



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 18, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

1. Call to order

2. Disclosure of Pecuniary Interest and the General Nature thereof.

2.1 Standard disclosures will be noted in the minutes

3. Approval of Agenda

4. Approval of March Minutes

5 Committees:

5.1 Finance –

5.1.1 March accounts

5.1.2 Report from Amanda Ferraro, Director of Community Services and interim Library CEO, Re: complete lighting retro-fit and Hydro savings.

5.1.3 Report from Amanda Ferraro, Director of Community Services and interim Library CEO, Re: window coverings

5.1.4 Report from Corrinne Morrison, Program Coordinator, on New Photocopy lease opportunities.

5.1.5 Update from Corrinne Morrison, Program Coordinator on Overdrive Shared E-books: stats on usage for a cost / user comparison.

5.2 Governance and HR Committee (D. Phillips)

5.2.1 **Action item:** All board members must have Accessibility and Customer Care training. 20 minute on line. Please print certificate for our files.

- <https://accessforward.ca/customerService/intro>

5.2.2 **Uxbridge Public Library Code of Conduct Policy**

- Updated and cross referenced with Township's policy

5.2.3 **Uxbridge Public Library Recruitment and Hiring Policy**

- Updated and cross referenced with Township's policy

5.2.4 **Uxbridge Public Library Student Hiring policy**

- Updated and cross referenced with Township's policy

5.2.5 **Action item:** Next meeting



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- Site specific Workplace Health and Safety policy
- Purchasing policy

5.211 Community Committee (D. Clements)

- Update on Fundraising plan for memorial.
 - **Action item:** We checked status of our charitable number and we do not currently have one. At present cheques should be made out to “The Township of Uxbridge Public Library” Re: Library Memorial.
- 3D Printing program / Contest ideas – (Ian)

5. New Business

5.1

6. Ongoing Business / Action items

6.2 Facility update (Amanda)

6.2 Regional Workshop on Governance Best Practices. Date Saturday May 4th – 10 am – 1 pm – Richmond Hill Library (Central). Action item: Please let Corrinne or Dave P. know if you are able to attend.

6.3 Action item: Housekeeping needed in front of old stairwell. Storage can be seen through the window. Corrinne to dispose of old film. Options included museums, artists or just scrap.

6.4 Member to check they are receiving SOLS Newsletter & Governance Hub.

7. Correspondence

8. Round Table

9. Council Connects

10. Future Meetings

- May 16, June 21, (none for July and August),
- Sept. 19, Oct. 17, Nov. 21, Dec. 19.

11. Date of Next Board Meeting: May 16

12. Adjournment

Library Board Meeting Minutes

Thursday, March. 21, 2019

Uxbridge Public Library- Lower Level Meeting Room

Present: Dave Phillips, Gary Ruona, Gord Shreeve, Dwight Clements, Martin Koolhaas, Willie Popp, Lynn Klages, Agnes Croxford, Dave Barton, Corrinne Morrison, Amanda Ferraro

Regrets:

Guests: Peggy Malcolm from SOLS

1. Call to Order @ 7:00 pm
2. Disclosure of Pecuniary interest and the General Nature thereof.
 - No disclosures
3. Approval of Agenda
 - Add 6.3 Opioids Webinar for staff and board members
 - Add 6.4 Regional WorkshopsMoved by D. Barton, seconded by W. Popp; carried
4. Approval of Consent Agenda
Moved by, G. Shreeve seconded by; W. Popp, carried
5. Committees
 - 5.1 **Finance** – February accounts included in the Consent Agenda
 - Question on the cost of 2019 Overdrive Shared E-books
 - **Action item:** Corrinne to pull up some stats on usage for a cost / user comparison.
 - Moved by, D. Barton seconded by; D. Clements, carried
 - 5.2 **Governance and HR Committee** (D. Phillips)
 - Guest: Peggy Malcolm from SOLS
 - Peggy reviewed “10 things you need to know as a New Library Board Member” and highlighted #3 Policy framework and the importance of all new members and staff to have a copy.
 - **Action item:** All board members must have Accessibility and Customer Care training. 20 minute on line. Please print certificate for our files.
 - <https://accessforward.ca/customerService/intro>
 - **Action item:** Staff and Board to review site specific workplace health and Safety, purchasing policy, code of conduct and hiring policy.
 - Peggy also reviewed Governance Hub and our Board’s roles and responsibilities. Recommended going to one of the Regional workshops.
 - Peggy and Corrinne completed the Annual survey of Public Libraries which is mandatory for our operating grant. Corrinne thanked Peggy for her assistance and expertise.

5.3 Community Committee (D. Clements)

- Fundraising plan for the CEO/ Hartmann memorial.
- Reviewed attached flyer.
 - **Action item:** We checked status of our Charitable number and we do not currently have one. At present cheques should be made out to “The Township of Uxbridge Public Library” Re: Library Memorial.
- Our goal is \$6 000 (library patrons "100 Men Who Care")
- Press release to start off our fund raising

6. New Business

6.1 Reminder to hand in your Municipal Related Party Transaction letter.

6.2 Review of Uxbridge Board Governance Handbook

- Discussion on what committees you would like to be on at next meeting.

6.3 The Council Chambers has been booked for a Webinar Re: Opiate Users in Our Libraries: Safe and Effective Responses to a National Issue Confirmation on Tue, Apr 9, 2019 2:00 PM - 3:00 PM EDT. Open to staff and Board members

6.4 Regional Workshop on Governance Best Practices.

- Date Saturday May 4th – 10 am – 1 pm – Richmond Hill Library (Central)
- **Action item:** Please let Corrinne or Dave P. know if you are able to attend.

7. Ongoing Business

7.1 Facility update (Amanda)

- Heating and cooling units: Still waiting for new coils to be manufactured. We are now looking at the first week of April for product arrival.
- Wall heaters now installed in downstairs washrooms
- Have begun meeting with Architectural and Engineering firms for building condition audit.
- Currently working on the lighting grant and getting prices on lights and fixtures

7.2 Member to check they are receiving SOLS Newsletter & Governance Hub.

7.3 Corinne to checked that all new members were registered so everyone should be receiving a newsletter in April.

8. Correspondence

- See attached Newspaper articles. Good coverage.

9. Round Table

- **Action item:** Housekeeping needed in front of old stairwell. Storage can be seen through the window. Corrinne to dispose of old film. Options included museums, artists or just scrap.
- Discussion around the Library appearing on the radio for special events etc....

10. Council Update:

- The next budget meeting will happen March 25th. Looking at a 4.87% increase for Township's portion, 2.5% overall.
- Culvert project will start again mid-April.

11. Future Meetings

Reminder that any items to be added to the Agenda be sent to Amanda before the second Wednesday of every month so that the agenda can be sent out on Thursday.

April 18, May 16, June 20, (none for July and August),
Sept. 19, Oct. 17, Nov. 21, Dec. 19.

12. Next meeting is April 18 at 7:00 pm.

13. Motion to adjourn the meeting 8:12 pm.

Moved by, G. Shreeve seconded by, D. Clements ; carried.

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
3/7/2019	VERIDIAN CONNECTIONS INC.	51001548-02/FEB2019	HYDRO-JAN 8 TO FEB 8	\$1,543.56
3/7/2019	ENBRIDGE	113542251003/FEB2019	ACTUAL-JAN 18 TO FEB 15	\$1,072.56
3/7/2019	ROCKY RIDGE DRINKING WATER LIMITED	324248	WATER	\$51.00
3/7/2019	ACCESS COPYRIGHT	53653/49489	LICENCE FEES-2019	\$146.90
3/7/2019	BRODART CANADA COMPANY	029998	SUPPLIES	\$27.15
3/7/2019	JACK THE BOOKMAN LTD.	122422	BOOKS	\$172.57
3/7/2019	LIBRARY SERVICES CENTRE	563358	BOOKS	\$34.03
3/7/2019	LIBRARY SERVICES CENTRE	563358	BOOKS	\$59.21
3/7/2019	LIBRARY SERVICES CENTRE	563358	BOOKS	\$30.66
3/7/2019	LIBRARY SERVICES CENTRE	563358	BOOKS	\$32.53
3/7/2019	LIBRARY SERVICES CENTRE	563358	BOOKS	\$30.91
3/7/2019	DE LAGE LANDEN	7064338	COPIER-3/15/19-4/14/19	\$220.35
3/7/2019	COMPTON COMMUNICATIONS	014302/FEB2019	INTERNET-MARCH	\$271.18
3/7/2019	CORPORATE EXPRESS CANADA INC.	C249981-00611244-LIB	OFFICE SUPPLIES-LIBRARY	\$491.89
3/7/2019	DESJARDINS CARD SERVICES	82179	OFFICE SUPPLIES	\$47.38
3/7/2019	DESJARDINS CARD SERVICES	5416878958-0-1	OFFICE SUPPLIES	\$86.20
3/7/2019	FEDEX	2-379-32839	SHIPPING	\$13.95
3/7/2019	ABSOLUTE DESTRUCTION &	8040244	SHREDDING	\$77.79
3/7/2019	PATTERSONS FLOORING	3400	CARPET	\$1,180.08
3/11/2019	WORKPLACE SAFETY & INSURANCE	ANN.RETURN-2018	WSIB ANNUAL RETURN-2018	\$23.54
3/14/2019	FOCUS IT SOLUTIONS	2019-009	NEW HORIZONS PROJECT	\$1,331.00
3/14/2019	IAN KERSHAW	FEBRUARY/2019	EXPENSES-FEB	\$68.12
3/14/2019	CIBC VISA	JAN 25 TO FEB 24/19	EXPENSES-JAN 25 TO FEB 24-LIB	\$502.85
3/14/2019	LIBRARY SERVICES CENTRE	563358	BOOKS	\$200.49

3/14/2019 LIBRARY SERVICES CENTRE	562495	BOOKS	\$500.94
3/14/2019 LIBRARY SERVICES CENTRE	562887	BOOKS	\$500.71
3/14/2019 DURHAM REGION -UTILITY FINANCE	04800070015/FEB2019	WATER AND SEWER-JAN 2-MAR 2	\$338.00
3/14/2019 LAKERIDGE HEALTH	B09357-MAR2019LIB.	CARDIAC SAFE PROG.-JAN TO MAR	\$282.50
3/14/2019 RONA INC.	33220-11716571	SUPPLIES	\$21.99
3/14/2019 RONA INC.	33220-11713431	SUPPLIES	\$226.25
3/14/2019 MINISTER OF FINANCE*****	EHT-FEB/19-LIBRARY	EHT-FEB/19-LIBRARY	\$529.24
3/14/2019 GDL SOLUTIONS INC.	16-760	SERVICES-MARCH	\$2,203.50
3/14/2019 THE COMPUTER MEDIA GROUP	1460101-IN	SUPPLIES	\$80.91
3/19/2019 GREENEARTH CANADA CONTRACTING LTD.	1422-LIB	SNOW REMOVAL-MARCH-LIB	\$753.34
3/19/2019 MAUREEN O'SHEA BROWN	EXP.JAN23-FEB26	EXPENSES-JAN23 TO FEB26	\$94.00
3/19/2019 BLUE HERON BOOKS	304019	BOOKS	\$48.70
3/19/2019 BLUE HERON BOOKS	304019	BOOKS	\$26.76
3/28/2019 ENBRIDGE	113542251003/MAR2019	ESTIMATE-FEB 16 TO MAR 18	\$838.87
3/28/2019 BELL CANADA	9058529747/MAR2019	TELEPHONE-MARCH	\$335.24
3/28/2019 BELL CANADA	9054732375/MAR2019	TELEPHONE-MAR	\$108.77
3/28/2019 CANADA FIRE DOOR & FRAME	C26058	SERVICE	\$377.42
3/28/2019 JIM NELSON	MARCH 2019	CARETAKING-MARCH	\$1,898.40
3/28/2019 BELL MOBILITY INC.	52542610UOC683-2/19L	CELL PHONE/INTERNET-JAN/FEB-L	\$17.23
3/28/2019 BLUE HERON BOOKS	304019	BOOKS	\$124.30
3/28/2019 JACK THE BOOKMAN LTD.	122596	CD	\$28.55
3/28/2019 HYDRO ONE NETWORKS INC.	200072033278/MAR2019	HYDRO-FEB 5 TO MAR 6	\$500.06
3/28/2019 COMPTON COMMUNICATIONS	014302/MAR2019	INTERNET-APRIL	\$271.18
3/28/2019 TODD BOWEN ENTERPRISES INC.	318196	LIGHT REPAIRS	\$801.61
3/28/2019 TODD BOWEN ENTERPRISES INC.	318195	BATHROOM HEAT REPAIRS	\$1,620.99

\$20,245.36



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Amanda Ferraro, Director of Community Services & Interim Library CEO

DATE: May 18, 2019

REPORT: 01/19 **FILE NO.**

SUBJECT: Lighting retrofit

BACKGROUND:

The Uxbridge Public Library has completed a thorough lighting retrofit analysis along with exploring grant opportunities. This was an immense amount of work, especially to get comparative pricing from different companies. Each company doesn't always provide the exact products, so finding close and similar products around the same price range is challenging.

With each company we have managed to decrease the fixture package as a whole between 20-25%. As far as labour we have negotiated putting an hour and a half labour per fixture to replace. Some will take more, and some should take less. There are a few unknowns. For example: We don't know exactly the state in which much of this electrical system is in. There has been an infestation of squirrels and birds a while back which can do some damage to wiring.

In the end we would be working at a time and material bases and looking to be at or under the budget number. The Township has done many projects with Bowen Electric and in my experience he has always priced higher and come in under budget.

There is also a fee for recycling, permits and inspections which will be included in the price.

DISCUSSION:

Option #1 Main floor only:

18-175watt HPS lamps replaced with LED equivalents (pendants), 18-LED lamps@\$70.61per	\$1270.98
19-LED canopy direct replacements 19-Canopy LED@\$127.97per	\$2431.43
Estimated labour at 1.5 man hours per fixture 55-man hours of labour@\$75.00per	\$4125.00
Recycling, permit and inspection	<u>\$600.00</u>
Sub-Total:	\$8427.41
Estimated Incentives:	<u>-\$2920.00</u>
Total:	\$5507.41+HST

Yearly estimated Hydro Savings \$2757.59, not including taking the maintenance costs you would save on. The Pendant LED lamps are boasting a 50000 hour rating and the same for the canopy lights. Please refer to the specification sheets for both products for more details.

Option #2: full building

Lighting package complete	\$13219.31
Estimated labour at 1.5 man hours per fixture 290-man hours of labour@\$75.00per	\$21750.00
Recycling, lift, permit and inspection	<u>\$2600.00</u>
Sub-Total:	\$37569.31
Estimated Incentives:	<u>-\$4000.00</u>
Total:	\$33569.31+HST

Yearly estimated Hydro Savings \$8268.62, not including taking the maintenance costs you would save on. All specification sheets are attached. Please note the exterior fixtures on this building are tricky. We will need a lift to complete some of these lights which is included in the pricing. Also note: The tower would have to be discussed as where the current lights are mounted, the wood is rotten and would need to be replaced or an alternative location discussed.

We are funding this project with money saved in our 2019 operating budget due to a vacant position temporarily not being filled. There will be sufficient savings to fund either option.

RECOMMENDATION

1. THAT Report 01/19 be received for information;
2. AND THAT the Library Board direct staff to move forward on Option # 2
3. AND THAT the Library Board direct staff to send an update to Committee so they are aware of the Lighting retrofit and the potential Hydro savings.

Respectfully Submitted by:



Amanda Ferraro
Director of Community Services & Interim Library CEO



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Amanda Ferraro, Director of Community Services & Interim Library CEO

DATE: May 18, 2019

REPORT: 02/19 **FILE NO.**

SUBJECT: Window coverings

BACKGROUND:

The Uxbridge Public Library has a many staff and public spaces that are in need of window coverings. Staff did an inventory and prioritized each space. They also highlighted the % of sunlight optimal in each location.

Location	# of windows / priority	Current Coverage	Notes	%
LOWER LEVEL				
Staff Workroom	1 corner / High priority	Vertical blinds	Current blinds are in poor condition and do not hide the expensive equipment	3%
Meeting Room	1 corner / High priority	Vertical blinds	Current blinds in poor condition. Difficult to darken room when doing presentations	1%
Children's	Multiple / Med. priority		Sun gets hot in summer and sunlight can be a distracting to young eyes trying to read.	3%
MAIN LEVEL				
Behind Adult Circ Desk	2 corner / High priority	None	Sun is very hot in summer and causes glare on computer screens	3%
Outreach office	2 windows / low priority	None	Sun is very hot in summer and causes glare on computer screen. Affects minimal staff.	3%
THIRD FLOOR				
Staff Area	2 window / Med. priority	None	Area gets hot due to sun	3%
CEO office	1 window / low priority	Horizontal blinds	Has blinds but they are ugly and old	3%

Old Stairwell	2 window / low priority	Horizontal blinds	Has blinds but they are ugly and old	3%
Tower Room	5 window / low priority	Horizontal blinds	Has blinds but they are ugly and old	3%

Note: the proposed shades are similar to that found in Genealogy. Those shades are rated at 4 – 5 % coverage. The colour for each space varies slightly but are complimentary to the room and the window frames. The window blinds will be a beige variation depending on the space.

DISCUSSION:

Two Quotes were received and we are waiting for one more.

1. To supply and install Hunter Douglas roller shades. The Circulation desk, staff workroom and meeting room plus the children’s Library all included a fabric wrapped cassette case.
2. To supply and install Sunglow roller shades. The Circulation desk, staff workroom and meeting room plus the children’s Library all included a Vision cassette case vs a fabric wrapped cassette case.

Staff feel the fabric wrapped roller shades would look nicer in the prominent spaces.

We are funding this project with money saved in our 2019 operating budget due to a vacant position temporarily not being filled. There will be sufficient savings to fund either option estimated at \$6,000.

RECOMMENDATION

1. THAT Report 02/19 be received for information;
2. AND THAT the Library Board direct staff to move forward once the third quote is received.

Respectfully Submitted by:



Amanda Ferraro
 Director of Community Services & Interim Library CEO



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Corrinne Morrison, Program and Outreach Coordinator

DATE: April 11, 2019

REPORT: 03/19 **FILE NO.**

SUBJECT: Photocopier Lease

BACKGROUND:

The Uxbridge Public Library has leased a photocopier for at least the past 15 years. Leasing is an affordable way to have a photocopier that is current and to manage maintenance costs. Earlier this year, we had a salesperson from Xerox do a cold call and ask to give a quote as our existing lease will be completed in the fall. The quote offered many substantial benefits in terms of a monthly cost savings as well as photocopier enhancements. To be fair to our existing company, they were also asked to provide a quote and a third company, used by the Township office, was also asked to quote to ensure that we obtain the best deal possible for the library.

DISCUSSION:

Two of the photocopier leases offer substantial monthly cost savings for the library (Sharp and Xerox).

The most relevant advantages for the Xerox are that it has a high capacity tray for 8.5 x 11 paper, a very user-friendly keypad and does not need to be hard-wired to take advantage of the internet access. Another advantage to all the more current copiers is that copying can be controlled and monitored using access codes so we will no longer need to rely on patron self-reporting number of copies.

The Xerox rep was very knowledgeable, accommodating and persistent. I feel that our customer service through him would be at a higher level than what we have been receiving in the past.

	Sharp (current)	Sharp (quote for new)	Xerox	Konica	HP	Canon
Machine Model		MX3071V (colour)	Altalink C8030	C458	PageWide	C5540i
Lease Term	36	60	60	60	60	60
Monthly Lease Payment	\$195.00	\$150.00	\$153.49	\$187.00	\$175.00	\$190.00
B & W cost	0.01694	0.0085	0.008	0.009	0.009	0.0086
Colour Cost	n/a	0.065	0.062	0.065	0.0667	0.0646
Payout of remaining lease		Yes	Yes, first to offer	Yes	Yes	Yes
Speed	scan to 56 ppm/p	scan up to 220ipm	Scan 200 ipmD/p			
Trays	2	3	3			
	both @ 500	all @ 550	1 High Cap (3600)			
			2 @ 500			
Resolution	1200 x 600	1200 x 1200	1200x1200			
USB	yes	yes	yes			
Code Req	no	yes	yes			
Hard Drive memory	no	yes	yes			
able to scan and email direct	no	yes	yes			
fax capability	no	needs wired??	yes or purchase cr			
early replacement	only when asked	only when asked	yes 3.5 years			
			VERY user			
			friendly keypad			
Est. Mthly.Cost SAVINGS	n/a	\$66.10	\$63.86	\$27.85	\$39.85	\$25.85
Based on 2500 copies						

RECOMMENDATION

1. THAT Report LB-03/19 be received for information;
2. AND THAT the Library Board direct staff to accept the lease for the Xerox Altalink C8030 copier.

Respectfully Submitted by:

Corrinne Morrison
Program and Outreach Coordinator



Uxbridge Public Library Employee Code of Conduct

Coordinated with the Township of Uxbridge Employee Code of Conduct

1. POLICY STATEMENT

The purpose of the Employee Code of Conduct is to foster a Municipal-wide understanding of the rights, privileges and obligations of a municipal public servant. The Code is established on the principle that Township staff hold positions of privilege and that public interests will be placed above the interests of the individual.

2. APPLICATION

- 2.1. These rules of conduct shall apply to all employees of the Corporation of the Township of Uxbridge.

3. DEFINITION

- 3.1. **Employee:** Includes all persons, including full-time, part-time, seasonal and temporary staff (including students) employed by the Corporation of the Township of Uxbridge.

4. RESPONSIBILITIES

- 4.1. Every employee is accountable and responsible to comply with this Code to ensure there is no conflict between their personal interests and their official duties. Although the Code of Conduct cannot answer every question which may arise for each individual, it should alert you to situations that require extra concern or guidance. For additional advice in this regard, your Chief Executive Officer or Chief Administrative Officer may be consulted.

5. RULES OF CONDUCT

5.1. An employee shall not:

- a) engage in any business transaction or have a financial or other personal interest which is incompatible with the discharge of his / her official duties;

- b) engage in any outside work or activity or business undertaking;
 - i. that interferes or appears to interfere with the employee's duties;
 - ii. in which the employee has advantage or appears to have an advantage derived from employment in the Corporation of the Township of Uxbridge; and;
 - iii. in a professional capacity that will or might appear to influence or affect the carrying out of duties as a Township of Uxbridge employee;
- c) use Township of Uxbridge property, equipment, supplies or services of consequence for personal gain, or activities not associated with the discharge of official duties without prior approval;
- d) place themselves in a situation where they are under obligation, direct or indirect financial or otherwise, to any person who could benefit from a decision or recommendation of the employee;
- e) place themselves in a situation where they are under obligation, direct or indirect, financial or otherwise, from any contracts about which the employee can influence decisions;
- f) benefit, directly or indirectly, financial or otherwise, from the use of information acquired during the course of official duties which is not generally available to the public;
- g) participate in any decision, promotion or make any recommendation to their supervisor, a Committee or Council, in which the employee or their immediate family has any financial interest, except an interest in common with general community;
- h) solicit or accept any gifts, services, privileges, favours or entertainment, the acceptance of which will place or appear to place the employee under any obligation whatsoever to the donor;
- i) disclose any confidential information relating to the affairs of the Township.

5.2 An Employee shall:

- a) demonstrate the highest standards of behaviour;
- b) be accountable to the Township, our Public Library Board, our Council and citizens of Uxbridge and are responsible for the assets entrusted to us;
- c) perform duties with honesty and integrity and in a manner that is helpful, respectful and courteous

- d) use, collect and disclose information only in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and for the purposes of carrying out Township duties.

6. USE OF SOCIAL MEDIA

- 6.1 Township recognizes that there is both value and public interest in social media participation.
- 6.2 Social media is public and as such, social media posts can easily be shared with others. For more detailed and clear expectations about corporate use, personal use, and guiding principles refer to the Social Media Policy.
- 6.3 While an employee, you are a representative of the Township of Uxbridge. As such, inappropriate content shall not be posted on an individual website/social media outlet which shall include the following:
 - a) Personal opinions or comments of Township staff, Public Library Board trustees, or Elected officials (individual or collectively);
 - b) The use of discriminatory language, including derogatory portrayal of individuals or groups, demeaning language, or anything that could be deemed inappropriate will not be tolerated;
 - c) Commercial endorsements or solicitations;
 - d) Promotion of illegal activities;
 - e) Information which may compromise the safety and security of the public, public systems, Members of Council or staff;
 - f) Content that violates a legal ownership interest of any other party;
 - g) Statements that could be interpreted as slanderous or libelous.

7. GIFTS AND BENEFITS

- 7.1 Gifts, services, privileges, favours or entertainment of a nominal value \$25 each may be received or given to employees on occasion, but they must always be of such form and substance that they could not be construed by an impartial observer as a bribe, pay-off or improper incentive and also must meet criteria set out in 4 above.
- 7.2 Gifts, services, privileges, favours or entertainment that will exceed \$100 each in value will require prior approval by the employee's supervisor. If the supervisor is not immediately available approval must be received at the first available opportunity.
- 7.3 Examples of gifts, services, privileges, favours or entertainment are as follows:

- a) Acceptance of occasional business meals;
- b) Infrequent attendance at social or sporting events;
- c) Attendance of occasional gifts of a nominal value.

7.4 Details of any situation regarding gifts, services, privileges, favours or entertainment received or given to employees which exceed \$25 must be immediately disclosed to the Department Head (or his / her designate) or the Chief Administrative Officer.

7.5 Township staff may solicit gifts for the benefit of community events, as well as Township sanctioned employee events (i.e. Township Golf Tournament, Canada Day or other municipal events/services)

7.6. Employees, acting in their professional capacity may be permitted to represent the Township at subsidized external functions, at the discretion and approval of the Department Head.

8. EMPLOYEES APPOINTED UNDER BUILDING CODE

8.1 Any employee appointed under the Building Code Act shall:

- a) always act in the public interest, particularly with regard to the safety of building works and structures;
- b) apply all relevant building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interest;
- c) abide with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws, which regulate or govern Building Officials or their functions; and
- d) maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.

9. COUNCIL, LIBRARY BOARD, STAFF RELATIONS

9.1 A key feature of effective and efficient Council, Public Library Board and Municipality relations is an understanding of council-staff relations and the role of each.

Role of Council:

Appoint Library Board, approve budget funds and guidelines.

- o Represent the public, provide direction and create municipal strategic policy.

Role of Public Library Board:

Strategic Policy Focus:

- Represent the public, provide direction and create strategic policy.

Role of CEO:

Direction Focus:

- Liaison between Council, Library Board and staff
- Direct implementation of Library Board's strategic policies,
- Hire and develop a team of competent staff.

Role of Staff and other Officers:

Implementation Focus:

- Research policy and programs, give best professional advice, implement decisions of Council;
- Fulfill statutory duties, follow direction of Directors

9.2 Employees shall:

- a) Implement Library Board's decisions and establish administrative practices and procedures to carry out Library Board's decisions;
- b) Undertake research and provide advice to Library Board's on the policies and programs of the Township.

9.3 Be professional, polite, courteous, and respectful in their interactions with each other, Council, Library Board's, residents, community agencies, and the public, as per the Employee Code of Conduct.

9.4 Act on behalf of the Township and therefore must follow the high standard of ethical behavior in the course of their work to ensure that public confidence and trust is maintained.

9.5 Employees shall deal with all members of Council and the Library Board in an objective, respectful and impartial manner. Employees must recognize that elected officials and Library Board Trustees are responsible for the establishment of policy and that employees are responsible for the interpretation and directives originating from Library Board's, as per the Employee Code of Conduct.

10. STAFF-PUBLIC RELATIONS

10.1 Township employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective;

- 10.2 The public must be respectful of employees and recognize that employees have a duty to meet the changing needs, expectations, and rights of a diverse public in the proper performance of their duties;
- 10.3 The public must treat staff with respect, dignity, courtesy and in accordance with the Ontario Human Rights Code.

11. DISCRIMINATION AND HARRASSMENT

- 11.1 All employees have a duty to treat members of the public, one another and Council with respect and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment.
- 11.2 The Township recognizes that a complaint may arise out of discrimination and harassment related to the prohibited grounds under the Code. The Township's Workplace Discrimination and Harassment Policy addresses this type of harassment.

12. DISCLOSURE

- 12.1 Employees shall disclose details of the Employee Code of Conduct, within the defined limits set out in this policy, to either the Chief Executive Officer (or his / her designate) or the Chief Administrative Officer. Details of the disclosure shall be recorded on the Code of Conduct Disclosure form (refer to attached Schedule A).

13. CONTRAVENTION

- 13.1 Should a circumstance arise which the Chief Administrative Officer determines is, or appears to be in contravention of this Code, the Chief Administrative Officer shall, in consultation with the employee's Department Head and other Township Officials he / she wishes to consult, determine what action is appropriate in the circumstances.
- 13.2 Failure by any employee to comply with this Code exposes that person to disciplinary action, up to and including termination and / or action through the courts.

TERM

This Code shall be in effect from the date of passage by Township of Uxbridge Public Library Board and shall continue in effect from year to year. The CEO or CAO shall cause a review of this Code to be conducted on an as needed basis.

References: 2019-049 Being a by-law to Adopt the Township of Uxbridge Employee Code of Conduct and to Repeal By-law 2009-048 in its entirety (*This by-law follows the recommendation made in Report CL-18A/19 of Catalina Blumenberg, Deputy Clerk at the regular meeting of the General Purpose and Administration Committee of April 1, 2019*)



Employee Code of Conduct – Disclosure Form

I, _____ (print name) have reviewed and clearly understand the Code of Conduct for the Township of Uxbridge Employees and hereby agree to comply with all provisions as so stated. Furthermore, I am aware that one signed copy of this Code will be retained in my employee file.

Signature

Date

APPROVED: _____
(AUTHORITY) (DATE) (SIGNATURE)

Approved by Chief Executive Officer: _____

Passed by the Township of Uxbridge Public Library Board on: _____



Uxbridge Public Library Recruitment and Selection Policy

Coordinated with the Township of Uxbridge Recruitment and Selection Policy Dated July, 2016

1. POLICY

- 1.1. The Township of Uxbridge recognizes its workforce largely determines its effectiveness as a corporation. The corporation and selection relies upon and promotes an impartial and objective recruitment process.
- 1.2. The Township of Uxbridge promotes a culture of inclusion and values the principles of diversity, equity and accessibility. As such, we:
 - Abide by the Human Rights Act
 - Do not tolerate acts of discrimination or favoritism in the selection process.
 - Endeavor to reach candidates utilizing various sources to achieve diversity of the candidate pool.
- 1.3. It is the Township's practice to advertise all contract, part time and full time positions available in the corporation both internally and externally. In the case of CUPE positions, the process will follow the collective agreement.

2. PROCEDURES- Hiring Regular Full & Permanent Part-time Employees

Once a position is deemed open or a position is newly created and approved, the following will occur:

- 2.1. The CEO / CAO representative will create selection criteria, assessment/ testing tools, interview questions, and rating systems before the position is advertised.
- 2.2. The Township may enlist/ hire services, professional recruiters or Human Resources professionals to assist in filling certain positions. These could include technical positions or CAO positions where staff is not involved.
- 2.3. The Chief Executive Officer will search and recommend appropriate sources to recruit qualified external candidates. Upon agreement with supervisor to proceed, the CEO will prepare the advertisement for placement in desired sources, such as newspapers, professional websites, magazines, and/ or internet job boards as deemed appropriate by

the CEO / Supervisor. The job posting will be advertised for a minimum of two (2) weeks.

- 2.4. Applications will be submitted to the CEO for review. The CEO along with the supervisor will screen applications for qualified candidates to be interviewed.
- 2.5. The CEO and Supervisor will conduct interviews. The final interview will be conducted by the CEO, Supervisor, and CAO. The final decision is to be made by the group, based on the rating system outlined in section 2.1.
- 2.6. In the case of the CEO position, The Township of Uxbridge Public Library Board and the CAO will make the selection of the CEO candidate to be hired. The meeting will be attended by the Clerk to minute the process and final decision.
- 2.7. The candidate will be advised prior to contact with the reference.
- 2.8. The CEO should meet with the CAO to discuss and finalize the particulars of employment before a verbal offer is made.
- 2.9. After the terms of employment are finalized and reference checks are completed, the hiring supervisor will make a verbal offer to the successful candidate advising them that the offer is subject to the terms and conditions of the written Offer of Employment.
- 2.10. Upon verbal acceptance of the position, the CEO / hiring supervisor will notify the CAO in writing. The Director/ hiring supervisor will prepare and issue a written Offer of Employment letter. The Offer of Employment must be signed as accepted and any conditions met before an employee will be allowed to start work.
- 2.11. The hiring supervisor/ CEO will return all relevant recruitment documentation (FOI and Protection of Privacy Act) to the Clerks Department for inclusion in the competition file which will then be filed and retained as per Township retention bylaw.
- 2.12. The hiring supervisor will ensure all interviewed candidates for full time positions are notified of the outcome. If assistance is required, speak with the CEO / CAO.
- 2.13. The hiring supervisor will schedule the new employee for departmental, Policy & Procedure, and Health and Safety orientation.

3. PROCEDURES- Hiring Students, and Temporary or On-Call Employees

- 3.1. When hiring a temporary or on-call employee the procedures outlined in Policy 1 will be followed.
- 3.2. When hiring a summer student please refer to the policies and procedures outlined in the "Student Hiring Policy".

4. PROCEDURES – Appointing staff additional responsibilities

- 4.1. When a vacancy occurs there may be circumstances where it is deemed appropriate to appoint existing staff additional responsibilities and declare the original position redundant. In these circumstances the reorganization of employment responsibilities is exempt from regular policy and procedure.

5. APPLICATION/ SCOPE

- 5.1. This policy applies to all employees of the Township of Uxbridge.

6. REFERENCES

- 6.1. Policy/ Procedure- Recruitment and Selection Policy: Township of Uxbridge Bylaw No. 2016-110.
- 6.2. Policy/ Procedure- Student Hiring Policy: Township of Uxbridge Bylaw No. 2014-032.

7. INQUIRIES

- 7.1. For more information on this policy please contact the CEO / CAO.



Uxbridge Public Library Employee Code of Conduct

Coordinated with the Township of Uxbridge Student Hiring Policy

1. OBJECTIVE

- 1.1 It is the practice of the Corporation of the Township of Uxbridge to hire students throughout the year as necessary to ensure the Township can provide services as required, to fill programming requirements and to meet seasonal needs of the Township.

2. PROCEDURES

- 2.1 Senior Management shall include student salary amounts in budget requests.
- 2.2 Senior Management shall ensure required job descriptions are complete with an objective description of duties, responsibilities and required competencies and qualifications.
- 2.3 Once approved in the budget process, Senior Management shall arrange to place job advertisements in the Township Page to recruit students.
- 2.4 Subject to the provisions of Section 2.7 of this policy, all student positions shall be advertised and a job competition held.
- 2.5 To comply with Canada Summer Job grant requirements, prospective student employees shall be enrolled in secondary and post-secondary programs that match the qualifications specified on the job description.
- 2.6 Senior Management shall select a student from the applications submitted for review. Senior Management shall make objective decisions based on merit and satisfaction of the job description requirements. This selection process is in keeping with the Township Recruitment and Selection Policy and Procedures for hiring regular

and temporary employees. To select or not select a student on any other basis is contrary to the principles of the Ontario Human Rights Code.

Exemption from Recruitment Process

- 2.7 When a student has committed to return to work with the Township that has worked with the Township within the past twelve (12) months and is returning to the same position in the same Department the student may be offered the position without a recruitment process subject to the following conditions:
- a) the student continues to meet all responsibilities and required competencies and qualifications of the position;
 - b) the Chief Executive Officer (CEO) assessment of the previous student employment tenure is classified as above satisfactory or exceeds expectations;
 - c) the Chief Administrative Officer (CAO) approves the CEO request to offer employment to the student without a job recruitment process.

Limitations on Length of Service for Student Positions

- 2.8 To provide employment opportunities to a number of students, student employment shall not be offered to students who have worked two (2) employment periods with the Township based on the start date of initial employment with the Township.
- 2.9 Due to the investment in training requirements for various student positions in various Departments and also Department specific projects, the Chief Administrative Officer, upon the recommendation of the Department Head, may consider extending student employment beyond two (2) employment periods:
- a) to maximize Township expenditure in regards to student training;
 - b) when a student is enrolled in a post-secondary program and has an exemplary record of service with the Township.
- 2.10 Section 2.8 and 2.9 of this policy shall not apply where a full and transparent hiring procedure has been undertaken and the successful applicant was objectively selected for a position via competitive hiring process.

3. APPLICATION

- 3.1 This policy shall apply to all student employment opportunities at the Township of Uxbridge.

4. REFERENCES

- 4.1 Policy/ Procedure- Recruitment and Selection Policy: Township of Uxbridge Bylaw No. 2016-110.
- 4.2 Policy/ Procedure- Student Hiring Policy: Township of Uxbridge Bylaw No. 2014-032.