

1. Meeting Called to Order

Chair

2. Land Acknowledgement

F. Mahjabeen

3. Public Delegations

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

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

**4. Approval of Agenda
Conflict of Interest Disclosure**

Chair

MOTION
to Approve

5. Presentations

(TBC Confirm
staff members)

5.1 OVEE
M. Wagner, Client Experience Specialist- Outreach

5.2 Collections
J. Derlatka, Manager, Collections & Digital Experience

6. Consent Agenda

Chair

MOTION
to Approve

6.1 Minutes of the Previous Board Meeting – [Pg 4-10](#)
June 19, 2025 and August 27, 2025.

6.2 Library Information Update – July, August [Pg 11-17](#)
& September 2025.

6.3 January- June 2025 Client Feedback [Pg 18-19](#)
Review

6.4 2nd Quarter Stats Review (KPIs) [Pg 20](#)

6.5 2nd Quarter Financial Review [Pg 21-22](#)

6.6 January - June 2025 Incident (Security [Pg 23-24](#)
Report)

7. Correspondence

None.

8. Ends Discussion

None.

9. Staff Reports

Verbal
Update

- | | | |
|------------|---|--|
| 9.1 | Anti-Black Racism Working Group Update
[Minutes of the June 11, 2025 and July 9, 2025 ABRWG meetings attached] | <u>Pg 25-28</u> S. Oza |
| 9.2 | 2026 Draft Current and Capital Budgets | <u>Pg 29-31</u> C. Moore |
| 9.3 | Naming Policy | <u>Pg 32-34</u> J. Flowers |
| 9.4 | Naming New Library Branch | Verbal J. Flowers
Update |

10. Monitoring Reports – Executive Limitations

- | | | | |
|-------------|---------------------------|--|---------------------------------|
| 10.1 | EL 05 Financial Planning | <u>Pg 35-38</u> F. Mahjabeen | MOTION
to Receive
/ Adopt |
| 10.2 | EL 06 Financial Condition | <u>Pg 39-42</u> 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 02 Treatment of Clients

D. Sharma

11. Board Committee Reports

- | | | | |
|-------------|---|------------------|--------------------|
| 11.1 | Report of the Building Ad Hoc Committee | Verbal
Update | Committee
Chair |
| 11.2 | Report of the CEO Evaluation Committee | Verbal
Update | Committee
Chair |
| 11.3 | Report of the Linkage Committee | Verbal
Update | Committee
Chair |

12. Governance

None.

13. Board Policy Review

- | | | | |
|-------------|----------------------------|---------------------------------------|--------|
| 13.1 | Annual Board Bylaws Review | <u>Pg 43-66</u> Chair | Motion |
|-------------|----------------------------|---------------------------------------|--------|

14. New & Unfinished Business

14.1 Member Community Reports

14.2 Seaton Recreation Complex & Library Verbal Update J. Flowers

14.3 Emerging Issue Project Plan Verbal Update J. Flowers

15. Confidential Matter

None. Verbal Update [click here and add name]

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results Verbal Update Chair

16.2 Completion of Evaluation for Current Meeting

17. Adjournment Chair MOTION to Adjourn

Next Meeting:

To be Held: Thursday, October 23, 2025, at 7:00 pm

Location: Central Library Auditorium

Preliminary List of Motions

Item # Motion

4. THAT the items in the Agenda be approved by the Board as presented.

6. THAT the items in the Consent Agenda be approved by the Board as presented.

10.1 THAT the Board has received the monitoring report for policy [click here and add EL # and name] and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy [click here and add EL # and name] as presented, the policy being complete, sound, and effective.

10.2 THAT the Board has received the monitoring report for policy [click here and add EL # and name] and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy [click here and add EL # and name] as presented, the policy being complete, sound, and effective.

17. THAT the meeting be adjourned.

Location: Central Library Auditorium

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

Absent: F. Mahjabeen; Councillor L. 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 7:02 pm

2. Land Acknowledgement

B. Kenworthy read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.01

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

Carried.

5. Presentations

5.1 Teens Services Update - K. Graham, Client Experience –Youth Specialist

K. Graham presented an update on programs and projects. In 2024, popular programs included the Gingerbread House Competition, Monster Bash, Wealth & Investing, Prom Boutique, Trivia, and Pride Party. There was also an update to the furniture and layout in the Central Library's teen area. For 2025, standout programs include Ghost Hunting, Anime Club, Prom Boutique, Identity Footprints Workshop, Crochet for the Soul, and Black Brilliance. Future plans involve continuing annual youth forums and further teen area improvements.

Adults Services Update - R. Lewis, Client Experience – Adult Specialist

R. Lewis, presented on new initiatives aligned with the corporate strategic plan. These included seed libraries (with over 10,000 seed packages distributed), the Central Library's older adults area reorganization, and a new board game collection. In 2025, the trendline is positive for number of events offered and program has increased, and event

satisfaction has improved from 67% to 80%. For 2025, key events include yoga and tai chi, estate planning, Alzheimer Society sessions, local history talks, and Claremont events. Future projects include an adult reading challenge and civic engagement events on intellectual freedom.

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

C. Moore's presentation covered cybersecurity challenges and opportunities, ongoing participation in the Durham Area Cybersecurity Taskforce (D-ACT), cyberinsurance coverage, and staff training programs like KnowBe4, Microsoft Defender simulations, and SIEM. Additional updates included a backup server upgrade, policy reviews with an AI lens, and plans to build relationships with legal cyber specialists.

C. Moore confirmed that PPL follows industry-standard testing practices by collaborating with vendors to ensure appropriate security controls are in place. PPL is also working closely with the City to pursue a similar path and plans to engage legal services along with a basic consulting retainer to establish a baseline framework. He noted that PPL staff are currently undergoing a comprehensive training series through KnowBe4, which covers cybersecurity awareness and internal policies and procedures.

6. Consent Agenda

- 6.1** Minutes of the Previous Board Meeting May 16, 2025
- 6.2** Library Information Update – June 2025
- 6.3** Minutes of the CEO Evaluation Committee
- 6.4** A05 Health & Safety Policy
- 6.5** A10 Hiring Policy
- 6.6** A12 Purchasing Policy
- 6.7** A41 Respect in the Workplace Policy

Motion #24.02

Moved by A. Mir, Seconded by K. Danylak **Motion THAT** the items on the Consent Agenda be amended to remove Councillor Cook as an Attendee, and list her as Absent.
Carried.

7. Correspondence

None

8. Ends Discussion

None

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza shared that three new members have joined the ABRWG team. A well-attended and energetic gathering was held in June and featured engaging discussions on the community survey, barriers to library access, and 2024 highlights. The upcoming virtual meeting on July 9, 2025, will focus on finalizing the survey, which will launch over the summer and fall and aim to capture diverse community perspectives.

9.2 PHCC Naming Update

J. Flowers shared that at a recent meeting, City Council approved the naming of the Pickering Heritage & Community Centre ("PHCC") as the Dorsay Heritage & Community Centre under a naming rights sponsorship agreement.

This facility will include a new Pickering Public Library branch which requires a branch name. A discussion followed about how branches are currently named. Following a thoughtful discussion on the City Naming Policy's, the Library Board passed a motion to develop a naming policy and explore the Library Board being granted the authority to name library branches.

Motion #24.03

Direction to develop a Naming Policy that gives the Board authority to approve naming of all public libraries. And authorizes the CEO to engage with the City on procedural manners related to naming the library locations.

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the Direction to develop a Naming Policy be approved.

Carried.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 10 Communication and Counsel to the Board

A. Mir provided an update on the report, confirming that the report met all requirements of the policy. He believes it communicates effectively and supports the protection of library resources.

Motion #24.04

- 10.2** Moved by Maginley, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy **EL 10 Communication and Counsel to the Board as presented**; 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.
Carried.

Executive Limitations policy EL 05 Financial Planning and EL 06 Financial Condition 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 CEO Evaluation Committee

A. Maginley provided a summary of the meeting and met with the CEO Evaluation Committee to review the mid-year progress. J. Flowers walked through the completed projects and metrics at the mid-year point. Overall, the report looks strong. The committee will meet again in November or December for the year-end evaluation.

11.2 Report of the Building Ad Hoc Committee

Councillor Butt shared that the Building Ad Hoc Committee did not meet but plans to arrange a tour of PHCC within the next few months, when the site is closer to being finished. Their next meeting is in September, and an agenda will be created and shared.

11.3 Report of the Linkage Committee

A. Mir shared that the Linkage Committee did not meet; however, the committee will be participating in Pickering Public Library events throughout the summer and will provide an update in the fall.

12. Governance

12.1 Board Offsite Education Session

A. Maginley and D. Sharma shared the idea of a Board Offsite Education Session and suggested using a survey to gauge timing and interest. The goal is to secure Broad participation and collaborate with J. Flowers and the team to finalize the agenda and key topics for this educational initiative. The target timeframe is July or August, and a survey will be sent out to move forward on dates and location.

12.2 Review of New Board Evaluation Form

A. Maginley & D. Sharma sent out a revised version of the survey, incorporating feedback from the Board. The original survey was not very effective, so the updated version aims to be more user-friendly and to gather more meaningful input moving forward. Board members are invited to provide any additional edits, suggestions, or changes.

The Board members were asked to submit feedback within the next few weeks. Revisions will be implemented for the September meeting, and this updated approach will be used moving forward.

13. Board Policy Review

None

14. New & Unfinished Business

14.1 Member Community Reports

A. Mir attended the Rougemount Community Event and thanked J. Flowers and the Outreach team, for a very successful event, sharing that the community loves Ovee.

A. Maginley shared that Drag Queen Story Time had a great turnout, and the venue at the George Ashe Library was an excellent choice.

Councillor Butt shared that senior residents from Seaton would like to add cookbooks to the collection as they feel that there is not enough selection. S. Oza will follow up with her staff to investigate this.

K. Smuk shared that her son loved the Summer Solstice event.

14.2 George Ashe Library & Claremont Library Closure – Staff Learn Day (September 12, 2025)

J. Flowers shared with the Board that Staff Learn Day this year will be on September 12, 2025 and requested permission for the closure of the libraries.

Motion #24.05

Moved by K. Danylak, Seconded by S. Sheehy **Motion THAT** the closure of George Ashe Library and Claremont Library be approved as presented.

Carried.

14.3 Public Libraries in Denmark

J. Flowers shared photos and videos of the Next Library Conference in Denmark and will send a link of the photos to the Board via email.

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.

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, September 25, 2025, at Claremont Library at 7:00 pm.

Motion #24.06

Moved by S. Sheehy, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 9:07 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Held: Wednesday, August 27, 2025
Location: Virtual – M Teams

Attendees: Councillor M. Brenner; Councillor S. Butt; K. Danylak; B. Kenworthy; A. Maginley (Chair); A. Mir; D. Sharma;

Absent: Councillor L. Cook; S. Sheehy; K. Smuk; M. Fatema

Staff: J. Flowers – CEO/Director of Public Libraries; Jennifer Eddy – Director, Human Resources; L. Wallis – Acting Executive Assistant

1. Call to Order

Chair A. Maginley called the meeting to order at 7:03 pm

2. Land Acknowledgement

Chair A. Maginley read the City of Pickering Land Acknowledgement.

3. In Camera Matters

Motion #24.07

Moved by D. Sharma Seconded by M. Brenner **Motion THAT** the Board move into closed session in accordance with the provisions of Section 16.1(4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board By-laws, in that the matters to be discussed are related to:

- d) Labour relations or employee negotiations.

Carried.

3.1 Confidential Presentation from the Director, Human Resources

Re: Canadian Union of Public Employees, Local 3506 Collective

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

Chair A. Maginley advised during the closed portion of the meeting, the Board considered matters pertaining to labour relations or employee negotiations, and that the following motions were now before the Board in open session:

Motion #24.07

Moved by A. Maginley, Seconded by A. Mir **Motion THAT** the Memorandum of Settlement dated August 14, 2025, between The City of Pickering Public Library Board and the Canadian Union of Public Employees, Local 3506 be ratified, and the Director, Human Resources be authorized to take the necessary actions.

Carried.

4. Adjournment

Moved by M. Brenner, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 7:28 pm.

Signature of Library CEO:

Date:

Signature off Library Board Chair:

Date:

1 The Best Place for Everyone to Learn

Multilingual Renamed the World Languages Collection

To make it easier to find reading material in languages other than English, the Multilingual Collection has been renamed the World Languages Collection. A new World Languages page was added to our catalogue to make it easier for clients to see and browse the titles. The World Languages collection was also expanded this year with more titles added, and a new language, Farsi, with material arriving by the end of the year.



Children's Area Pop-up Collection

While the Central Library's children's area is in the middle of an extensive renovation, a pop-up children's area was created to ensure continued access to our children's collections. Located in the Maker Space Event Room, the pop-up includes popular children's material and resources for school. Additionally, staff have launched a Grab and Go bags program, providing clients with a quick way to check out a bag packed with a variety of material, making it quick and easy to borrow children's books.



School Spring Fair with Ovee

Ovee supported early childhood literacy with a visit to Pickering Elementary School's Spring Fair hosting a range of fun literacy games, with an opportunity to tour the vehicle and register for library cards. 86 parents and children participated.



Teen Reading Challenge Launch

Staff elevated this year's Teen Reading Challenge launch by hosting a celebration in Esplanade Park. Teens enjoyed popcorn, snow cones, and activities with several community partners. The event drew more than 60 participants.

TD Summer Reading Club

The Library delivered a successful Summer Reading Club program, registering more than 1,000 children and delivering 71 programs attended by over 2,500 children. A July launch party drew close to 1,000 attendees and featured 15 community organizations.



Mall Storytime

Over the summer, the Library partnered with The Shops at Pickering City Centre to bring storytime into the community. Held twice a month in the centre of the mall, each session welcomed 10–15 children for a unique storytime experience.

Following the programs, outreach staff were on hand to connect with parents and offer library card registrations.



Film Production Series in Partnership with Toronto Film School

In July, the Library partnered with Toronto Film School to deliver three programs on film production: *Acting for Film, TV, and Theatre*, *Film Production*, and *Screenwriting*. A total of 10 participants attended and showed strong engagement, asking thoughtful questions of each presenter. Building on this success, the Library will continue partnering with Toronto Film School, including participation in CreatorCon on Saturday, September 27, where staff will host a vendor booth.

Photo Series: Street Photography

Library staff delivered a Street Photography program as part of a larger six-part series. The workshop covered key topics including the fundamentals of street photography, gear and lens selection, shooting from a distance, and composition techniques. The program drew 9 participants reflecting continued strong interest in the photography series.

2 Committed To Care, Inclusion and Belonging

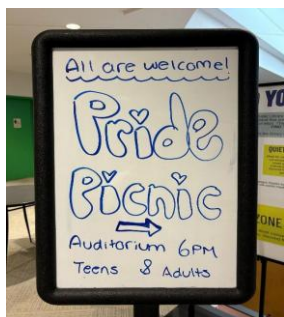
Pride Events

This summer, the Library hosted two Pride events to foster empathy, celebrate diversity, and demonstrate the library's commitment to being a place where everyone— including 2SLGBTQ+ youth and families - belongs and sees themselves reflected and respected.



Creating Rainbow Keychains with Blissful Felting

Nineteen teen and adult clients learned how to felt rainbow keychains during Pride Month.



Staff hosted the annual Pride Picnic, welcoming 34 teen and adult participants. While the event has been a tradition for years, this summer it introduced a new picnic theme. Despite inclement weather forcing the celebration indoors, the event still drew a strong turnout and was warmly received by the community.

Drums for Fun with Afiwi Groove School

Afiwi Groove School delivered an engaging, high-energy African drumming experience in the summer. Children learned African rhythms and basic drumming techniques. There were 15 children in attendance.



City of Pickering Anti-Black Racism Taskforce – International Day for People of African Descent Community Celebration and Movie Night

For the third year in a row, Library staff supported the City's International Day for People of African Descent Community Celebration. Staff connected with more than 100 attendees about the ABRWG Community Survey and more than 60 surveys were completed during the event. The survey was promoted through digital channels and generated more than 70,000 views.



3 A Connected Community

Library staff participated in the City of Pickering's Canada Day celebration at Esplanade Park. Through interactive activities and information focused on Canada's shared history, staff created a space that encouraged reflection and respectful conversation.

Two Indigenous-themed activities were available: building a Birch Bark Canoe and creating a Two Row Wampum (Gaswenta). Each activity featured informative displays highlighting their cultural significance and included key terms translated into Indigenous languages such as Ojibway, Mohawk, and Plains Cree, providing participants with an engaging opportunity to connect with

Indigenous traditions and heritage.



The Indigenous Relations Outreach Associate wore a traditional ribbon skirt, beadwork, and regalia which led to engaging conversations with the public. Adults and senior adults asked questions on Indigenous history, culture, and how they could find further information.

Member of Provincial Parliament, and Finance Minister, Peter Bethlenfalvy stopped by for a tour of OVEE and posted about his visit on social media.

A total of 310 residents visited OVEE during the event. These interactions offered an opportunity to foster civic engagement, helping residents feel supported in exploring what matters to them and to their community.



4 Building for the Future

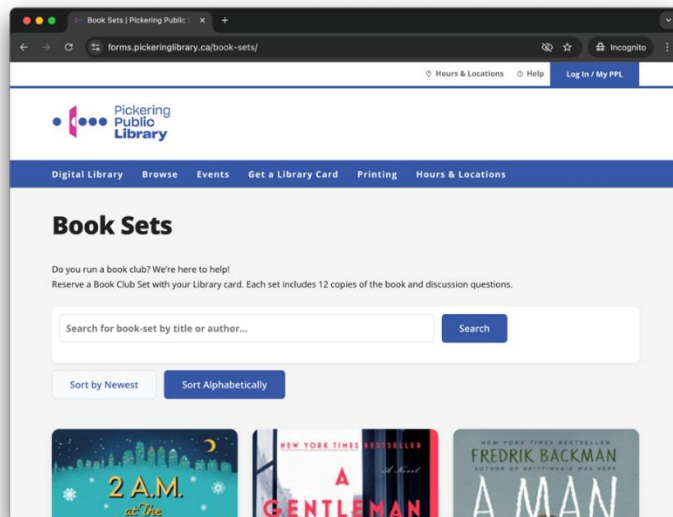
New Attraction Passes!

The Library has expanded loanable item collection with new attraction passes. Library clients can now access 7 new passes for a total of 11 attractions in and around Pickering. Attractions include The Village at Black Creek, The McMichael Art Gallery, Aga Khan Museum, and the Royal Ontario Museum. Clients can borrow these passes for 7 days to gain admission to various educational and entertainment experiences including museums, art galleries and conservation areas. Some passes are first-come first-served, and some can be reserved with a hold.



New Book Club Sets Reservation Platform

To enhance the client experience of reserving Book Club Sets, staff created a new portal to view and reserve the Library's collection of Book Club Sets. This new portal also streamlines the management of these sets and facilitates a more efficient check out process for clients.

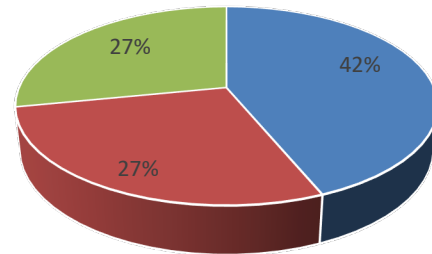


Client Feedback Review January to June 2025

Summary

Feedback Received By	Number of Feedback Submissions
Paper Form	14
Online Form	9
Social Media/Google	9
TOTAL	33

Feedback Received By

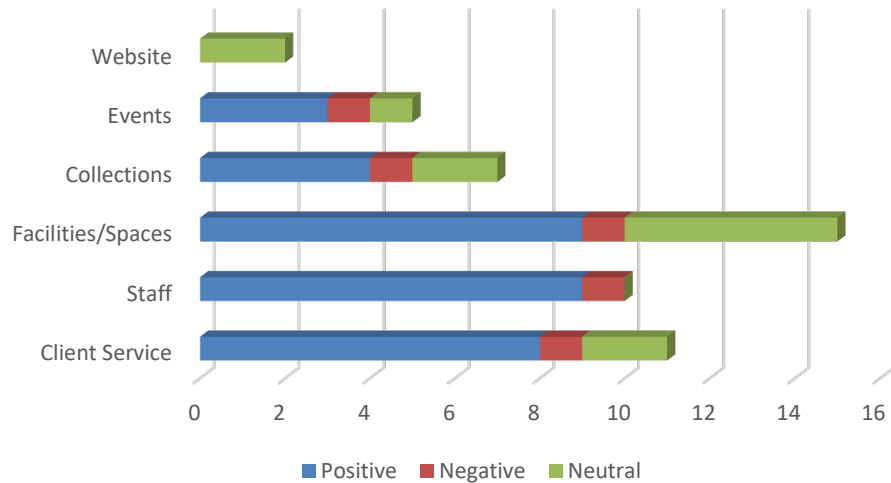


■ Paper Form ■ Online Form ■ Social Media/Google

Feedback Category

Feedback Category*	Positive	Negative	Neutral	Total
Client Service	8	1	2	11
Staff	9	1	0	10
Facilities/Spaces	9	1	5	15
Collections	4	1	2	7
Events	3	1	1	5
Website	0	0	2	2

Feedback Category



Client Feedback Highlights

Category	Date	Positive Feedback	
Facilities, Collections, Events	April 12 2025	"Amazing library! Pickering public library always have the books I want and if I can't find them they will get them for me from ILLO. I also love the variety of the makerspace machines available as well as an adult programming "	
Client Service, Staff	June 18 2025	"I love going to this library. Staff are very helpful. Just a nice place to go and use the computers and print what you need to do."	
Client Service	April 25 2025	"What a wonderful service for self-employed persons!"	
Category	Date	Negative/Neutral Feedback	Follow-Up Actions
Collections	Jan 24 2025	"Make there be no waiting for the next month to borrow items on Hoopla. Let there just be a limit of 5 items to borrow and if you return some or all items you can borrow more."	Forwarded to Collections for follow up.
Client Service	Jan 8 2025	"Pls bring back guest (aka *anonymous*) access for the internet! IMO this continues the important tradition of libraries facilitating access to info...eg.no trail can be important to LGBT esp. youth!"	Called client but did not reach them after several attempts
Facilities	Mar 28 2025	"Dear PPL, I appreciate the well-equipped study spaces in the library, particularly the built-in power outlets on the tables. However, I have noticed that the size of the outlets is quite small, making it difficult to plug in many laptop chargers and even some phone adaptors. If possible, providing a power strip next to the tables would be a great help to library users. This small addition could enhance the convenience and accessibility of the study areas. Thank you for considering this suggestion. I appreciate your effort in maintaining a comfortable and efficient learning environment."	Thanked client for the feedback and forwarded to Facilities for follow up.

2025 KPI Q2 Statistics

	2024	Per capita (pop: 100,000)
Total circulation	977,464	9.8
Cardholders	40,653	0.4
In-person visits	421,354	4.2
Website visits	952,306	9.5
Public Computer Use	34,204	0.3
Total Digital Learning Sessions	54,611	0.5
Number of programs	916	0.009
Program attendance	20,287	0.2
Outreach events	148	0.001
Outreach attendance	8,663	0.09

2025 YTD (Jan - Jun)	Extrapolated to full year	Per capita (pop: 100,000)	Change Year over Year (extrapolated data)
499,365	998,730	10.0	2%
44,572	44,572	0.4	10%
209,637	419,274	4.2	0%
450,567	901,134	9.0	-5%
18,615	37,230	0.4	9%
33,507	67,014	0.7	23%
492	984	0.010	7%
9,481	18,962	0.2	-7%
84	168	0.001	14%
4,269	8,538	0.043	-1%

2025 Current Budget Status

As of August 31, 2025

Expenditures	YTD Actual	Annual Plan	Remaining	Rem.(%)	Notes	Year-end Estimate
501000 Salaries & Wages	2,482,358	4,124,091	1,641,733	39.81%		\$ 4,034,128
501010 Overtime	787	3,410	2,623	76.92%	Additional overtime required for Canada Day event	\$ 4,235
501020 Employee Benefits	746,606	1,194,164	447,558	37.48%		\$ 1,184,125
501025 Employee Recognition & Appreciation	284	3,800	3,516	92.52%	Recognition awarded later Q3/Q4	\$ 3,310
501040 Uniforms	1,047	4,000	2,953	73.84%	Uniform orders planned for Q4	\$ 3,900
501100 Conferences	4,562	5,200	638	12.26%		\$ 5,200
501110 Seminars & Education	8,735	18,800	10,065	53.54%		\$ 18,600
501130 Travel	2,142	5,000	2,858	57.16%	Less travel has been required than anticipated.	\$ 4,500
502000 Postage	3,223	2,200	(1,023)	-46.49%	Higher postage costs due to mail reminders in Q1.	\$ 4,200
502010 Freight, Express & Cartage	12	500	488	97.66%		\$ 200
502020 Cellular Phones	11,969	21,000	9,031	43.01%		\$ 19,000
502030 Telephones & Data Services	10,221	18,990	8,769	46.18%	Unplanned phone system migration scheduled for Q4	\$ 28,900
502040 Internet Services	21,777	33,060	11,283	34.13%		\$ 33,000
502050 Cable TV	476	750	274	36.58%		\$ 725
502100 Advertising	3,228	18,000	14,772	82.06%	On track per 2025 allocations.	\$ 14,500
502130 Printing - Brochures/News Ltr	3,143	24,000	20,857	86.9%	On track per 2025 allocations.	\$ 21,000
502210 Insurance Premium	38,090	38,090	-	0%		\$ 38,090
502220 Insurance Deductible	-	2,300	2,300	100%		\$ -
502230 Consulting & Professional Fees	4,534	129,600	125,066	96.5%	Facilities plan consulting scheduled for Q4	\$ 105,500
502240 Meals/Promotion/General	1,585	9,000	7,415	82.39%	Staff learn day expenses posted in October	\$ 7,000
502250 Memberships	15,565	16,750	1,185	7.07%		\$ 16,000
502260 Outside Agency Services	47,150	277,590	230,440	83.01%	Majority of costs incurred in Q4	\$ 310,000
502340 Building Repairs & Maintenance	79,443	301,110	221,667	73.62%	Majority of costs incurred in Q4	\$ 300,000
502370 Vehicle Repairs & Maint	375	2,500	2,125	85%		\$ 2,000
502375 Gas, Oil, Tires, Etc.	2,387	3,950	1,563	39.58%		\$ 3,500
502380 Misc Equip Rep & Maintenance	21,883	43,800	21,917	50.04%		\$ 42,000
502500 Stationery & Office Supplies	14,281	24,000	9,719	40.49%		\$ 22,000
502520 Program & Event Supplies	24,186	36,500	12,314	33.74%		\$ 34,000
502530 Committee Expenses	559	9,000	8,441	93.79%	Committee expenses paid in Q4	\$ 8,000
502540 Supplies & Tools	10,521	17,500	6,979	39.88%		\$ 16,000

502541 Shop Supplies	3,747	4,200	453	10.8%	Additional library cards required	\$	4,500
502550 Library Materials	174,820	298,000	123,180	41.34%		\$	288,000
502600 Utilities - Water	12,253	18,250	5,997	32.86%		\$	18,250
502610 Utilities - Gas	31,355	45,510	14,155	31.1%		\$	45,510
502620 Utilities - Hydro	63,040	139,510	76,470	54.81%		\$	139,510
502700 Sfwr/Hdwr Maintenance Contracts	216,345	258,680	42,335	16.37%		\$	240,000
502730 Hardware Replacements	9,328	19,000	9,672	50.91%		\$	16,000
502740 Furniture & Fixtures	5,703	7,200	1,497	20.79%		\$	7,000
508036 Trsf to Library Building Reserve	-	100,000				\$	100,000
Total Expenditures	4,077,932	7,279,005	3,201,073	43.98%		\$	7,142,383

Revenue	YTD Actual	Annual Plan	Remaining	Rem.(%)	Notes	Year-end Estimate
402500 Federal Grants	-	(41,195)	(41,195)	100%	Young Canada Works Grants received in Q4	\$ (41,195)
402510 Ontario Grants	(32,100)	(136,425)	(104,325)	76.47%	Provincial Library Grant received in Q4	\$ (136,425)
403000 Departmental User Fees	(35,619)	(51,500)	(15,881)	30.84%		\$ (54,428)
403030 Vending Machines	(1,238)	(2,575)	(1,337)	51.92%		\$ (2,500)
403064 Rentals - Mtg. Room/Publi	(1,798)	(5,150)	(3,352)	65.08%		\$ (4,000)
403120 Other User Fee Revenue	(5,258)	(13,300)	(8,042)	60.46%		\$ (10,000)
405000 Fines & Charges	(3,887)	(7,000)	(3,113)	44.47%		\$ (7,000)
406500 Donations	(8,965)	(20,000)	(11,035)	55.17%		\$ (20,000)
408607 Trf fr DC Library Services Oblig Res Fun	-	(46,900)	(46,900)	100%		\$ (46,900)
Total Revenue	(87,141)	(324,045)	(236,904)	73.11%		\$ (322,448)

Net expenditures	3,990,791	6,954,960	2,964,169	42.62%	Projected Surplus:	\$	135,025
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Summary of Incidents for this time period:

Public Incident Reports		
Type of Incident*	Number of Incidents 2024	Number of Incidents 2025
Disruptive Behaviour	23	38
Fighting/Violent Behaviour	3	5
Vandalism	3	3
Theft: Personal	4	2
Theft: Library	8	8
Trespassing	7	4
Injury/Illness for Client	3	8
Other	17	28
TOTAL	68	96

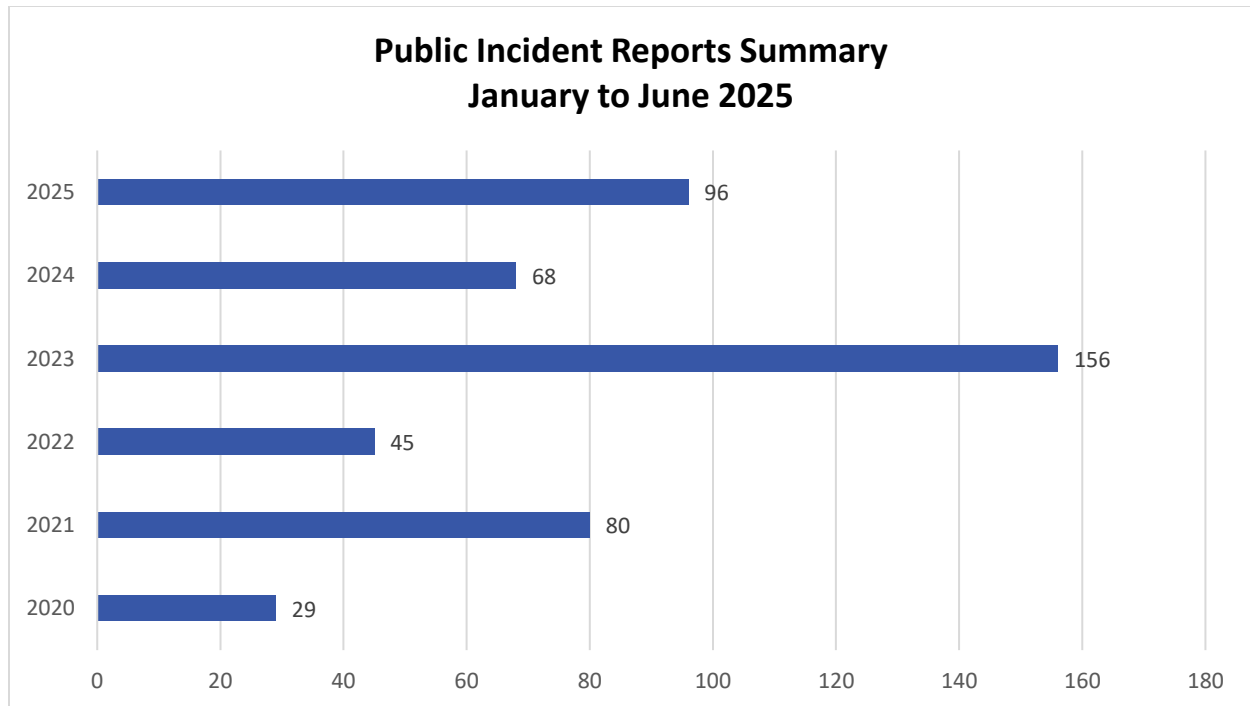
*Although some incidents fit into more than one category, each incident is only counted once in the category it “best” fits to avoid inflating the statistics.

The total number of public incidents reported between January 1 and June 30, 2025, was higher than during the same period in the previous year. This increase reflects, in part, the emphasis placed on encouraging staff to document all unusual occurrences in the Library. Staff responded diligently, resulting in more thorough reporting overall, including capturing observation of unusual client interaction and activity in the Library.

At the same time, disruptive behaviour related incidents also rose. Disruptive behaviour refers to actions that disturb or interfere with one’s ability to use and enjoy the Library. This includes refusing to follow Library policies or staff directions, making excessive noise, engaging in harassment of any kind either between clients or between clients and staff, or declining to leave when asked.

In-Charge staff that respond to incidents are trained and prepared to respond to the full range of incidents that may occur in the Library. To further strengthen support, a full-time Client Services Lead is available during the day at the Central Library to manage incidents and assist staff, alongside Managers. In the evening, there is a security guard present at the Central Library to further support In Charge staff. Following any incident, Managers connect with staff to debrief, provide guidance, and support decisions such as exclusions when needed. All staff are kept informed of incidents and follow-up actions to ensure transparency and shared awareness.

Summary of Incidents over the last 5 years



Employee Incident Reports		
Type of Incident	Number of Incidents 2024	Number of Incidents 2025
Exposure		
First Aid		2
Health Care		
Lost time		
Near Miss		2
TOTAL	0	4

*Although some incidents fit into more than one category, each incident is only counted once in the category it “best” fits to avoid inflating the statistics.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, June 11, 2025, 6:30 pm

Location In-person – George Ashe Library, Silent Study Room

Attendees: Charmain Brown (Notetaker), Nicole Facey, Romina Diaz-Matus, Salome Odeny, Samantha Adebisi, Scerena Officer, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung

Staff Mixer Portion, Library Staff: Jackie Flowers, Benito Cortese, Eva Stepanian, Jaclyn Derlatka, Muhammad Rafeh, Lalaa Comrie.

Absent: Simone Grant

1. Staff Mixer

- Per the 2025 Work Plan, in lieu of progress update presentations, staff gathered with ABRWG members to share space, explore library services, and share updates across the different ABRWG priorities and currently implemented work plans. Staff led ABRWG members through an ice breaker, a library services scavenger hunt, and a 'speed chatting' exercise where members were divided into pairs and met with different staff on a rotation to explore progress updates. Lastly a refreshment period was conducted for some further staff and member engagement.
 - SO introduced new ABRWG Members (SO, SG, SC [absent]) and library staff members
 - ES, MR and BC took the group through an icebreaker and library scavenger hunt to get to know each other and library resources available to clients.
 - The opening greeting was given by CEO, JF.
 - Departmental progress updates took place as a mixer with information shared about: Client Experience, Collections, Marketing and Events. City staff from the Human Resources team will provide an update in the future.
 - Comments and questions were addressed throughout the mixer.

The regular business agenda resumed after the Staff Mixer, with most of the staff members departed.

2. Land Acknowledgement and Ancestral Acknowledgement

- Read by SY and NF.

3. Conflict of Interest Declaration
 - No conflicts declared.
4. Review Meeting Minutes
 - [Insert previous month] meeting minutes were reviewed
 - No edits or changes were expressed.
5. Anti-Black Racism Community Survey Preliminary Drafting
 - The group reviewed the purpose and direction of the survey.
 - Discussed how we can use the survey to get the communities perspective across the various themes (client experience, marketing, events, collections, etc.).
 - Shared agreement that priority is to assess impact of the work in action since the original survey.
 - Discussion took place as to the revisions and/or deletion of previous survey questions and addition of new questions.
 - If possible, ideal duration length desired – 5-minute completion time, within 8 to 12 questions (depending on short answer versus multiple choice/rating format).
 - If possible, apply 'save and continue' option for respondents to come back to finish the survey if they find they want more time, and cannot complete it in one sitting.
 - Where rating questions are used, for better universal understanding and/or to overcome language barriers, offer emojis are the options.
 - Opportunity: asking questions about "Feelings / Experiences" and "Staff Interaction".
 - Goal, per the 2025 Work Plan, is to have the survey prepared and distributed by the end of the month.
 - SY will draft a new survey and send to ABRWG members for feedback.
5. Debrief February and April In-library Observations and Feedback
 - Due to time constraints, this will be shared during the July meeting.

Next Meeting: Wednesday, July 9, 6:30 pm (online via Teams)

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, July 9, 2025, 6:30 pm

Location: Online, via Teams

Attendees: Nicole Facey, Romina Diaz-Matus, Samantha Adebiyi, Scerena Officer, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung, Jaclyn Derlatka

Library Board Members: Akeem Maginley (Chair), Doodnauth Sharma (Vice-Chair), Abdullah Mir

Absent: Charmain Brown, Salome Odeny, Simone Grant

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and RDM.
2. Conflict of Interest Declaration
 - No conflicts declared.
3. Review Meeting Minutes
 - June meeting minutes were reviewed
 - No edits or changes were expressed.
4. Introduction to Local History Collections
 - JD, Manager, Collections and Digital Experience, provided an introduction to Local History.
 - This discussion builds on community feedback about Collections, and the opportunity for better representation across authors and what stories are available, represented, and included in all collections that clients can access.
 - A copy of the presentation will be shared with the group.
 - The group shared what they currently think of when they hear 'Local History'. Some thoughts shared included:
 - Archives or records from earlier times in Pickering's history, land information, decisions around the nuclear power plant.
 - Old geographic surveys, information about families that lived here and the various land changes.
 - History of Pickering itself, not just as it pertains to the library.
 - Post-presentation discussion and feedback:
 - This is important work. How do we get the community involved in this work? Have we considered 'open houses' with partners? Leveraging

partners to bring forward their networks of people. Perhaps a 'Community Day' with displays and entertainment.

- How do we raise awareness around donating/contributing to the collection? Where does the research start? And how do residents know if a donation opportunity fits within scope of the collection? How do staff determine priorities across topics, sources, and formats?
 - A Local History specific collection policy is being developed to formalize criteria for this unique collection. Intention is to have something that can be shared publicly for more transparency.
- When significant community events take place, (e.g., naming of a new elementary school), could the library and these external groups (e.g., Durham District School Board) collaborate to raise awareness about the history and background information around the significant event?
- Does the library work with local history groups? Suggestion: Ontario Black History Society.
- Where do staff start to look for materials?
 - Currently, staff typically start with the digital archive.
- From a diversity perspective, can you invite specific items in more varied formats, e.g., oral histories, music, poetry – other forms of generational storytelling? Suggestion: Ghanaian, Ethiopian cultural music, or cultural representations to reflect the full Pickering community.
- Oshawa museum produced a [book](#), is that something Pickering could do?
- Consider offer more student placement opportunities that could increase capacity and/or diverse perspectives/contributions.

5. Anti-Black Racism Community Survey

- The latest draft version was shared by email. Appreciation was shared for all the input and suggested edits.
- The goal remains to publish the survey no later than July 30, to ensure the survey can be promoted at the Durham Region Emancipation Day event taking place in Esplanade Park.
- The group brainstormed passive activities and other strategies beyond the survey to invite input from residents who may not want to complete the survey.
- SY to gather remaining ABRWG and internal feedback for a final edit and will provide an updated preview link. In the meantime, all members will review the preview link for flow, wording, timing, and overall experience.

6. Debrief February and April In-library Observations and Feedback

- Members shared individual positive and negative experiences from visiting the library in-person.
- Feedback and discussions touched on: spaces/layout, loanable items beyond books, staff-to-teen engagement, additional event ideas, public awareness of what is accessible at the library, and front-line client experience training/accountability.
- SY and SO will share the details of all the feedback with the appropriate teams for follow up.

Next Meeting: Wednesday, August 13, 6:30 pm (in-person at Claremont Library)

<div>2026</div> <div>City of Pickering Draft Capital Budget</div>	
10900 Library	
	Funding
C10900.2511 Central Library Shelving Replacement	
Replace aging furniture and shelving at Central Library.	
Total C10900.2511 Central Library Shelving Replacement	200,000
C10900.2601 Collection Materials	
Collection Materials include: Books, audio books, movies and other types of physical materials along with their processing and packaging.	
Total C10900.2601 Collection Materials	332,000
504800 Cap Information Tech	
Replacement and modernization of aging IT infrastructure.	
Total C10900.2603 Library IT Infrastructure Upgrades	28,500
C10900.2604 DCHC - Collection Materials	
Collection Materials include: Books, audio books, movies and other types of physical materials along with their processing and packaging. Create new collection for DCHC site.	
Total C10900.2604 DCHC - Collection Materials	100,000
C10900.2605 RFID detection system upgrades (Central and George Ashe)	
Replacement of old technology for security of collection.	
Total C10900.2605 RFID detection system upgrades (Central and George Ashe)	30,000
C10900.2606 Lobby, Library Interior & Washrooms Retrofit	
Additional funding for Main Library Second Floor Public Washrooms Renovation. Replacing aging fixtures, partitions, counters and finishes in the second floor washrooms at the Library. A majority of these components are original from 1990.	
Total C10900.2606 Lobby, Library Interior & Washrooms Retrofit	315,000
C10900.2607 Self Checkout workstation upgrades (all locations)	
Replacement of old technology for client self checkout.	
Total C10900.2607 Self Checkout workstation upgrades (all locations)	30,000
Total 10900 Library	1,035,500

City of Pickering 2026 Current Budget Summary						
10900 Library			Run Date: Jun 19, 2025			
2024		2025	Increase /	2026	% Change	
Actuals	Account Description	Budget	Decrease	Department	From 2025	
(As of				Submission		
	Expenditures					
3,816,416	Salaries & Wages	4,124,091	289,287	4,413,378	7.01%	
4,427	Overtime	3,410	550	3,960	16.13%	
1,024,982	Employee Benefits	1,194,164	57,515	1,251,679	4.82%	
1,968	Employee Recognition	3,800	-	3,800	-	
3,438	Uniforms	4,000	500	4,500	12.50%	
9,805	Conferences	5,200	1,800	7,000	34.62%	
20,093	Seminars & Education	18,800	(3,800)	15,000	(20.21%)	
7,184	Travel	5,000	1,000	6,000	20.00%	
4,203	Postage	2,200	1,800	4,000	81.82%	
96	Freight, Express & Cartage	500	-	500	-	
17,478	Cellular Phones	21,000	1,000	22,000	4.76%	
18,922	Telephone & Data	18,990	(11,990)	7,000	(63.14%)	
34,361	Internet	33,060	1,940	35,000	5.87%	
714	Cable TV	750	50	800	6.67%	
16,768	Advertising	18,000	5,000	23,000	27.78%	
10,754	Brochures/Newsletters Printing	24,000	(4,000)	20,000	(16.67%)	
34,625	Insurance Premium	38,090	2,666	40,756	7.00%	
-	Insurance Deductible	2,300	-	2,300	-	
62,536	Consulting & Professional Fees	129,600	(107,600)	22,000	(83.02%)	
6,389	Meals, Promotions & General	9,000	-	9,000	-	
16,136	Memberships	16,750	(4,500)	12,250	(26.87%)	
262,574	Outside Agency Services	277,590	8,130	285,720	2.93%	
270,070	Building - Repairs & Maintenance	301,110	12,050	313,160	4.00%	
1,220	Vehicle - Repairs & Maintenance	2,500	500	3,000	20.00%	
2,914	Gas, Oil, Tire, Etc.	3,950	238	4,188	6.03%	
43,852	Misc. Equip. - Repairs & Maintenance	43,800	10,000	53,800	22.83%	
21,881	Stationary & Office Supplies	24,000	1,000	25,000	4.17%	
45,757	Programs & Event Supplies	36,500	(3,500)	33,000	(9.59%)	
4,464	Committee Expenses	9,000	1,500	10,500	16.67%	
21,523	Supplies & Tools	21,700	-	21,700	-	
300,710	Library Materials	298,000	10,000	308,000	3.36%	
16,304	Utilities - Water	18,250	913	19,163	5.00%	
127,619	Utilities - Hydro	139,510	11,161	150,671	8.00%	
36,976	Utilities - Natural Gas	45,510	3,641	49,151	8.00%	
219,440	Software & Hardware Mtce. Contracts	258,680	9,320	268,000	3.60%	
95,912	System & Software Upgrade	-	-	-	-	
30,632	Hardware Replacements	19,000	1,000	20,000	5.26%	
7,640	Furniture & Fixtures	7,200	5,000	12,200	69.44%	
65	Financial Services Charges	-	-	-	-	
6,620,848	Total Expenditures	7,179,005	302,171	7,481,176	4.21%	
	Revenues					
(30,879)	Federal Grants	(41,195)	-	(41,195)	-	
(137,234)	Ontario Grants	(136,425)	(1,884)	(138,309)	1.38%	

City of Pickering 2026 Current Budget Summary						
10900 Library			Run Date: Jun 19, 2025			
2024		2025	Increase /	2026	% Change	
Actuals	Account Description	Budget	Decrease	Department	From 2025	
(As of				Submission		
(48,351)	Department User Fees	(51,500)	(13,500)	(65,000)	26.21%	
(2,300)	Vending Machines	(2,575)	(1,425)	(4,000)	55.34%	
(1,862)	Rentals - Meeting Rooms	(5,150)	(850)	(6,000)	16.50%	
(2,262)	Other User Fees	(13,300)	(1,700)	(15,000)	12.78%	
(5,285)	Fines & Charges	(7,000)	(3,000)	(10,000)	42.86%	
(17,763)	Donations	(20,000)	-	(20,000)	-	
(86)	Misc. Revenue	-	-	-	-	
(246,022)	Total Revenues	(277,145)	(22,359)	(299,504)	8.07%	
	Transfers					
(29,496)	Transfer to/(from) DC Oblg RF	(46,900)	46,900	-	(100.00%)	
(9,832)	Transfer to/(from) Cntg Sty Res.	-	-	-	-	
100,000	Transfer to/(from) Reserve	100,000	-	100,000	-	
60,672	Total Transfers	53,100	46,900	100,000	88.32%	
6,435,498	Net Expenditures (Revenues)	6,954,960	326,712	7,281,672	4.70%	

Policy No.: GP 13

Policy Title: Naming Policy

Date Originated: 18 September 2025

Date Last Reviewed/Revised: 18 September 2025

Point of Contact: CEO / Director of Public Libraries

POLICY STATEMENT

This policy establishes the protocol, criteria and process for naming or renaming Pickering Public Library branches. It also covers naming rights opportunity for recognition of individuals or organizations that have made a lasting contribution to the development of library services in the City of Pickering or significant financial donors.

This policy ensures that the Library's reputation, mission, vision and principles are considered when pursuing and agreeing to naming opportunities.

DEFINITIONS

Naming rights

- A contractual obligation for exclusive right to name an asset for a fixed period of time.

Recognition

- The acknowledgement and expression of appreciation issued for a donation or a sponsorship that suitably reflects the impact of the donation or sponsorship.

Renaming

- Bestowal of a new name upon a previously named facility, room, space, physical asset (excluding branches in city-owned facility), service, event/program, and collection.

POLICY PRINCIPLES

1. Naming Library Branches

Naming or renaming library branches owned by the City follows the process and criteria outlined in City of Pickering's City Property Naming procedure ([ADM 110-006](#)).

1.01 New or Unnamed Library Branches

- a) The Pickering Public Library Board, through the CEO/Director of Public Libraries, may recommend a name for a new or unnamed library branch in a city-owned facility through a Report to Council written in collaboration with the Chief Administrative Officer, City of Pickering, or by a Notice of Motion (duly moved and seconded) brought forward by a Member of Council for Council approval. Pickering Council has authority to approve the name of a new or unnamed library branch.

1.02 Re-Naming Library Branch

- a) As per ADM 110-006, changing the name of an existing City Property will generally not be considered.
- b) Renaming existing Library Branch will only proceed if the Regional or Ward Councillor representing the area of the City Property brings a Notice of Motion forward for Council approval.

2. Naming Rights

2.01 Authority for Naming Rights

- a) Naming Rights is a partnership between the City and an external company, organization etc., who purchases the exclusive right to name an asset or venue for a fixed period of time, which is reflected in a written agreement authorized by Pickering Council.
- b) Naming Rights for City Properties, including Library Branches, follows the process and criteria outlined in City of Pickering's *Marketing Partnership &*

Advertising Policy ([ADM150](#)) and Marketing Partnership & Advertising Procedure ([ADM 150-001](#)).

RELATED POLICIES & PROCEDURES

- Pickering Public Library [Donations Policy](#)
- City Property Naming Procedure (City of Pickering [ADM110-006](#))
- *Marketing Partnership* & Advertising Policy (City of Pickering [ADM150](#))
- Marketing Partnership & Advertising Procedure (City of Pickering [ADM 150-001](#))

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 05 Financial Planning/Budgeting

I hereby present my monitoring report on your Executive Limitations policy “Financial Planning/Budgeting” 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)

September 18, 2025

Date

Policy Element: Header Paragraph

The CEO will not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to: deviate materially from Board Ends priorities; risk financial jeopardy; or fail to be created without an acceptable level of foresight.

I interpret this as follows:

1. “deviate materially from Board Ends priorities”: differ so substantially that it would affect the ability to achieve the Board’s Ends priorities.
2. “financial jeopardy”: planning for any fiscal year to end with insufficient assets to meet obligations; or planning to incur any of the unacceptable conditions (detailed in EL6) noted in Policy Element #1 below.
3. “acceptable level of foresight”: planning which anticipates various future requirements both fiscal and operational.

Compliance will be demonstrated when:

1. Proposed budgets can be reasonably expected to achieve the Ends.
2. Budget plans for sufficient assets to meet obligations, as outlined by the Library’s proposed budget; and the Board’s adoption of EL6 Monitoring Report.
3. Budget plans take into account the needs of the Board’s strategic plans and other plans and expected fiscal realities as articulated by City officials.

Evidence:

1. The draft ~~2025-2026~~ Current and Capital Budgets ~~were~~ will be presented to the Board ~~at the in-September 2025 meeting, highlighting how it connects to the Board Ends June 2024 highlighting how it will serve the newly revised Board Ends. The most recent versions of the 2025 current and capital budgets will be shared with the Board at the September 2024 meeting.~~
2. The annual Capital and Operating Budgets plus the annual audited financial statements provide evidence of compliance.
3. Review of the ~~2024-2025~~ Board budget presentation to confirm it is aligned with the Board approved Ends Policy and Strategic Plan.

Policy Element #1

Accordingly, the CEO will not cause or allow budgeting to:

Risk incurring those situations or conditions described as unacceptable in the EL policy, entitled “Financial Conditions and Activities”.

I interpret this as follows:

“situations or conditions described as unacceptable”: there are detailed prohibitions in EL6 regarding fiscal risks, failing to spend the budget to achieve Ends, presented in compliance with City requirements.

Compliance will be demonstrated when:

The CEO’s Internal Monitoring Report on EL 06 (Financial Conditions and Activities) shows compliance with these conditions.

Evidence:

The anticipated Board Motion adopting the CEO’s Internal Monitoring Report on EL 06 (Financial Conditions and Activities) in September ~~2024~~2025.

Policy Element #2

Omit:

- a) credible projection of revenues and expenses;
- b) separation of capital and operational items;
- c) disclosure of planning assumptions.

I interpret this as follows:

1. “credible projection of revenues and expenses”: projections that can be substantiated based on known income and expenditures and using conservative estimates based on previous years.
2. “separation of capital and operational items”: the separation as defined by the PSAB (Public Service Accounting Board) principles, and as currently implemented by the City of Pickering.

3. “disclosure of planning assumptions”: all determining factors used in establishing estimates of revenues and expenses such as inflation, anticipated staffing levels and general activity are clearly stated.

Compliance will be demonstrated when:

1. The Board’s Budget Estimates outlines reasonable revenues and expenses.
2. There are separate Capital and Operating budgets developed using the PSAB guidelines.
3. Each budget line includes sufficient planning assumptions to substantiate the request.

Evidence:

Direct inspection of Board’s budget presentation for September 2025 ~~from June 2024~~ shows:

1. Revenues and expenses that are reasonable based on the current year’s financial position.
2. Separation of the capital and operating budgets as two documents per the budget documents ~~shared in September 2024~~.
3. Rationale provided for significant changes in revenues and expenditures over the previous year.

Policy Element #3

Provide less for Board prerogatives during the year than is set forth in the Governance Investment Policy;

I interpret this as follows:

“Board prerogatives”: all aspects of the Board’s governance responsibilities as set forth in the Policy (GP 09 Governance Investment): Board development; audit costs; monitoring expertise as required; and linkage costs.

Compliance will be demonstrated when:

The budget includes sufficient funds for all identified Board activities.

Evidence:

Direct inspection of the draft 2026~~2025~~ Budget shows sufficient funds for these activities.

Board Education	\$1,500
External Audit Fees	<u>9,000</u> 6,300
Stipend for ABRWG Members	8,000
Expenses for ABRWG Activities	<u>2,000</u> 1,500

Policy Element #4

Deviate from the budgeting procedures and limitations as set out by the City of Pickering.

I interpret this as follows:

“budgeting procedures and limitations”: all City directives for budget submission, including timelines, format and guidelines for cost estimation.

Compliance will be demonstrated when:

All City directives are followed.

Evidence:

Direct inspection of current comprehensive budget planning for 2025 2024 and attendance at budget meetings scheduled with staff at the City.

INTERNAL MONITORING REPORT

POLICY TYPE:

Executive Limitations

POLICY TITLE:

EL 06 Financial Conditions and Activities

I hereby present my monitoring report on your Executive Limitations policy “Financial Conditions and Activities” 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)

September 18, 2025

Date

Policy Element: Header paragraph

With respect to the actual, ongoing financial condition and activities of the organization the CEO may not cause or allow the development of fiscal jeopardy or a material deviation in expenditures from those included in the Library Budget adopted by the Board in order to accomplish its Ends and approved by Council, nor under the *Public Libraries Act, RSO 1990, c.P. 44*; nor deviate from the fiscal policies, procedures and practices of the City of Pickering.

I interpret this as follows:

1. “fiscal jeopardy”: permitting any fiscal year to end with more expenditures than revenues.
2. “material deviation”: a significant reallocation of funds from what was originally outlined to the Board in the submitted budget.
3. “deviation from the *Public Libraries Act RSO 1990, c.P. 44*”: the sections of the Act which directly refer to the Estimates, that is,
 - a. s. 24 (2) (the Board must adopt the budget approved by Council)
 - b. s. 24 (3) (the Council may authorize variation).
4. “deviate from the fiscal policies, procedures and practices of the City of Pickering”: the City’s requirements to process financial information in a prescribed format within a specific time frame.

Compliance will be demonstrated when:

1. Audited financial statements indicate no concerns regarding Library accounts.

2. A comparison of the 2024 Approved Budget vs Year to Date numbers shows no significant reallocation of funds from those approved by the Board in its budget without documentation or explanation as in 3b.
- 3a. Board passes a motion to adopt the Mayor's budget.
- 3b. Any significant variation from the budget submitted by the Board is properly documented, including authorization from City officials.
4. The Library's processing of all financial data (invoices, payroll, revenues, etc.) complies with financial accounting standards and processes as agreed to with the City's Finance department.

Evidence:

1. External audit of the Library's 2022-2023 financial statements was completed in 2024 and the audit of the 2024 financial statements was completed in 2023-2025 with no issues raised by the auditors. The 2023-2024 financial statements are expected to be approved by Council at the October 2024 at an upcoming meeting and will then be presented to approved by the Library Board Board for approval in November 2024.
2. Review of 2024-2025 budget vs. actual year-to-date report shows no significant reallocation of funds from those approved by the Board. Budget vs. actual year-to-date report is available in the consent agenda of the September 2024-2025 Board Package.
- 3a. In January 2025-March 2024, the Board passed a motion to adopt the 2025 2024 current and capital budgets that were deemed to be adopted by The City of Pickering Council on March 1, 2024 January 1, 2025. The approved budgets were not materially different from the draft budget that the Board adopted in principle in September 2024 2023.
- 3b. Not applicable in 2024 2023.
4. Review of internal processes related to financial management systems complies with procedures.

Policy Element #1

Accordingly, the CEO will not:

Expend more funds than have been received in the fiscal year;

I interpret this as follows:

At the end of the year, after all calculations are completed, expenses do not exceed revenues.

Compliance will be demonstrated when:

A comparison of the Approved Budget vs Actual Budgets demonstrates that expenditures do not over exceed budget allotted.

Evidence:

A comparison of the 2024 2025 approved budget vs actual year-to-date position shows that as of the end of August (2/3 of the year) there is 57% 63% of the budget still to be spent. This would result in a projected surplus of approximately \$135,000 300,000.

Policy Element #2

Fail to process payables and receivables for timely submission to the City's Treasury Department.

I interpret this as follows:

1. "payables and receivables": all accounts payable, and all Library revenues.
2. "untimely": for invoices, a turnaround time of more than 30 days from receipt. For revenues, a turnaround time of 14 days from receipt.

Compliance will be demonstrated when:

Pending invoices are received by the City from the Library within 30 days. Revenues are received within 14 days.

Evidence:

Review of staffing resources and procedures confirm that payable and receivables are regularly submitted within the timeframes indicated.

Policy Element #3

Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

I interpret this as follows:

1. "tax payments": all tax payments and refunds which are completed on the Library's behalf by the City.
2. "government-ordered payments or filings": Ministry of Culture Annual Survey, grant reports, charitable status reports, and any other Provincial or Federal government-requested payment or filing.

Compliance will be demonstrated when:

All such submissions are accurately filed and submitted on time.

Evidence:

Direct inspection of submitted documents shows that all annual submissions and filings were accurate and completed by their respective deadlines.

Policy Element #4

Make any purchase which is not in compliance with the PPL Purchasing Policy;

I interpret this as follows:

“Purchasing Policy”: the Board-approved policy which outlines all purchasing and approval processes.

Compliance will be demonstrated when:

All purchases comply with the Policy.

Evidence:

The PPL Purchasing Policy references the Purchasing Card Procedures that outline the appropriate use of corporate credit cards by staff. Since the last monitoring report, no instances of misuse of staff purchasing cards have been identified.



Date Last Reviewed/Revised: September 18, 2025

Approved by Board Motion #:

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

GENERAL

1. Board is a Corporation

- a. In accordance with the *Public Libraries Act*, Section 3 (1), the Council of the City of Pickering established the Pickering Public Library by adoption of municipal bylaw #3218, 1966.
- b. Under subsection 3(3) of the *Act*, the Public Library is under the management and control of the Board, which is a corporation known as The Pickering Public Library Board.

2. Authority

- a. The Pickering Public Library Board, is constituted under the *Act*.
- b. The Pickering Public Library Board bears legal responsibility for the Library by ensuring that it operates in accordance with the *Public Libraries Act*, Revised Statutes of Ontario, 1990, c. P44.
- c. The Board enacts the following By-law for the regulation of the business of the Board and to the extent there is any inconsistency between this By-law and the *Act*, the *Act* prevails.
- d. The Board recognizes that the *Act* sets out procedures for the appointment of Members of the Board, the qualifications of the Members, terms of membership, disqualification of Members, and vacancies of the Board, amongst other matters.

3. Registered Charity

- a. The Board is a registered charity under the *Income Tax Act (Canada)* and is designated by the Canada Revenue Agency as a charitable organization. The Board is responsible for compliance with the *Income Tax Act (Canada)*, the *Charities Accounting Act*, common law and other legislation applicable to registered charities. The Board can delegate to the CEO the authority to maintain compliance and file such information as may be required to maintain status as a registered charity.

4. Purpose

- a. The purpose of the Board is to provide a public amenity by establishing and maintaining a library in the City of Pickering.

BOARD COMPOSITION

1. Board Members

- a. Unless exempt through special legislation, the Board follows the Act as it relates to the composition of the Board.

2. Number of Members

- a. In accordance with the Act, the Board will consist of at least five (5) Members appointed by the Municipal Council.

3. Number of Council Members on Board Limited

- a. The number of Municipal Councilors on the Library Board may not exceed one less than the majority appointed.

4. Appointment and Term

- a. The first appointments of Members of a new Board will be made at a regular meeting of the Municipal Council, and the Member must take office as soon as possible thereafter. Afterward, appointments will be made at the first meeting of Municipal Council in each term, but if the Municipal Council fails to make the appointments at its first meeting, it must do so at any regular or special meeting held within 60 days after its first meeting.
- b. A Board Member will hold office for a term simultaneous with the term of the Municipal Council, or until a successor is appointed, and may be reappointed for one or further terms.

5. Vacancies

- a. The office of a Member of the Board must be vacated immediately if a Board Member:
 - i. is convicted of an indictable offence;

- ii. becomes incapacitated;
- iii. is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution;
- iv. is no longer qualified for membership under subsection 10 (1) (c) of the Act; or
- v. otherwise forfeits his or her seat,

- b. When a Member's seat becomes vacant, and the remaining Members must, without delay, declare the seat vacant and notify the Appointing Council accordingly.

3.07 Filling Vacancies

- a. Where a vacancy arises in the membership of the Board, the Appointing Council must, without delay, appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.
- b. The clerk of the Municipality must give public notice of vacancies on the Board by publishing notice of them, inviting applications, in a newspaper of general circulation in the municipality.

BOARD OFFICERS

1. Chair

The position of Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the first year and the third year of the Board term.

The Chair will serve for a two-year term and until a successor is elected. A Board Member may not serve as Chair for more than 3 consecutive (two year) terms.

2. Vice-Chair

The position of Vice-Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the first year and third year of the Board term.

A Vice-Chair will serve for a two-year term and until a successor is elected. A Board Member may not serve as Vice-Chair for more than 3 consecutive (two year) terms.

In the absence of the Chair, Vice-Chair will preside and will have all of the Chair's powers and responsibilities. If circumstances warrant, an additional Vice-Chair may be elected at any time during the Board term for a period that matches the Chair and Vice-Chair.

3. Chief Executive Officer (CEO)

The Library Board delegates the authority for management and operations of services to the CEO. As a non-voting officer of the Library Board, the CEO:

- a) Does not vote on Board business;
- b) attends all Board meetings;
- c) sits ex-officio on all the committees of the Library Board and acts as a resource person;
- d) acts as the Library Board representative at the presentation of the Library budget before Council;
- e) reports directly to the Library Board on the affairs of the Library and makes necessary recommendations; and,
- f) interprets and communicates the Board's decisions to the staff.

4. Secretary-Treasurer

The Board will appoint a Secretary-Treasurer. As permitted by the *Public Libraries Act, Section 15(5)*, the CEO of the Library shall serve as the Secretary-Treasurer of the Board. Typically, that will be the CEO or their appointed designate. The Secretary-Treasurer will:

In the role of Secretary, the CEO will:

- designate a recorder for each Board meeting
- prepare the agenda prior to each Board meeting, in cooperation with the Chair
- distribute the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting
- distribute the minutes to all Board members prior to the next Board meeting

In the role of Treasurer, the CEO will:

- monitor the financial activities of the Library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices
- receive and account for the Board's money
- open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board
- deposit all money received on the Board's behalf to the credit of that account or accounts
- disburse the money as the Board directs

• act as an authorized signing officer of all documents pertaining to the financial business of the Board

- ~~a) Keep minutes of Board and Committee meetings;~~
- ~~b) conduct the Board's official correspondence;~~
- ~~c) receive, keep safely, and account for all the Board's money;~~
- ~~d) provide the Board with regular financial position reports, quarterly or as otherwise required;~~
- ~~e) deposit all money received on the Board's behalf to the credit of that account or accounts; and,~~
- ~~f) disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions.~~

ELECTION OF CHAIR AND VICE-CHAIR

1. Process

In accordance with the *Public Libraries Act*, Section 14, at the first meeting of the new term, members of the Board shall elect a Chair and Vice-Chair from among the members.

The Secretary of the Board will assume the Chair for the process of electing the Chair and Vice-Chair. Nominations will be received from the floor with no seconder required. ~~and t~~The election will be conducted by secret ballot. The candidate with the most number of votes will be declared to have won the election. In the event of a tie vote a second secret ballot will be held. In the case where there is only one nominee for a position the need for a secret ballot shall be waived.

2. Absent from Meeting

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

In the event that the office of Chair becomes vacant during the term of the Board, the Vice-Chair shall assume the office for the unexpired term. In the event the office of Vice-Chair becomes vacant, a new Vice-Chair shall be elected in the same manner as outlined above.

3. —

BOARD MEDIA RELATIONS AND COMMUNICATIONS/PUBLIC STATEMENTS

1. Receiving and Responding to a Media Enquiry

If a Board Member receives a media inquiry, they must notify the CEO/Director of Public Libraries and all members of the Board. Upon approval from the CEO/Director of Public Libraries, the Board Member may respond to the media inquiry. Board media relations must be supported by the Library's Community Relations & Marketing Department.

2. Comments of Personal Opinions

Board members expressing individual comments of personal opinions ensure to clearly identify such remarks as personal and not those of the Board as a whole. Board members' interaction with the public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.

3. Board Spokesperson

Unless otherwise designated, the Board Chair is the main spokesperson for the Board.

BOARD MEETINGS

The following rules and procedures have been adapted from various sources. The City of Pickering Clerk also provides procedural advice to the Board. If at any point in the Board meeting there is lack of clarity in moving business forward, a recess may be called to allow for consultation of the sources.

1. Rules of Order

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

2. Inaugural Meeting in Each New Term

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

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

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

3. Regular Meetings

Regular Board meetings will be open to the public.

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

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

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

4. Meeting Notification and Documentation

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

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

The meeting agenda package will be emailed to the Members at least five business days prior to the upcoming meeting. The meeting agenda will be posted publicly to the Pickering Public Library Board webpage.

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

5. Meeting Agenda Items

The discussion of items will be in the order most conducive to meeting effectiveness. The standard order of business at regular meetings will be as follows:

1. Call to Order
2. Land Acknowledgement
3. Public Delegations
4. Approval of Agenda, Disclosure of Interest
5. Consent Agenda
6. Correspondence
7. Presentations
8. Ends Discussion
9. Staff Reports
10. Monitoring Reports – Executive Limitations
11. Board Committee Reports
12. Governance
13. Board Policy Review
14. New & Unfinished Business

- 15. Confidential Matter
- 16. Board Meeting Evaluation
- 17. Adjournment

6. Special Meetings

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

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

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

7. Board Education & Training Sessions

Board Education & Training Sessions are held as Special Meetings of the Board and may either be open or closed to the public.

The agenda for the Education & Training Session shall state the general purpose or purposes for which the Meeting is being held.

An Education & Training Session may be held as an In-Camera Meeting in accordance with the *Public Libraries Act*, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.

Delegations shall not be received at an Education & Training Session as no decisions shall be made or considered.

8. Decisions Requiring Urgent Board Approval

When the meeting schedule does not allow for timely or urgent decisions and approval of the Board is required, the CEO will first recommend that the Board hold a special meeting. If this is not feasible within the required timeframe, the CEO will consult with the Chair, who may either request approval from Board members via email or provide approval on behalf of the Board. Any decisions made in this manner will be included on the agenda for discussion and ratification at the next regular Board meeting.

IN-CAMERA MEETINGS

1. Moving In Camera

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

2. Permitted In-Camera Business

As outlined in Section 16.1 of the Act, a meeting or part of a meeting may be closed to the public (in-camera) if the subject matter being considered is related to,

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

- a) The security of the property of the Board.
- b) Personal matters about an identifiable individual.
- c) A proposed or pending acquisition or disposition of land by the Board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act.
- h) A request under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

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

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

3. Staff Participation in In-Camera Meetings

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

4. Approval of In-Camera Motions

The CEO or designate (i.e., City Clerk) may take the minutes at in-camera meetings.

Any motions passed in camera are ratified when the Board resumes open session of the regular meeting. Because the discussions are protected under the confidentiality criteria in 'Permitted In-Camera Business' above, the motion to ratify in open session must not include any confidential detail. Minutes of the meeting are kept confidential. See [Minutes](#) Section for the handling of these sets of minutes.

BOARD MEETING PROCEDURES

1. Chair and Vice Chair's Role

The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters. If the Chair is not present at the time for

the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the Chair arrives.

2. **Absence of the Chair and Vice-Chair**

If both the Chair and Vice-Chair are not present within fifteen minutes after the time for the meeting to begin, the CEO or designate will call the meeting to order. In the absence of the Chair and Vice-Chair, the Board may appoint one of its members as Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties, and responsibilities.

3. **Attendance**

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

A Member may be disqualified from the Board if absent from regular meetings of the Board for three consecutive months without being authorized by a recorded Board motion. If a Board Member is disqualified, the Member's seat becomes vacant, and the remaining Members shall declare the seat vacant and notify the appointing Council accordingly. R.S.O. 1990, c. P.44, s. 13

4. **Conflict of Interest**

The *Municipal Conflict of Interest Act* will govern the Board; an agenda will include provision for Members to disclose a direct pecuniary interest in a matter and the general nature thereof. The pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.

According to the Act, Section 5:

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

- a) will, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) will not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) will not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M 50, s. 5(1)

5. **Delegations**

Members of the public and community association representatives may attend and address the Board as a delegation at any regular meeting. A delegation concerning a topic on the current meeting's agenda must register 3 business days prior to the date of the Board meeting. A delegation concerning a topic not on the current meeting's agenda must register 10 business days prior to the date of the Board meeting.

Delegates must register using the Delegation Request Form available at pickeringlibrary.ca/board. Delegates can choose to make their delegation either virtually or in-person.

No delegations shall be permitted on the following topics:

- a) Labour relations or staff negotiations;
- b) A Notice of Motion;
- c) Litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal;
- d) Tenders, requests for proposals, or other procurement issues; or,
- e) Any matter that is properly the subject of a Closed Session.

The Board Chair will indicate the rules for delegations at the time of the meeting. The Board reserves the right to request any additional information regarding a particular issue or association.

The Board reserves the right to limit the number of delegations per meeting. An individual delegation, or a group of affiliated delegations, may not appear before the Board on the same issue a second time, unless approved by Board motion. All questions and communication by a delegation must be made through the Board Chair.

Delegates are allotted up to five (5) minutes to make their delegation. Should there be more than one individual speaking to the same matter as a group, the group shall be allotted up to ten (10) minutes to present their delegation. Time allotted excludes the time required to answer questions posed by the Board.

If the number of delegations exceeds what can reasonably be scheduled at any particular meeting, the Chair, after consulting with the Board, may move to: a) defer a decision to a time at a regular meeting at which all the delegations can be heard, or b) decide to hold a public participation meeting, rather than hear from delegations at a regular meeting.

In accordance with MFIPPA, notes taken of any presentation and/or written submission at the meeting, along with the delegation's name, will become part of the public record and will be published as part of the agenda and/or minutes of the meeting. These documents will also be posted to the Board's website.

Delegations may not provide personal information (including views or opinions) about someone else, as defined in MFIPPA as "personal information", without confirming in the presentation that prior agreement of that individual has been given. Personal information about someone else, received in delegations, will not be published by the Board without the written permission of the identified individual, according to the requirements of MFIPPA.

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

The Board can:

- a) Pass a motion to provide information or direct the CEO to provide information to a delegation;
- b) Pass a motion to direct the CEO to write a report or take other action related to a delegation;
- c) Ask questions of the delegation for clarification and/or to source additional, relevant information only; or,
- d) Respond directly to the delegation with a decision.

The Board is not obligated to pass a motion or make a decision at the time of the presentation.

6. Quorum

A quorum is defined as 50% of the Members of the Board plus one. For Board composition with an odd number of members, quorum is calculated as half of the odd number plus 1.

As soon as there is a quorum present, the Chair will call the meeting to order. Participation by virtual means is permitted to allow official business to proceed.

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

7. Voting

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

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

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

8. Chair's Duties

The Chair will:

- a) Open meetings by taking the Chair and calling the meeting to order.
- b) Determine the presence of a quorum.
- c) Recognize Members in the order in which they signalled that they wished to speak or ask a question.

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

9. Member's Conduct

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

Board members are required to comply with the Board Members' Code of Conduct Policy GP 04.

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

A Member will not:

- a) Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder.
- b) Make any noise or disturbance that prevents Members from being able to participate in a meeting.
- c) Speak outside the debated question.
- d) Reflect upon any prior Board determination, except to conclude such remarks with a motion to rescind such determination.
- e) Interrupt a Member who is speaking, except to raise a matter of privilege or a point of order.
- f) Disobey Board bylaws.
- g) Disobey the Chair's decision on questions of order or practice or on the interpretation of Board bylaws.

h) Speak more than once to the same question except:

- Upon the consideration of a report referred by a committee to the Board for a decision;
- in explanation of a statement that may have been interpreted incorrectly; or,
- after all other Members who wish to speak have spoken at least once.

10. Members of the Public - Attendance

Members of the public may attend meetings.

Members of the public are welcome to address the Board as a registered delegation, within the Delegation section of the proceedings. Members of the public are not able to participate in discussion related to other agenda items of the Board meeting. Refer to Board Meeting Procedures, Section 5, [Delegations](#).

11. Members of the Public – Conduct

The Library's Code of Conduct Policy P09 applies to members of the public, including delegates, in attendance at PPL Library Board meetings. Members of the public will not engage in any action that disturbs the meeting or prevents the Board from conducting its business.

MOTIONS AND REPORTS TO THE BOARD

1. Decisions by Motion Only

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

2. Moving a Motion

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

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

3. Seconding a Motion

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

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

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

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

4. Notice of Motion

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

A notice of motion will be given in writing to the Chair and copied to the Secretary, and it will be accompanied by the copy of the proposed motion; and said notice and copy will be emailed to all Members five business days before the meeting. In order to be included on the Board agenda, the motion must be signed by the mover and a seconder.

5. Amending a Motion

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

6. Withdrawing a Motion

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

7. Motion to Reconsider

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

8. Motion to Adjourn

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

9. Motion to Recess

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

MINUTES

1. Recording Minutes

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

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

2. Approval

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

3. Publishing & Retention

Minutes (excluding confidential in camera minutes) are public documents and shall be made available to the public.

Public versions of the unapproved minutes are included in the monthly Board agenda package. Public versions of the approved minutes are published to the Pickering Public Library Board webpage, once approved.

The CEO or designate (i.e., City Clerk) may take the minutes at in-camera meetings. Confidential minutes are in the custody and control of the Library CEO. When the City Clerk, or designate, takes the in-camera minutes, minutes are in the custody and control of the City Clerk.

BOARD COMMITTEES

1. Purpose and Selection of Members

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

2. PPL Board Committees

The Board's Committees are:

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

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

3. Committee Report Presentation

Timely reporting to the Board will be by submission of a written or oral report after each meeting, with appropriate comment by the Committee Chair. Written reports are distributed for reading prior to a Board meeting. The minutes contain a brief synopsis of the discussion followed by recommendations (including motions) from the Committee to the Board.

4. Approval of Committee Reports at the Board Meeting

At the Board meeting the Committee Chair ensures the report has been received in either written or oral form and invites questions or comments. No motion is necessary to receive the report. The Committee Chair moves that any motions be put to the Board for

approval (no seconder is necessary, since the Committee has already endorsed the recommendation through its own motion).

5. Approval of Individual Committee Recommendations

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

6. Staff Reports at the Board Meeting

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

AMENDING THE BYLAWS

1. Conditions

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

Bylaws may be amended in response to legislation or when circumstances change.

At any Board meeting any Member can propose a review or an amendment of a bylaw.

2. Notification

All Members of the Library Board will receive notice and draft of proposed changes prior to the next Board meeting at which a motion for amendment may be tabled.

3. Voting

A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the Members in order to be carried.

GLOSSARY OF TERMS

TERM	DEFINITION
<u>Act</u>	<u>The <i>Public Libraries Act</i>, RSO. 1990, c P44 and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;</u>
Adjourn	To end the meeting.
Agenda	A list of business items to be considered at a meeting, arranged in the order in which they are intended to be addressed.
Amendment	A formal proposal to change the words of a pending motion.
Chair	The person who presides at the meeting.
Committee	Any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the Members are also Members of the Board.
Delegation	One or more residents or community association representatives who address the Board.
Floor, to have the	To have the right to speak without interruptions, except on a matter of privilege or a point of order.
In Camera	In private. Only Board Members and persons authorized by them may be present at an in-camera meeting.
Minutes	The legal record of the Board's, or a Committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.

TERM	DEFINITION
<u>Act</u>	<u>The <i>Public Libraries Act</i>, RSO. 1990, c P44 and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;</u>
Motion	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
Move	To formally propose a motion or amendment.
Mover	The person who proposes a motion or amendment.
Notice of motion	Formal advice to the Board that a Member proposes to move a motion at a future meeting. It usually includes the wording of the proposed motion.
Order	Behaviour in a meeting, which allows Members to conduct business without disruption.
Order, call a Member to	A way for the Chair to point out to a Member that the Member has broken the rules or is speaking out of turn.
Order, call the meeting to	An announcement by the Chair to indicate that the Chair is about to start the meeting. Also, it is a way for the Chair to enforce discipline on the meeting after the rules have been broken.
Order, point of	A way for a Member to draw attention to a breach of the rules.
Privileged motions	Refer to the rights of Members and can interrupt discussion of a motion on the floor. Privileged motions are those related to: conditions in the place of meeting (e.g. "I cannot hear the speaker"); personal privilege (e.g. "the Member is misstating my position"); point of order, when the Member believes another Member is violating a rule (e.g. "the speaker is not speaking to the motion"); motions to recess or adjourn, both of which must be seconded and voted on. The

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<u>Act</u>	<u>The <i>Public Libraries Act</i>, RSO. 1990, c P44 and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;</u>
	interrupted discussion continues when matters of privilege have been resolved by the Chair.
Quorum	The minimum number of Members who must be present at a meeting to make the proceedings valid. A simple majority of the Board.
Rescind	To revoke a previous decision.
Recess	To take an intermission, either as a break or to allow for reflection.
Reconsider	Motion to review a previous decision and vote on it again.
Resolution	A motion that has been moved, seconded and carried.
Ruling	A decision by the Chair on a procedural point. Any Member may appeal it, in which case the ruling is immediately put to a vote without debate.
Second	To formally endorse a motion or amendment immediately after it has been moved.
Seconder	The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that the seconder agrees that it should be considered.

TERM	DEFINITION
<u>Act</u>	<u>The <i>Public Libraries Act</i>, RSO. 1990, c P44 and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;</u>
Show of hands	The usual way of voting. Those for and those against the motion are asked to raise their hands. The hands are counted, the result announced, and the motion declared either carried or lost.
Time limit	The maximum time allowed for a speech by an individual Member, set by the Chair.
Two-thirds majority	Two-thirds, or the closest whole number that is greater than two-thirds.
Unparliamentary	Words or expressions that are disrespectful or language that is offensive. It includes swearing and derogatory and racial remarks.
Virtual Meeting	Public Board meeting held virtually with the assistance of two-way technology.
Vote, majority	One more than half the number of Members present.
Vote, recorded	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion.
Vote, tie	An equal number of votes for or against a motion.