendors are subject to a qualification process every 4 years.

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

## Appendix 2

### Summary of Procurement Method and Approval Authority

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

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

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

## Appendix 2

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

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

**Policy No.:** A41

**Policy Title:** Respect in the Workplace

**Date Originated:** June 2024

**Date Last Reviewed/Revised:** September 2024

**Point of Contact:** Human Resources

---

## POLICY STATEMENT

Pickering Public Library (the “Library”) is committed to providing and maintaining a work environment that is free from violence and harassment and where the dignity and self-esteem of every employee is respected.

Under the provisions of the Ontario Human Rights Code, every employee has the right to freedom from discrimination and harassment in the workplace by the employer, by an agent of the employer, or by another employee because of sex, sexual orientation, gender identity, gender expression, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, or disability. Furthermore, in accordance with the *Occupational Health and Safety Act*, this policy prohibits all forms of harassment, psychological harassment, and violence, including interchangeably, Intimate Partner Violence (IPV)/Domestic violence/Interpersonal Violence that is related or unrelated to any of the prohibited grounds mentioned above.

In keeping with its legal and social responsibilities as an employer and to prevent and manage workplace harassment and violence, the Library will treat any complaint of workplace harassment and violence as a serious matter which, if proven, constitutes a serious offence that will not be tolerated or condoned.

## POLICY OBJECTIVES

- a) Demonstrate the Library’s commitment to the provision of a working environment that is free of violence and all forms of harassment;
- b) Provide all Library employees with an opportunity to bring forward and remedy allegations of workplace violence and harassment in a fair and impartial manner;
- c) Set out the types of behaviour that may be considered to be offensive;



- d) Establish a mechanism for receiving complaints of workplace violence and harassment and to provide a procedure by which the Library will deal with these complaints;
- e) Ensure that all complaints are dealt with expeditiously and objectively and that the rights of all parties are respected; and,
- f) Ensure that risk assessments of workplace violence are conducted and ensure that reasonable measures are taken to control such risks.

## DEFINITIONS

### Bullying

- A common form of repetitious workplace harassment and is defined as unreasonable behaviour, both obvious or indirect, that intimidates, humiliates, offends, or causes harm to an individual or group within a workplace that is repeated over a period of time.

### Complaint

- A statement by an employee containing full particulars of an allegation of a violation of this Policy. Such particulars include a factual account of the incident(s), relevant times, dates, circumstances, the person(s) involved, and the names of any witnesses. Employees may be encouraged to document the allegations in a signed and dated written statement.

### Complainant

- Any person who makes a formal complaint.

### Discrimination

- Any distinction, exclusion, or preference based on a protected ground in the Ontario Human Rights Code which nullifies or impairs equal opportunity in employment.

### Harassment

- Engaging in a course of vexatious comments or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known, or ought reasonably to be known, to be unwelcome or offensive, and includes, for purposes of this policy, one or a series of unwanted, unsolicited actions, behaviours, remarks or communications in any form, directed toward an individual or a group, and which are related to any of the prohibited grounds of workplace or employment harassment under the Human Rights Code.
- Harassment can include, but is not limited to the following examples:
  - racial or ethnic slurs;
  - repeatedly asking when they are going to get married or have children;
  - inappropriate comments about specific genders or age groups;

- unwelcome remarks, jokes, taunts, suggestions about a person's body, attire, religion, disability, ethnic or racial origin, etc.; and/or,
- practical jokes which result in embarrassment or insult.

### **Psychological Harassment**

- Engaging in behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people. Examples of psychological harassment can include, but are not limited to:
  - verbally abusive behaviour such as yelling, insults, and name calling;
  - persistent, excessive, and unjustified criticism and constant scrutiny;
  - spreading malicious rumours;
  - excluding or ignoring someone;
  - sabotaging someone else's work, equipment, or belongings;
  - written or verbal abuse or threats;
  - making false allegations about someone in memos, emails or other work-related documents; and/or,
  - actions which create a poisoned work environment which occurs when an activity or behaviour is not necessarily directed at anyone in particular but creates a hostile or offensive workplace for those who are exposed to it.

### **Retaliation**

- Action taken against an individual in response to having invoked the Respect in the Workplace Policy on behalf of oneself or another individual or for having participated or cooperated in any investigation under this Policy.

### **Respondent**

- The person(s) in which allegations of harassment and/or violence are taken against.

### **Sexual Harassment**

- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Sexual harassment can include, but is not limited to the following examples:
  - unwelcome sexual remarks, invitations or requests;
  - unwelcome remarks, jokes, taunts, and/or suggestions about a person's body;
  - displays of pornographic, sexist, or other offensive or derogatory material, such as graffiti or pictures;
  - leering (suggestive staring) or other offensive gestures;
  - unnecessary physical contact; and/or,
  - persistent, unwanted attention after a consensual relationship ends.

**Workplace**

- The working or work-related environment including, but not limited to, the offices, buildings, washrooms, staff rooms, parking lots, vehicles, and worksites or any other location where Library business is being conducted and places where employees have gathered as a result of employment responsibilities or social gatherings sanctioned by the Library.

**Workplace Harassment**

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome which creates an intimidating or hostile work environment, interferes with an employee's work performance, or threatens economic livelihood. Harassment which occurs outside of the workplace, but which has repercussions in the work environment, adversely affecting employee relationships may also be defined as workplace harassment. Workplace harassment can involve harassment, psychological harassment, sexual harassment, and bullying.

**Workplace Violence**

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace violence can include but is not limited to the following examples:
  - physically abusive or threatening behaviour such as pushing, hitting, finger pointing, or standing close to someone in an aggressive manner;
  - leaving threatening notes or sending threatening emails to the workplace;
  - using or threatening to use a weapon;
  - Situations where two non-employees (the public for example) are fighting and an employee could be injured if the violence spills over; and/or,
  - Intimate Partner Violence (IPV), also called Domestic or Interpersonal Violence refers to different and multiple forms of harm caused by a current or former intimate partner or spouse regardless of the gender and sexual orientation of the partners and whether or not the partners live together. IPV may include a single act of abuse and may take several forms including but not limited to physical assault, threats, stalking/surveillance, and emotional, psychological and sexual abuse.

**RESPONSIBILITIES****1. Board to:**

- a) Approve the policy and any amendments to it annually; and,

**2. actively support and adhere to the Respect in the Workplace Policy.Board****Chair to:**

- a) Initiate an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee where the alleged perpetrator is the CEO or a member of the Board.

**3. CEO/Director of Public Libraries to:**

- a) Actively support and adhere to the Respect in the Workplace Policy;
- b) ensure that all Library employees are provided with a work environment free from any form of harassment or violence;
- c) prevent and discourage workplace harassment and violence through action and example by ensuring that their own conduct and that of their employees is not hurtful, intimidating or embarrassing;
- d) create an environment that encourages prospective complainants to report incidents of harassment and violence should they occur; and,
- e) undertake appropriate corrective or disciplinary action making decisions to terminate employment as required.

**4. Directors to:**

- a) Actively support and adhere to the Respect in the Workplace Policy;
- b) create and maintain a harassment and violence free workplace for all employees within their department;
- c) prevent and discourage workplace harassment and violence through action and example by ensuring that their own conduct and that of their employees is not hurtful, intimidating or embarrassing;
- d) ensure that workplace behaviour contrary to this Policy is not permitted, condoned, or ignored;
- e) ensure that all employees within their department are conversant with the Library's Respect in the Workplace Policy and with their rights and responsibilities under this Policy;
- f) treat all complaints of workplace harassment and violence seriously and respond in a timely and expeditious manner to complain in accordance with the procedures outlined in this Policy;
- g) cooperate in any investigation arising from complaints made under this Policy; and,
- h) undertake appropriate corrective or disciplinary action including making recommendations to terminate employment as required.

**5. Managers to:**

- a) Take reasonable precautions to protect the health and safety of workers which includes preventing workplace violence by creating and maintaining a harassment and violence free workplace for all employees within their work unit;
- b) prevent and discourage workplace harassment and violence through action and example by ensuring that their own conduct and that of their employees is not hurtful, intimidating or embarrassing;
- c) offer training and information to workers to ensure that workplace behaviour contrary to this Policy is not permitted, condoned or ignored;

- d) treat all complaints of workplace harassment and violence seriously and respond in a timely and expeditious manner to complaints in accordance with the procedures outlined in this Policy;
- e) communicate and reinforce the Library's Policy and Procedures on workplace harassment and violence to all employees within their work unit;
- f) refer the matter to senior management in a timely fashion when they become aware of workplace harassment or violence so that the matter can be investigated;
- g) in accordance with the procedure below, initiate or conduct an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee; and,
- h) cooperate in any investigation arising from complaints made under this Policy.

**6. In-Charge staff to:**

- a) Take reasonable precautions to protect the health and safety of workers which includes preventing workplace violence by creating and maintaining a harassment and violence free workplace for all employees within their work unit;
- b) prevent and discourage workplace harassment and violence through action and example by ensuring that their own conduct and that of their employees is not hurtful, intimidating or embarrassing;
- c) treat all complaints of workplace harassment and violence seriously and respond in a timely and expeditious manner to complaints in accordance with the procedures outlined in this Policy;
- d) communicate and reinforce the Library's Policy and Procedures on workplace harassment and violence to all employees within their work unit;
- e) refer the matter to management in a timely fashion when they have knowledge of workplace harassment or violence so that the matter can be investigated; and,
- f) cooperate in any investigation arising from complaints made under this Policy.

**Human Resources to:**

- a) Provide training and education to all employees on the interpretation and application of this Policy;
- b) serve as a resource to management and staff on workplace harassment, violence and related issues;
- c) provide consultation and advice to Library management regarding appropriate corrective or disciplinary action to be undertaken to resolve a complaint;
- d) receive complaints and undertake a prompt and confidential investigation into all complaints brought forward;
- e) maintain a centralized record of all workplace harassment and violence complaints and related documentation;
- f) undertake follow-up interviews with the complainant in accordance with the procedures outlined in this Policy; and
- g) conduct regular reviews of the Respect in the Workplace Policy in line with the Board annual policy review schedule and provide a written report and recommendations to the CEO/Director of Public Libraries;

- h) take every reasonable precaution given the circumstances to protect the worker if made aware or ought reasonably to be aware that domestic violence would likely expose the worker to physical injury;
- i) assess the risk of workplace violence that may arise and to report the results of the assessment to the Joint Health & Safety Committee or its representative; and,
- j) provide information to worker(s), including personal information, related to a risk to workplace violence from a person with a history of violent behaviour if:
  - o the worker can be expected to encounter that person in the course of their work; and,
  - o the risk of workplace violence is likely to expose the worker to physical injury.
- k) Refer any company-related Employee and Family Assistance Program (EFAP) to employees for post-incident counselling, if appropriate.

**Employees to:**

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

## PROCEDURES

1. Any employee who considers that they have been subjected to workplace harassment (or retaliation related to a complaint of harassment) is encouraged to bring the matter to the attention of the individual(s) responsible, advising the person that the behaviour is unwelcome, contrary to the Respect in the Workplace Policy and request that it be stopped.
2. Employees who believe that they are being harassed or who have tried unsuccessfully to deal directly with the individual(s) responsible for the behaviour or who feel that such an approach is inappropriate, should report the incident(s) verbally or using the Harassment Complaint Form (Appendix 1) to their Manager or Director who will take immediate steps to resolve the problem. Any Manager or Director should notify the CEO/Director of Public Libraries and/or Human Resources immediately upon receipt of the complaint.



3. When attempts to resolve the matter through the above methods are inappropriate or fail, the employee may submit their formal complaint (Appendix 1) to Human Resources within a reasonable time from when the incident occurred.
4. When a complaint has been forwarded directly to Human Resources, the Director, Human Resources or designate shall conduct an investigation into the complaint. Such investigation shall include interviews with the complainant(s), the respondent, witnesses to the incident(s) and any other person who may provide relevant information. Allegations of workplace violence will be investigated by Human Resources and if required, a Ministry of Labour Inspector.
5. When a harassment complaint form is submitted **anonymously**, investigators may be limited in the extent to which they can address concerns directly with the complainant or take corrective actions.
6. The respondent will be given a copy or a synopsis of the complaint as soon as possible and will be given an opportunity to respond in writing using the Response to Harassment Complaint Form (Appendix 3).
7. Once the investigation has been completed, a written report summarizing investigation findings will be prepared for the appropriate Director with recommendations for corrective action as appropriate in the circumstances.
8. Where the results of the investigation support a specific complaint of harassment, appropriate corrective action will be taken, and the complainant and respondent will be advised of the findings. Where the results of the investigation do not support allegations of harassment, no further action will be taken, and the complainant will be advised as such.
9. The test for determining if workplace harassment has occurred may be met by assessing if:
  - the complainant specifically says the conduct is unwelcome; and/or
  - the complainant conveys through conduct or body language that the behaviour is unwelcome; and/or
  - a reasonable person would have recognized that the behaviour would be unwelcome under the circumstances.
10. No reprisals will be taken against any party for having invoked their rights under this Policy. However, where as a result of an investigation it is determined that a complaint was made maliciously or in bad faith, formal disciplinary action may be taken against the complainant. Documentation regarding disciplinary action will be retained in the employee's personnel file.
11. Human Resources will undertake follow-up interviews with the complainant as required. All follow-up interviews will be documented and retained by Human Resources.

12. For employees covered by a collective agreement, a complaint may be filed through their union as a grievance, if not satisfied with the investigation
13. When a complaint is made against the CEO/Director of Public Libraries, or a Director, or when the CEO/Director of Public Libraries considers it appropriate, the resolution of a complaint under this Policy may be referred to an outside consultant who will conduct a prompt and confidential inquiry into the complaint.
14. Acts or threats of violence involving a weapon or incidents where the violence is extreme must be reported to the police and management immediately. Employees can take whatever emergency steps are available and appropriate to protect themselves from immediate harms, such as leaving the area. All instances of workplace violence must be reported using the Workplace Violence Reporting Form (Appendix 2) and will be investigated accordingly.

## CONFIDENTIALITY

1. The Library recognizes that allegations of workplace harassment and violence involves sensitive disclosures and respects a complainant's interest in keeping the matter confidential.
2. All complaints of workplace harassment (including the identities of the complainant, the respondent and any witnesses) will therefore be held in confidence and will be disclosed only to the extent necessary to investigate and resolve the matter. It is the Library's expectation that the complainant, the respondent, and any witnesses to the incident(s) will also maintain confidentiality.
3. All records of complaints, including contents of meetings, interviews, results of investigations, and all other documentation, will be retained by Human Resources.
4. All information pertaining to the results of the risk of workplace violence that may arise from an assessment will be provided to the Joint Health & Safety Committee or its representative and will be disclosed only to the extent necessary to generate statistics.
5. All records pertaining to a complaint under this Policy are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, the Ontario Human Rights Code, the *Occupational Health & Safety Act* or the rules governing Court proceedings.

## APPLICATION

This Policy is applicable to all Library employees, contractors, visitors, clients, patrons, volunteers and appointed officials. It applies to all matters identified occurring in the course of any person's employment or contract of services.

## LIMITATIONS

The Library is committed to providing all its employees with a supportive and satisfying work environment. Every employee has the right to make a complaint or to enforce his or her rights under this Policy, without retaliation or the threat of retaliation and in the expectation that complaints of workplace harassment and violence will be successfully resolved by the Library without recourse to other avenues.

Notwithstanding the existence of this policy, under the provisions of the Ontario Human Rights Code all Library employees may at any time pursue their rights independent of this Policy.

Please refer to all associated Procedures, if applicable, for detailed processes regarding this Policy.

## APPENDICES

- Appendix 1 – Harassment Complaint Form
- Appendix 2 – Workplace Violence Reporting Form
- Appendix 3 – Response to Harassment Complaint Form

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

## INTERNAL MONITORING REPORT

**POLICY TYPE:** Executive Limitations

**POLICY TITLE:** [EL 10 Communication and Counsel to the Board](#)

I hereby present my monitoring report on your Executive Limitations policy “Communication and Counsel to the Board” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

  
\_\_\_\_\_  
Signed (CEO/Director of Public Libraries)

June 12, 2025  
\_\_\_\_\_  
Date

**Policy Element: Header Paragraph**

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

**I interpret this as follows:**

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

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

**Compliance will be demonstrated when:**

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

**Evidence:**

As specified in elements 1 through 8 below.

**Policy Element #1**

Accordingly, the CEO shall not:

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

**I interpret this as follows:**

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

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

**Compliance will be demonstrated when:**

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

**Evidence:**

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

**Policy Element #2**

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

**I interpret this as follows:**

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

**Compliance will be demonstrated when:**

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

**Evidence:**

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

- Monthly Information Updates as part of the Board meeting package
- Monthly meeting minutes from the Anti-Black Racism Working Group
- Annual Ends Reports
- Semi-annual updates from Canadian Urban Libraries Council meetings
- Updated GP01 Global Ends Policy
- Implementation of hold and secure at library branch
- Weather related closure of library branches
- Email concern from clients related to book display
- Seaton Library report to City Council (April 2025)
- Semi-annual summary of library incidents
- Emails from Library CEO to share information, articles and resources about relevant library news, events, and issues.

**Policy Element #3**

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

**I interpret this as follows:**

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

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

**Compliance will be demonstrated when:**

The Board is informed of any serious breach of compliance.

**Evidence:**

In the last year, there have been no occurrences of the Board failing to comply with any of its own policies. The Board reviewed the Governance policies and, Board-CEO Delegation policies in 2023 and the Board By-Laws in September 2024-2023.

**Policy Element #4**

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

**I interpret this as follows:**

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

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

**Compliance will be demonstrated when:**

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

**Evidence:**

Monthly Board Reports from staff, correspondence, and staff presentations to the Board have highlighted relevant issues, allowed the Board to request additional information and made space for Board discussion. The Board had opportunities to work closely with staff on committees such as the Building Committee, Linkages Committee and Ends ad hoc Committee.

**Policy Element #5**

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

**I interpret this as follows:**

“unnecessarily complex or lengthy”: not in brief or understandable language.

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

“other”: reports presented for information only.

**Compliance will be demonstrated when:**

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

**Evidence:**

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

### **Policy Element #6**

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

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

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

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

The Board is provided with appropriate means of communication.

#### **Evidence:**

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

- Board section of website with member information and official records
- Board section of the SharePoint intranet
- The email address for the Board available on <https://pickeringlibrary.ca/board/> . This email account is monitored by the CEO and the Executive Assistant. Communication is brought to the attention of the Chair and added to Board correspondence when appropriate.

### **Policy Element #7**

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

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

“timely manner”: as soon as possible

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

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

#### **Evidence:**

Review of Monitoring Reports which report compliance or non-compliance with all policies. In ~~April 2024~~May 2025, the CEO reported compliance issues with:

EL 01 – Where the Board may not be in compliance with the *Public Libraries Act* due to an interpretation of the Act which requires that the Chair be appointed for a full Board term rather than PPL’s specified two-year term for Board Chair. The Board By-Laws outline that the Chair role is a two-year term. It is also common to have one- and two-year terms for a Board Chair in many Ontario Libraries.

### **Policy Element #8**

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

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

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

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



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

**Evidence:**

Direct inspection of Library Board packages for the last 12 months confirms that the following were provided to the Board:

- Purchasing Policy
- Hiring Policy
- Health & Safety Policy
- Respect in the Workplace Policy
- ~~Draft Operating and Capital Budget submissions~~
- 2022-2023 financial statement audit
- Purchases documents and contracts that required Board approval: n/a
  - ~~Above \$250,000: ILS Software~~
  - ~~Sole source purchases over \$125,000: n/a~~
  - ~~Consulting services over \$50,000: Strategic plan professional fees~~