

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** Chair MOTION
Conflict of Interest Disclosure to Approve
5. **Presentations**
 - 5.1 Seaton Project Update
Vince Plouff, Division Head, Facilities Management & Construction
 - 5.2 Marketing & Philanthropy
Sabrina Yung Manager, Marketing & Community Relations
6. **Consent Agenda** Chair MOTION
to Approve
 - 6.1 Minutes of the Previous Board Meeting – February 26, 2026 [Pg 04](#)
 - 6.2 Library Information Update - February [Pg 09](#)
 - 6.3 Minutes of the Building Ad Hoc Committee – March 17, 2026 [Pg 17](#)
 - 6.4 2026 Board Calendar Updates [Pg 18](#)
7. **Correspondence**
 - 7.1 None.
8. **Ends Discussion**
 - 8.1 None.
9. **Staff Reports**
 - 9.1 Anti-Black Racism Working Group Update Verbal Update S. Oza
10. **Monitoring Reports – Executive Limitations**

10.1 EL 09 Compensation & Benefits

Pg 20

B. Kenworthy

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 01 General Executive Constraint

F. Mahjabeen

11. Board Committee Reports

11.1 Report of the Building Committee

Verbal Update Committee Chair

11.2 Report of the CEO Recruitment Committee

Verbal Update Committee Chair

12. Governance

12.1 None.

13. Board Policy Review

13.1 None.

14. New & Unfinished Business

14.1 Member Community Reports

15. Confidential Matter

None.

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results

Verbal Update Chair

16.2 Completion of Evaluation for Current Meeting

17. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: Thursday, April 23, 2026

Location: Dorsay Community & Heritage Center

Preliminary List of Motions

Item # Motion

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

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

- 10.1** THAT the Board has received the monitoring report for policy EL 09 Compensation & Benefits and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 09 Compensation & Benefits as presented, the policy being complete, sound, and effective.
- 17.** THAT the meeting be adjourned.

Location: Central Library

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

Absent: D. Sharma (Vice Chair); F. Mahjabeen

Staff: S. Oza, (Acting) CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; L. Wallis, (Acting) Executive Assistant; S. Christou – Manager of Human Resources (Virtual); R. Perera – Deputy Clerk, City of Pickering

1. Meeting Called to Order

A. Maginley called the meeting to order at 6:58 pm

2. Land Acknowledgement

K. Smuk read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #26.22

Moved by M. Brenner, Seconded by L. Cook **Motion THAT** the Agenda be adopted as presented.

Carried.

5. Presentations

None.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – January 22, 2026

6.2 Minutes of February 2, 2026 Special Board Meeting

6.3 Library Information Update – February 2026

6.4 2025 Motion Number Amendments

Motion #26.26

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

Carried.

7. Correspondence

None.

8. Ends Discussion

8.1 Strategic Plan Project Review

S. Oza presented an update on the Library's progress in advancing its strategic priorities, highlighting a few key developments in the following areas:

- Community Engagement & Inclusion: Expansion of world language collections to better reflect and serve the community's diverse needs.
- Service Innovation: Enhancements to children's programming through expanded, interactive STEM-based learning opportunities, along with the curation of an updated collection of levelled readers to support early literacy development.
- Digital Services: Continued investment in technology to support hands-on learning and innovation, including the addition of a digital laser cutter in the Makerspace and the introduction of upcoming AI-focused programming.
- Spaces and Infrastructure: Opening of a Quiet Reflection Room in February 2026, providing a dedicated, inclusive space for personal reflection and contemplation for all community members.

9. Staff Reports

9.1 Anti-Black Racism Working Group Finalized 2026 Work Plan Update [Plan provided under separate cover]

S. Oza reported that the group did not convene a formal meeting last month. Instead, members attended Black-led community events to engage with residents and strengthen community connections. Observations and insights from these engagements will be shared at the next ABRWG meeting.

It was further noted that the group will be hosting a staff mixer to provide updates on July 8, 2026, and members of the Board are invited to attend.

9.2 03-26 ILS Expunge Annual Report 2026

C. Moore requested the report name be amended from 03-26 ILS Expunge Annual Report 2025 to 03-26 ILS Expunge Annual Report 2026 and that this change be reflected in the meeting minutes.

C. Moore shared that the annual ILS Database Account Management 2026 Report to inform the Board of client account balances that will be written off in 2026.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 03 Staff Treatment

K. Danylak provided a brief summary regarding the EL 03 Staff Treatment Policy.

K. Danylak reported that she met with S. Oza in advance of the Board meeting to review EL-03 Staff Treatment. She provided an overview of the policy and confirmed that the EL Monitoring Report demonstrates compliance.

As part of the review, K. Danylak sought clarification on the processes in place to address staff concerns and potential grievances. S. Oza highlighted the continued effectiveness of Labour Management Meetings as a consistent forum for staff to raise questions, share feedback, and receive updates. She also noted the implementation of the Welcoming

Library Policy in 2025, which supports staff in maintaining a safe and respectful environment by providing clear authority to address disruptive or unsafe behaviour.

S. Oza further advised that the Library is planning Staff Open Houses and exploring enhanced communication approaches to ensure staff remain informed of organizational priorities and initiatives.

Motion #26.27

Moved by A. Maginley, Seconded by S. Sheehy **Motion THAT** Board has received the monitoring report for policy EL 03 Staff Treatment as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 03 Staff Treatment as presented, the policy being complete, sound, and effective.

Carried.

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

11. Board Committee Reports

11.1 Report of the Building Committee

C. Moore reported that the Committee is working to schedule its next meeting for March 17, 2026 during which members will select a Chair and invite a consultant to lead a roundtable presentation. An invitation to attend the virtual meeting will be extended to the full Library Board.

11.2 Report of the CEO Recruitment Committee

Committee Chair A. Maginley advised that the Committee has not yet met.

12. Governance

12.1 Directors & Officers Insurance

C. Moore confirmed that the Pickering Public Library maintains an insurance policy that provides coverage for Board Members and Directors.

13. Board Policy Review

None.

14. New & Unfinished Business

14.1 Member Community Reports

L. Cook reported that she and her daughter attended the Pickering Public Library Prom Boutique held at the Shops at Pickering City Center. She praised the setup, organization, and inventory levels, and noted that her daughter successfully found a prom dress.

S. Oza shared the event saw 278 visitors over two days and over 350 items were taken by Clients. Remaining items were donated to Durham Region Police Services.

S. Sheehy, M. Brenner, A. Mir, and A. Maginley shared that they plan to attend The Librarians showing on March 10 from 6:00–8:00 p.m. at the St. Francis Centre for Community, Arts and Culture in Ajax.

A. Maginley shared that he and D. Sharma attended OLA on Thursday, January 29, noting that it was a valuable opportunity to engage with former CEO J. Flowers prior to her departure. The Board Chair also expressed pride in attending the OLA Gala alongside Library staff, where Ovee was shortlisted for the Angus Mowat Award of Excellence.

A. Maginley, D. Sharma, and K. Danylak also attended Board Trustee Day on Saturday, January 31, where they participated in seminars focused on intellectual freedom, reconciliation, and the role of the Library voice. K. Danylak inquired whether the Library has an action plan related to Truth and Reconciliation, noting that the topic was a significant focus at OLA. S. Oza confirmed that the Pickering Public Library does have a plan in place and noted that the EDI Working Group has captured these initiatives and more information will be provided in a future board meeting.

14.2 Upcoming Community Events

The Board was provided with a list of upcoming community events as part of the February Board package.

S. Oza highlighted the following:

- Ajax-Pickering Science Fair – March 7:
A. Mir and S. Butt will be participating as judges.
- Story Time with Mayor Ashe – March 13:
Mayor Ashe will host a children’s storytelling session at the Central Library from 10:00 a.m. to 10:30 a.m. to kick off March Break.
- Indigenous Film Series: New this year, in collaboration with Durham Community Health Center the Library will be launching an Indigenous film series which celebrates the voices of Indigenous storytellers.

15. Confidential Matter

15.1 CEO Recruitment

Motion #26.23

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

d) Personal matters about an identifiable individual.

Carried.

Library staff exited the meeting as the Board appointed R. Perera, Deputy Clerk for the City of Pickering, to serve as Recording Secretary. S. Christou, Manager, Human Resources, joined virtually to lead and support the discussion.

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [Deputy Clerk, City of Pickering has custody and control of the In Camera minutes].

Motion #26.25

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

Carried.

S. Christou and R. Perera left the meeting at 8:05pm.

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, March 26 at 7:00 pm.

Motion #26.28

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

Carried.

The meeting was adjourned at 8:52 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place For Everyone To Learn

Freedom to Read 2026

In recognition of National Freedom to Read Week, Pickering Public Library launched a social media campaign that achieved strong engagement across Facebook and Instagram. The campaign featured an informative carousel highlighting the principles of intellectual freedom, its importance within a public library context, and the value of ensuring access to diverse ideas and perspectives. By combining clear, educational messaging with engaging and accessible visuals, the campaign effectively raised awareness about the importance of open access to information, the freedom to read, and the role of inclusive collections in serving the community. This initiative reinforces Pickering Public Library's ongoing commitment to providing high-quality, diverse learning experiences, broad access to resources, and dynamic, responsive collections for all residents.

Pickering-Ajax Science Fair

The Children's Departments of Pickering and Ajax Public Libraries collaborated to host the annual Pickering-Ajax Science Fair at Chestnut Hill Developments Recreation Complex. The event featured 29 student projects, offering young participants a platform to explore scientific inquiry and innovation.



This initiative reinforces the Library's commitment to lifelong learning, strengthens community connections, and empowers children to develop skills that will shape their future. Ontario Power Generation generously contributed \$1,000 in support of the event.

Investing Basics with CIRO

The Adult Services team partnered with the Canadian Investing Regulatory Organization (CIRO) to offer a three-part workshop series on investing. The sessions cover foundational investing concepts, different types of accounts, strategies for youth investors, and retirement planning, providing participants with practical knowledge to make informed financial decisions.

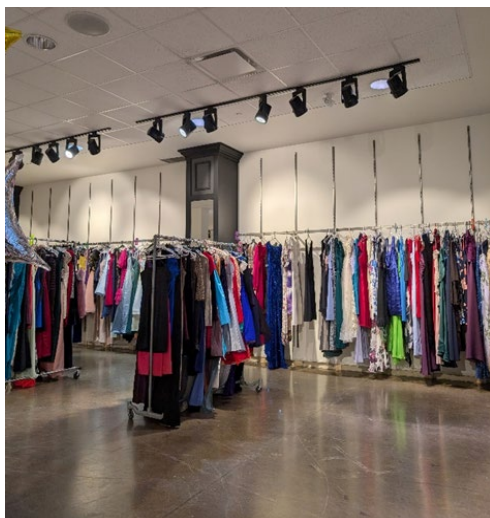
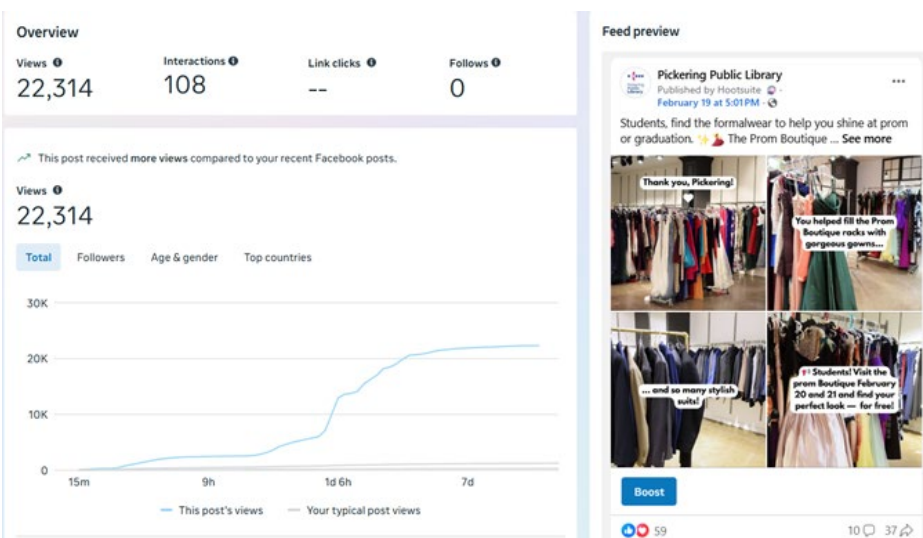
2 Committed To Care, Inclusion And Belonging

Prom Boutique

This year's expanded Prom Boutique was made possible through a unique and highly impactful partnership with the Shops at Pickering City Centre. Through strong relationship-building, initiative, and a shared vision, staff secured significant enhancements to the program, including expanded promotional opportunities, accessible community drop-off bins, and a large, centrally located retail unit to host the Boutique. Collectively, these elements transformed the event into a vibrant, welcoming, and highly visible destination, deeply connected to the community it serves.

At its core, the initiative is centred on supporting teens by creating an inclusive environment where barriers to participation are reduced and a strong sense of belonging is fostered. Participants accessed formal wear in a supportive setting, leaving with a sense of confidence and celebration. The program also reflects the Library's commitment to sustainability by extending the life of donated items, promoting reuse, and demonstrating the meaningful impact of community generosity on environmental stewardship.

Over the two-day event, nearly 300 visitors attended the boutique. A social media post published the day prior generated more than 20,000 organic views and 108 interactions, with comments reflecting strong community enthusiasm and support for the initiative.



Visiting Library Service to Retirement Homes

Outreach staff continued their monthly visits to local retirement homes, delivering books, fulfilling hold requests, and sharing information about library services. These visits connected staff with over 30 residents, registering five new library cardholders. Residents were also invited to “One on One Tech Help” sessions, with six participants receiving support on devices including laptops, tablets, and smartphones, learning to navigate apps, adjust settings, and access eBooks and audiobooks.



In Conversation with Canadian Black Authors: Beyond the Single Story

Adult Services hosted an author panel featuring Terese Mason Pierre (Myth), Zalika Reid-Benta (Frying Plantain), and Kern Carter (Is There a Boy Like Me?). Sixteen clients attended, engaging in a thoughtful book-centered discussion. Attendees described the event as “excellent” and praised the selection of authors, highlighting the Library’s commitment to literary diversity and meaningful programming.



Ramadan Storytime with Muslim Women of Durham Region

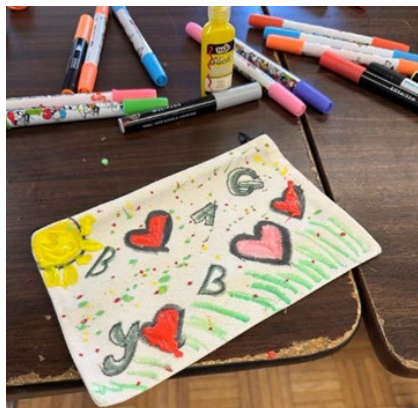
The Children's team partnered with the Muslim Women of Durham Region to present the 5th annual Ramadan Storytime, featuring storytelling, crafts, and henna activities. The program attracted more than 100 participants and reinforced the Library's dedication to inclusive programming and community partnerships, serving as a welcoming hub for families across Pickering.



3 A Connected Community

Durham Region Non-Profit Housing Corporation - Monthly Visit

Outreach staff continue to build strong connections with residents at Durham Region Non-Profit Housing Corporation sites near Kingston/Valley Farm and Altona/Finch Roads. In March, staff brought OVEE to provide access to Library collections and led a craft activity designing pencil cases with fabric paint, as well as a STEM activity using the Library's Ollie robots. Eight children and residents participated across the two sites.



CDCD Monthly Refugees Visit

Through partnerships with the Community Development Council Durham (CDCD) and the Durham Humanitarian Response Project (DHRP), Outreach staff brought OVEE to the Comfort Inn for Pickering-based refugee families. Thirty families engaged with Library materials, with five new Library cards created. One family explored resources on Project Management, including print books, eBooks, audiobooks, LinkedIn Learning, and Universal Class courses. The initiative provided a safe, welcoming space for learning, connection, and community inclusion.



STEM School Visits

Outreach staff visited Claremont Public School and Westcreek Public School for STEM Tech Play sessions, using the Library's tech sets including Little Bits, Osmo Pizza Restaurant, Osmo Words, Osmo Numbers, and Osmo Coding Awbie. Staff engaged 251 students across 15 classrooms, teaching circuits, financial literacy, spelling, math, and block-coding in hands-on ways. 71 new Library cards were created, fostering lifelong learning and early engagement with STEM concepts.



Team Training: Understanding Misinformation & Disinformation

The Collections & Digital Experience Team participated in training titled Understanding Misinformation & Disinformation to strengthen their understanding of the Library's role within the broader information landscape that clients navigate. The session explored how misinformation and disinformation impact public access to reliable information and the ways libraries can support informed communities. Insights from this training will help guide future collections development work and will also inform additional staff training scheduled to roll out in March.

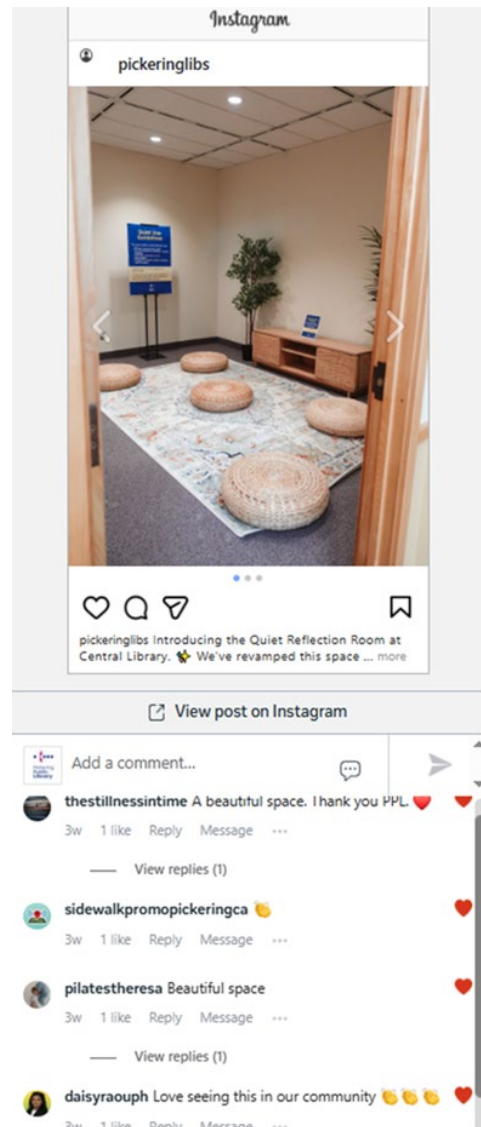
4 Building For The Future

Launching the Quiet Reflection Room at the Central Library

In direct response to community feedback, and following several pilot phases, Pickering Public Library launched a permanent Quiet Reflection Room at the Central Library. This intentionally designed space provides clients with a dedicated, year-round environment for quiet contemplation, reflection, meditation, and prayer.

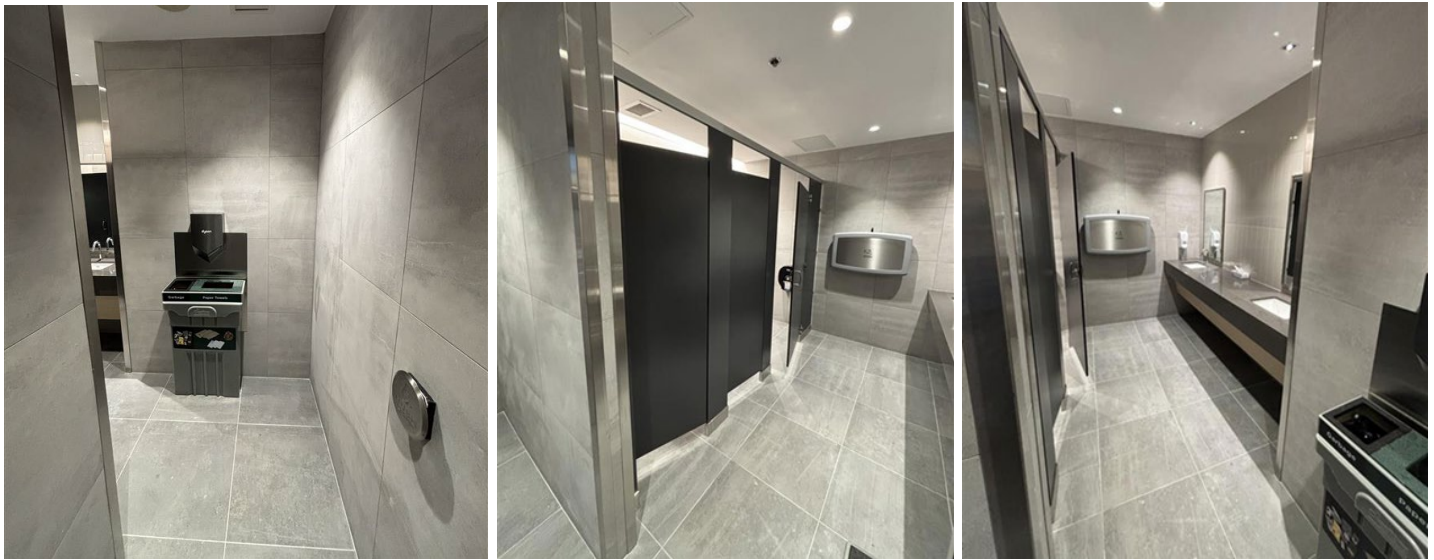
The opening coincided with the start of Ramadan and was met with an immediate and highly positive response from the community, with frequent use observed from the outset. An Instagram announcement further amplified awareness, generating 123 interactions across comments, likes, and shares—an engagement rate of approximately 16%. Community feedback reflected strong appreciation for the availability of a dedicated reflection space and recognition of the Library's responsiveness to evolving community needs.

Overall, the response underscores a clear and growing demand for inclusive, adaptable spaces that support a wide range of personal, cultural, and spiritual practices.

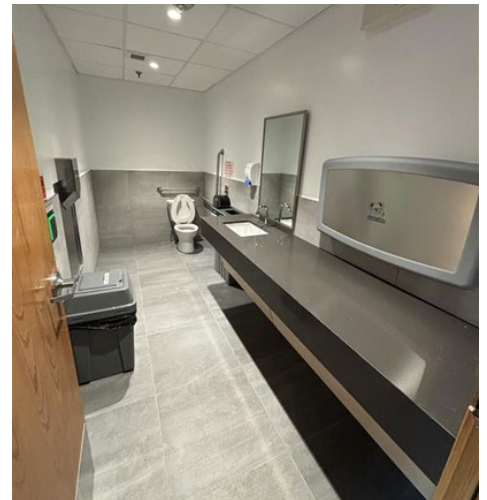


Washroom Upgrades Support Accessible and Inclusive Spaces

The ground floor Men's, Women's, and Family washrooms were renovated and reopened to the public following a full cosmetic refresh. The project modernized the space while maintaining the existing layout, with all interior fixtures, finishes, and surfaces replaced to create a cleaner, more welcoming environment for visitors. These improvements support the library's commitment to maintaining safe, accessible, and inclusive spaces that meet the needs of the community.



The renovation included new washroom partitions and hardware, counter tops and sinks, mirrors, updated wall finishes and paint, new flooring, improved lighting, and upgraded plumbing fixtures and accessories such as faucets and dispensers. While the overall layout remained unchanged, the comprehensive interior refresh enhances durability, cleanliness, and ease of maintenance. Together, these updates improve the overall visitor experience and help ensure that library facilities remain functional, modern, and well-maintained to support a growing and evolving community.



AI Series: Your AI, Your Autonomy

The Technology team partnered with Toronto-based learning experience designer Paresh Sharma to deliver "Your AI, Your Autonomy," exploring AI tools like Google Gemini, Microsoft Copilot, and ChatGPT. Sixteen clients registered, with fourteen attending. The program provided practical examples and definitions to help attendees understand AI's role in daily life. Participants engaged actively, asking questions and contributing to discussions about the evolving impact of AI on society.

Creative Writing Series: Self-Publishing

The final session of the Creative Writing Series, focused on self-publishing, welcomed 14 teen and adult participants. Attendees learned strategies for publishing and marketing their work, shared experiences, asked questions, and used Library equipment to bind books. Participants formed connections beyond the Library, exchanging contact information for ongoing discussions. Series completion also offers participants the opportunity to submit work to the Library's fourth annual Writers' Anthology. The series is scheduled to run again from October 2026 to March 2027.



Organizational Excellence

Enhancing Client Experience Through Updated Library Page Role

The Client Experience Taskforce – Borrower Services staff play an important role in ensuring that clients can easily locate materials and experience a welcoming, well-organized library environment.

As this team has transitioned to the Collections and Digital Experience Team, the role has been refreshed and renamed using the traditional title of Library Page. This change helps reinforce the role's primary focus on shelving and maintaining orderly collections. The update will also be supported by a revised schedule designed to better align staffing with the Library's operational needs and service priorities.

Pickering Public Library Board Building & Facilities Ad Hoc Committee

Held: March 17, 2026

Location: Virtual Meeting

Attendees: S. Butt, K. Danylak, D. Sharma, M. Brenner, L. Cook

Staff: S. Oza, (Acting) CEO/Director of Public Libraries
C. Moore, Director, Corporate Services and Collections

Commencement Time: 6:03pm

1. Appoint Chair of Committee for 2026

S. Butt was selected as Chair of the Building Committee for 2026.

2. Presentation

A. Desai and J. Hudyma from Monteith Brown Planning Consultants, facilitated a round table discussion on the Library's Facilities 10-Year Plan, which is currently being developed.

3. New Business

- None.

4. Next Meeting

- TBD

5. Adjournment

- The meeting was adjourned at 7:35pm.

Meeting Date	Board Means/ Activities	Board Committee Activities	Ends – Development & Monitoring	Presentations / Staff Reports	EL Policies / Monitoring Reports	Other
January 22 7:00 pm George Ashe	Selection of Board Committee Members	Set-up of 2026 Committees	EP 01 Global Ends Policy 2025 Stats Review (KPIs) 2025 Incident (Security) Report 2026 Current & Capital Budget Approval	Supply and Delivery of Physical Library Materials Purchasing Policy Sole Source Limit Extension	EL 08 Asset Protection	Approval of Annual Calendar OLA 2026 Super Conference
February 26 7:00 pm			2025 ILS Expunge Annual Report		EL 03 Staff Treatment	
March 26 7:00 pm George Ashe			2025 Financial Review	Seaton Project Update Marketing & Philanthropy	EL 09 Compensation & Benefits	
April 23 7:00 pm DCHC CHC Board Room			1 st Quarter Stats Review (KPIs) 1 st Quarter Financial Review	Local History Indigenous Relations	EL 01 General Executive Constraint	
May 21 7:00 pm	Establish Board Policy Review Committee			CAO Townhall Update IT – Cybersecurity	EL 04 Staff Conduct	
June 18 7:00 pm			Purchasing, Health & Safety, Hiring, and Respect in the Workplace Policies 2027 Current & Capital Budget Forecasts Estimates	Community Engagement	EL 10 Communication and Counsel to the Board	
No meetings during July & August – Board welcome to attend TD Summer Reading Club Kick-off and Wrap-Up Events						

Meeting Date	Board Means/ Activities	Board Committee Activities	Ends – Development & Monitoring	Presentations / Staff Reports	EL Policies / Monitoring Reports	Other
Sept. 24 7:00pm Claremont Lyon's Room		The Linkage & CEO Evaluation Committee shall reconvene	2026 Current and Capital Budget 2 nd Quarter Stats Review (KPIs) 2 nd Quarter Financial Review Jan-Jun 2025 Incident (Security) Report	Collections	EL 05 Financial Planning EL 06 Financial Condition	Board Bylaw Review
October 22 7:00 pm George Ashe	Approve 2025 Audited Financial Statements		3 rd Quarter Stats Review (KPIs) 3 rd Quarter Financial Review	Anti-Black Racism Working Group (ABRWG) Update	EL 02 Treatment of Clients	
November 26 7:00 pm				Facilities Technology Services	EL 07 Emergency Executive Succession	
December 10 7:00 pm	Board Holiday Dinner	CEO Evaluation (In-Camera Meeting)				

POLICY TYPE: Executive Limitations

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

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



Signed (Acting CEO)

March 19, 2026

Date

Policy Element: Header Paragraph

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

I interpret this as follows:

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

Compliance will be demonstrated when:

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

Evidence Available:

- Review of the 2024 audited financial statements shows that there are no issues of financial mismanagement or lack of foresight.
- Review of Council minutes, social media comments, and client feedback show no negative profile about the Library’s employment practices.

Policy Element #1

Accordingly, the CEO shall not:

- Change the CEO’s own compensation and benefits.

I interpret this as follows:

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

Compliance will be demonstrated when:

The CEO compensation level and benefits remain as described in the relevant policies and documents on salaries, benefits and related programs. Annual change to CEO compensation is at the direction of the CEO Evaluation Committee and the report submitted to the City’s HR Director.

Evidence Available:

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

Policy Element #2

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

I interpret this as follows:

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

Compliance will be demonstrated when:

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

Evidence Available:

- Review of emails from managers with hiring recommendation demonstrates that over the past year, the Library has successfully attracted 14 new external hires

(prior year: 10) and 5 internal hires (prior year: 8), all of whom are well-qualified, experienced, and high-functioning employees. This successful hiring rate indicates that compensation and benefits are appropriate.

Policy Element #3

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

I interpret this as follows:

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

Compliance will be demonstrated when:

Library’s salaries budget is accommodated within existing revenue.

Evidence Available:

- The current budget does not indicate any significant increase in the salary line which cannot be met within budgeted and expected future revenues; and the Collective Agreement includes a layoff provision (Article 17.02) should there be an unexpected decline in that revenue.

Policy Element #4

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

a) Incur unfunded liabilities.

I interpret this as follows:

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

Compliance will be demonstrated when:

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

Evidence Available:

- Review of 2024 Audited Financial Statements, in which all unfunded liabilities are accounted for. To date, these are all attributable to existing benefits, namely the potential for staff who retire early with full OMERS pensions to continue to receive benefits to age 65.
- Article 20.02 (e) of the Collective Agreement prohibits carry forward of vacation credits except with the CEO’s permission. Such permission is given only in exceptional circumstances beyond the employee’s control. For the end of 2024, the CEO has approved a carryforward of 219 hours of vacation (prior year: 80.5 hours).

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

I interpret this as follows:

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

Compliance will be demonstrated when:

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

Evidence Available:

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

c) Treat the CEO differently from other key employees.

I interpret this as follows:

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

Compliance will be demonstrated when:

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

Evidence Available:

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