

# Caledon Public Library Board Meeting

Monday, May 14, 2018

6:00 p.m.

Albion Bolton Branch



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## AGENDA

1. Call to order
2. Indigenous Acknowledgement

*We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.*

*The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.*

*We also acknowledge the cultural injustices of the past and express our collective hope for full truth and reconciliation in the future*

*On this day our meeting place is home to many Indigenous peoples (First Nations, Métis and Inuit) from across Turtle Island (North America).*

*We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.*

3. Apologies for non-attendance
4. Approval of the agenda
5. Disclosure of pecuniary interest
6. Consent agenda

*(All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)*

- a. Minutes of the April 16, 2018 meeting (Attachment 6-A)
- b. CEO/Chief Librarian's Report (Attachment 6-B)
- c. Strategic Actions Update (Attachment 6-C)
- d. Correspondence
  - i. Mayor and Council – Innovation Hub – April 25, 2018 (Attachment 6-D-1)
  - ii. Exchange Leadership Team– Board 2 Board Representatives – May 1, 2018 (Attachment 6-D-2)

- iii. Minister of Tourism, Culture and Sport – Funding to Public Libraries – May 4, 2018 (Attachment 6-D-3)
- 7. Business arising from the minutes
  - a. Nomination and Selection of Board Succession and Recruitment Committee Members
- 8. Staff Reports
  - a. Treasurer’s Report and Financial Statements (Attachment 8-A)
  - b. Personnel Policy Report (Attachment 8-B)
  - c. Use of Library Board Resources for Election Purposes Report (Attachment 8-C)
- 9. Board and Committee Reports
  - a. Advocacy Committee Update
- 10. New business
- 11. Board Work Plan Review (Attachment 11-A)
- 12. Board Advocacy and Development
  - a. Upcoming Events and Opportunities
    - i. Friends of Caledon Public Library Annual General Meeting - Tuesday, May 15, 2018, 7 PM - Albion Bolton Branch
    - ii. One Book One Caledon Trivia Night – Wednesday, May 16, 2018, 7 PM - The Toby Jug, 15 Allan Drive, Bolton
- 13. Question period
- 14. Evaluation of meeting
  - a. What was your key takeaway from the meeting?
  - b. How could we encourage participation in discussions?
- 15. Time and location of next regular meeting
  - a. Monday, June 11, 2018, 6 PM - Albion Bolton Branch
- 16. Adjournment

Documents Attached:

- 6-A Minutes of the April 16, 2018 meeting
- 6-B CEO/Chief Librarian’s Report
- 6-C Strategic Actions Update
- 6-D-1 Janet Manning - Mayor and Council – Innovation Hub – April 25, 2018
- 6-D-2 Exchange Leadership Team– Board 2 Board Representatives – May 1, 2018

- 6-D-3 Minister of Tourism, Culture and Sport – Funding to Public Libraries – May 4, 2018
- 8-A Treasurer’s Report and Financial Statements
- 8-B Personnel Policy Report
- 8-C Use of Library Board Resources for Election Purposes Report
- 11-A Board Work Plan

## Attachment 6-A

### Caledon Public Library Board Meeting

Monday, April 16, 2018

6:00 p.m.

The Exchange, 55 Healey Road, Bolton



## MINUTES

**Present:** Janet Manning (Chair); Lynne van Ryzewyk; Councillor Nick deBoer; Suzanne French; Chris Gilmer; Sandy Keith

**Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

**Guest:** David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon

**Absent:** Paula Civiero; Susanne McRoberts; Councillor Gord McClure

### 1. The Chair called the meeting to order at 6:04 PM

### 2. Indigenous Acknowledgment

*We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.*

*The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.*

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*On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).*

*We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.*

### 3. Apologies for non-attendance: Paula Civiero (Vice-Chair) and Susanne McRoberts

### 4. Approval of the Agenda

**Motion:** That the Caledon Public Library Board Agenda be approved.

**Moved:** Suzanne French

**Seconded:** Chris Gilmer

**Carried.**

### 5. Disclosure of pecuniary interest: None

**6. Consent Agenda**

- a. Minutes of the March 19, 2018 meeting**
- b. CEO/Chief Librarian's Report**
- c. Strategic Actions Update**
- d. Correspondence**

- i. Sylvia Jones, MPP – March 2, 2018**
- ii. Sylvia Jones, MPP – March 5, 2018**

**Motion:** That the Caledon Public Library Board approve the full Consent Agenda.

**Moved:** Sandy Keith

**Seconded:** Chris Gilmer

**Carried.**

**7. Business arising from the minutes:**

- a. Correspondence to Mayor and Council – March 26, 2018**

**8. Staff Reports**

- a. Treasurer's Report and Financial Statements**

**Motion:** That the Caledon Public Library Board receive and approve the Treasurer's Report and related financials.

**Moved:** Chris Gilmer

**Seconded:** Sandy Keith

**Carried.**

- b. Quarterly Statistics and Performance Measures**

**Motion:** That the Caledon Public Library Board receive and approve the Quarterly Statistics and Performance Measures.

**Moved:** Councillor deBoer

**Seconded:** Suzanne French

**Carried.**

- c. Board Code of Conduct Report**

**Motion:** That the Caledon Public Library Board approve and adopt the revised Board Code of Conduct Report.

**Moved:** Sandy Keith

**Seconded:** Councillor deBoer

**Carried.**

- d. Public Code of Conduct Report**

**Motion:** That the Caledon Public Library Board approve and adopt the revised Public Code of Conduct.

**Moved:** Chris Gilmer

**Seconded:** Suzanne French

**Carried.**

**e. Fundraising and Gift Acceptance Policy Report**

**Motion:** That the Caledon Public Library Board approve and adopt the Fundraising and Gift Acceptance Policy; and,

That the Caledon Public Library Board direct the CEO and Chief Librarian to provide the Board with a report noting any recommended revisions to the policy upon the Library's receipt of charitable status.

**Moved:** Suzanne French  
**Carried.**

**Seconded:** Councillor deBoer

**f. Board Succession and Recruitment Report**

**Motion:** That the Caledon Public Library Board review the Board Succession and Recruitment Report for recommendation and approval; and,

That the Caledon Public Library Board form an ad hoc committee comprised of a maximum of three Board Trustees as well as the Chair and the CEO/Chief Librarian, to be tasked with Board Succession and the support and recruitment of future Trustees; and,

That the nomination and selection of committee members be deferred until the May 14th, 2018 Library Board meeting.

**Moved:** Sandy Keith  
**Carried.**

**Seconded:** Councillor deBoer

**9. Board and Committee Reports:**

**a. SOLS Trustee Council Update**

Lynne van Ryzewyk advised that there was no update on the SOLS Trustee Council as the meeting scheduled for April 14, 2018 was cancelled due to inclement weather. There has been no rescheduled date as of yet.

**10. New Business: None**

**11. Board Work Plan Review**

**Motion:** That the Caledon Public Library Board approve the updated 2018 Board Work Plan, pending the deferral of the Board Matrix to the June meeting.

**Moved:** Chris Gilmer  
**Carried.**

**Seconded:** Lynne van Ryzewyk

**12. Board Advocacy**

**a. Upcoming Events and Opportunities**

- i.** Tech Fair and Seed Library Launch – Saturday, April 21, 10 AM – 2PM, Albion Bolton Branch.
- ii.** Friends of the Caledon Public Library Book Sale – Friday, April 20 – Sunday, April 22, Albion Bolton Community Centre.
- iii.** Friends of the Caledon Public Library Annual General Meeting – Tuesday, May 15, 2018, 7 PM, Albion Bolton Branch.

**13. Question Period:** None

**14. Evaluation of Meeting**

- a. What was your key takeaway from the meeting?
  - i. It was remarked that the Caledon Public Library Board should be commended on their efforts to formalize and review policy.
  
- b. How could we encourage participation in discussions?
  - i. The Caledon Public Library Board agreed that many members contributed to the discussion during the meeting.

**15. Time & location of next regular meeting:**

Monday, May 14, 2018, 6 PM – Albion Bolton Branch

**16. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Councillor deBoer

**Seconded:** Chris Gilmer

**Carried.**

The meeting adjourned at 7:08 PM

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Paula Civiero  
Vice-Chair

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Colleen Lipp  
CEO | Chief Librarian

## Attachment 6-B

# CEO/Chief Librarian's Report

Prepared by Colleen Lipp  
May 2018



## Facilities and Services

### *Caledon East Branch*

The Library Board's letter to the Mayor and Council communicating our interest in relocating the Caledon East branch to an expanded Caledon East Community Complex was included as correspondence on the May 1, 2018 agenda of the General Committee of Council. Thanks to a motion brought forth by Councillor deBoer and seconded by Councillor McClure, this letter was provided as direction to staff of Community Services.

No further information has been received from the Dufferin Peel Catholic District School Board regarding the unbudgeted operating costs associated with the shared branch. A follow up to our initial request for information of March 8, 2018 was shared on April 17, 2018. A response indicating that information would be forthcoming from the school board's finance department was provided on April 18. Further communication received on May 3 indicated that finance staff were currently in the midst of the school board's annual year end and audit processes but would turn their attention to our request once this work was complete.

### *Library Branches in Town Facilities*

Town of Caledon Recreation Services have identified the creation of lease agreements for library branches on their 2018 work plan. Initial meetings to discuss this work have been scheduled and the need to complete this task in advance of the Library Board's 2019 budget submission has been communicated.

Lease rates for 2018 are reflected below:

<b>Branch</b>	<b>Square Footage</b>	<b>Annual Cost</b>	<b>Cost/Square Foot</b>
<i>Albion Bolton</i>	15,132	\$81,652	\$5.40
<i>Alton</i>	1,300	\$20,531	\$15.80
<i>Caledon Village</i>	2,400	\$36,674	\$15.28
<i>Inglewood</i>	1,200	\$29,185	\$24.32
<i>MD Valleywood</i>	3,175	\$25,349	\$7.98
<i>Total</i>	23,207	\$193,391	\$8.33 average

Please note that the table does not reflect annual cost of \$3060 for the locker vestibule in Belfountain or any annual rates resulting from the new branch in Southfields. Levels of service currently provided vary by branch and will need to be considered as agreements are developed. Most notably, this

includes nearly \$20,000 expended annually to a third party for the cleaning of the Albion Bolton Branch. Cleaning of all other facilities is provided by Town staff.

Town staff have identified a target lease rate of \$14.35/square foot. While this reflects an affiliate subsidy of 30% compared to the rate required of for profit tenants, it is a significant increase over the current average lease rate. While it is unclear what impact this will have on the CPL budget or what strategies may be used to mitigate this impact, this exercise does provide an opportunity for the Library to engage in discussions with Town staff regarding much needed leasehold improvements and requirements for additional space.

Ideally it would have been beneficial to know of the Town's intent when preparing our 2018 budget and work plan. This process may have implications on the 2018 budget if the Board should determine that we require legal counsel to review draft agreements and advise the Board accordingly.

### **Smart Cities Challenge**

The Town of Caledon has submitted its application to the Smart Cities Challenge. The Library was pleased to play an active role in this effort, with two managers participating in the dedicated working group. Caledon's challenge statement, "allowing entrepreneurship to grow, individuals to connect, access to digital resources to expand, and innovation to thrive" is in full alignment with the Caledon Public Library's Strategic Plan and Master Plan and provides further opportunities for the Town and Library to work together towards a shared agenda. The full application and a letter of support drafted on behalf of the Library can be viewed online at <https://www.caledon.ca/en/townhall/smart-cities-challenge.asp>.

### **Exchange Collaborative**

The Exchange Leadership Team recently examined levels of participation and expected outcomes of its Board2Board initiative. Unfortunately, board representatives from the majority of partners were not able to regularly attend quarterly meetings and the Leadership Team had not formulated or communicated clear expectations of those volunteers who did attend. Due to this minimal level of engagement and the desire to not waste the valuable time of board representative, the Leadership Team made the difficult decision to discontinue Board2Board representation. Correspondence informing Board2Board Representatives of this change was distributed and is reflected as correspondence on the meeting agenda.

In addition to the action items in support of Caledon youth, currently being delivered by the Community Action Team (CAT), the Leadership Team will be turning their attention to the creation of a strategic plan. Executive Directors from all partner organizations will be engaged in this process.

## **Staff News**

Robert Simeon has accepted a position as Manager of Social Engagement with the Mississauga Library System. While this is an exciting new challenge for Robert, it is a loss for CPL. Robert has been a valued and well respected member of the team since joining the Library in 2014. Recruitment for a full time Coordinator, Communications and Community Development is underway.

The following CPL employees will be acknowledged for their service at the Town's annual Service Recognition Event on May 22, 2018.

- Sylvia Mellett - 5 Years of Service
- Eaman Salem – 10 Years of Service
- Patricia Duffy and Penny Riddler – 15 Years of Service

Long-serving staff will also be celebrated by the Library at the annual Staff Forum.

## Attachment 6-C



### Strategic Actions Update

May 2018

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#### Strengthen Facilities

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A meeting with Town and Library staff and the architects was scheduled to allow for a final review of floorplans for the new branch in Southfields Village. Feedback has also been provided regarding the design of the service desk, staff work areas and general electrical and cabling plans. The architects have also provided recommendations for shelving and collection merchandising.

#### Invest in People

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Results of the job review completed in 2017 were rolled out to all eligible staff, effective April 2, 2018 and appearing on the May 11, 2018 pay.

Development of library staff is ongoing, with staff representatives and members of the management team participating in the following learning opportunities over the past month:

- RA (reader's advisory) in a Day (workshop)
- Librarians' Insights on how to integrate technology into makerspaces (webinar)
- How to develop outcome measures and design effective surveys – project outcome (webinar)
- Coding in the Real World (webinar)
- Building or Rebuilding Your Sponsorship Program From the Ground Up.
- Space Use in the Public Libraries - What We Learned (webinar)
- Behavioural Interview Techniques (workshop)
- Achieving Success with Difficult People
- Introduction to Microsoft Word, Powerpoint, Excel (Gale Courses)
- Wi-Fi IT admin training
- Creating Great Choices: a Leader's Guide to Integrative Thinking (Webcast)
- Festival of Literary Diversity (Canada Reads Event)

#### Build Relationships

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Caledon Seed Library - CPL launched this community-led initiative in partnership with Bolton and District Horticultural Society and Albion Hills Community Farm. This new collection of over 500 packets of seeds is an effort to conserve Caledon's rich agricultural ecosystem by preserving local plant varieties through the distribution, growing, nurturing, harvesting and sharing of seeds. Patrons can visit the seed collection, browse through the packets of flower, vegetable and herb seeds, and then check them out at no cost and with no due-date.

Staff attended the Mayor's Business Breakfast on April 25, showcasing library resources that support local businesses and engaging the business community.

CPL staff assisted with planning the 2nd Annual Youth Summit and attended the full day event on May 2, 2018. As active members on the Youth Voice Collaborative, CPL staff works alongside the following partners in bringing the day together: Town of Caledon, Mayor's Office, Parks & Recreation and Economic Development departments, Toronto Region Conservation Authority and Volunteer MBC.

CPL staff reached beyond library walls in support of our elementary and high school student library card campaign. Efforts included class visits, guest reader days, career days, Welcome to Kindergarten events and promotion of teen specific library events; namely, Young Reels Film Festival and Comic Expo.

Staff attended a meeting of the Caledon Heritage Foundation to introduce Codex and to discuss how CPL and CHF could partner together to encourage the residents of Caledon to share their stories about Caledon's culture, heritage, and identity.

## **Encourage Discovery, Innovation and Creativity**

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Local authors shared a wide variety of information and insights:

Mirian Sansalone shared her experiences of raising children with autism and offered tips and resources to other care-givers

Nicola Ross presented an engaging talk about her *Loops and Lattes* series and Caledon's abundance of hiking trails

Angelica Ganea highlighted her new book *Habits rule you* .

As part of CPL 150 celebration, the first annual Tech Fair attracted 300 visitors and 18 exhibitors. The even was a showcase of new and innovative technology solutions, demonstrations, and hands on learning. The exhibits included robotics, virtual reality, coding, 3D printing, home safety, and even a bomb detonating robot courtesy of the OPP.

Internationally renowned artist and author Paul Morin was the guest speaker at the Artful Caledon Salon held at the Palgrave Equestrian Park in early May. Local artists joined Paul and CPL staff to socialize, share ideas, learn, support one another and help CPL plan for the future. In addition to Paul's presentation, the day included round table discussions, an overview of CPL's Artful Caledon online platform, lunch catered by Palgrave Community Kitchen and time in the afternoon for artists to work on one of their pieces and share their artist vision with fellow artists.

CPL staff facilitated its 3rd Annual Comic Expo on Free Comic Day - May 5th, 2018. The event was very well attended and the large auditorium at the AB branch was put to good use with a variety of interactive events and activities for teens to enjoy. Marvel comic book artist and colorist Ian Herring was a highlight for many in attendance. CPL staff also hosted a Fun with Comics event on the lower level of AB branch the same day for younger children.



April 25, 2018

Mayor Allan Thompson and Members of Council  
Town of Caledon  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Dear Mayor Thompson and Members of Council,

The Caledon Public Library Board was excited to learn of Council's recent discussion regarding the possible creation of an innovation hub in Bolton. Like Council, the Board recognizes support for small businesses and innovation as a key step to becoming a Smart City. The Library is pleased to be an active partner with the Town in their application to the Smart City Challenge. A letter in support of this application was drafted by CPL's CEO and Chief Librarian Colleen Lipp and is attached for your information. The Board is also encouraged by Council's call for a report investigating the feasibility of the Bolton Fire Hall as a potential location for the hub.

As identified in the Library's Master Plan, the public library value proposition includes "supporting small business and entrepreneurs who will drive local economic recovery, growth and job creation by providing them with resources" and providing spaces for co-working, meetings, employment support and lifelong learning. The Master Plan also confirms that the Caledon Public Library's current branches fall short in delivering on this proposition. The plan included a number of recommendations to meet the current and future needs of a growing Caledon. In addition to the proposed creation of an innovation, business and maker center at the Margaret Dunn Valleywood Branch, the plan specifically highlights the need for dedicated space at the Albion Bolton branch in support of programs and meetings, study, technology, digital innovation and technology training. The Library Board recognizes the challenges of offering these spaces and services within the limitations of the current Albion Bolton branch and welcomes innovative solutions, whether in our current location or elsewhere, that will allow the Library to meet the needs of Caledon residents.

With this in mind, the Library Board has been looking to successful facilities in other communities. As raised by Councillor deBoer, the Library Board's visit to the Innisfil Public Library and IdeaLab helped to clarify a vision for how a public library can effectively support and promote an innovative and creative economy. A partnership between the City of Cambridge and the Idea Exchange (public library) will see the transformation of the historic post office into a hub dedicated to creation, innovation and discovery while helping to revitalize the downtown core. Both of these projects are examples of the ongoing evolution in public library services – making the most of library resources and staff expertise to

encourage life-long learning, community and economic development, and equity of access to resources and connectivity.

The Library's strategic plan, *Building the Future*, identifies the following key goals:

- Strengthen facilities,
- Invest in people,
- Build relationships, and
- Encourage Discovery, Innovation & Creativity

We believe that a partnership between the Town and Library to develop shared facilities providing both traditional and innovative library services would support all four of these objectives. As such, we respectfully request that the Board and Staff of the Caledon Public Library be engaged as part of Economic Development's work to determine the feasibility of an innovation hub in the Fire Hall.

Sincerely,



Janet Manning  
Chair, Caledon Public Library Board

April 16, 2018

Smart Cities Challenge Jury  
Infrastructure Canada  
180 Kent Street  
Suite 1100  
Ottawa, Ontario K1P 0B6

Dear Jury Members,

Please accept this letter as an endorsement of the Town of Caledon's Smart Cities Challenge proposal. The Caledon Public Library welcome this opportunity to grow our existing partnership with the Town of Caledon and further leverage our staff, services and spaces to better connect Caledon.

We recognize that a vibrant public library system is a crucial element of a Smart City. The Town's vision of "allowing entrepreneurship to grow, individuals to connect, access to digital resources to expand, and innovation to thrive" is in full alignment with the Library's vision, mission and values. The proposal's goals reflect and support the recommendations identified within the Caledon Public Library's Master Plan and we are excited by how this shared agenda will benefit the community and all those who live and work in Caledon.

The Library is confident that the Town's proposal meets the criteria set forth by Infrastructure Canada and looks forward to actively participating in the next stages of the Smart Cities Challenge. We are pleased to support the Town of Caledon in these efforts and we encourage you to look upon this application favourably.

Sincerely,



Colleen Lipp  
CEO and Chief Librarian

## Attachment 6-D-2

May 1, 2018

Dear Sandy,

We are writing to update you on developments within the Exchange, particularly on those that address the role of the Exchange Partners' Boards of Directors.

In 2016 and 2017, the Exchange offered a series of workshops to Partner Boards. The first was held at Mars Canada, the next two at the Town of Caledon and the Exchange. Representatives from Partner organizations attended each of the workshops. The focus was "Collective Impact". The discussion was about how to come together to pursue a shared project that extended beyond commitments to any one organization and towards a common vision. That vision was still a work in development way back then, it is less so now given the Exchange's decision to focus upon youth isolation and efforts to promote their health and wellness. More on that in a bit.

Boards of Directors were asked to extend a representative to the Exchange. They were to attend meetings occasionally, ensure an annual Board meeting in the Exchange, be a conduit of information to their own Boards, etc. The intention was to promote collective impact at the governance level.

We sought to cultivate a common cause amongst distinct Boards, consistent with the whole premise of the Exchange, that of collective impact. Executive Directors were already working together, so were service Managers. There was a committee structure that was moving the Exchange forward and lots of innovations were occurring in program delivery. That is still the case, the Exchange is a very busy place and has truly become a Caledon community hub used by all of our organizations in so many ways.

Logistics in meeting and changing representation have challenged our governance vision. So we're shifting things. We still believe that Board-to-Board work has enormous potential for Caledon. You're all committed to community work, you're already of one mind, just with different passions and causes. It's always best to work with converted community champions!

The Exchange has recently settled on short-term objectives. We're all sharing the load in providing special youth initiatives in the months ahead. It is very impressive to see all of our organizations providing leadership in youth programming, each from a different angle. We're also taking stock of our next steps via the development of a strategic plan that we want to ensure connects to all of your strategic plans.

**eXchange**

55 Healey Road, Unit 10,  
Bolton, ON L7E 5A2  
289-966-1715  
[www.caledonexchange.org](http://www.caledonexchange.org)



Your time is valuable, we know you donate lots of it to many causes. We don't want to have you attend meetings that are without purpose for you and we've not been able to build a critical mass of Board attenders at our meetings (even though all of our Partners have identified their Board representative!). We do want all Exchange Partner Boards to be kept up to date on Exchange developments and to that end, we hope your Executive Director/CEO will provide you with a monthly update at your Board meetings that touch on the month's highlights. They are shared via weekly email by Kim D'Erri the Exchange's Manager. As future planning unfolds, you can be assured that we will extend an invitation to you and your fellow Board members to participate in Exchange building. A common vision continues to be the "holy grail" for the Exchange, we remain convinced that there's high value in working collectively and pooling our resources to address difficult community challenges. We've attached the template agreement signed by all of our Partners so you can see the shared investments we are all making. We'll continue to work closely with staff from your organization in addressing many community needs and interests through the Exchange. And we'll be back in touch as strategic planning moves forward.

Regards,

Michelle Veinot, Chair, Caledon Community Services (Exchange)  
David Clement, Vice-Chair, Rapport Youth & Family Services  
Carine Strong, Volunteer MBC  
Colleen Lipp, Caledon Public Library  
Cory O'Handley, Services and Housing in the Province  
Darryl Gray, Toronto and Region Conservation Authority  
Heather Savage, Town of Caledon  
Kevin Junor, North Peel Community Church  
Monty Laskin, Caledon Community Services

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**eXchange**

55 Healey Road, Unit 10,  
Bolton, ON L7E 5A2  
289-966-1715  
[www.caledonexchange.org](http://www.caledonexchange.org)



## Attachment 6-D-3

**Ministry of Tourism,  
Culture and Sport**

**Ministère du Tourisme,  
de la Culture et du Sport**

Minister

Ministre

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416 326-9326

9<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 416 326-9326



May 4, 2018

Dear partners,

This morning I announced that our government has committed to [improving access to digital services](#) and ensure that people stay connected at public libraries in towns, cities and First Nation communities across the province.

To improve access to technology and digital information, the 2018 Budget committed \$28 million over three years to create a province-wide digital public library. The digital public library would be a virtual hub providing all people in Ontario, including those living in rural, First Nation and remote communities, with direct access to high-quality digital content such as eBooks, audiobooks, research databases, learning resources and special collections.

In addition, we are investing \$51 million over three years to public library operating funding, including First Nation public libraries.

These investments build on the Ontario [Culture Strategy](#) commitments to build the capacity of libraries serving rural and remote communities, improve supports for First Nation libraries and support public libraries as essential spaces for access to cultural experiences, technology, and community life. They will also help ensure libraries across Ontario can respond to the needs of their communities with innovative services and help develop the talent and skills of people in Ontario.

To see highlights from today's announcement, I encourage you to visit our pages on [Facebook](#) and [Twitter](#) and consider sharing these posts with your community.

With kind regards,

A handwritten signature in black ink, reading 'Daiene Vernile'. The signature is written in a cursive, flowing style.

Daiene Vernile  
Minister of Tourism, Culture and Sport



May 10, 2018

Ms. Janet Manning, Chair  
Caledon Library Board  
16777 Mount Wolfe Road  
Bolton, ON L7E 3P6

Dear Chair Manning and Members of the Board,

I am in receipt of the report and proposed policy regarding "Use of Library Board Resources for Election Purposes Policy", for your consideration at the meeting scheduled for May 14, 2018. As indicated in the report, Ms. Lipp, Chief Librarian, did consult with me regarding the proposed policy and I provided her with my comments, as well as an independent legal opinion. The Municipal Elections Act clearly states that the municipal Clerk is responsible for conducting elections within the municipality.

I am concerned that elements of the Use of Library Board Resources for Election Purposes Policy violate the Municipal Elections Act and the Town's Use of Corporate Resources for Election Purposes Policy. As a result, I recommend that the Board does not approve the policy to avoid putting the Town and the Library Board at risk.

Sincerely,

Carey deGorter  
General Manager, Corporate Services/  
Town Clerk

## Attachment 8-A

# Treasurer's Report

Prepared by Colleen Lipp  
May 2018



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### 2018 Budget

Financial statements reflecting the operating and capital budgets as of April 30, 2018 are attached as [Appendix A](#). Please note that due to the change in meeting date, the attached budget reports were prepared earlier than usual and prior to the close of month end and may not reflect all revenues and expense for the month of April. However, items of note include:

- Monthly variances for the following accounts are reflective of discrepancies between the budget calendarization and the timing of the actual purchases and/or payment. Monthly variances do not impact the year-to-date or annual variances.
  - 41010 Library Public Service – 62346 Courier
  - 41015 Reference/Collection Development - 62058 Online Databases
  - 41025 Library Information Technology – 62397 Telephone
  - 41025 Library Information Technology – 63037 Software License Subscription
- Mobile phone purchases were erroneously posted twice resulting in an unfavourable monthly and YTD variance. The error has been corrected with credits of \$1451.71 to 41025 Library IT – 62396 Mobile Phones/Pagers. That said, these corrections were not completed prior to month end and therefore not reflected in the April financials
- The following capital projects have been completed and/or fully expended and will be closed.
  - 16-003 Library Furniture and Fixture Replacement
  - 17-142 Belfountain Smart Lockers
  - 17-143 Library IT Equipment (pending final expenditures)
  - 17-144 Signage – Albion Bolton and Caledon East

### Job Review Update

As a result of the review of all permanent full-time and permanent part-time positions that was completed late in 2017, a significant number of positions were reclassified to a higher band. Despite these reclassifications, the majority of staff saw no resulting change in their wages upon finalization of the review. This is not in alignment with the relevant language in the Town's Salary Administration Corporate Procedure:

An employee whose job is reclassified to a higher pay grade will receive a salary increase up to four (4%) percent, as determined by the manager or Supervisor, or

the increase required to take the employee's salary to the minimum of the salary range assigned to the position. An increase will be effective the date the job evaluation is finalized.

Increases were allocated as of January 1, 2018 to those whose previous wages were below the lowest wage of their new grade. However, as previously reported, with the exception of these employees, the majority of increases were delayed to April 2018 as a means of mitigating the impact of these unbudgeted increases. Increases were further deferred as Library Administration and Town Human Resources attempted to reach consensus regarding the interpretation of the Town's relevant corporate procedure. While no consensus was reached, Human Resources did provide a memo ([Appendix B](#)) confirming the processing of these increases and reiterating their belief that this is contrary to the policy.

The following reflects the application of merit increases:

- Employees who are at the top of their current grade were not eligible for a merit increase.
- Employees whose positions were not reevaluated to a higher grade but had not yet reached the top of the grade received a 4% increase – or less if 4% would result in a wage that exceeded the grade's maximum.
- Employees whose positions were recently reevaluated to a higher grade and did not see an increase (other than the Cost of Living Allowance – COLA) in January, will receive a 4% increase.
- Employees whose positions were recently reevaluated to a higher grade that prompted an increase in January to ensure they fell within the new band will see a pro-rated increase of 1% - to cover the period from January to the beginning of April.

Those eligible for merit increases will continue to receive 4% increases each April until they reach the grade's maximum wage.

It is anticipated that the impact of these increases will result in an unfavourable variance of at least \$10,000. It is also expected that, given the favourable annual variances reported in recent years, that efficiencies will be identified to offset the impact of the wage increases.

### **Development Charge Study**

The Town of Caledon has recently launched first steps in reviewing and revising its Development Charge By-law. This includes the review of service standards including library square footage and collection size per capital. This exercise also provides an opportunity to identify any library building projects required to meet the needs of a growing Caledon. Such projects can only be undertaken in areas of identified growth and development charges can only be used to maintain the calculated per capita service standards. The current by-law expires on June 24, 2019 and the new by-law should reflect capital projects through to 2029. As shared at the 2019 Development

Charge By-law Kick-off Meeting recently hosted by the Town, Caledon's current population is approximately 71,600 and the population is anticipated to be 108,000 by 2031. The current employment numbers are approximately 30,000 and anticipated to be 46,000 by 2031. Maps reflecting the geographic focus of this growth are attached as [Appendix C](#)

## **Grants**

### *Young Canada Works*

As reported in March 2018, the Library has again applied for funding in support of a summer student through the Government of Canada's Young Canada Works (YCW) initiative. CPL's Youth Services and Communications & Community Development departments submitted a joint application to the Young Canada Works' summer job program, seeking funding of \$4777 for a Summer Literacy, Communications & Maker Specialist

Unfortunately, our application was not approved upon initial review. That said, the application has been wait listed and we will be notified of any changes in the application's status. Funds received in 2017 were also a result of the wait list process.

### **Recommended Motion:**

*That the Caledon Public Library Board receive and approve the Treasurer's Report and related financials*

# Appendix A



Library  
 ST: Object Code - Budget vs Actual by Cost Centre  
 As of April 30, 2018

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
<b>Caledon Public Library</b>											
<b>40010 Administration</b>											
50050 Miscellaneous	(250.00)	(524.00)	274.00		(1,000.00)	(1,888.10)	888.10		(3,000.00)	62.9%	(1,111.90)
50125 Merchandise Sales	(250.00)	(33.00)			(1,000.00)	(132.00)			(3,000.00)		
50319 Grants/Subsidies									(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)	(154.50)	71.50		(332.00)	(257.50)	(74.50)		(1,000.00)	25.8%	(742.50)
50705 Fines/Fees	(3,333.00)	(2,691.28)	(641.72)		(13,332.00)	(9,775.69)	(3,556.31)		(40,000.00)	24.4%	(30,224.31)
50715 Programs	(467.00)	(1,430.90)	963.90		(1,868.00)	(2,339.70)	471.70		(5,600.00)	41.8%	(3,260.30)
50725 Comm.Access Prgm Funding			0.00				0.00				0.00
50750 Book Sales	(43.00)	(146.30)	103.30		(172.00)	(564.50)	392.50		(500.00)	112.9%	64.50
50770 FOL-Recoverable		(400.00)	400.00			(400.00)	400.00				400.00
61510 Salaries-Permanent	10,854.00	10,333.40	520.60		45,781.00	44,433.59	1,347.41		140,727.00	31.6%	96,293.41
61513 Benefits-Permanent	2,577.00	2,929.96	(352.96)		10,869.00	12,237.48	(1,368.48)		33,411.00	36.6%	21,173.52
61520 Wages-Casual Temporary	2,538.00	2,529.54	8.46		10,156.00	9,684.67	471.33		33,000.00	29.3%	23,315.33
61523 Benefits-Casual Temporary	311.00	223.96	87.04		1,239.00	869.87	369.13		4,037.00	21.5%	3,167.13
62018 Operating Supplies	64.00	10.39	53.61		256.00	107.33	148.67		760.00	14.1%	652.67
62113 Maint & Repairs-A/V Equip	307.00		307.00		1,228.00		1,228.00		3,660.00	0.0%	3,660.00
62114 Small Equip Repair/Purchase	42.00		42.00		168.00		168.00		500.00	0.0%	500.00
62129 FOL-Initiatives		365.54	(365.54)			365.54	(365.54)				(365.54)
62253 Lib. Brd Education & Exp.	265.00	243.27	21.73		3,530.00	2,540.48	989.52		5,650.00	45.0%	3,109.52
62310 Training/Development/Seminars	1,350.00	2,101.46	(751.46)		10,570.00	7,887.14	2,682.86		27,967.00	28.2%	20,079.86
62311 Memberships/Dues			0.00		13,000.00	11,723.20	1,276.80		14,000.00	83.7%	2,276.80
62314 Mileage	1,167.00	800.54	366.46		4,668.00	2,371.97	2,296.03		14,000.00	16.9%	11,628.03
62317 Audit						(4,212.86)	4,212.86		4,370.00	-96.4%	8,582.86
62322 Postage	63.00		63.00		252.00	178.08	73.92		750.00	23.7%	571.92
62335 Contracted Services	235.00		235.00		940.00	55.00	885.00		2,800.00	2.0%	2,745.00
<b>Total 40010 Administration</b>	<b>15,347.00</b>	<b>14,158.08</b>	<b>1,188.92</b>		<b>84,953.00</b>	<b>72,884.00</b>	<b>12,069.00</b>		<b>174,332.00</b>	<b>41.8%</b>	<b>101,448.00</b>
<b>41010 Library Public Services</b>											
61510 Salaries-Permanent	29,007.00	24,223.32	4,783.68		123,053.00	104,159.81	18,893.19		423,191.00	24.6%	319,031.19
61513 Benefits-Permanent	8,483.00	7,568.60	914.40		36,015.00	30,955.86	5,059.14		124,084.00	24.9%	93,128.14
61520 Wages-Casual Temporary	31,283.00	36,448.96	(5,165.96)		125,128.00	136,211.93	(11,083.93)		474,784.00	28.7%	338,572.07
61523 Benefits-Casual Temporary	5,124.00	4,112.99	1,011.01		20,511.40	19,624.81	886.59		74,802.40	26.2%	55,177.59
62017 Caretaking Supplies	133.00		133.00		532.00	290.06	241.94		1,600.00	18.1%	1,309.94
62018 Operating Supplies	213.00	106.82	106.18		852.00	382.96	469.04		4,050.00	9.5%	3,667.04
62312 Insurance			0.00		2,266.00	2,018.12	247.88		2,266.00	89.1%	247.88
62321 Rental-Facility			0.00		196,554.00	196,451.00	103.00		196,554.00	99.9%	103.00
62335 Contracted Services	1,907.00	1,617.98	289.02		7,628.00	6,841.88	786.12		22,880.00	29.9%	16,038.12
62346 Courier	2,833.00	3,377.52	(544.52)		11,332.00	8,371.72	2,960.28		34,000.00	24.6%	25,628.28
<b>Total 41010 Library Public Services</b>	<b>78,983.00</b>	<b>77,456.19</b>	<b>1,526.81</b>		<b>523,871.40</b>	<b>505,308.15</b>	<b>18,563.25</b>		<b>1,358,211.40</b>	<b>37.2%</b>	<b>852,903.25</b>



Library  
ST: Object Code - Budget vs Actual by Cost Centre  
As of April 30, 2018

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
<b>41015 Reference/Collection Dev</b>											
61510 Salaries-Permanent	11,622.00	6,678.60	4,943.40		49,022.00	28,717.61	20,304.39		150,686.00	19.1%	121,968.39
61513 Benefits-Permanent	3,212.00	2,013.14	1,198.86		13,543.00	8,311.04	5,231.96		41,639.00	20.0%	33,327.96
61520 Wages-Casual Temporary	3,531.00	7,554.28	(4,023.28)		14,122.00	30,659.53	(16,537.53)		45,900.00	66.8%	15,240.47
61523 Benefits-Casual Temporary	432.00	698.12	(266.12)		1,726.00	2,833.72	(1,107.72)		5,614.00	50.5%	2,780.28
62018 Operating Supplies	93.00	118.66	(25.66)		372.00	236.41	135.59		1,120.00	21.1%	883.59
62058 Online Databases		3,187.12	(3,187.12)		50,000.00	43,879.40	6,120.60		61,000.00	71.9%	17,120.60
<b>Total 41015 Reference/Collection Dev</b>	<b>18,890.00</b>	<b>20,249.92</b>	<b>(1,359.92)</b>		<b>128,785.00</b>	<b>114,637.71</b>	<b>14,147.29</b>		<b>305,959.00</b>	<b>37.5%</b>	<b>191,321.29</b>
<b>41020 Library Grants</b>											
50319 Grants/Subsidies (Revenue)		(171.83)	171.83			(1,650.22)	16,513.00				1,650.22
62319 Grants (Expenses)		171.83	(171.83)			814.53	(814.53)				(13,477.40)
<b>Total 41020 Library Grants</b>		<b>0.00</b>	<b>0.00</b>			<b>(835.69)</b>	<b>835.69</b>				<b>835.69</b>
<b>41025 Library Info Technology</b>											
61510 Salaries-Permanent	12,562.00	12,561.40	0.60		53,384.00	54,014.39	(630.39)		163,300.00	33.1%	109,285.61
61512 Recovery-Salaries-Permanent			0.00			(439.65)	439.65		0.00		439.65
61513 Benefits-Permanent	3,392.00	3,804.96	(412.96)		14,419.00	15,698.28	(1,279.28)		44,099.00	35.6%	28,400.72
62018 Operating Supplies	608.00	18.25	589.75		2,432.00	1,948.21	483.79		7,300.00	26.7%	5,351.79
62304 Automation	9,150.00		9,150.00		14,150.00	4,263.74	9,886.26		20,100.00	21.2%	15,836.26
62305 Computer Services	573.00	142.45	430.55		2,292.00	1,902.48	389.52		26,533.00	7.2%	24,630.52
62335 Contracted Services	227.00		227		697.00	447.74	249.26		2,800.00	16.0%	2,352.26
62396 Mobile Phones / Pagers	1,765.00	2,921.82	(1,156.82)		1,917.00	3,074.72	(1,157.72)		3,861.00	79.6%	786.28
62397 Telephone	1,133.00	2,145.02	(1,012.02)		4,532.00	3,577.51	954.49		13,600.00	26.3%	10,022.49
63037 Software Licence Subscription	600.00	2,627.17	(2,027.17)		9,200.00	12,715.90	(3,515.90)		14,000.00	90.8%	1,284.10
<b>Total 41025 Library Info Technology</b>	<b>30,010.00</b>	<b>24,221.07</b>	<b>5,788.93</b>		<b>103,023.00</b>	<b>97,203.32</b>	<b>5,819.68</b>		<b>295,593.00</b>	<b>32.9%</b>	<b>198,389.68</b>
<b>41030 Youth Services</b>											
61510 Salaries-Permanent	21,725.00	21,055.92	669.08		91,632.00	90,623.16	1,008.84		281,673.00	32.2%	191,049.84
61513 Benefits-Permanent	6,127.00	6,502.04	(375.04)		25,842.00	26,604.43	(762.43)		79,439.00	33.5%	52,834.57
62018 Operating Supplies	83.00	51.83	31.17		332.00	241.02	90.98		1,000.00	24.1%	758.98
62414 Special Programs	1,600.00	993.71	606.29		4,200.00	2,706.00	1,494.00		16,667.00	16.2%	13,961.00
<b>Total 41030 Youth Services</b>	<b>29,535.00</b>	<b>28,603.50</b>	<b>931.50</b>		<b>122,006.00</b>	<b>120,174.61</b>	<b>1,831.39</b>		<b>378,779.00</b>	<b>31.7%</b>	<b>258,604.39</b>
<b>41035 Communications/Community Dev</b>											
61510 Salaries-Permanent	17,027.00	16,837.21	189.79		71,751.00	72,400.23	(649.23)		220,691.00	32.8%	148,290.77
61513 Benefits-Permanent	4,739.00	5,159.44	(420.44)		19,961.00	21,228.40	(1,267.40)		61,413.00	34.6%	40,184.60
61520 Wages-Casual Temporary	4,998.00	5,172.75	(174.75)		19,996.00	19,765.48	230.52		64,978.00	30.4%	45,212.52
61523 Benefits-Casual Temporary	986.00	865.64	120.36		3,941.00	3,453.77	487.23		12,813.00	27.0%	9,359.23
62018 Operating Supplies	394.00	138.35	255.65		1,576.00	1,977.19	(401.19)		4,730.00	41.8%	2,752.81
62304 Automation	410.00	184.35	225.65		2,730.00	2,030.63	699.37		6,000.00	33.8%	3,969.37
62315 Printing & Advertising	1,433.00	927.73	505.27		5,732.00	2,781.53	2,950.47		17,200.00	16.2%	14,418.47
62335 Contracted Services	584.00	356.99	227.01		2,336.00	1,224.85	1,111.15		7,000.00	17.5%	5,775.15
62414 Special Programs	1,730.00	256.70	1,473.30		6,920.00	3,138.87	3,781.13		21,917.00	14.3%	18,778.13
<b>Total 41035 Communications/Community Dev</b>	<b>32,301.00</b>	<b>29,899.16</b>	<b>2,401.84</b>		<b>134,943.00</b>	<b>128,000.95</b>	<b>6,942.05</b>		<b>416,742.00</b>	<b>30.7%</b>	<b>288,741.05</b>



Library  
ST: Object Code - Budget vs Actual by Cost Centre  
As of April 30, 2018

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
<b>41040 Library Tech Services</b>											
61510 Salaries-Permanent	21,379.00	21,109.28	269.72		90,622.00	90,769.73	(147.73)		277,669.00	32.7%	186,899.27
61513 Benefits-Permanent	6,054.00	5,336.42	717.58		25,666.00	21,782.52	3,883.48		78,634.00	27.7%	56,851.48
62018 Operating Supplies	513.00	104.46	408.54		2,052.00	952.57	1,099.43		6,160.00	15.5%	5,207.43
62335 Contracted Services	50.00	126.01	(76.01)		200.00	270.72	(70.72)		600.00	45.1%	329.28
<b>Total 41040 Library Tech Services</b>	<b>27,996.00</b>	<b>26,676.17</b>	<b>1,319.83</b>		<b>118,540.00</b>	<b>113,775.54</b>	<b>4,764.46</b>		<b>363,063.00</b>	<b>31.3%</b>	<b>249,287.46</b>
<b>Total Caledon Public Library</b>	<b>233,062.00</b>	<b>221,264.09</b>	<b>11,797.91</b>		<b>1,216,121.40</b>	<b>1,151,148.59</b>	<b>64,972.81</b>		<b>3,292,679.40</b>	<b>35.0%</b>	<b>2,141,530.81</b>
<b>Total Caledon Public Library-Lending Services</b>	<b>233,062.00</b>	<b>221,264.09</b>	<b>11,797.91</b>		<b>1,216,121.40</b>	<b>1,151,148.59</b>	<b>64,972.81</b>		<b>3,292,679.40</b>	<b>35.0%</b>	<b>2,141,530.81</b>

**Capital Project Expense Report - as of April 30, 2018**

	Budget	Expended Previous Year(s)	Expended 2018 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	
<b>Previous Year Capital Projects</b>							
16-002 Library IT Equipment Replacement	55,000	19,845.44		19,845.44	35,154.56	36.1%	
16-003 Library Furniture & Fixture Replacement	25,000	24,992.65		24,992.65	7.35	100.0%	to be closed
17-141 Lib Collections & Materials	425,000.00	391,551.12	7,539.13	399,090.25	25,909.75	93.9%	
02-07-365-171-001-59275 Capital Donations	650.00						
<b>Total Library Collections and Materials (17-141)</b>	<b>425,650.00</b>	<b>391,551.12</b>	<b>7,539.13</b>	<b>399,090.25</b>	<b>26,559.75</b>	<b>93.8%</b>	
17-142 Belfountain Smart Lockers	51,700.00	39,764.64	857.86	40,622.50	11,077.50	78.6%	to be closed
17-143 Library IT Equipment	63,000.00	68,017.25	8,580.57	76,597.82	(13,597.82)	121.6%	
ILDS Grant Revenue	13,948.00						
<b>Total Library IT Equipment (17-143)</b>	<b>76,948.00</b>	<b>68,017.25</b>	<b>8,580.57</b>	<b>76,597.82</b>	<b>350.18</b>	<b>99.5%</b>	to be closed
17-144 Signage-Albion Bolton & Caledon East	5,000.00	4,899.75		4,899.75	100.25	98.0%	to be closed
<b>Multi-Year Capital Projects</b>							
16-004 Mayfield West Library	4,950,000	257,724.25	85,376.91	343,101.16	4,606,898.84	6.9%	
<b>Current Year Capital Projects</b>							
18-037 Lib Collections and Materials	425,000.00		124,613.47	124,613.47	300,386.53	29.3%	
18-038 Library IT Equipment	75,000.00		7408.03	7408.03	67,591.97	9.9%	
18-039 Library Furnishing Replacement	30,000.00		949.94	949.94	29,050.06	3.2%	
18-040 Southfields Opening Day Collections	400,000.00			0	400,000.00	0.0%	
18-043 Lib Website Redesign & Improvements	10,000.00			0	10,000.00	0.0%	

## Appendix B

# Memo

Date: May 3, 2018

To: Colleen Lipp,  
Chief Librarian, Caledon Public Library

From: David Arbuckle,  
General Manager, Strategic Initiatives

Subject: **Non-Standard 2018 Merit Increases for Caledon Public Library**

---

This letter is to confirm that Human Resources is moving forward as per your recommendation regarding the non-standard 2018 library merit increase.

As requested, we will process the non-standard increases merit increase for permanent full-time and permanent part-time staff as calculated in your April 15, 2018 spreadsheet, with the exception of the two employees you discussed with HR. Their merit increases will be calculated based on your discussions with HR. Increases will be retro-active to April 2, 2018 and will be paid May 11, 2018 pay.

Finance has confirmed that you do have sufficient budget to implement this non-standard increase for these staff, if you re-allocate some budget lines and meet your annual budget allocation.

Please note, as previously communicated, your decision to move forward in this manner is contrary to the Town's Salary Administration Procedure for the following reasons:

- The Town's Salary Administration Corporate Procedure details that for staff who are reclassified (undergo job evaluation), "will be eligible the subsequent April for a prorated increase based on the number of months of service between their promotional/reclassification increase and the start of the first full pay period in April."
  - Meaning that merit increase calculation date for library staff should be January 1, 2018, when job evaluations were finalized, not April 1, 2017 allowing for a 4% increase. Staff who were at job rate, should only receive a 0.99% merit increase, prorated from January 1, 2018 to March 31, 2018.



TOWN HALL, 6311 OLD CHURCH ROAD, CALEDON, ON, CANADA, L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325 | [www.caledon.ca](http://www.caledon.ca)

While it is within the scope of your position to make such operational decisions, inconsistent application of Town/Library policies can create precedent and present future challenges..

We appreciate your patience and understanding in this matter.

*Original signed*

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David Arbuckle

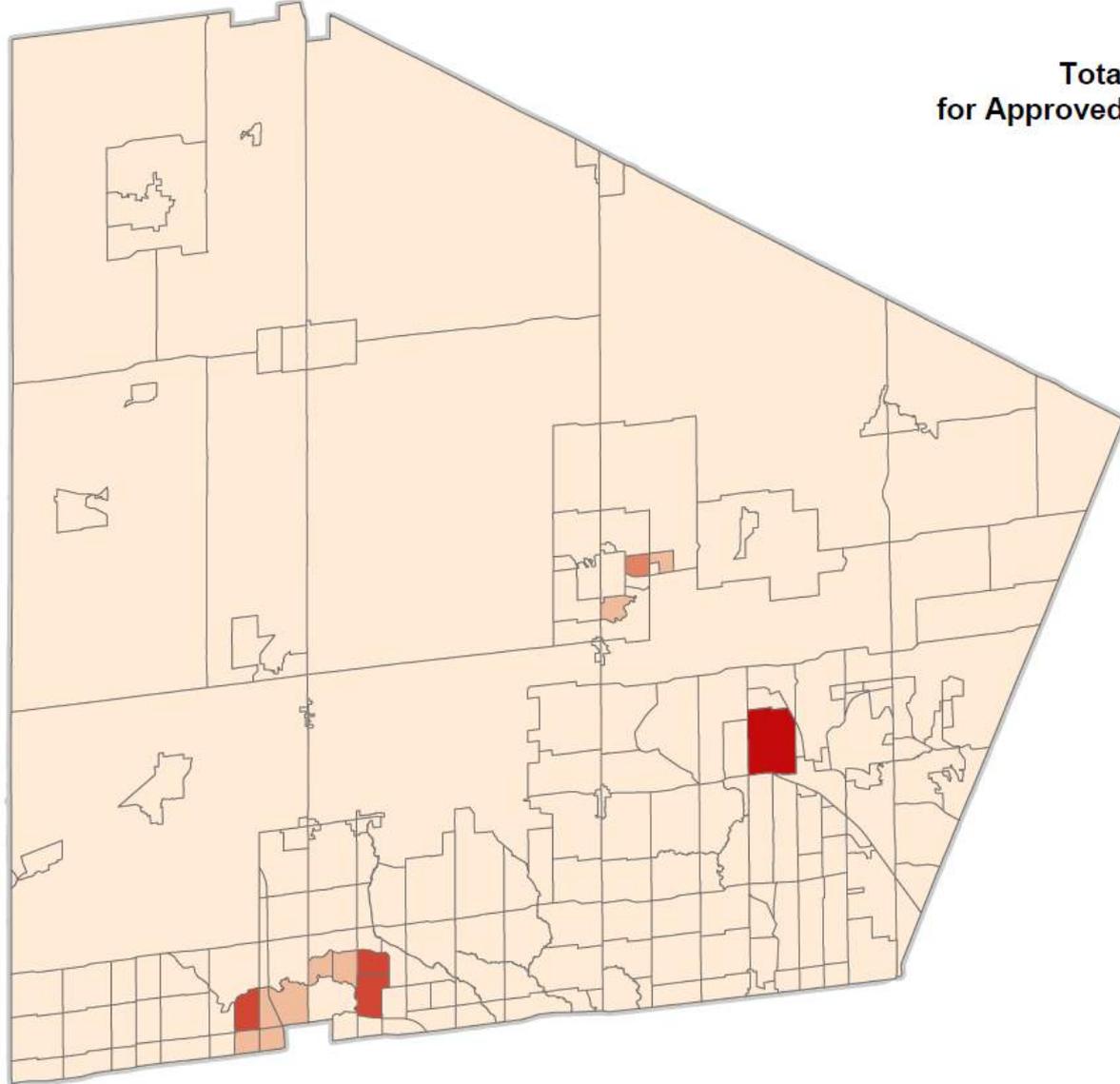
CC: Judy Porter, Human Resources  
Heather Haire, Finance



TOWN HALL, 6311 OLD CHURCH ROAD, CALEDON, ON, CANADA, L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325 | [www.caledon.ca](http://www.caledon.ca)

# Planning Horizon 2031 Residential

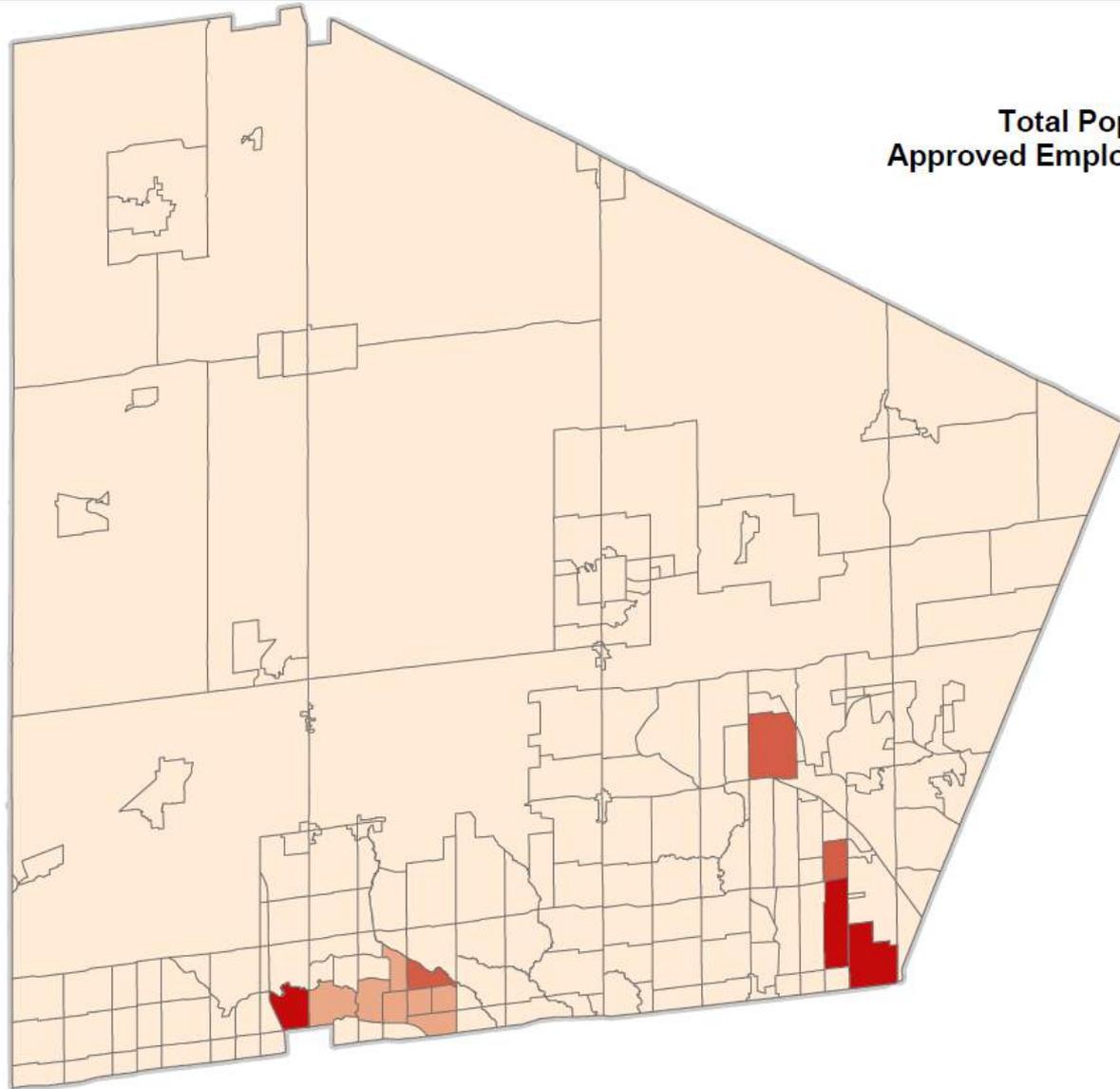
Total Population by SGU  
for Approved Population Forecast to 2031



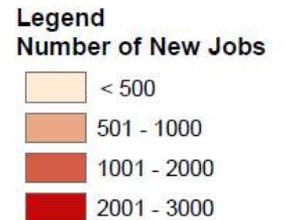
Legend  
Number of New People

- < 1000
- 1001 - 2000
- 2001 - 3000
- 3001 - 4000
- 7001 - 8000

# Planning Horizon 2031 Employment



Total Population by SGU  
Approved Employment Forecast to 2031



## Attachment 8-B

Date: May 14, 2018

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



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**Subject:** Personnel Policy Report

**Recommendation:**

*That Caledon Public Library Board review the attached revisions to the Personnel Policy for recommendation and approval.*

**Background**

Prompted by the scheduled policy review, the Caledon Public Library Personnel Policy has been examined and revised for the Board's consideration. A fulsome review of this policy was completed in 2016 however further clarification is recommended, with a number of revisions resulting from recent changes to the Ontario Employment Standards Act (ESA). Comprehensive revisions are reflected in [Appendix A](#), however an overview of suggested alterations is included below:

- Confirmation of the process and the role of the Board in receiving and investigating any reports of harassing or discriminating behavior by the CEO/Chief Librarian.
- Language referencing implications of the ESA on staff vacation entitlements and scheduling of vacation time.
- Reference to Personal Emergency Leave as well as pre-emptive adoption of procedures to be developed by the Town in support of changes in existing leaves or new leaves legislated as part of the ESA. This includes extensions of maternity, parental and family medical leaves, expansion of critical illness leaves and new leaves prompted by the death of a child and domestic or sexual violence.
- Language indicating that the Library will provide and/or reimburse staff for any protective wear required for those who may be visiting or tasked with readying library branches while under construction or renovation.

Comments regarding this draft policy were solicited from Town Human Resources and prompted further revisions to the document. The following recently created Corporate Procedures were also received from the Town of Caledon, are referenced within the revised Personnel Policy and are attached as [Appendix B](#).

- Equal Pay for Equal Work
- Personal Emergency Leave

The policy, once approved, will be made available to all Library staff, with all staff required to provide signed acknowledgement of its receipt. This policy will also be shared with the Town of Caledon's Human Resources Division.

In order to allow sufficient time to fully communicate policy updates to staff, it is recommended that its full implementation be delayed until July 1, 2018.

**Financial Implication,**

Revisions to the Personnel Policy resulting from changes to the provincial Employment Standards Act can be accommodated within the Library's current annual operating budget.

**Recommended Motion**

*That the Caledon Public Library Board approve and adopt the revised Personnel Policy effective July 1, 2018.*

## Appendix A

<b>Title</b>	Personnel Policy
<b>Policy Number</b>	CPL-16-09
<b>Policy Type</b>	Human Resources
<b>Approval Date</b>	[approval date] 2018
<b>Effective Date</b>	July 1, 2018
<b>Review Date</b>	[review date] 2020
<b>Notes</b>	Previously approved March 8, 2010, amended June 20, 2016

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## 1.0 Purpose

- 1.1 The Caledon Public Library Board as employer is aware of its responsibilities for personnel. This Personnel Policy been established, and will be regularly reviewed, by the Board to provide guidelines for employment practices, and to promote and maintain harmonious relations between Board, Library Management and Staff.

This policy may be amended by a majority vote of the Board. The Chief Librarian and Chief Executive Officer has the authority to make decisions within the policies and terms of the Board.

## 2.0 Definitions

- 2.1 For the purposes of this policy:

- All references to the “*Board*” refer to the Caledon Public Library Board.
- All references to the “*Library*” refer to the Caledon Public Library, as governed by the Board.
- All references to the “*Town*” refer to the Town of Caledon.
- All references to the “*Employer*” refer to the Caledon Public Library Board.
- “*Employee*” denotes any person employed and paid a wage or salary by the Board
- “*Chief Librarian*” refers to the Chief Executive Officer (CEO) of the Library, reporting directly to the Board, and is used interchangeably with the title of CEO.
- “*Manager*” refers to any employee who holds the title of Manager or Director, having been designated as such by the Chief Librarian/CEO.
- “*Salary Schedule*” refers to the Salary Schedule of the Town of Caledon, or such other Salary Schedule as approved by the Board.
- “*Personnel Policy*” refers to the Personnel Policy herein, as adopted by the Board as of [insert approval date] 2018

## 3.0 Employee Classification

- 3.1 As per the Town’s related corporate procedure, all employees of the Library are classified as follows:

<b>Permanent Full Time</b>	<ul style="list-style-type: none"><li>• Employees engaged for an indefinite period of time and working such regular hours which constitutes a full work week.</li><li>• Eligible for all benefits offered by the employer.</li></ul>
<b>Permanent Part Time</b>	<ul style="list-style-type: none"><li>• Employees engaged for an indefinite period of time and working such regular hours as constitute less than a full work week.</li></ul>

	<ul style="list-style-type: none"> <li>Eligible for holidays, vacation and sick leave on a <u>pro-rated</u> basis</li> </ul>
<b>Contract</b>	<ul style="list-style-type: none"> <li>Employees engaged for a definite period of time and working such regular hours as agreed to in the terms of the contract.</li> <li>Eligible for benefits as defined in the terms of their employment contract.</li> </ul>
<b>Temporary Full Time</b>	<ul style="list-style-type: none"> <li><del>Employees engaged for a definite period of time and working such regular hours as constitute a full work week for the department.</del></li> <li><del>Not eligible for benefits.</del></li> </ul>
<b>Casual</b>	<ul style="list-style-type: none"> <li>Employees engaged for an indefinite period of time and working irregular hours. These hours can either be scheduled or be on an “on call” basis and constitute less than a full work week for the department.</li> <li>Not eligible for benefits.</li> </ul>

3.2 For the purposes of Library staffing, casual employees are usually Pages whose regular hours of work are referenced in Section 11. 5.

## 4.0 Gender

4.1 Whenever the pronoun “she” or the possessive “her” is used, it shall be interpreted to include ~~both~~ all genders, and shall be read in the singular or plural case, as applicable.

## 5.0 Rights and Responsibilities of the Board

5.1 As stated in Section 3.8 of the *Caledon Public Library Board By-laws (CPL-16-06)*, “the Board may appoint and remove employees, determine the terms of their employment, fix their remuneration and prescribe their duties, on the recommendation of the Chief Librarian.” The Board shall also “establish and maintain a personnel policy, the provisions of which shall be adhered to by the Board, the Chief Librarian and all employees.”

5.2 The Caledon Public Library Board shall typically assume the rights, roles and responsibilities attributed to the Town Council for any Town Procedures or Policies adopted by the Library Board.

## 6.0 Duties and Responsibilities of the CEO/Chief Librarian

6.1 The CEO/Chief Librarian shall:

- Ensure compliance with all aspects of this policy
- Create and nurture a positive working environment where the work of all employees is recognized, valued and fairly compensated

- Encourage mutually respectful employee relations
- Support opportunities for employee growth and development
- Maintain order, discipline and efficiency
- Hire, discharge, direct, classify, transfer, promote, demote, lay-off, and suspend or otherwise discipline employees subject to the provisions of this policy
- Manage the affairs of the Library and determine the number of employees required, the standards of performance for all employees, the methods, procedures and equipment to be used, and all other matters concerning the operation of the Library not otherwise specifically dealt with elsewhere under this policy

None of the rights set out above shall be exercised in a manner inconsistent with the provisions of this policy, or with *the Ontario Public Library Act* and the *Ontario Employment Standards Act*.

- 6.2 The Chief Librarian/CEO shall assume the rights, roles and responsibilities attributed to the Town's CAO for any Town Procedures or Policies adopted by the Library Board.

## **7.0 Anti-Harassment and Discrimination in the Workplace**

- 7.1 The Board has adopted the Town's Corporate Procedure as it relates to ~~Anti-~~ *Harassment, Sexual Harassment and/or Discrimination in the Workplace*. The purpose of this procedure is to clarify and communicate the guidelines to which all employees of the Town and Library must adhere in order to prohibit workplace harassment and encourage a healthy work environment.

- 7.2 This procedure also identifies responsibilities of employees and managers and confirms a process for investigating and resolving complaints of harassment or discrimination. The Library shall adhere to this process with the exception that any summary reports and related recommendations shall be submitted to the Chief Librarian/CEO rather than the Town Chief Administrative Officer (CAO).

- 7.3 *Reporting of any offensive behavior initiated by the CEO/Chief Librarian should be directed to the Chair of the Library Board and the Chair of the CEO/Chief Librarian Performance Evaluation Committee. They may seek the assistance of the Town's Manager, Human Resources in conducting a workplace harassment investigation.*

## **8.0 Recruitment and Appointment of Staff**

- 8.1 All Library employees are employed by the Board, which establishes all personnel policies and practices. Appointments are made to the Library staff, not to the staff of any particular service point within the Library. Any employee may be assigned to duties in any location of the Library.

- 8.2 The Board has adopted the Town's *Recruitment and Selection Policy* as well as the following Corporate Procedures for the purposes of staffing vacancies in a consistent, fair and equitable manner, ensuring that all applicants are given equal opportunity for employment in accordance with the provision of the *Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act, 2005*.
- *Recruitment and Selection Procedure*
  - ~~*Criminal Reference Check or Vulnerable Sector Check*~~
  - *Development Status for Under-qualified Candidates*
  - *Employment Reference Check*
  - *Police Record Check*
  - *Secondment*
  - *Workplace Diversity*
- 8.3 All postings of Library positions shall be communicated through the Town's website and linked from the Library's website for the period identified in the relevant procedure. With the exception of ongoing postings of casual positions, an email directing Library staff to the online posting shall be shared within 24 hours of its availability. Open positions may also be posted or advertised externally through online association job boards.
- 8.4 When vacancies occur, all members of the staff who possess the necessary qualifications for appointment, as identified in the *Recruitment and Selection Procedure*, and who make application, shall be eligible for consideration.
- 8.5 All appointments and promotions of employees shall be made on the basis of qualifications, ability to do the job required, experience, and suitability.
- 8.6 A new employee shall typically be appointed at the minimum salary of her range, but the CEO/Chief Librarian may recommend an appointment at a rate higher than the minimum assigned to the class, if:
- a) the qualifications and experience of the applicant exceed those for the classifications; and
  - b) the budget of the Library permits the payment of a salary higher than the minimum, but;
  - c) the salary shall not exceed the maximum attached to the class
- 8.7 The Library may apply the Town's Corporate Procedure regarding *Development Status for Under-qualified Candidates*, in such cases where market conditions necessitate the consideration of candidates who do not meet the minimum requirements of a posted position.

8.8 The CEO/Chief Librarian shall report to the Board upon hiring any new permanent staff at a managerial level.

8.9 As per the Town’s Corporate Procedure related to *Performance Management and Succession Planning*, the probationary period for a new employee shall be six (6) months.

In keeping with this Procedure, this probationary period may be waived, in part or in full, at the discretion of the CEO/Chief Librarian, if the employee has been employed by the Library for a six (6) month continuous period.

8.10 Temporary appointments may be made to meet special short term needs, or to allow the Library to evaluate newly-created positions.

8.11 An unsuccessful applicant for employment with the Library shall be advised as soon as possible that the position has been otherwise filled.

## 9.0 Distribution of the Personnel Policy

9.1 A digital copy of the *Personnel Policy (CPL-16-09)* shall be made available to all employees currently employed by the Board and to all new employees filling such positions.

9.2 In the event the *Personnel Policy* is amended by the Board, the amended Personnel Policy shall be made available to all employees within two weeks of approval of such revisions by the Board.

9.3 A copy of the *Personnel Policy* shall be posted on the Library’s staff website and a printed copy shall be made available at each branch.

9.4 A copy of this *Personnel Policy*, and any subsequent revisions or amendments shall be provided to the Town of Caledon Human Resources ~~Department~~ Division.

9.5 All employees will be required to sign an Acknowledgment Form upon receiving and reviewing this policy and/or any subsequent revisions.

.....

## 10.0 Evaluation of Performance

10.1 At the end of a probationary period, and at least once annually thereafter, an appraisal of the work of each permanent employee shall be made by the employee and her Manager. These appraisals shall be kept on file with the Town’s Human Resources Division, signed by the supervisor and the employee. Evaluation of temporary employees shall be made at the discretion of the CEO/Chief Librarian.

- 10.2 The Library ~~will fully~~ **has** adopted and implemented the assessment process and timeline identified in the Town's *Performance Management & Succession Planning Procedure*. ~~as of February 2017.~~
- 10.3 Performance appraisals are not intended to be used as a process for disciplinary action but to act as a coaching tool to develop and sustain exemplary staff performance. A process for progressive discipline is identified in Section 24.0.
- 10.4 The CEO/Chief Librarian shall establish **and regularly review** standard core competencies to prescribe desired employee skills, practice and values. Identified competencies shall be reflected in annual performance appraisals.

## 11.0 Hours of Work

### Full-Time

- 11.1 The work week for a full-time employee shall be thirty-five hours per week.
- 11.2 Employees working regularly scheduled hours may occasionally be requested to work additional or alternate hours by their Manager in consultation with the Chief Librarian. Any hours worked in excess of 35 hours shall be compensated as overtime or lieu time ~~gained~~ **earned** as per Section 12.0.

### Part-Time

- 11.3 The work schedules for all part-time staff will be dependent on business requirements as defined by the employee's Manager and the CEO/Chief Librarian.
- 11.4 The average regularly scheduled work week for a Permanent Part-Time employee shall not normally exceed 24 hours.

At the discretion of the CEO/Chief Librarian, and in support of operational needs, part-time ~~employees positions currently working a~~ **with an existing** regular weekly schedule in excess of 24 hours may be exempt from this provision. ~~on the assumption that the employee remains in her current position.~~

- 11.5 The average regularly scheduled work week for a Casual Part-Time employee shall not **normally** exceed 16 hours.
- 11.6 Any part-time staff with relevant experience and training may be asked to provide relief coverage prompted by the leave or vacation of an employee in a similar position.

## Breaks

- 11.7 For work ~~periods~~ shifts of three to five hours, a paid fifteen minute break may be provided, as allowed by the needs of the service. These breaks, if not used, do not accumulate.
- 11.8 All employees who work more than five hours consecutively are required to take a thirty minute meal break. This break is the employee's own time and is not part of the paid work day.

Employees shall arrange the timing of the meal break with their Manager or designate to ensure the continuity of library services. There are no scheduled breaks during the day apart from the unpaid lunch period.

- 11.9 Breaks will not be scheduled to coincide with the beginning or end of a given shift.

## **12.0 Overtime and Time in Lieu**

- 12.1 Work in excess of thirty-five hours per week is considered overtime.
- 12.2 Part-time staff will be used to supplement staff levels in support of service needs and to limit the need for overtime hours of full-time staff.
- 12.3 Overtime will be compensated only if it has been authorized in advance by the employee's Manager in consultation with the CEO/Chief Librarian.
- 12.4 Overtime shall only be recognized when the employee is required to work more than thirty (30) minutes beyond her scheduled work day.
- 12.5 Full-time employees shall accumulate time in lieu at straight time for all hours worked up to forty-four (44) hours per week.
- 12.6 Full-time employees shall accumulate lieu time at one and half (1 ½) times for work in excess of forty-four (44) hours per week. Work in excess of forty-four (44) hours will be approved only in extreme extenuating circumstances by the employees Manager in consultation with the CEO/Chief Librarian.
- 12.7 Part-time employees shall be paid straight time for all hours worked up to forty-four (44) hours per week.
- 12.8 Any lieu time accrued through authorized overtime may be taken at a time acceptable to the Manager so as not to interfere with the service operation of the Library.
- 12.9 Time attending conferences, seminars, workshops, and other professional activities for the purpose of continuing education, which is in excess of a normal work day (7 hours) or week (35 hours), shall not be considered overtime.

12.10 Any lieu time earned by full-time staff should be used within 4 months of its accrual. Any lieu time carried over at year end must be used by April 30 of the following year.

12.911 The CEO/Chief Librarian shall not be eligible for overtime pay or time in lieu unless emergency situations or unusual conditions arise. Eligibility shall be contingent on the approval of the Board. However, the CEO/Chief Librarian shall receive an additional 5 days of vacation time yearly, which can be taken as time off or, if approved by the Board, in paid compensation.

## 13.0 Holidays

13.1 Permanent employees are entitled to the following paid holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Boxing Day
- New Year's Eve Day

13.2 Any full-time employee required to work on any of the above holidays shall be paid their regular rate for the day worked and shall accumulate lieu time at one and half (1 ½) times the hours worked.

Any part-time employee required to work on any of the above holidays shall be paid at the rate of one and a half (1 ½) times their regular hourly rate of pay.

13.3 When any designated holiday falls on a day the Library is normally closed and it is not proclaimed as being observed on some other day, the Library Board may appoint a suitable working day in lieu either preceding or following the designated holiday and it shall be deemed to be the holiday for the purpose of this document.

13.34 When the Library observes a holiday on a day during which a full time employee is not normally scheduled to work, the ~~CEO/Chief Librarian~~ employee's Manager shall arrange

with the employee a compensating day off that is mutually satisfactory, or shall arrange for payment of wages for the holiday.

Any lieu time earned as a result of a statutory holiday must be scheduled within 3 months of its accrual and shall be documented using departmental tracking documents and Vacation Request Forms.

13.45 Where a holiday falls within the annual vacation period of any full time employee, the holiday shall not be considered a vacation day.

## 14.0 Vacations

14.1 Vacation leave for permanent full-time employees is provided as follows:

<i>Years of Service</i>	<b>Vacation Entitlement per Month</b>	<b>Vacation Entitlement per Year</b>
<i>Less than 12 months</i>	.83 days	10 days
<i>1 – 9 years</i>	1.25 days	15 days
<i>10 – 14 years</i>	1.67 days	20 days
<i>15 – 24 years</i>	2.08 days	25 days
<i>25 + years</i>	2.5 days	30 days

For managers or those whose position requires the completion of a master’s degree, the entitlement shall be:

<i>Years of Service</i>	<b>Vacation Entitlement per Month</b>	<b>Vacation Entitlement per Year</b>
<i>Less than 7 years</i>	1.67 days	20 days
<i>7 – 24 years</i>	2.08 days	25 days
<i>25 + years</i>	2.5 days	30 days

14.2 As per Section ~~12.8~~ 12.11, the Chief Librarian shall receive an additional five (5) days of vacation time yearly, which can be taken as time off or, if approved by the Board, in paid compensation.

14.3 In lieu of vacation leave, permanent part-time and casual part-time employees shall receive four (4%) percent of gross earnings on each pay, based on paid hours for the first five (5) years and six (6%) percent thereafter. Employees who are paid a percentage of 4% on each pay are to take a minimum of two (2) weeks’ vacation time. ~~and this vacation time will be considered as time without pay.~~ Those who receive 6% vacation pay shall schedule a minimum of three (3) weeks of vacation time. This vacation time will be considered as time without pay.

Vacation entitlement for part time staff in excess of the minimums identified above, may or may not be taken, at the discretion of the employee and with the approval of the supervisor.

- 14.4 Requests for vacation of one week’s duration or more must be made in writing to the employee’s supervisor using the Library’s Vacation Request Form prior to the relevant deadline listed below:

<b>Vacation period</b>	<b>Request Deadline</b>
<b>Q1 - January-March</b>	November 1 of the previous year
<b>Q2 – April – June</b>	February 1
<b>Q3 – July – September</b>	May 1
<b>Q4 – October – December</b>	August 1

Vacation Request Forms for vacations of less than one week, or single days, should be submitted to the employee’s supervisor at least two weeks prior to the requested period off. All vacations are granted at the discretion of the Chief Librarian/CEO, with consideration given to the Library’s commitment to public service and related minimal staffing levels.

Full time staff who receive a minimum of three (3) weeks of vacation per annum, must schedule at least one (1) vacation period of five (5) consecutive work days. Full-time staff who receive a minimum of four (4) weeks of vacation per annum, must schedule at least two (2) vacation periods of five (5) consecutive work days, though they need not be consecutive.

If a mutually acceptable time for the employee’s vacation cannot be found or an employee chooses not to schedule their vacation, the Library will exercise its right to decide on the time. However, in this particular situation the employee will be provided at least two weeks’ notice in writing of the start date of their vacation. The employee must take their vacation at that time.

Cancellations of vacation requests will not be accepted once relief staff have been scheduled to cover relevant service areas. A minimum of one staff member from each Department and two members of the Management Team must remain on the active schedule. Refusal and/or drawing of names is possible if numerous requests are received for the same period.

All requests received by the stipulated deadline will be given equal consideration; no preference will be given to those requesting earlier than the stated deadlines. Some consideration may be given to previous requests for vacation during periods of typically

high demand (including Christmas). Requests received after the stipulated deadline will be considered at the supervisor's discretion. The Chief Librarian/CEO or Manager will inform staff if holiday requests cannot be granted within two days following the deadlines for submission, and reserves the right to delay approval of holidays until those times.

14.5 If an employee becomes hospitalized or bereaved while on vacation, she may, upon production of verification and upon notifying her Manager promptly, count the days as sick or bereavement leave rather than vacation. The displaced vacation time can be rescheduled at any time mutually acceptable to the employee and the Manager so as not to interfere with the operation of the Library.

14.6 ~~Employees may carry over statutory holiday and unscheduled vacation time to their maximum annual entitlement. Accrual beyond the annual entitlement must be authorized by the CEO/Chief Librarian.~~ Vacation accrued during a calendar year must be taken by April 30th of the following year.

Any requests to carry over vacation beyond April 30th must be submitted in writing to the CEO/Chief Librarian by April 1 for approval. Such requests are limited to the carryover of five (5) days which must be used by July 31 of the same year.

14.7 More than one year's ~~entitlement of accrued vacation~~ vacation entitlement may not be taken at any one time, except in special circumstances and with permission of the CEO/Chief Librarian. Requests for such extended vacation shall be considered in relation to the length of service and purpose of an extended vacation. Application for such extended vacation must be made in writing as per Section 14.4.

14.8 An employee who is on an approved Leave of Absence of more than thirty calendar days shall not accumulate vacation while on leave, except as otherwise stated.

14.9 At termination of her employment, a full-time employee is entitled to receive full pay at the employee's current rate for each full day of vacation earned but not taken, including accumulated time in the final month of employment. ~~In all cases vacation pay shall be the greater of the vacation entitlement as prescribed above or an amount equal to 4 percent of the gross wages of the employee earned during the vacation year, or part year as the case may be.~~

14.10 Vacation may not be scheduled to coincide with an employee's retirement or resignation.

14.11 Any modification of the vacation pay and entitlement policy made by the CEO/Chief Librarian must be approved by the Board, however the CEO/Chief Librarian is authorized

to approve any deviation or exception from standard vacation entitlement during the recruitment of full-time managers and staff.

## 15.0 Leaves of Absence

15.1 The Library shall adopt the following Town of Caledon Corporate Procedures for the purposes of granting and managing leaves:

- *Bereavement Leave*
- *Emergency Leave*
- *Family Medical Leave*
- *Jury or Witness Duty Leave*
- *Personal Leave of Absence*
- *Military Reservist Leave*
- *Pregnancy and Parental Leave*
- *Public Office Leave*
- *Time Off For Voting*

These procedures shall ~~also~~ be adopted for use in granting and managing leaves to Full-time, Permanent Part-time, and Casual Part-Time staff as appropriate, noting that any reference to the length of leave shall be considered as days rather than shifts. Any such time for Permanent Part-Time and Casual Part-Time staff will be paid only for days on which the employee has been scheduled to work.

The Library will adopt all procedures in support of leaves legislated by amendments to the *Employment Standards Act*, which are subsequently drafted by the Town of Caledon.

In such cases where the Library's policy provides greater benefit than that required by the *Employment Standards Act*, the benefit required by the act shall not be granted above and beyond the benefits stipulated within the Library's policy.

### Medical and Dental Leave

15.2 All employees are encouraged to schedule personal appointments (doctor, dentist and appointments to attend to the needs of family members, etc.) outside of their normal work schedule. If this is not possible, employees may seek the approval of their Manager to schedule appointments during their normal work schedule, but are encouraged to make appointments as early or as late in their shift as possible.

It is understood that all time spent by full-time staff attending to such appointments will be made up, by the employee, at a time mutually agreeable to both parties, or taken as one of the options identified in section 15.3 or 15.4.

- 15.3 Permanent full-time employees may also choose one of the following options for time lost:
- a. Use vacation credits; or
  - b. Use sick credits; or
  - c. Use accumulated lieu time; or
  - d. Request a leave of absence without pay
- 15.4 Permanent part-time employees may choose one of the following options for time lost:
- a. Use sick credits; or
  - b. Request a leave of absence without pay
- 15.5 Casual part-time employees may choose one of the following options for time lost:
- a. Personal Emergency Leave (PEL) may be used for appointments that meet the criteria for PEL identified within the *Employment Standards Act* ; or
  - b. Request a leave of absence without pay
- 15.56 Employees in positions for which a medical or dental leave would require the scheduling of relief staff to maintain library service levels, must request such leaves for no less than a half (1/2) day (ie: minimum of 3.5 hours). Cancellations of leave requests will not be accepted once relief staff have been scheduled to cover relevant service areas.

## 16.0 Sick Leave

- 16.1 An employee who is unable to report to work due to illness shall call or email her Manager or designate, not later than two (2) hours before the employee's scheduled start time.
- 16.2 Where reporting such an absence the employee must provide a telephone number where they can be reached and must inform their Manager or designate of the type of absence (i.e.: sickness, injury, or family) and the estimated date of return to work.
- 16.3 In the event of an emergency, illness or injury, an employee must report to the Manager or designate before leaving work where practical.
- 16.4 Ongoing and regular contact either by phone or email between employee and their Manager or designate ~~must~~ should be maintained during the absence.
- 16.5 Employees who fail to report an absence will be recorded as an unauthorized leave of absence. Three consecutive days of absence without contact will trigger disciplinary action as identified in section 24.2.

## 16.6 Incidental Sick and Personal Emergency Leave

For the purposes of this section, such leave shall include personal sickness and situations as described in section 15.2. Employees may also take incidental sick leave to care for a sick child, parent, or spouse.

*As per the [Employment Standards Act](#), all employees are entitled to 10 days of Personal Emergency Leave. As per Section 15.1, in such cases where the Library's policy provides greater benefit than that required by the [Employment Standards Act](#), the benefit required by the Act shall not be granted above and beyond the benefits stipulated within the Library's policy.*

*Further language regarding the administration of Personal Emergency Leave is referenced in the Town's related policy.*

Permanent Full-Time employees shall earn seventy (70 hours) of paid sick leave per annum. *This allotment includes two (2) days of paid Personal Emergency Leave as defined in the [Employment Standards Act](#).* This sick leave allotment is replenished on January 1 of each year and is non-cumulative. Entitlement for staff hired part way through though year shall be pro-rated.

Permanent Part-Time staff shall earn one (1) hour of paid sick leave for every thirty (30) regularly scheduled hours as identified in the budget. *This allotment includes two (2) incidents of Personal Emergency Leave as per the [Employment Standards Act](#). Each incident shall reflect one shift – regardless of length.* This sick leave allotment is replenished on January 1 of each year and is non-cumulative. Allotment shall be based on the position's budget-supported and approved hours for the current fiscal year. Entitlement for staff hired part way through though a year shall be pro-rated. In cases of newly created positions, the allotment shall also be based on the approved budgeted hours.

Casual Part-Time staff are not eligible for paid sick leave *but as per the [Employment Standards Act](#), are entitled to ten (10) instances of Personal Emergency Leave, the first two of which shall be paid. Each incident shall reflect one shift – regardless of length – and pay shall automatically be applied to the first two unscheduled absences that meet the criteria for emergency leave.*

## 16.7 Short Term Disability Program

The Library shall adopt the Town of Caledon's Corporate Procedure set out to administer the application procedure and entitlements for Short Term Disability (STD) provided by the Town of Caledon (the Town) on behalf of the Library.

The plan provides for continuation of wages for Permanent Full-Time and Permanent Part-Time employees for the first 15 weeks if an employee is unable to work due to an approved non-occupational illness or injury which extends beyond three (3) working days.

#### 16.8 Long Term Disability

The Library shall adopt the Town of Caledon's Corporate Procedure set out to administer the application procedure and entitlements for Long Term Disability provided by the Town of Caledon (the Town) on behalf of the Library.

This procedure applies to Permanent Full Time employees of the Library.

### 17.0 Wages and Benefits

- 17.1 The Board shall align itself with the Town of Caledon's Corporate Procedures related to *Salary Grids and Schedules and Salary Administration* in order to maintain wage and salary grades that are internally equitable, externally competitive and pay equity compliant, where relevant.

The Library's Permanent Part-time Employees hourly wages are calculated by determining the hourly equivalent of comparable Full-Time positions.

As supported by Town Finance and Human Resources, on each payday, each employee shall be provided with an itemized statement of her wages and deductions.

- 17.2 ~~Increments in an employee's salary, if any, are currently implemented on the anniversary date of promotion to a new classification, or in the absence of promotion, on the anniversary date of employment. Both the above are subject to a satisfactory performance appraisal by the employee's Manager.~~

As per Section 10.2, the Library ~~has adopted~~ ~~will fully adopt and implement~~ the assessment process and timeline identified in the Town's *Performance Management & Succession Planning Procedure* ~~as of 2017~~. ~~Subsequent incremental movements~~ ~~Annual merit increases~~ Annual merit increases shall take effect the first full pay in April. Wage increases shall be prorated as necessary to reflect the employees original start date.

- 17.3 The Board adopts the Town of Caledon's Corporate Procedure related to *Job Evaluation* to ensure the evaluation of Library positions in a consistent, fair and equitable manner. As such, the Library will seek to actively participate in any salary or job reviews undertaken by the Town, but may request a review of all or any Library positions if deemed appropriate.
- 17.4 The Town of Caledon's *Pay Equity Plan*, posted on December 4, 2006, includes the employees of the Caledon Public Library Board.

- 17.5 In keeping with existing practice and the requirements of the Employment Standards Act, the Library adopts the Town of Caledon's Corporate Procedure related to *Equal Pay for Equal Work*.
- 17.56 The Caledon Public Library Board provides extended health care and pension benefits as per the Town of Caledon's Corporate Procedure related to *Group Health and Pension Benefit*.

## 18.0 Employee Development

- 18.1 The Board shall adopt the Town of Caledon Corporate Procedures related to *Course/Tuition Educational Assistance and Professional Development and Conference & Seminars* to ensure that a process is in place for reimbursement of costs incurred by employees for educational courses or training and to define the conditions and application process for attendance at conferences or seminars and the payment of professional fees. *The Library will not provide educational assistance for the completion of college diplomas or university degrees, but may consider supporting post-graduate certification and professional development that aligns with the needs of the organization.*
- 18.2 Authorized attendance at meetings, conferences, workshops, and other professional activities is considered regular work time. *As per Section 12.9, time attending conferences, seminars, workshops, and other professional activities for the purpose of continuing education, which is in excess of a normal work day (7 hours) or week (35 hours), shall not be considered overtime.*
- 18.3 Travel time to and from activities set out in Section 18.2 within Caledon is not considered regular work time. However, if an employee is required to be in more than one location within a single work period, then her travel time between the various locations is considered regular work time.
- 18.4 If, with the consent of the CEO/Chief Librarian, an employee is elected or appointed to office in a national and/or provincial library association, she shall be granted leave of absence with pay to attend meetings of that organization.
- Subject to approval by the CEO/Chief Librarian, a reasonable amount of library time shall be allowed to employees who hold executive offices in, or who are members of, committees of library-related organizations, to perform the duties required of those offices.
- 18.5 Subject to approval by the Board, a reasonable amount of library time shall be allowed to the Chief Librarian, to hold executive office in, or participate as a member of,

committees of library related organizations, and to perform the duties required of those offices.

- 18.6 If an employee has a specialist qualification, she may attend an annual conference or convention in her subject specialization in lieu of a library conference. The employee must be a personal member of the association or organization sponsoring the conference or convention. In the event two employees wish to attend the same conference or convention but in the opinion of the Chief Librarian only one employee should attend, then the employee who has been invited to participate in the conference or convention shall attend. Such an employee shall be granted leave of absence with pay and with no loss of benefits. Registration fees, transportation, hotel, meal and gratuity expenses may be paid by the Board upon recommendation by the Chief Librarian.
- 18.7 Employees whose expenses are being paid by the Board for attendance at conferences or participation in other development opportunities shall be required to submit an **Staff Employee** Development Feedback Form to their Manager within ~~three weeks~~ **thirty (30) days** of the event. Employees may also be required to provide a written or verbal evaluation of such meetings to the Board after such conference or convention.
- 18.8 Reimbursement for permitted expenses incurred while attending approved development opportunities shall be provided within the guidelines of the Town of Caledon's Corporate Policy for Staff Expense.
- 18.9 **As per the Library's My Independent Learning Activity (MILA) program, all Permanent Full-time and Permanent Part-time Staff are expected to complete one self-initiated learning opportunity during the course of each year. Activities scheduled both during and outside of regular work hours are encouraged. However, staff will not be paid or accrue lieu time for learning activities scheduled outside of regularly scheduled hours. Employees will be reimbursed for travel and/or registration expenses up to \$50 per activity per annum. This will continue for the duration of the MILA program but may be suspended by the CEO/Chief Librarian at any time.**

## **19.0 Employee Expenses**

- 19.1 Reimbursement for permitted expenses incurred while conducting business of the Library shall be provided within the guidelines of the Town of Caledon's *Corporate Policy for Staff Expenses*.
- 19.2 A Library Business Expense Claim form detailing the mileage and other incidental expenses must be submitted to the Chief Librarian monthly or in the case of employees who do not regularly incur expenses, when the reimbursement reaches \$25.00 or at the end of the fiscal year.

19.3 Mileage shall be calculated at the approved rate per kilometer travelled. Inter-branch travel is automatically calculated using the Expense Claim form. Mileage to external locations shall be calculated using Google Maps or a similar service. As per the Town of Caledon's *Corporate Policy for Staff Expense*, mileage shall be calculated based on the lesser of kilometers from the normal work location or from home to the destination. For multiple destinations on the same trip, use the distance from one destination to the next destination.

As Library staff may work or attend meetings at any number of locations, inter-branch mileage will be calculated from the branch where the work day begins to the branch where the work day ends, even if this differs from the employee's regular branch location.

In such cases where an employee is beginning or ending the workday at an external site within Caledon that is more than five (5) kilometers from a branch of the CPL, mileage expenses should be calculated from the closest branch (even if this differs from the employee's home branch) to the external work/outreach location.

When beginning or ending the day at an external site within Caledon that is five kilometers or less from a branch of the CPL, the employee's start location should be considered as the closest branch and no mileage claims should be submitted.

Mileage claims should not be submitted for travel of five (5) kilometers or less.

19.4 Carpooling and/or the use of public transportation is ~~encouraged~~ required when feasible and cost effective.

## 20.0 Employee Recognition

20.1 The Board shall also adopt the following Town of Caledon Corporate Procedures as a means of recognizing the work and dedication of Library employees:

- *Award of Excellence*
- *Service Recognition*

20.2 Staff service milestones, as identified in the Corporate Procedure relating to *Service Recognition*, will also be recognized annually at the Library's Staff Forum.

## 21.0 End of Employment

21.1 The Board shall adopt the Town of Caledon Corporate Procedure related to *End of Employment* in order to outline the basis by which the Library and its employees might end their employment relationship including resignation, termination, lay off, and retirement.

21.2 Employees wishing to resign must send a letter of resignation to their Manager, giving written notice of such intention at least two weeks before the date of termination of service.

The Chief Librarian and Managers shall provide four weeks' notice of intention to resign.

All employees must advise their Manager in writing, a minimum of sixty (60) calendar days in advance of their planned retirement date.

21.3 The Board shall recognize the resignation or retirement of any employee with a minimum of 10 years of service with a gift with a value of \$10 for each year of service.

## 22.0 Inclement Weather and Unscheduled Closure

22.1 Roles and responsibilities in situations where the Caledon Public Library temporarily suspends or curtails operations due to an emergency situation, such as severe weather, as well as in cases when the Library remains in operation but some staff may experience difficulty reporting to work due to inclement weather or other emergency conditions are reflected in the Library's *Inclement Weather and Unscheduled Closure Policy (CPL-15-03)*

22.2 Employees shall be paid for scheduled hours not worked when the Library was closed due to inclement weather. This compensation is on the basis that, during the emergency, they are to remain available for a call-in to work to complete the balance of their shift as deemed necessary by the CEO/Chief Librarian or designate. Compensation for missed time for extended closures will be at the discretion of the Library Board.

## 23.0 Health and Safety

23.1 The *Health and Safety Policy* of the Town of Caledon is the Health and Safety Policy of the Library.

23.2 The Library shall adopt the following Town of Caledon Corporate Procedures for the purposes of ensuring the Health and Safety of staff, volunteers and library visitors

- *Emergency Evacuation Plan*
- *Employee & Family Assistance Program (EFAP)*
- *Employee Workplace Accommodation*
- *Harassment, Sexual Harassment and/or Discrimination in the Workplace*
- *Scent Sensitivity*
- *Smoking in the Workplace*
- *Take Our Kids to Work*
- *Volunteer & Cooperative Education Program Procedure*
- *Workplace Alcohol and Drug Use*

- *Workplace Violence*

23.3 As per the Town of Caledon's *Working Alone Policy*, the Library shall draft Standard Operating Procedures (SOP) for those positions that are regularly scheduled as the only staff member at a given location.

This document shall include reference to the type of work undertaken, training, communication, emergency contacts and procedures as well as any other relevant information.

23.4 The Library shall maintain comprehensive safety programs at all of its locations and to provide employees and volunteers with a safe and healthy work environment. The Library shall take all reasonable and practical steps to eliminate workplace conditions which might cause injuries or adverse health effects.

23.5 The Town of Caledon and the Library Occupational Health and Safety Program has been established in compliance with the *Ontario Occupational Health & Safety Act*. The CEO/Chief Librarian is responsible for administering the program. Each employee and volunteer shall comply with all safety and health regulations. Each employee and volunteer is expected to identify potential safety hazards and alert management.

23.6 The safety program and legislative requirements will be reviewed on an annual basis by the Joint Health and Safety Committee and Town of Caledon Health and Safety Advisor. Any updates to the program will be implemented as required.

23.7 Safety shoes, hats, or protective clothing, shall be worn at all times where required in accordance with the *Workplace Safety and Insurance Act*, the *Occupational Health and Safety Act* and the *Town of Caledon's Health and Safety Policy*.

The Library shall provide a pool of protective wear for occasional users and will reimburse up to \$100 to employees whose positions require more regular use of protective footwear. Presentation of receipts along with a Library Expense Claim Form are required. Determination of regular use will be made by the CEO/Chief Librarian in consultation with the Management Team.

## 24.0 Employee Conduct, Guidelines, and Discipline

24.1 The Library Board expects all Library employees to conduct themselves in a professional manner in the performance of their duties. The Board adopts the *Town of Caledon Employee Code of Conduct* as its own with the stipulation that the Board **assumes** shares the rights, roles and responsibilities of Town Council and the CEO/Chief Librarian assumes the rights, roles and responsibilities of the Town CAO for the purposes of interpreting and applying the policy.

All employees are also required to review and acknowledge their understanding and corresponding commitment to act in accordance with the following Library policies:

- *Staff Acceptable Use of Technology (CPL-17-20)*
- *Social Media Policy (CPL-17-19) including Guidelines for Social Media use by Employees*

24.2 To ensure fair and equitable disciplinary action for all Library employees, the following progressive discipline will be used to address any failure to abide by the code of conduct, provided guidelines and related policies.

At any time during the process, a Manager may refer the employee to the Employee Assistance Program, where appropriate. If a situation warrants immediate attention for a serious offence or violation, the Library may initiate discipline at any step of the process up to and including termination. Confidentiality will be maintained throughout the discipline process except as required by law. *Advice from the Town's Human Resources Division will be sought when required, as a means of ensuring that all disciplinary action is in alignment with relevant legislation and best practice.*

In all cases, a staff member is made aware of a performance or behaviour problem promptly to ensure that he or she knows the standard expected. The progressive action process is initiated for serious situations in which policies and procedures have been ignored or contravened, or a staff member's performance fails to meet acceptable standards.

Step 1: Verbal Warning - Except in the case of serious misconduct, an informal meeting between employee and Manager is the initial step in dealing with a job performance or conduct problem. These meetings are intended to assist the employee in recognizing the problem in its early stages in order to achieve the expected job performance standards or conduct within an agreed-upon time frame. All such verbal warnings will be followed up with an email to confirm the date and content of the discussion. Such follow up does not constitute a written warning.

Step 2: Written Warning – Except in the case of serious misconduct, should the problem continue after the time period specified in Step 1, the staff member will be given a written warning. The staff member is advised that continued failure to improve the behaviour could lead to further disciplinary action including possible dismissal.

Step 3: Second Written Warning – In some cases the CEO/Chief Librarian may elect to provide a second written warning prior to progressing to suspension as stipulated in Step 4. This will be at the CEO/Chief Librarian's discretion and will be based on the severity of the staff infraction. Additional coaching, training and professional guidance may be provided and the staff member will again be advised that continued failure to

improve the behaviour could lead to further disciplinary action including possible dismissal.

Step 4: Suspension – Except in the case of serious misconduct, if the staff member’s performance fails to improve or if there is a recurrence of misconduct, the CEO/Chief Librarian may opt to issue an additional written warning accompanied by a period of suspension without pay rather than immediately proceeding to Step 5. The CEO/Chief Librarian will determine the need for and length of the suspension without pay. After the suspension, an interview will be scheduled to discuss the conditions of return to work. The staff member will be advised that continued failure to improve the behaviour will lead to dismissal.

Step 5: Dismissal – If the staff member fails to improve or if there is a recurrence of misconduct, dismissal of any employee may be initiated by or approved by the CEO/Chief Librarian, who shall immediately inform the Board of such action. In the absence of the CEO/Chief Librarian, the Acting Chief Librarian may suspend an employee and the employee shall remain under suspension pending discussion with the CEO/Chief Librarian or the Board.

Where discipline is applied, a written notice will include: the type and details of the infraction, the corrective action required, any previous action taken to make the employee aware of the need for change or improvement, and consequence of lack of improvement.

- 24.3 As dress guidelines cannot cover all situations, employees are asked to exercise good judgment in determining what type of clothing is appropriate. Each position’s job duties, responsibilities, and degree of public contact will govern the definition of regular business-appropriate attire. Personal safety should also be a considered.

Employees are encouraged to check with their Manager regarding any questions about appropriate work attire.

- 24.4 Except in case of emergency, employees are to refrain from using mobile devices for personal (ie: non-work) use or communications during work time. Staff covering a service point or working in a public area are required to store their mobile devices with their personal belongings.
- 24.5 Employees shall not use Library equipment for any unrelated commercial activity on Library premises. Employees shall not restrict output or interfere with other Library employees in the performance of their duties, or engage in any interruptions of work.
- 24.6 Each employee shall be responsible for all Board tools, equipment and property assigned to her or requisitioned by the employee or in her custody or care.

~~24.7 Employees shall be at their appointed work places at the regular starting time and shall remain at work throughout the work day, unless otherwise excused.~~

24.87 The Board and CEO/Chief Librarian shall, when deemed it necessary, establish additional rules to govern employee conduct.

## 25.0 General

25.1 Each employee may request access to review her personnel file as per the process identified in the *Town of Caledon Corporate Procedure for Employee File Review*. Such requests should be addressed to the employee's Manager.

25.2 The Board shall adopt the Town of Caledon Corporate Procedure and guidelines for the purposes of *Issue Resolution*, in order to provide employees with an impartial process to resolve work related issues.

The CEO/Chief Librarian shall assume the rights, roles and responsibilities of the Town CAO in the application of this procedure on behalf of the Library.

25.3 The CEO/Chief Librarian shall ensure that the Library is made aware of any changes to relevant Town policies or procedures and shall have authority to determine whether such changes shall be automatically adopted or require review by the Board. The CEO/Chief Library shall advise the Board at any time of any items relevant to the Personnel Policy that require immediate attention.

25.5 This policy, when adopted by the Board, shall replace all previous personnel policies of the Library, the Board, the Town of Caledon Public Library, the Township of Caledon Libraries, the Caledon East Public Library and the Albion-Bolton Union Library

25.6 This policy is effective as of July 1, ~~2016~~ 2018 and shall remain in full force and effect until amended by the Board.

## 26.0 Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- **Ontario Employment Standards Act**, 2000, S.O. 2000, c.41
- **Occupational Health and Safety Act**, R.S.O. 1990
- Town of Caledon Corporate Policies
  - Employee Code of Conduct
  - Recruitment and Selection Policy
  - Staff Expense Policy
  - Health and Safety Policies
    - Working Alone

- Town of Caledon Pay Equity Plan
- Town of Caledon Corporate Procedures
  - Award of Excellence
  - Bereavement Leave
  - Conference & Seminars
  - ~~Criminal Reference Check or Vulnerable Sector Check~~
  - Development Status for Under-qualified Candidates
  - ~~Course/Tuition~~ Education Assistance and Professional Development
  - Emergency Evacuation Plan
  - Emergency Leave
  - Employee & Family Assistance Program (EFAP)
  - Employee Classification
  - Employee File Review
  - Employee Workplace Accommodation
  - Employment Reference Check
  - End of Employment
  - Equal Pay for Equal Work
  - Family Medical Leave
  - Group Health and Pension Benefit
  - Harassment, Sexual Harassment and/or Discrimination in the Workplace
  - Issue Resolution
  - Job Evaluation
  - Jury or Witness Duty Leave
  - Long Term Disability
  - Military Reservist Leave
  - Performance Management and Succession Planning
  - Personal Emergency Leave
  - Personal Leave of Absence
  - Police Record Check
  - Pregnancy and Parental Leave
  - Public Office Leave
  - Recruitment and Selection
  - Salary Administration
  - Salary Grids & Schedules
  - Scent Sensitivity
  - Secondment
  - Service Recognition
  - Short Term Disability
  - Smoking in the Workplace

- Take Our Kids to Work
  - Time Off For Voting
  - Volunteer & Cooperative Education Program Procedure
  - Workplace Alcohol and Drug Use
  - Workplace Diversity
  - Workplace Violence
  - Library Policies
    - Inclement Weather and Unscheduled Closure Policy (CPL-15-03)
  - Forms
    - Library Business Expense Claim
    - Personnel Policy Acknowledgment Form
    - ~~Staff~~ Employee Development Feedback Form
    - Standard Operating Procedure Form
    - Tuition Reimbursement Form
    - Vacation Request Form
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# Corporate Procedure

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**Subject: Equal Pay for Equal Work**

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## **Purpose Statement:**

This procedure sets out the terms for Equal Pay for Equal Work as per the Employment Standards Act, 2000 (ESA).

## **Scope:**

This procedure applies to eligible employees of the Town of Caledon (the Town), excluding Library, in accordance with the ESA provisions and any exceptions noted therein.

As of April 1, 2018, the ESA mandates equal pay for equal work between casual/part-time/temporary/seasonal workers and full-time/permanent employees, if they do substantially the same kind of work, in the same establishment, and if their work requires substantially the same skill, effort and responsibility, and their work is performed under similar working conditions.

Specific exceptions and provisions are outlined in the ESA. The following procedure is a summary of the provisions and the Town's process to reviewing any requests under these provisions.

A Collective Agreement that permits differences in pay based on employment status and is in conflict with this rule, the provision of the Collective Agreement prevails until the earlier of the date the Collective Agreement expires or January 1, 2020.

## **Procedure:**

1. Substantially the same work: means that the work is similar enough that it could reasonably be considered to fall within the same job classification. The jobs do not have to be identical in every respect, nor do they have to be interchangeable, but may have substantially the same skill, effort and responsibility level.
2. An employer is exempt from this requirement where the pay differential is based on a seniority system or merit system, systems that measures earnings by quantity or quality of productive or other factors (not including sex and employment status).
3. Three categories of employees are exempt from this requirement:
  - i. A firefighter within the meaning of the Fire Protection and Prevention Act, 1997
  - ii. A student under the age of 18 who works no more than 28 hours/week or during school holiday
  - iii. A person employed in the recorded visual and audio-visual entertainment production industry
4. If an employee believes that their job is not being compensated in accordance with ESA provisions for Equal Pay for Equal Work, they can request a wage review by completing the

# Corporate Procedure

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Equal Pay for Equal Work Pay Review Form and submitting it to their Supervisor/Manager and then sending it to Human Resources.

5. An Equal Pay for Equal Work Pay Review Form must be approved by the Supervisor/Manager first, clearly stating what job duties are substantially the same to the comparable position.
6. Human Resources will provide the employee with a written explanation outlining the reason(s) for the difference and/or adjustments made (if any). The process may take 4-6 weeks from the date of submission, depending on the information provided.
7. An employee may submit an [Equal Pay for Equal Work Pay Review Form](#) after being in their current position for at least six (6) months (as a new hire, transfer or promotion into the role).
8. If a review form is submitted and Human Resources provided a response, no further review request can be submitted for the same position, unless there is a substantial change in job duties or organizational structure.

## Reference and Related Documents:

Employment Standards Act, 2000

In effect April 1, 2018



# Corporate Procedure

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**Subject: Personal Emergency Leave**

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## **Purpose Statement:**

This procedure sets out the terms for granting Personal Emergency Leave (PEL) to employees dealing with personal illness, injury or medical emergency, death or certain urgent matters with respect to themselves or a family member. Personal Emergency Leave is defined as job-protected leave, where most employees have the right to take up to ten (10) days per calendar year. The employee must have been employed for one week or longer.

## **Scope:**

This procedure applies to all employees of the Town of Caledon (the Town), excluding Library, in accordance with the Employment Standards Act, 2000 (ESA) provisions and any exceptions noted therein.

## **Procedure:**

1. Employees may require a leave of absence to deal with illness, injury and other medical emergencies, death or certain urgent matters with respect to themselves and certain family members. An urgent matter is an event that is unplanned or out of the employee's control and can cause serious negative consequences, including emotional harm, if not responded to.
2. Family members include the following:
  - Spouse (includes both married and unmarried couples, of the same or opposite genders)
  - Parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
  - Spouse of the employee's child
  - Brother or sister of the employee
  - Relative of the employee who is dependent on the employee for care or assistance
3. The Town shall provide employees with up to ten (10) days of PEL per calendar year. The first two (2) days shall be paid and the remaining eight (8) days remain unpaid.
4. A PEL day is based on the regularly scheduled hours for the day/time that is taken. A shift is counted as a day even if it is less than 7/8 hours. With regards to partial days, ESA (Bill 148) provides that if an employee takes any part of a day as paid or unpaid PEL, the employer may count the day as one full day of leave.
5. If an employment contract, including a collective agreement, provides a greater right or benefit than the PEL standard under the ESA, then the terms of the contract apply instead of the standard. I.e. if an employee is entitled to more leave from the Town than what is stated in the ESA, their current leave entitlement prevails over what is provided by ESA. If the contract does not provide a greater right or benefit, then the PEL standard in the ESA applies to the employee.
6. The two (2) paid PEL days are not necessarily in addition to any paid days that the employee is already receiving and may be satisfied with other paid leaves already provided



# Corporate Procedure

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by the Town (e.g. bereavement leave, sick days, etc.). However, the timing of the PEL request will affect whether the paid PEL applies. The Manager/Supervisor is responsible to validate the eligibility to PEL. HR should be contacted for any questions, concerns or issues.

7. A request for an emergency leave shall not be unreasonably withheld; however employees are required to tell their managers/supervisors if they are taking PEL. When employees call in requesting PEL from work, they must state the reason of the leave, i.e. personal illness, injury or medical emergency; the death, illness or medical emergency or an urgent matter that concerns another person in the family. While the Town is not permitted to require medical documentation (i.e. medical note from a physician, registered nurse or psychologist) to support the PEL request, they can request evidence reasonable in the circumstances (fit for work notes and medical justification) as well as when the benefit provided is greater than the PEL requirement.
8. There is no pro-rating of the 10-day entitlement. An employee who begins work partway through a calendar year is still entitled to 10 days of leave for the rest of that year.
9. Employees cannot carry over unused PEL days to the next calendar year.
10. PELs are not banked, accumulated and have no cash value upon termination
11. The 10 days of leave do not have to be taken consecutively.

## **Reference and Related Documents:** Employment Standards Act, 2000

In effect January 1, 2018.



## Attachment 8-C

Date: May 14, 2018

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



**Subject:** Use of Library Board Resources for Election Purposes Report

**Recommendation:**

*That the Caledon Public Library Board review the attached policy regarding the Use of Library Board Resources for Election Purposes for recommendation and approval.*

**Background**

As shared in the April 2018 CEO/Chief Librarian’s Report, “information regarding the implications of 2016 amendments made by Bill 181, being the Municipal Elections Modernization Act was shared with Administrators of Medium-Sized Public Libraries of Ontario (AMPLO) members on April 10, 2018. It was communicated that these changes resulted in the requirement for municipalities and local boards to establish rules and procedures regarding the use of municipal or board resources during an election campaign period.” As per clause 88.18 of the Municipal Elections Act (MEA):

Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period. 2016, c. 15, s. 56.

Unfortunately, given the timing of this initial communication, it was not possible to provide the Board with a related recommendation in advance of the May 1 deadline. Subsequent communications from the Southern Ontario Library Service (SOLS) have confirmed that as a local board, the Library Board is subject to this requirement. As such, a board may opt to formally adopt the municipal policy, assuming that it includes references to the library, board members and library staff, or may choose to draft and adopt a distinct policy.

Comments regarding this draft policy have been solicited from the office of the Town Clerk. The Clerk provided a legal opinion indicating that as members of the Board are not elected, the Municipal Elections Act does not apply to public library boards. The opinion notes that while there is no requirement that a public library board draft or adopt the rules and procedures stipulated in clause 88.18, there is no reason that a board could not still opt to adopt such a policy.

Clearly, there are conflicting opinions regarding the need for such a document. That said, in reviewing the language of the MEA, it clearly states that a “*local board* means a local board as defined in the Municipal Affairs Act”. The Municipal Affairs Act defines a local board as “a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof”.

While not in accord with comments shared by the Town Clerk, based on the information provided by SOLS, best practice within the public library sector and the CEO/Chief Librarian’s interpretation of the legislation, it is recommended that the Caledon Public Library Board officially adopt the Town of Caledon’s corporate policy in regards to Use of Corporate Resources for Election Purposes. As the Town’s policy does not include specific reference to the Library, it’s Board or employees, a number of additional guidelines have been drafted to accurately reflect the Board’s governance and unique services of the public library.

These guidelines and the adoption of the Town’s policy are reflected within a newly created policy regarding the Use of Library Board Resources for Election Purposes ([Appendix A](#)). This document reflects language used in a sample policy provided by SOLS and confirms the broad application of this policy to include elections at the municipal, provincial and federal level.

The Town Clerk also shared concerns regarding these guidelines, most notably references to any communications or advocacy efforts by the Board to candidates, the direction of requests for information to the CEO/Chief Librarian and the hosting of “all candidates” meetings. Her suggestions included that the Library refrain from facilitating these meetings and the removal of guidelines 7 – 10.

While the Clerk’s comments are noted, advocacy and information sharing are key roles of the Library Board. Guidelines 7 – 10 were borrowed from the sample policy provided by SOLS and are in keeping with common practice at many libraries. Admittedly, it would be difficult to proceed with Library-hosted “all candidates” meetings within Town facilities. That said, as such an event aligns with our strategic value to support a resident’s “right to both seek and receive information from all points of view without restriction”, it may be possible to offer these events at the Caledon East Branch.

The policy, once approved, will be communicated to all staff and shared publicly via the Library's website.

**Financial Implication,**

None.

**Recommended Motion**

*That the Caledon Public Library Board approve and adopt the policy regarding the Use of Library Board Resources for Election Purposes*

## Appendix A

<b>Title</b>	Use of Library Board Resources for Election Purposes
<b>Policy Number</b>	CPL-18-24
<b>Policy Type</b>	Operating
<b>Approval Date</b>	[approval date] 2018
<b>Review Date</b>	[review date] 2020
<b>Notes</b>	

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### Purpose

The Caledon Public Library must act and appear to act in a non-partisan way at all times, while supporting the democratic process, freedom of expression and informed discussion on political issues. This is of particular importance during elections. As per the Municipal Elections Act, rules and procedures have been established regarding the use of board resources during an election campaign. This policy shall be applied more broadly to elections at any level of government.

### Guidelines

The Board adopts the Town's Corporate Policy as it relates to *the Use of Corporate Resources for Election Purposes* ([Appendix A](#)). The purpose of the Town's policy is to "establish guidelines on the appropriate use of corporate resources during an election period to protect the Interests of both the Members of Council and the Corporation". As such, the following additional guidelines reflect the unique governance and role of the Caledon Public Library and its Board:

1. That the scope of the Town policy be expanded to include all board members and employees of the Caledon Public Library Board.
2. The Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.
3. All candidates and political parties have equal access to publicly available resources and services provided by the Library.
4. Candidates or political parties cannot use equipment, supplies, staff or other operational resources of the Library not readily available to the public, nor may they use the Library's logo in any campaign material.
5. No election sign or poster specific to a candidate or political party can be posted in Library spaces.
6. The Library will consult with the Clerk regarding the planning of any "all-candidates" meetings hosted by the Library in Town facilities. "All-candidates" meetings hosted by the Library at branches or other spaces that are not in Town facilities, shall be held at the discretion of the CEO/Chief Librarian.

7. The CEO/Chief Librarian will coordinate requests for information about the Library received from candidates and political parties. Any candidate or political party may request a meeting with the CEO/Chief Librarian or a tour of library branches.
8. The Library Board may coordinate outreach to candidates, raising awareness of the library's role and value.
9. Any information that is provided by the Library to one candidate or political party during an election will be provided to all other candidates and political parties upon request.
10. Board members may continue their Library Board responsibilities while running for office.

### **Related Documents:**

- [Municipal Elections Act](#), 1996, S.O. 1996, c. 32

**Subject:** Use of Corporate Resources for Election Purposes

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**Policy Statement:**

Members of Council are required to conduct themselves in accordance with the *Municipal Elections Act, 1996*. The use of municipal resources, both actual municipal property and staff time, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office, but also other campaigns for municipal, provincial and federal office.

This policy clarifies that all election candidates, including members of Town Council are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- No candidate shall use the facilities, equipment, supplies, services staff or other resources of the Town for any election campaign of campaign related activities; and
- No candidate shall undertake campaign-related activities on Town property; and
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Town.

This policy does not preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing the interests of their constituents.

**Scope:**

This policy is applicable to all candidates, and all members of Town Council, including any acclaimed member of Council or member of Council who is not seeking re-election.

This policy is also applicable to all staff of the Town of Caledon.

This policy shall become effective immediately upon approval by municipal Council.

In accordance with the Municipal Elections Act, 1996, the Town Clerk and authorized designate(s) are responsible for the administration of this policy.

**Purpose:**

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Town's resources for his or her election campaign would be viewed as a contribution by the Town to the member, which is a violation of the Act.



# Corporate Policy

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However, it should also be noted that the establishment of guidelines on the appropriate use of corporate resources during an election period would also serve to protect the interests of both the candidates (including current Members of Council) and the Corporation. Should an individual launch a legal challenge, the offence provisions of the Act provide for a penalty of up to \$25,000 for an individual and of not more than \$50,000 for a Corporation. (s. 94.1 (1) (2))

## **Policy Applications:**

Throughout the Campaign Period all restrictions noted in this policy will be applied to all candidates, all members of Council, including acclaimed candidates, those members of Council not seeking re-election and employees of the Town of Caledon.

## **Technology Related Provisions**

- Candidates, and members of Council shall not use Corporate Resources, provided by the Town, for any election related purposes, including computers, cell/smart phones, tablets, printers, scanners, or other services such as email, internet and file storage; and
- Web sites or domain names that are provided by the Town of Caledon shall not include any election-related campaign material or links to sites that feature election-related campaign material; and
- The online Candidate's list shall be the only area of the Town of Caledon's websites where links to external election campaign websites will be posted during the election period; and
- Once a member of Council registers to be a Candidate, links to Twitter, Facebook and other social media accounts, as well as links to personal external website(s) will be removed from all Town of Caledon webpages. In addition, any website activity such as a blog account, for a member of Council will be de-activated and their page will be removed; and
- In an Election year, Mayor and Council biographies will remain static and no changes to these pages will be allowed; and
- The Town of Caledon's voice mail system shall not be used to record election related messages nor shall the computer network, including the Town of Caledon's email system be used to distribute election related correspondence.

## **Facilities Related Provisions**

- Candidates may not campaign and/or distribute campaign literature during any function being hosted by the Town of Caledon, whether on municipal property or not, e.g. Cheers Caledon, Caledon Day, Canada Day celebrations, etc.; and
- "All-Candidates" meetings may be held in a Town facility at the discretion of the Clerk, subject to the usual rental charges and permit procedures for such use and provided that no campaigning signs or material may be displayed in any Town owned or operated facilities.



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# Corporate Policy

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- Candidates shall not use any municipally provided facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-provided facilities; and
- In accordance with the Elections Signs By-law, no campaign related signs nor any other election-related material shall be displayed in any municipally owned facilities.

## **Communications Related Provisions**

- Members of Council are responsible for ensuring that the content of any communication material, printed; hosted or distributed by the Town of Caledon, is not election campaign related; and
- Candidates shall not print or distribute any election campaign related material using municipal funds; and
- The Town of Caledon will not distribute material through electronic or non-electronic means, which it determines to be election campaign related; and
- The Town of Caledon's logo; crest; coat of arms; slogan; etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the Town's website to obtain information about the municipal election; and
- Photographs produced for and owned by the Town of Caledon shall not be used by Candidates for any election purposes; and
- Distribution lists or contact lists developed utilizing Corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes; and
- No advertising paid for by the Town of Caledon shall contain the name of a Councillor or the Mayor unless consistent with their duties as an elected official; and
- In a municipal election year, Town of Caledon's resources and members of Council's budgets shall not be used to sponsor any advertisements, flyers, newsletters from the day after Nomination Day up to and including the final voting day. This prohibition also applies to the use of any Town of Caledon equipment, facilities or websites if the access is Town-sponsored.

## **Employee Provisions**

- Employees engaged in political activities must take care to separate those personal activities from their official positions. Employees may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or use corporate assets or resources, or property. Notices, posters or similar material in support of a particular Candidate or political party are not to be produced, displayed or distributed by employees on the Town of Caledon work sites or property; and
- Employees shall not canvass or actively work in support of a municipal Candidate during normal working hours unless they are on a leave of absence without pay, lieu time, flex day or vacation leave; and



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- Employees shall not canvass or actively work in support of a municipal Candidate or political party while wearing a uniform, badge, logo or any other item identifying them as an employee of the Town, or using a vehicle owned or leased by the Town; and
- Employees need to ensure that they act in compliance with the Employee Code of Conduct.

## References and Related Documents:

Council Code of Conduct for Council and Committee Members  
Election Signs By-law  
Municipal Elections Act, 1996  
Public Office Leave



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## Attachment 11-A

# CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2018

Updated May 14, 2018

Month	Governance/Strategic Issues <small>(activities in order to fulfill accountability obligations   policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning recruitment)</small>	Information Needed <small>(reports and monitoring documents and additional information required to support discussion of and action on strategic issues)</small>	Board Action <small>(proposed action as a result of governance and/or strategic issues and discussions)</small>
<b>January</b>	<ul style="list-style-type: none"> <li>✓ Review of 2017 Strategic Actions Completed – Q4</li> <li>✓ Review of 2017 Annual Statistics</li> <li>✓ Operations Policy Review</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2017 Q4 and Year End Statistics Report</li> <li>✓ 2017 Strategic Scoresheet</li> <li>✓ 2018 Agenda/Work Plan</li> <li>✓ 2017 Procurement Update</li> <li>✓ Drafted policy</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy discussion and priorities</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• No meeting</li> </ul>		
<b>March</b>	<ul style="list-style-type: none"> <li>✓ Annual Board Assessment Policy Review</li> <li>✓ Rights and Safety of Children and Youth in the Library</li> <li>✓ Planning Policy Review</li> <li>✓ Board By-law Review</li> </ul>	<ul style="list-style-type: none"> <li>✓ OLA Conference Feedback</li> <li>✓ Drafted policies</li> <li>✓ Drafted by-laws</li> <li>✓ Annual Report 2018</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>✓ Fundraising and Gift Acceptance Policy</li> <li>✓ Review of Quarterly Statistics – Q1</li> <li>✓ Board Code of Conduct Review</li> <li>✓ Patron Code of Conduct Review</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2018 Q1 Statistics Report</li> <li>✓ Drafted policies</li> </ul>	<ul style="list-style-type: none"> <li>✓ Creation of Board Succession/Recruitment AdHoc Committee</li> <li>• Release of survey to staff in support of CEO Evaluation</li> <li>• SOLS Trustee Council Meeting – April 14 (cancelled)</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Personnel Policy Review</li> <li>• Use of Corporate Resources for Election Purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Drafted policies</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting of CEO Assessment Committee</li> <li>• Meeting of Advocacy Committee</li> </ul>

			<ul style="list-style-type: none"> <li>• Selection of Board Succession/Recruitment Committee members</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Collection Development Policy Review</li> <li>• Programming Policy - NEW</li> <li>• Volunteer Review</li> <li>• Board Skill Matrix</li> <li>• CEO Annual Evaluation</li> <li>• Election Year Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Drafted policies</li> <li>• Drafted matrix</li> <li>• CEO to provide goals for coming term – July 2017 to June 2018</li> <li>• Drafted positions description</li> </ul>	<ul style="list-style-type: none"> <li>• Report to Council re: Hotspot Lending program</li> <li>• Creation of Election Year Advocacy Package</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• No meeting</li> </ul>		
<b>August</b>	<ul style="list-style-type: none"> <li>• Initial budget consideration</li> <li>• Review of quarterly statistics – Q2</li> </ul>	<ul style="list-style-type: none"> <li>• 2017 Q2 Statistics Report</li> <li>• Draft Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Finance committee meeting to review draft budget</li> <li>• Outreach to municipal candidates</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Budget process ongoing</li> <li>• Accessible Customer Service Policy Review</li> </ul>	<ul style="list-style-type: none"> <li>• Drafted policy</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>• Adjusted budget review</li> <li>• Review of quarterly statistics – Q3</li> <li>• Public Complaint Handling Policy Review</li> <li>• Trustee recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Revised budget</li> <li>• Drafted policy</li> <li>• 2017 Q3 Statistics Report</li> <li>• Drafted Position Description</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing of intentions to reapply for Board</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Annual Board Assessment</li> <li>• Art Exhibit and Display Policy Review</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment criteria and questions</li> <li>• 2017 Q3 Statistics Report</li> <li>• Drafted policies</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Assessment Questionnaire</li> <li>• RSVP re: OLA attendance</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• OLA Board Attendance</li> <li>• Board Succession</li> </ul>	<ul style="list-style-type: none"> <li>• Board Assessment Results</li> <li>• Drafted succession/legacy document</li> </ul>	<ul style="list-style-type: none"> <li>• OLA Conference Registration</li> </ul>