

**Oakville Public Library Board
Regular Meeting**

AGENDA

Date: Thursday, July 18, 2024
Time: 7:00 p.m.
Location: Council Chamber

Town Hall is open to the public and live streaming video is available on <https://opl.ca/About-OPL/Library-Board/Board-Agendas-and-Minutes> or at the town's YouTube channel at <https://www.youtube.com/user/TownofOakvilleTV>. For further information go to <https://opl.ca/About-OPL/Library-Board>.

	Pages
1. Territory Acknowledgement	
2. Regrets	
3. Declarations of Pecuniary Interest	
4. Confirmation of Minutes of the Previous Regular Meeting of the Board	
4.1 Minutes of the Regular Meeting of the Board, JUNE 20, 2024	4 - 10
4.2 Confidential Minutes of the Closed Session of the Board, JUNE 20, 2024	
<i>See confidential agenda.</i>	
5. Consent Item(s)	
5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – July 18, 2024	11 - 12
Recommendation: That the 2024 OPL Board Key Agenda Items report be received for information.	
5.2 Health and Safety Report – July 18, 2024	13 - 14
Recommendation: That the Health and Safety report be received for information.	

5.3 Employee Retention and Turnover Metrics Report – July 18, 2024 15 - 17

Recommendation:

That the Employee Retention and Turnover Metrics report be received for information.

5.4 Occupational Health, Safety and Workplace Violence Policy – July 18, 2024 18 - 25

Recommendation:

That the Occupational Health, Safety and Workplace Violence Policy be received for feedback.

6. Confidential Consent Item(s)

There are no confidential consent items.

7. Discussion Item(s)

7.1 YTD Financial Status Indicators May 2024 26 - 30

Recommendation:

That the Year-to-date (YTD) Financial Status Indicators report as of May 31, 2024 be received for information.

7.2 Future of the Sixteen Mile Temporary Branch – July 18, 2024 31 - 33

Recommendation:

That the Sixteen Mile Temporary Library Branch Relocation report be received for information.

7.3 Non-Union Vacation Entitlement – July 18, 2024 34 - 35

Recommendation:

That the Non-Union Vacation Entitlement report be received and that the updates to the non-union vacation entitlement be approved.

7.4 Political Use of Space and Resources policy – July 18, 2024 36 - 54

Recommendation:

That the Political Use of Space and Resources policy be received for feedback.

- 7.5

Media Relations Policy – July 18, 2024

55 - 60
- Recommendation:
That the updated Media Relations Policy (Appendix A) be received for feedback.
- 7.6

Electronic Monitoring Policy – July 18, 2024

61 - 69
- Recommendation:
That the Electronic Monitoring Policy (Appendix A) be received for feedback.
- 7.7

CEO Update – July 18, 2024

70 - 71
- Recommendation:
That CEO Update report be received for information.
8.

Confidential Discussion Item(s)
- Items 8.1 and 8.2 see confidential agenda.*
- 8.1

Newspaper Digitization Project Update – July 18, 2024
- 8.2

Potential Development Library Proposal – June 20, 2024
9.

New Business
10.

Date and Time of Next Meeting
- Thursday, September 19, 2024
Oakville Municipal Building
Council Chamber - 7:00 p.m.
11.

Adjournment

Oakville Public Library Board

MINUTES

Date: June 20, 2024

Time: 7:00 p.m.

Location: Council Chamber

Board Members
Present: Councillor Knoll, Chair

Councillor Chisholm
Bill Smith
Celso Mello
Avis Maher
Roderick Sawyer
Andrew Cashman (As of 8:35 p.m.)
Meredith Burke

Regrets: Rebecca Mayville

Staff Present: Tara Wong, CEO of Oakville Public Library
Caitlyn Hicks, Director of Customer Experience
Joseph Moncada, Director of Innovation and Integration
Jasmina Radomirovic, Council and Committee Coordinator

Others: Allaya O., Zayna G. and Areeban N, YLL group leaders
Catherine Hurley, Oakville Lakeside Residents Association
(OLRA)
Elise Cole, Librarian, Local History

A meeting of the Oakville Public Library Board was held on June 20, 2024 in the Council of Chamber the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 7:00 p. m..

- 1. Territory Acknowledgement**
- 2. Regrets**

As noted above.

3. Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

4. Confirmation of Minutes of the Previous Regular Meeting of the Board

4.1 Minutes of the Regular Meeting of the Board, MAY 16, 2024

Moved by Bill Smith

Seconded by Roderick Sawyer

That the minutes of the regular meeting of the Oakville Public Library Board dated MAY 16, 2024, be approved, as amended to acknowledge regret from Bill Smith.

CARRIED

4.2 Confidential Minutes of the Closed Session of the Board, MAY 16, 2024

Moved by Bill Smith

Seconded by Roderick Sawyer

That the minutes of the closed session meeting of the Oakville Public Library Board dated MAY 16, 2024, be approved, as amended to acknowledge regret from Bill Smith.

CARRIED

5. Consent Item(s)

5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the 2024 OPL Board Key Agenda Items report be received for information.

CARRIED

5.2 Health and Safety Report – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the Health and Safety report be received for information.

CARRIED

5.3 Policy Development Framework

Moved by Meredith Burke

Seconded by Avis Maher

That the Policy Development Framework be received for approval.

CARRIED

5.4 OPL Fund Development Policy – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the OPL Fund Development Policy be received for approval.

CARRIED

5.5 OPL Partnership Policy – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the updated OPL Partnership Policy be received for approval.

CARRIED

6. Confidential Consent Item(s)

There were no confidential consent items.

7. Discussion Item(s)

7.1 Youth Library Leaders – June 20, 2024

The White Oaks YLL group: Allaya O., Zayna G., and Areeban N. presented to the Board the key factors of the program's activities, and platforms, that they are offering.

Responded to the Board that the biggest challenge is social media

marketing and the use of different platforms for marketing, with a note that the key to improvement is expanding the space of the library.

Moved by Meredith Burke

Seconded by Celso Mello

That the Youth Library Leaders (YLL) program report and presentation be received for information.

CARRIED

7.2 Oakville Remembered Series – June 20, 2024

Tara Wong, CEO of OPL, advised the Board that the Oakville Remembered Series is on the YOUTUBE Channel and has already had a number of views. Catherine Hurley gave an update on the report, emphasizing that the Oakville Remember Series presents a good story of audio-visual heritage not just for Oakville but also for Canadian history. The Board noted that physical audio-visual material is the point of fragility and digitizing is an important step for preservation. The Board thanked Ms. Hurley for saving history from disappearing.

Moved by Bill Smith

Seconded by Councillor Chisholm

That the Oakville Remembered Series report with received for information.

CARRIED

7.3 2025 Budget Drivers – June 20, 2024

The Board made the following requests regarding the upcoming workshop for the 2025 Budget Drivers:

- provide the prioritized elements for the capital project
- advise of the feasibility of the proposed Budget Drivers
- provide a chart to view impact of various operating factor son the total budget.

Moved by Celso Mello

Seconded by Meredith Burke

To refer matter to a workshop to be held at the board earliest convenience.

CARRIED

7.4 Rates and Fees Policy – June 20, 2024

The Board made the following request regarding the Rate and Fees Policy -June 20, 2024

- provide the clarification on when the overdue materials are being charged and when they are not.

Moved by Roderick Sawyer

Seconded by Avis Maher

That the Rates and Fees Policy be received for feedback.

CARRIED

7.5 2024 Fundraising Plan Update Report – June 20, 2024

Tara Wong, CEO, presented the 2024 Fundraising Plan Report. The CEO responded to questions from the Board regarding the future targets in fundraising revenue, sponsorship, and corporate partnerships. The Board made the following request regarding grants:

- for staff to verify eligibility for Trillium grants

Moved by Andrew Cashman

Seconded by Councillor Chisholm

That the 2024 Fundraising Plan Update Report be received for feedback.

CARRIED

7.6 CEO Update – June 20, 2024

Tara Wong, CEO, provided an update on the Parks, Recreation and Library Master Plan, report.

The CEO advises that the Newspaper Digitalization Project has been paused as the library deals with a number of legal questions.

The Board made the following request regarding the Newspaper Digitalization Project:

- provide a report reviewing the issues including a copy of the original agreement with Metroland Media Group.

Moved by Meredith Burke

Seconded by Andrew Cashman

That CEO Update report be received for information.

CARRIED

8. Confidential Discussion Item(s)

8.1 Ratification of CUPE 5348 Collective Agreement

CLOSED SESSION

Moved by Councillor Chisholm

Seconded by Bill Smith

That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with labour relations or employee negotiations in relation to Item 8.1 - Ratification of CUPE 5348 Collective Agreement.

CARRIED

RECESS

The meeting recessed at 8:09 p.m. and reconvened in closed session at 8:16 p.m.

The Board resolved back into open session at 8:22 p.m.

Moved by Celso Mello

Seconded by Bill Smith

That the recommendation contained in the confidential presentation from the Oakville Public Library, be approved.

CARRIED

9. New Business

Councillor Knoll announced that Rib Fest is this weekend at Sheridan College and 2024 Oakville Film Festival runs from June 19th to 25th.

10. Date and Time of Next Meeting

11. Adjournment

Moved by Councillor Chisholm

Seconded by Bill Smith

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:55 p.m.

REPORT

Oakville Public Library Board

July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: 2024 Oakville Public Library (OPL) Board Key Agenda Items – July 18, 2024

RECOMMENDATION:

That the 2024 OPL Board Key Agenda Items report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The OPL Board Key Agenda Items list provides an overview of all the annual and regular reports (statistics reports, financial reports etc.) provided to the Board and the month they are expected to be brought forward.
- Items have been adjusted to reflect the actual schedule of board meetings.

BACKGROUND:

N/A

COMMENT/OPTIONS:

N/A

APPENDICES:

Appendix A – OPL Board Key Agenda Items 2024

Prepared and submitted by:
Tara Wong, CEO

OPL BOARD KEY AGENDA ITEMS 2024

TGovernance: Legislative, Regulatory, Policy Accountability	Jan 18	Feb 15	Mar 21	Apr (no mtg)	May 16	Jun 20	July 18	Aug (if need)	Sept 19	Oct 17	Nov 21	Dec (no mtg)
<i>Annual Agenda/Periodic/Outstanding report timelines</i>												
Strategic Plan Process – progress on action plans – included in CEO update and other presentations	T	T	T		T	T	T		T	T	T	
OPL Annual/Strategic Goals	R-2023 A-2024				R				R	R	R-2025	
CEO Evaluation		T	R/A									
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R-2023			R-2024				R-2024		R-2024	
Annual Financial Statements and Audit Findings – External Auditors in Attendance					R/A							
HIP Updates – Strategic Progress			R						R			
Annual Budget Town Guidelines /Submission Approval						T			R	A		
Fundraising Strategy Updates–Development Funds & Endowment (Development Strategy Update)						R				R		
Audit and Financial Review (Including OCF funds)			R									
Audit Plan for 2025– Appointment of Auditors											R/A	
Annual Board Evaluation										T	T	
<i>Regular Agenda Items</i>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
CEO Update report		R	R		R	R	R		R	R	R	
Monthly Health & Safety Report	R-2023	R	R		R	R	R		R	R	R	
Quarterly Employee and Turnover Metrics report	R-2023				R				R			
Performance and Measures Report		R - 2023			R		R			R		
Monthly Financial Variance Reports – Operating and Capital			R 2024		R 2024		R 2024				R 2024	
Legend: A = Approve R = Receive T = Task(updates as required)												

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Health and Safety Report – July 18, 2024

RECOMMENDATION:

That the Health and Safety report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- There were two injuries/incidents to report for the month of June 2024.
- To date, Oakville Public Library (OPL) is reporting lower staff injuries/incidents to the previous years in the same reporting period.
- OPL will continue to monitor staff injuries/incidents to identify trends and to maintain a safe and healthy workplace.

BACKGROUND:

OPL has one injury/incident to report for the month of June 2024. The reporting period is from January 1 – June 30 for each of the years indicated below.

The incidents were reviewed by management and no further action required. Both incidents were classified as minor first aid.

Staff Injuries			
	2022	2023	2024
No Time Loss	9	7	4
Time Loss	1	0	0
Total Injuries for the Reporting Period	10	7	4
Annual Total Injuries*	15	16	4

**Total annual injuries for 2024 is based on year-to-date (reporting period).*

Joint Health & Safety Committee

The Joint Health & Safety Committee (JHSC) meets regularly to identify potential health and safety issues and bring them to the employer's attention and kept informed of health and safety developments in the workplace by the employer. The JHSC met on June 27, 2024 during this reporting period.

The JHSC reviewed two Health & Safety procedures for ongoing compliance. In addition, a discussion on temperature fluctuation in the branches when the seasons change. OPL acknowledges the fluctuation experienced in some branches and has put in measures, such as additional fans, while the situations are being assessed by Facilities and/or HDSB.

Site inspections were completed at each branch site by the JHSC committee member in conjunction with a leader on-site. The monthly workplace site inspections are to identify hazards within the worksite. If a hazard is identified, OPL JHSC will notify Facility Services which will complete any corrective actions that may need to take place. At the meeting, JHSC committee did not note any concerns related to workplace hazards.

The next Joint Health & Safety Committee monthly meeting will be held on virtually on September 26, 2024. The JHSC does not meet over the summer but will continue to complete monthly site inspections.

APPENDICES:

N/A

Prepared by:
Tricia Agnew, Human Resources Manager

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 202094

SUBJECT: Employee Retention and Turnover Metrics Report – July 18, 2024

RECOMMENDATION:

That the Employee Retention and Turnover Metrics report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) regularly reviews employee retention and turnover to support its commitment to attracting and retaining talent.
- OPL has seen the separation rate trending slightly lower to previous years. The majority of voluntary separations were due to end of contracts for which there were no further opportunities to retain the temporary staff.

BACKGROUND:

As of Q2 2024, OPL had a total of 8 employees who separated as indicated in Chart 2.

To date, OPL has seeing a slight decrease in voluntary separations from OPL as previous years. The primary reason for separation is “End of Contract” in 2024. The contracts were replacements for permanent staff and no further opportunities were available for those contract employees upon completion.

The remaining separations were considered as natural attrition for the organization based on turnover rate percentage (Chart 1) seen year-over-year except for the passing of Folarin Agbaje which is reflected under the “Other” category. While OPL has stabilized its turnover rate since 2023, OPL continues to expect separation as it recognizes both personal growth and transitions, such as retirement and career

advancement, for employees. OPL will continue to monitor the reason for separation to ensure a healthy retention rate.

Chart 1: Turnover Rate

Turnover Rate % (as of June 30)	
2022	11.45%
2023	6.82%
2024	5.76%

Chart 2: Reasons for Turnover

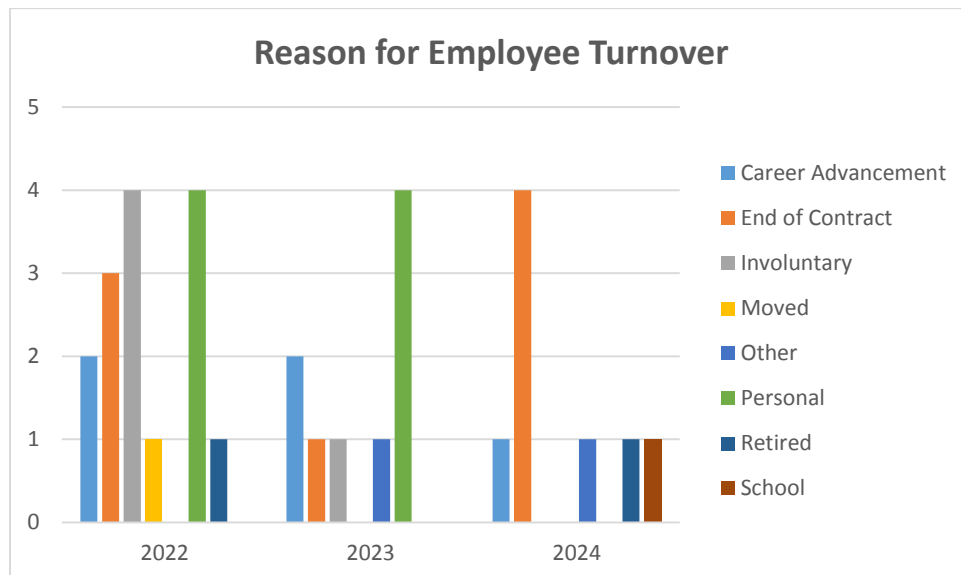


Chart 3: Employment Status/Turnover Rate

Employment Status	
Full-time	2%
Part-time	12%
Casual	0%

Chart 4: Retention

Retention Rate % (Q2 2024)
83%

Definitions

- Retention Rate % calculation - $\# \text{ of staff with 1+ years} \times 100 / \# \text{ of employees at the beginning of a period (January 1)}$
- Turnover rate % calculation - $\# \text{ of employees separated} / \# \text{ of employees at the beginning of a period (January 1)}$
- Reasons for separation:
 - Personal – Defined based on Service Canada's Record of Employment (ROE) with the exception of Career and Retired
 - Other – Defined based on Service Canada's Record of Employment to account for exceptional circumstances (i.e. Death)
- Employment status/turnover rate % calculation - $\# \text{ of employees separated} / \# \text{ of employees at the beginning of a period (January 1)}$

Prepared by:
Tricia Agnew, Manager, Human Resources

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

**SUBJECT: Occupational Health, Safety and Workplace Violence Policy –
July 18, 2024**

RECOMMENDATION:

That the Occupational Health, Safety and Workplace Violence Policy be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) Board annually reviews the Occupational Health, Safety and Workplace Violence Policy (Appendix B) and it was last reviewed in July 2023.
- The policy has been reviewed against the Town of Oakville's Occupational Health, Safety, and Workplace Violence Policy to ensure alignment. No changes have been made to the Town of Oakville's policy and OPL recommends maintaining the current policy.

BACKGROUND:

OPL has an Occupational Health, Safety, and Workplace Violence Policy (Appendix B) that was last reviewed in July 2023. The Occupational Health, Safety, and Workplace Violence Policy is reviewed annually by the OPL Board.

COMMENT/OPTIONS:

OPL aligns the Occupational Health, Safety, and Workplace Violence Policy to the Town of Oakville's policy. There are no noted changes to the Town of Oakville's policy. As such, OPL recommends maintaining the current policy (Appendix A).

APPENDICES:

Appendix A –Occupational Health, Safety, and Workplace Violence Policy (2024)

Appendix B – Occupational Health, Safety, and Workplace Violence Policy (2023)

Prepared by:

Tricia Agnew, Manager, Human Resources

Submitted by:

Tara Wong, Chief Executive Officer



Occupational Health, Safety & Workplace Violence

Policy Number:	HR-007
Policy Category:	Human Resources
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	July 20, 2023
Effective date:	July 20, 2023
Next Review Date:	2024-2025
Supersedes:	December 2022
	<u>July 2023</u>

PURPOSE STATEMENT:

The purpose of this policy is to ensure that all library workplaces and facilities are in compliance with the *Occupational Health and Safety Act* and regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment. The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health, safety and prevent workplace illness and injuries, harassment and workplace violence.

SCOPE:

This policy applies to all library employees (including but not limited to full-time, part-time, students, volunteers, interns), contractors, sub-contractors, consultants, workers and every person accessing the Library for services.

POLICY STATEMENT:

Oakville Public Library (OPL), in the performance of its services, is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated. OPL will follow the guidelines and directives of the federal, provincial and regional government authorities, including the branches of public health.

Every worker, contract worker and sub-contractor, including every person accessing library property for services, must protect his or her own health and safety by complying with the law and with the safe work practices and procedures established and required by the Library.

All levels of supervisors will be held accountable for the health and safety of workers under their supervision.

The Library provides a safe and healthy workplace by supporting a formal program of education and training, including those required by federal, provincial, and regional government authorities (including the branches of public health); by preventing accidents, workplace harassment and violence, including domestic violence in the workplace; and by

reducing injuries and occupational illness through accident investigations, follow up action and the recommendations of the Joint Health and Safety Committee (JHSC).

RESPONSIBILITIES

Employer:

- Comply with all regulations made under *Occupational Health & Safety Act*;
- Develop and implement an occupational health and safety program and policy;
- Ensure that all staff and contractors are aware of and effectively practice the policies and procedures set out;
- Take all reasonable precautions to protect the health and safety of workers;
- Ensure that equipment, materials and protective equipment are maintained in good condition;
- Provide information, instruction and supervision to protect worker health and safety;
- Co-operate with the JHSC;
- Provide ongoing health and safety education or training programs and approved first aid training courses as required.

Employees:

Employees have a general duty to take responsibility for personal health and safety, which means they should not behave or operate equipment in a way that would endanger themselves or others.

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Participate in education and training;
- Report any incidents, near misses, injuries or illnesses;
- Suggest ways to eliminate hazards or control risk;
- Use any equipment, protective devices or clothing required by the employer;
- Report any known workplace hazard to the employer or leader.

Leaders:

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Provide instructions to employee about health and safety work procedures. As part of the routine duties, the leader shall require employees to use personal protective equipment as appropriate;
- Provide an example for others by always directing and performing work in a safe manner;

- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action;
- Enforce all established safety regulations and work methods. Take corrective action as necessary;
- Report all incidents immediately, investigate all incidents fully, and advise senior management on how to prevent similar incidents in the future.

Joint Health & Safety Committee (JHSC):

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Identify health and safety issues or situations;
- Makes recommendations to OPL to improve the health and safety of workers and strives to resolves any issues that arise around issues of health and safety.

REFERENCES:

Occupational Health and Safety Act (OHSA)

Ontario Human Rights Code



Occupational Health, Safety & Workplace Violence

Policy Number:	HR-007
Policy Category:	Human Resources
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	July 20, 2023
Effective date:	July 20, 2023
Review Date:	2024
Supersedes:	December 2022

PURPOSE STATEMENT:

The purpose of this policy is to ensure that all library workplaces and facilities are in compliance with the *Occupational Health and Safety Act* and regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment. The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health, safety and prevent workplace illness and injuries, harassment and workplace violence.

SCOPE:

This policy applies to all library employees (including but not limited to full-time, part-time, students, volunteers, interns), contractors, sub-contractors, consultants, workers and every person accessing the Library for services.

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Oakville Public Library (OPL), in the performance of its services, is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated. OPL will follow the guidelines and directives of the federal, provincial and regional government authorities, including the branches of public health.

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All levels of supervisors will be held accountable for the health and safety of workers under their supervision.

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reducing injuries and occupational illness through accident investigations, follow up action and the recommendations of the Joint Health and Safety Committee (JHSC).

RESPONSIBILITIES

Employer:

- Comply with all regulations made under *Occupational Health & Safety Act*;
- Develop and implement an occupational health and safety program and policy;
- Ensure that all staff and contractors are aware of and effectively practice the policies and procedures set out;
- Take all reasonable precautions to protect the health and safety of workers;
- Ensure that equipment, materials and protective equipment are maintained in good condition;
- Provide information, instruction and supervision to protect worker health and safety;
- Co-operate with the JHSC;
- Provide ongoing health and safety education or training programs and approved first aid training courses as required.

Employees:

Employees have a general duty to take responsibility for personal health and safety, which means they should not behave or operate equipment in a way that would endanger themselves or others.

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Participate in education and training;
- Report any incidents, near misses, injuries or illnesses;
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- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Provide instructions to employee about health and safety work procedures. As part of the routine duties, the leader shall require employees to use personal protective equipment as appropriate;
- Provide an example for others by always directing and performing work in a safe manner;

- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action;
- Enforce all established safety regulations and work methods. Take corrective action as necessary;
- Report all incidents immediately, investigate all incidents fully, and advise senior management on how to prevent similar incidents in the future.

Joint Health & Safety Committee (JHSC):

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Identify health and safety issues or situations;
- Makes recommendations to OPL to improve the health and safety of workers and strives to resolves any issues that arise around issues of health and safety.

REFERENCES:

Occupational Health and Safety Act (OHSA)

Ontario Human Rights Code

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: YTD Financial Status Indicators May 2024

RECOMMENDATION:

That the Year-to-date (YTD) Financial Status Indicators report as of May 31, 2024 be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- On-going monitoring of financial reports are important to give an indication of the financial status of the Oakville Public Library (OPL) and provide opportunity to mitigate potential variances in a timely manner.
- The Board is provided with detailed quarterly financial projections on operating results, and reports on capital spending and reserve funds.
- The monthly update is at a point in time, and it is staff's responsibility to bring any potential concerns to the Board's attention.

BACKGROUND:

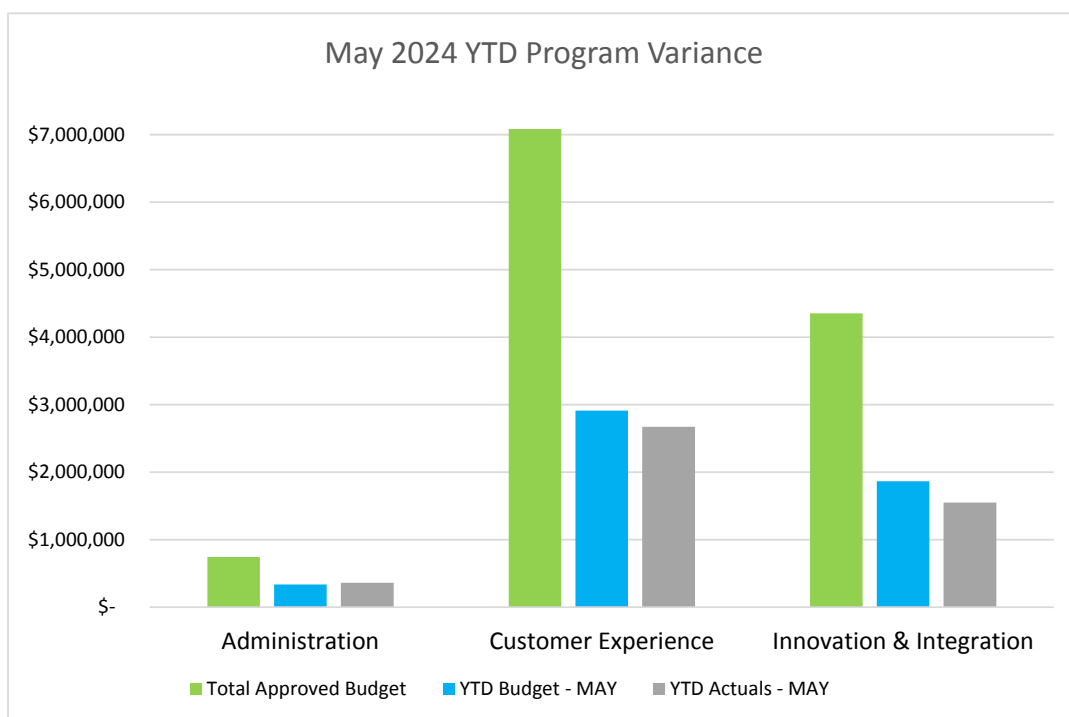
It is important that financial reports are monitored monthly to give an indication of the financial status and sustainability of the OPL and provide opportunity to mitigate potential variances in a timely manner. It is staff's responsibility to monitor the detailed financial activity on an on-going basis throughout the year and update the Board with any concerns.

To keep the Board informed, staff provide the Board high-level financial status updates regularly, and a detailed comprehensive report on a quarterly basis. The quarterly report includes an overview of all financial related matters including operating, capital and reserve funds and provides the Board with a clear picture of the year end expected financial outcome. The monthly update is a point in time.

COMMENT/OPTIONS:

The following charts provide an overview of the current financial status of the budgeted programs for the OPL. The results are based on May 31, 2024, year-to-date actuals (YTD Actuals) compared to the “anticipated” budget typically incurred as of May (YTD Budget). In addition, for information purposes, the total approved budget for 2024 has also been included.

The following chart illustrates spending by service area, budget compared to actuals, as of May 31, 2024:

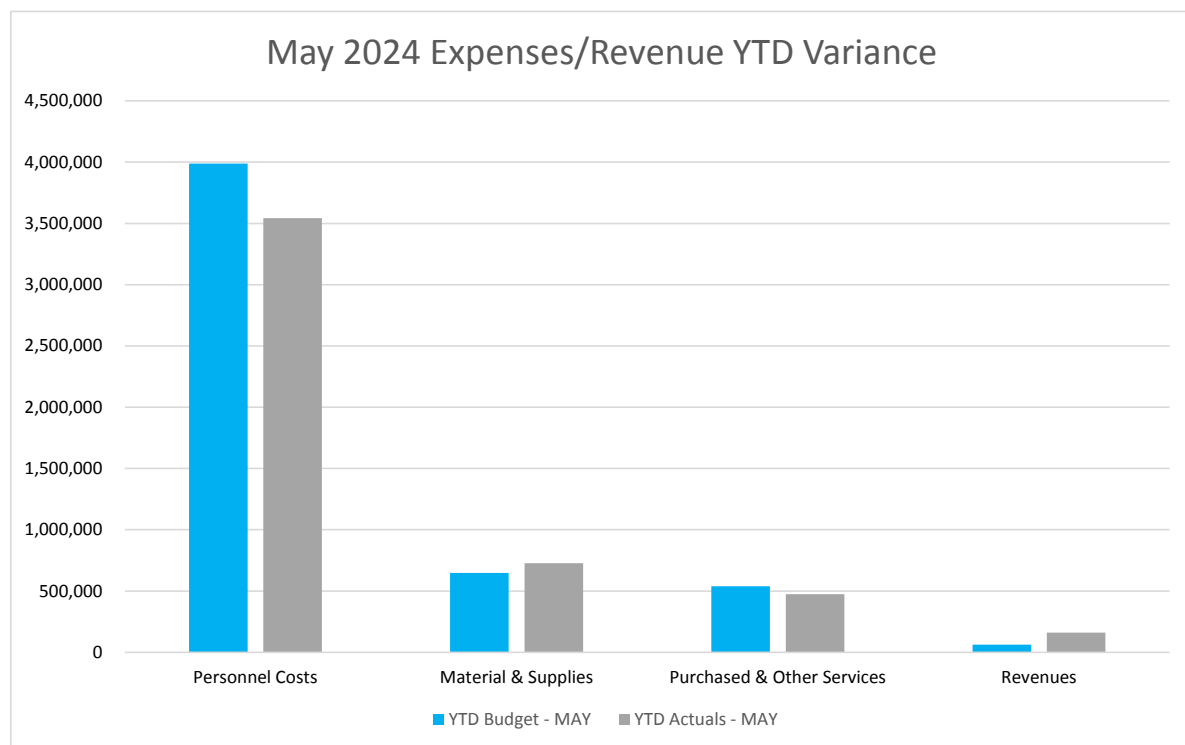


Administrative Services spending to May 31st is slightly over the year-to-date budget primarily for the higher spending to date on training and development for the Ontario Library Association annual conference and membership dues and subscriptions for payment of memberships for Federation of Ontario Public Libraries and the Canadian Urban Library Council (CULC). There are no issues with overall budgeted spending in Administrative Services.

Customer Experience is under budget year-to-date, primarily for savings in personnel services and benefits due to some staffing vacancies at the branches. As well, higher photocopier rental revenue year-to-date is contributing to the surplus.

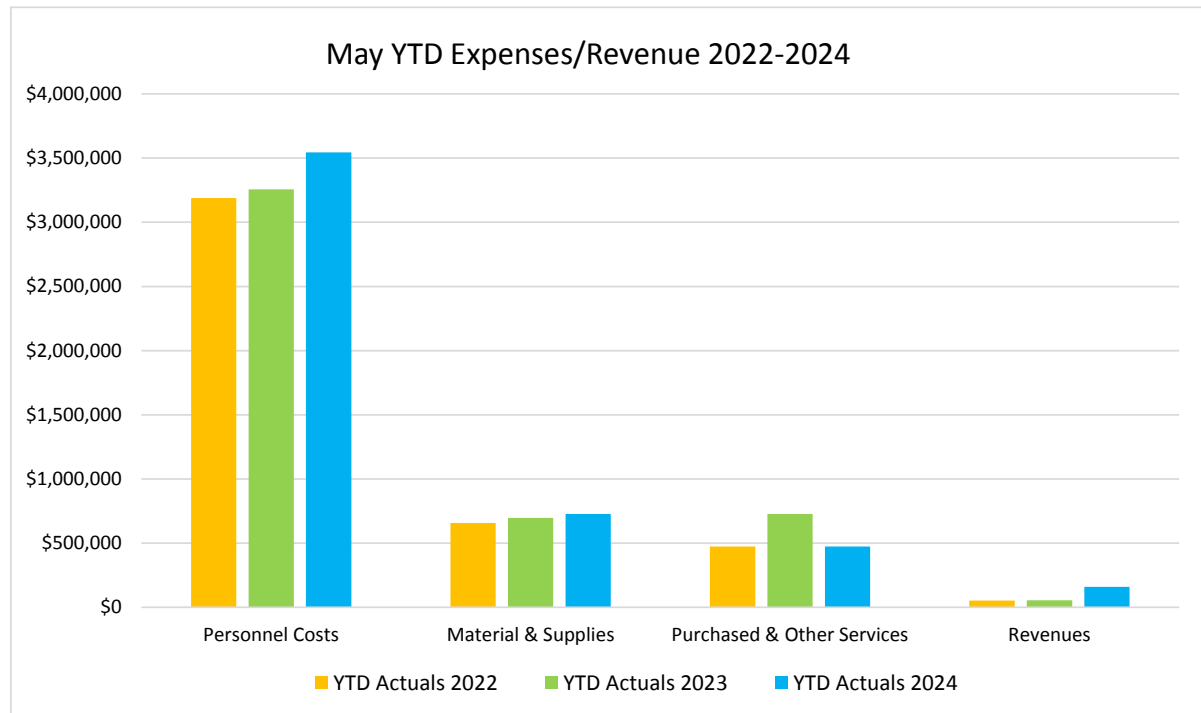
Innovation and Integration is also under budget year-to-date. There are some savings in staffing costs for Collections Services due to retirements and staff turnover, as well as evaluating the current jobs to ensure alignment with the updated service delivery for the section. Collections spending is higher year-to-date which offsets some of the savings. Purchased services is showing savings year-to-date due to timing of spending on development initiatives, as well as materials processing. Revenues are also showing a surplus year-to-date due to the Elder-in-Residence grant that is unbudgeted and will be spent in 2024.

The following chart illustrates expenditures by type and revenues, budget compared to actuals, as of May 31, 2024:



Personnel costs are showing savings year-to-date compared to budget due to some vacancies in both full and part-time positions in both Customer Experience and Collections Services sections. Materials and supplies spending is higher than budgeted year-to-date primarily for collections purchases which is based on timing of receipt of materials. Purchased Services also has savings year-to-date primarily just based on timing of expenses being incurred. Revenues are showing higher than budgeted year-to-date due to the unbudgeted Elder-in-Residence grant of approximately \$101,000 that will be spent in 2024.

The following chart compares May 31, 2024 expenditures and revenues to previous years:



Personnel costs continue to increase, in part due to inflation, but also reduced vacancies year over year. Materials and supplies spending is higher than previous years to date and is primarily for higher spending in collection materials. Purchased services spending is lower for 2024 year-to-date as there was still touchpoint cleaning being done in the first half of 2023, as well as the courier service which was operating until summer of 2023. Now that the OPL is operating this service in-house, the costs are being incurred in several budget lines (staffing, fuel, insurance, etc.). Finally, revenues are higher year-to-date with the unbudgeted Elder-in-Residence grant of approximately \$101,000 that will be spent in 2024.

APPENDICES:

Appendix A – May 2024 Report

Prepared by:

Belinda Wiersma CPA CA, Senior Financial Analyst

Submitted by:

Tara Wong CEO, OPL

Appendix A

May 2024 Year-to-Date Net Costs by Service

	May 2024	May 2024	2024	2024	2024
	Year-to-Date	Year-to-Date	Year-to-Date	Year-to-Date	Annual
	Budget	Actuals	Variance (\$)	Variance (%)	Budget
Oakville Public Library					
Administrative Services	337,081	362,563	(25,482)	(7.6%)	742,400
Customer Experience	2,910,864	2,672,072	238,792	8.2%	7,084,100
Innovation and Integration	1,865,050	1,549,239	315,811	16.9%	4,353,300
Total Oakville Public Library	5,112,995	4,583,874	529,121	10.3%	12,179,800

May 2024 Year-to-Date Costs by Cost Category

	May 2024	2024	2024	2024	2024
	Year-to-Date	Year-to-Date	Year-to-Date	Year-to-Date	Annual
	Budget	Actuals	Variance (\$)	Variance (%)	Budget
EXPENSES					
Personnel Services & Benefits	3,987,810	3,543,603	444,207	11.1%	9,677,500
Materials & Supplies	645,408	719,196	(73,788)	(11.4%)	1,650,900
Capital out of Operations	2,451	7,344	(4,893)	(199.6%)	20,200
Purchased Services	445,498	384,270	61,228	13.7%	1,258,100
Payments & Grants	5,318	5,309	9	0.2%	12,500
Internal Expenses & Transfers	88,762	84,937	3,825	4.3%	339,700
Total EXPENSES	5,175,247	4,744,659	430,588	13.5%	12,958,900
REVENUES					
External Revenues	(62,252)	(160,785)	98,533	(158.3%)	(400,300)
Internal Recovery & Fund Transfers					(378,800)
Total REVENUES	(62,252)	(160,785)	98,533	(280.1%)	(779,100)
Total Oakville Public Library	5,112,995	4,583,874	529,121	10.3%	12,179,800

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Future of the Sixteen Mile Temporary Branch – July 18, 2024

RECOMMENDATION:

That the Sixteen Mile Temporary Library Branch Relocation report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- On May 1st, 2019, OPL opened the Sixteen Mile temporary branch to provide library services to the surrounding community in advance of the permanent library scheduled for 2028/29.
- On March 29, 2021, Town Council approved a report that advanced the construction of North Park including the permanent Sixteen Mile branch.
- In May 2021, it was identified that the Sixteen Mile branch would need to be re-located by August 2022 to accommodate work required for the park component of the North Park project and the branch was subsequently relocated in 2022 to the North Operations Center.
- Roads and Works and Parks and Open Space departments have identified the need for growth at the North Operations location and the current placement of the Sixteen Mile Branch is located within the growth area and needs to relocate by approx. 2027. In the interim, there is interest in using the Sixteen Mile branch by these two departments once it is vacated by OPL in 2025 as an interim measure.
- With Sixteen Mile Branch (permanent) targeted to open in Q3 2025, OPL staff are reviewing community needs identified through the draft Parks, Recreation and Library Master Plan and possible land options for the temporary facility.

- The current proposed operating model for the 2025 budget assumes that the current facility staff, collections, and equipment will be incorporated into the new branch when it opens.

BACKGROUND:

In 2017, it was identified that the growth in North Oakville and demand for library and recreation services needed to be addressed in advance of the planned build of a new library branch and recreation center targeted for 2028/29. It was proposed that a temporary and modular branch be constructed at Sixteen Mile Sports Complex to address resident needs/demands in advance of the permanent facility. OPL partnered with Recreation and Culture to share the space and allow recreation programs to be offered. As such, the temporary branch offers fewer open hours than the rest of the system (excluding Clearview) to allow for recreation programming. The temporary space was design to be portable and able to move to a new location once the permanent branch opened.

The temporary branch opened May 1, 2019, on the grounds of the Sixteen Mile Sports Complex. The 5,000 sq. ft facility was well received by the community and allowed OPL and Recreation and Culture to support the surrounding community.

At the March 29, 2021, Council Meeting, a report from Mayor Burton that advanced the design and construction of the North Park Recreation Center and Library as well as advancing the construction of outdoor sports fields and park amenities was approved. In May 2021, it was identified that the temporary Sixteen Mile branch would need to be relocated from its current location to allow for the construction of the outdoor fields and facilities.

The branch was relocated to its new temporary home at North Operations Center and re-opened on October 3, 2022.

Roads and Works and Parks and Open Space departments have identified the need for growth at the North Operations location and the current placement of the Sixteen Mile Branch is located within the growth area and needs to relocate by approx. 2027. In the interim, there is interest in using the Sixteen Mile branch by these two departments once it is vacated in 2025 as an interim measure.

With the permanent Sixteen Mile Branch currently under construction and targeted for opening in Q3 2025, OPL is starting to review options for the future of the temporary facility.

COMMENT/OPTIONS:

The initial concept for the temporary Sixteen Mile branch was to build a space that was large enough to meet the initial needs of a growing community in advance of a permanent full-service branch and able to be deconstructed and moved to another high-growth area once it is no longer needed within its current neighbourhood.

The facility has already moved once from Sixteen Mile Sports Complex to the North Operations Center at a cost of \$1,287,981.

OPL is currently working with the Realty Services team as part of their Land Acquisition / Disposition Strategy to identify possible locations within the town that would also align with the upcoming Parks, Recreation and Library Master plan. OPL is looking for a long-term location to contain costs and to acknowledge that every move shortens the life of the facility which was originally estimated at 30+ years.

Other factors being considering are timing related to the growth needs of the North Operations Center. The current location of the temporary facility interferes with future for the center, however there is interested from Roads and Works and Parks and Open Space to use the facility temporarily after Sixteen Mile (permanent) has opened and before its new location as been identified. There may be interest from the Town to permanently use the facility and this option will be explored along with continuing to use the space as a library at a new location.

OPL is targeting a recommendation for OPL Board consideration regarding the future location of the temporary facility in Q1 2025.

Prepared and submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Non-Union Vacation Entitlement – July 18, 2024

RECOMMENDATION:

That the Non-Union Vacation Entitlement report be received and that the updates to the non-union vacation entitlement be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- In June 2023, Town of Oakville council received updates to the Vacation Entitlement Procedure for non-union staff to ensure that the Town remains competitive for attraction and retention purposes and work-life balance.
- During negotiations between CUPE 5348 and OPL, the parties agreed to a single vacation entitlement chart for unionized staff that aligns with the Town of Oakville vacation entitlement chart.
- OPL recommends aligning the vacation entitlement chart for the non-union group. There is minimal financial impact as 98% of the non-union staff are permanent full-time and salaried. OPL currently has one part-time hourly staff as non-union.

BACKGROUND:

The Town of Oakville provided to Council on June 19, 2023 revisions to the Vacation Entitlement Procedure for non-union staff. The updates included changes to the vacation entitlement chart which has shorten the time it takes to get the next level of vacation.

These updates for Town of Oakville non-union staff were made to ensure that the Town remains competitive to attract and retain staff in addition to positively impacting employees' mental health and work-life balance.

As of June 21, 2024, OPL and CUPE 5348 agreed to a vacation entitlement chart to align with the Town of Oakville for unionized staff. OPL is now looking to implement the same chart for all non-union staff.

COMMENT/OPTIONS:

With the recent changes to the CUPE 5348 and to continue to align with the Town of Oakville where possible, OPL recommends updating the vacation entitlement chart for the non-union group. If approved the changes would come into effect as of July 1, 2024. Non-union employees who are entitled to an increase in vacation will receive a pro-rated amount for the remainder of the year.

The current vacation entitlement chart is:

Years of Service	Number of Weeks Annually	% of Earnings (PT paid in lieu)
Less than 2 years	2	4
More than 2 years but less than 5 years	3	6
More than 5 years but less than 15 years	4	8
More than 15 years but less than 25 years	5	10
25 years and over	6	12

The updated vacation entitlement chart would be as follows:

Years of Service	Number of Weeks Annually	% of Earnings (PT/CAS paid in lieu)
Start – 6 years	3	6
7 -13 years	4	8
14 -19 years	5	10
20 years and over	6	12

With 98% of the non-union group as salaried employees, there is minimal financial impact for the update to the vacation entitlement chart. The approximate cost would be less than \$1000.00.

The Vacation Entitlement Procedure will be updated with revised vacation entitlement chart, if approved.

Prepared by:
Tricia Agnew, Manager HR

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Political Use of Space and Resources policy – July 18, 2024

RECOMMENDATION:

That the Political Use of Space and Resources policy be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Political Use of Space and Resources policy was approved by the OPL Board in May 2023 and slated for review in 2026.
- In May 2024, the Town of Oakville updated their Use of Corporate Resources during an Election Period policy.
- The Political Use of Space and Resources policy is based on the Town policy and the update from May 2024, has been incorporated into to the OPL policy to ensure alignment.
- The update primarily addresses the ability of candidates to use videos that have been posted to OPL's YouTube in accordance with YouTube's Terms of Service.

BACKGROUND:

The Political Use of Space and Resources policy was approved by the OPL Board May 2023 and slated for review in 2026. However, the Town of Oakville introduced an update to their Use of Corporate Resources during an Election Period policy in May 2024 that was subsequently approved by Council.

OPL's Political Use of Space and Resources policy is based on the Town's Use of Corporate Resources during an Election Period policy and is reviewed whenever an update is made to the Town policy.

COMMENT/OPTIONS:

Town updates to the Use of Corporate Resources during an Election Period policy included:

- clarity around candidate usage of the Town's YouTube and
- that complaints or concerns related to campaign finances may be addressed through the compliance audit process outlined in Section 88.33 of the Municipal Elections Act.

OPL has a YouTube channel and as such the town's update has been incorporated to allow candidates the ability to use videos posted to Oakville Public Library YouTube Channel, in accordance with YouTube's Terms of Service. The update has been highlighted within Appendix A for easy review.

The second update to the Use of Corporate Resources during an Election Period policy does not pertain to OPL and has not been added to the Political Use of Space and Resources policy.

The proposed update is intended to improve clarity regarding the use of municipal resources during an election period, ensure compliance with legal obligations, offer a fair and consistent experience for all candidates, and uphold the integrity of the electoral process.

APPENDICES:

Appendix A - Political Use of Space and Resources policy (2024)

Appendix B - Political Use of Space and Resources policy (2023)

Appendix C - Use of Corporate Resources during an Election Period policy

Prepared and Submitted by:
Tara Wong, CEO

Political Use of Space and Resources Policy

Policy Number:	PS-008
Policy Category:	General
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	July 18, 2024
Effective date:	
Next Review Period:	2026
Supersedes:	Election Related Resources Policy

Purpose:

The public library is a foundational institution for informed and inclusive democracies, and it plays an important role in civic dialogue and debate. Oakville Public Library (Library) must always act and appear to act in a non-partisan way, especially during elections and referendums, while supporting the democratic process, freedom of expression, and informed discussion on social and political issues.

The *Municipal Elections Act, 1996*, as amended, prohibits municipal boards including the Library from making campaign contributions to municipal candidates or registered third parties. This policy supports compliance with the *Municipal Elections Act, 1996*, as amended, the Code of Conduct for Members of Council and Local Board Members, and the Employee Code of Conduct.

The Library may engage in non-partisan activities that encourage political participation and voter awareness. Examples of such activities include using physical library space to serve as polling stations or library physical or virtual space to host all-candidate meetings/forums or to host programs and discussions about relevant current issues.

Scope:

This policy applies to all Members of Council, Town of Oakville or library staff, OPL Board members, volunteers, registered election candidates, registered third parties, and members of the public.

Policy Statement:

Political Participation

The Library encourages democratic participation and awareness through elections, demonstrations, and sharing of information on topics of political interest, in accordance with the Customer Code of Conduct Policy and Intellectual Freedom Policy.

Individuals who are conducting activities covered by this policy within library spaces must not intimidate or harass library users; must not block, hinder, or impede travel to or from the Library, and must not disrupt the orderly operation of the Library and its services.

Posting or distributing partisan campaign or election material in libraries or on library property is not permitted. Registered candidates for political office, and registered third party advertisers may not use open Library space or property to solicit or advocate among library users and may not use open Library space or property to make public statements or host media events, unless they are part of a shared Library program or announcement.

Elections

Library resources, assets or funding may not be used for any election related purposes, except as identified in this procedure.

1. Election campaigning

- a) Election campaign materials may not be displayed at Library facilities, unless otherwise outlined in this procedure.
- b) Library owned, rented or run assets and facilities may be rented in accordance with Library policy and procedures and current rates and fees for election campaign activities providing the rental is available to all candidates and third parties. Use of rentals are subject to the following conditions:
 - i. All election campaign materials must only be displayed within the allotted rental period in the allotted rented area designated in the rental agreement; and
 - ii. Rentals for campaign related activities are not permitted from the first date of advance voting to the day after voting day.
 - iii. “All candidates” meetings can be held at the Library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.
- c) Registered candidates and registered third parties may attend Library organized or funded events during a campaign period, but may not display or distribute any campaign materials.

2. Use of corporate identifiers and resources

- a) The Library’s corporate logo, corporate branding, slogan or other corporate identifiers or that of its affiliates, shall not be used by any other body or person for any election campaign-related purposes.
- b) Registered candidates and registered third parties may not use photographs, videos, electronic images, or graphics, produced by the town or its affiliates. However, use of Oakville Public Library videos that are posted to YouTube is permitted, allowing the use

of such videos in election campaign material, in accordance with YouTube's Terms of Service

- c) Use of photographs or videos not produced by the Library or its affiliates, and taken from a publicly accessible place, in campaign advertising containing the corporate logo, corporate branding, slogan or other corporate identifiers is not in contravention of paragraph 2(a) of this procedure.
- d) Corporate resources shall not be used for:
 - a. the printing or distribution of any material that illustrates that a member of Council or any other individual is registered or intends to run for office; or
 - b. the printing or distribution of any campaign material that makes reference to, or contains the names or photographs, or identifies registered candidates.
- e) No Library consumable materials, such as toner and paper, associated with computer systems shall be used for election campaign-related purposes.
- f) Lists and files produced using Library resources, with the exception of lists produced for election purposes in accordance with the Municipal Elections Act, 1996, may not be used for any election campaign-related purposes.
- g) In accordance with the Online Communications Policy, the Library will not publish any material used to promote individual political opinions or campaigns.

3. Oakville Public Library Staff and Volunteers

- a) In accordance with the Employee Code of Conduct, Library staff and volunteers, including any contractors providing services to the Library shall not canvass or actively work for any candidate or registered third party during hours in which the staff/contractor is receiving compensation from the Library or in the case of volunteers during their scheduled volunteer hours.
- b) The Library and library staff and volunteers will not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, partisan organization, or group.

4. Library services

- a) The following Library services shall be discontinued for Members of Council as of nomination day:
 - i. all forms of advertising, including advertising in Library publications; and
 - ii. all printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by the Library.

5. Technology related provisions

- a) Any links to external personal sites from an individual Member of Council serving on the Library Board on the Library website will be removed the date nomination papers are filed during a municipal election year. These links may include election-related web sites, social media links or domain names.
- b) Websites, domain names, emails, or other corporate systems that are funded by the Library shall not include any election-related campaign material or links to sites that feature election-related campaign material.
- c) Registered candidates and Members of Council may not use the Library website, domain names, and other systems, for campaigning or display of any.
- d) Election-related materials. Links to the Library's website are permitted from a candidate's election website for the purpose of obtaining information about the election or sharing program/service information.

Appendix B

Political Use of Space and Resources Policy

Policy Number:	PS-008
Policy Category:	General
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	May 18, 2023
Effective date:	May 19, 2023
Next Review Period:	2026
Supersedes:	Election Related Resources Policy

Purpose:

The public library is a foundational institution for informed and inclusive democracies, and it plays an important role in civic dialogue and debate. Oakville Public Library (Library) must always act and appear to act in a non-partisan way, especially during elections and referendums, while supporting the democratic process, freedom of expression, and informed discussion on social and political issues.

The *Municipal Elections Act, 1996*, as amended, prohibits municipal boards including the Library from making campaign contributions to municipal candidates or registered third parties. This policy supports compliance with the *Municipal Elections Act, 1996*, as amended, the Code of Conduct for Members of Council and Local Board Members, and the Employee Code of Conduct.

The Library may engage in non-partisan activities that encourage political participation and voter awareness. Examples of such activities include using physical library space to serve as polling stations or library physical or virtual space to host all-candidate meetings/forums or to host programs and discussions about relevant current issues.

Scope:

This policy applies to all Members of Council, Town of Oakville or library staff, OPL Board members, volunteers, registered election candidates, registered third parties, and members of the public.

Policy Statement:

Political Participation

The Library encourages democratic participation and awareness through elections, demonstrations, and sharing of information on topics of political interest, in accordance with the Customer Code of Conduct Policy and Intellectual Freedom Policy.

Individuals who are conducting activities covered by this policy within library spaces must not intimidate or harass library users; must not block, hinder, or impede travel to or from the Library, and must not disrupt the orderly operation of the Library and its services.

Posting or distributing partisan campaign or election material in libraries or on library property is not permitted. Registered candidates for political office, and registered third party advertisers may not use open Library space or property to solicit or advocate among library users and may not use open Library space or property to make public statements or host media events, unless they are part of a shared Library program or announcement.

Elections

Library resources, assets or funding may not be used for any election related purposes, except as identified in this procedure.

1. Election campaigning

- a) Election campaign materials may not be displayed at Library facilities, unless otherwise outlined in this procedure.
- b) Library owned, rented or run assets and facilities may be rented in accordance with Library policy and procedures and current rates and fees for election campaign activities providing the rental is available to all candidates and third parties. Use of rentals are subject to the following conditions:
 - i. All election campaign materials must only be displayed within the allotted rental period in the allotted rented area designated in the rental agreement; and
 - ii. Rentals for campaign related activities are not permitted from the first date of advance voting to the day after voting day.
 - iii. "All candidates" meetings can be held at the Library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.
- c) Registered candidates and registered third parties may attend Library organized or funded events during a campaign period, but may not display or distribute any campaign materials.

2. Use of corporate identifiers and resources

- a) The Library's corporate logo, corporate branding, slogan or other corporate identifiers or that of its affiliates, shall not be used by any other body or person for any election campaign-related purposes.
- b) Registered candidates and registered third parties may not use photographs, videos, electronic images, or graphics, produced by the town or its affiliates.

- c) Use of photographs or videos not produced by the Library or its affiliates, and taken from a publicly accessible place, in campaign advertising containing the corporate logo, corporate branding, slogan or other corporate identifiers is not in contravention of paragraph 2(a) of this procedure.
- d) Corporate resources shall not be used for:
 - a. the printing or distribution of any material that illustrates that a member of Council or any other individual is registered or intends to run for office; or
 - b. the printing or distribution of any campaign material that makes reference to, or contains the names or photographs, or identifies registered candidates.
- e) No Library consumable materials, such as toner and paper, associated with computer systems shall be used for election campaign-related purposes.
- f) Lists and files produced using Library resources, with the exception of lists produced for election purposes in accordance with the Municipal Elections Act, 1996, may not be used for any election campaign-related purposes.
- g) In accordance with the Online Communications Policy, the Library will not publish any material used to promote individual political opinions or campaigns.

3. Oakville Public Library Staff and Volunteers

- a) In accordance with the Employee Code of Conduct, Library staff and volunteers, including any contractors providing services to the Library shall not canvass or actively work for any candidate or registered third party during hours in which the staff/contractor is receiving compensation from the Library or in the case of volunteers during their scheduled volunteer hours.
- b) The Library and library staff and volunteers will not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, partisan organization, or group.

4. Library services

- a) The following Library services shall be discontinued for Members of Council as of nomination day:
 - i. all forms of advertising, including advertising in Library publications; and
 - ii. all printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by the Library.

5. Technology related provisions

- a) Any links to external personal sites from an individual Member of Council serving on the Library Board on the Library website will be removed the date nomination papers

- are filed during a municipal election year. These links may include election-related web sites, social media links or domain names.
- b) Websites, domain names, emails, or other corporate systems that are funded by the Library shall not include any election-related campaign material or links to sites that feature election-related campaign material.
 - c) Registered candidates and Members of Council may not use the Library website, domain names, and other systems, for campaigning or display of any.
 - d) Election-related materials. Links to the Library's website are permitted from a candidate's election website for the purpose of obtaining information about the election or sharing program/service information.

Use of Corporate Resources During an Election Period

Procedure number: G-ELE-001-001
Parent policy number: G-ELE-001
Section: Governance
Sub-section: Election
Author(s): Clerk's Department

Authority: Council
Effective date: 2005-12-19
Review by date: *Council approval date*
Last modified: 2022-01-31

Purpose statement

The *Municipal Elections Act, 1996*, as amended, requires municipalities to establish rules and procedures with respect to the use of municipal resources during an election period. Municipalities are prohibited from making campaign contributions to municipal candidates or registered third parties. As a campaign contribution may take the form of money, goods or services, this procedure provides a fair and consistent approach on how municipal corporate resources can and cannot be used during a municipal election as well as provincial and federal elections. This procedure supports compliance with the *Municipal Elections Act, 1996*, as amended, the Council Code of Conduct, Code of Conduct for Members of Local Boards and Advisory Committees, and the Employee Code of Conduct.

This procedure recognizes that Members of Council are holders of their office until the end of the term and supports them in continuing to fulfill their responsibilities as Members of Council. Nothing in this procedure shall preclude a Member of Council from performing their duty as an elected official, nor inhibit them from representing the interests of their constituents, even during a municipal election. Members of Council are accountable for their adherence to this Procedure.

This procedure allows the town to balance the need for freedom of expression and assembly of candidates and its legal responsibility to ensure that no candidate, registered third party advertiser or political party is provided with an unfair advantage.

Scope

This procedure applies, where applicable, to municipal council and school board elections or by-elections, provincial or federal elections or by-elections, and referendums.

This procedure applies to:

- all candidates for a municipal election or by-election;
- all candidates for a provincial or federal election or by-election;
- all elected officials of the town including those not seeking re-election;
- all municipal staff, including individuals employed by the offices of the elected officials;
- registered third parties; and members of the public.

Procedure

Corporate resources, assets or funding may not be used for any election-related purposes, except as identified in this procedure.

1. Election campaigning

- a. Election campaign activities are not permitted at Town Hall (located at 1225 Trafalgar Road).
- b. Election campaign materials may not be displayed at Town of Oakville (town) facilities, unless otherwise outlined in this procedure.
- c. Municipally owned or run assets and facilities, excluding Town Hall, may be rented in accordance with municipal agreements and current rates and fees for election campaign activities provided that the rental is available to the general public. Use of rentals are subject to the following conditions:
 - i. all election campaign materials must only be displayed within the allotted rental period in the allotted rented area designated in the rental agreement;
 - ii. rentals for campaign related activities are not permitted from the first date of advance voting to the day after voting day; and
 - iii. the town reserves the right to refuse or cancel a rental contract at any time, in accordance with the terms of the contract, should it conflict with the town's corporate values or established policies or procedures, or presents a health and safety concern.
- d. The town will not host, organize, or advertise all-candidates meetings or debates. With the exception of Town Hall, use of town facilities for all-candidates meetings or debates is permitted, provided that the rental fee is paid and all candidates for an office are invited to attend and participate.

- e. Election signs on town property are only permitted in compliance with the town's current election sign by-law.
- f. Registered candidates and registered third parties may attend town organized, hosted, or funded events during an election period, but may not display or distribute any campaign materials, or engage in any election related activities.

2. Use of corporate identifiers and resources

- a. The corporate logo identifies the Corporation of the Town of Oakville and is used to represent town programs, services, and facilities. The town's corporate logo has been registered pursuant to the Trademarks Act and is permitted for the Corporation of the Town of Oakville.
- b. The town's corporate logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers or that of its affiliates, shall not be used by registered candidates or registered third parties for any election campaign-related purposes.
- c. Registered candidates and registered third parties may not use photographs, videos, electronic images, or graphics, produced by the town or its affiliates for any election campaign-related purposes. However, use of Town of Oakville videos that are posted to YouTube is permitted, allowing the use of such videos in election campaign material, in accordance with YouTube's Terms of Service.
- d. Use of photographs or videos not produced by the town or its affiliates, and taken from a publicly accessible place, in campaign advertising containing the corporate logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers is not in contravention of paragraph 2(b) of this procedure.
- e. Corporate resources shall not be used for the development, creation, design, printing, or distribution (electronic or print) of:
 - i. any material that illustrates that a member of Council or any other individual is registered or intends to run for office; or
 - ii. any campaign material that makes reference to, or contains the names or photographs, or identifies registered candidates.
 - iii. any material that is linked in any way to an election campaign (i.e. campaign messaging, a campaign logo, or a social media handle or hashtag which links to campaign social media channels, web sites and/or materials).
- f. No town consumable materials, such as toner and paper, associated with computer systems shall be used for election campaign-related purposes.
- g. Town records, lists, and files produced using town resources, with the exception of those specifically made for the use of candidates and registered third party advertisers for election purposes in accordance with the *Municipal Elections Act, 1996*, may not be used by any candidates or registered third party advertiser, unless the database has already been released for public use.
- h. In accordance with the Online Communications policy, the town will not publish any material used to promote individual political opinions or campaigns.

3. Town staff

In accordance with the Employee Code of Conduct, municipal staff and individuals employed by the offices of the elected officials, including any contractor providing services to the town, shall not canvass or actively work for any registered candidate or registered third party during hours in which the staff/contractor is receiving compensation from the town.

4. Town services

- a. During a municipal election period, the following town-based services shall be discontinued for Members of Council as of nomination day:
 - i. All development, creation, design, printing, or distribution of members' flyers, newsletters, advertisements, mail outs, publications, etc., whether electronic or print.
 - ii. Use of municipally owned or run assets and facilities, unless rented in accordance with municipal agreements and current rates and fees (as identified in Section 1(c) of this Procedure).
 - iii. The prohibitions set out in Section 4(a) of this Procedure do not apply to a Member who is acclaimed, or who is retiring from office and, therefore, is not a candidate in the election.
- b. Corporate resources (such as town issued phones and email addresses) shall be provided to current Members of Council for council related purposes and to serve their constituents and shall not be used to support an election campaign.
- c. All town communication will be in accordance with the town's Communication Procedure.

5. Technology related provisions

- a. Any links to external personal sites from an individual Member of Council's landing page on the oakville.ca website will be removed as of the date nomination papers are filed during a municipal election year. These links may include election-related web sites, social media links or domain names.
- b. Websites, domain names, emails, or other corporate systems that are funded by the town shall not include any election-related campaign material or links to sites that feature election-related campaign material. The exception being the official Town of Oakville election website where links to external election campaign websites will be posted during the election period.
- c. Registered candidates, registered third parties, and Members of Council may not use the town website, domain names, and other corporate systems, for campaigning or display of any election-related materials. Links to the town's website are permitted from a campaign election website for the purpose of obtaining information about the election or sharing program/service information.

6. Social media

- a. If a Member of Council uses any social media account for campaigning, such account must not be created or supported by town resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers.
- b. Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the election period, a clear statement on each campaign website or social media account's home page (or profile) indicating that the account is being used for election campaign purposes and is not related to their duties as a Member of Council.
- c. Online communications for official town purposes will be supported in accordance with the town's Online Communications Policy and related procedures.

7. Town organized/hosted events

- a. Members of Council and other elected officials may attend town-organized events and act as participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- b. Where a current Member of Council or elected official is invited to an event, whether a town event or community event, in the capacity of their elected position, they are not to speak of their candidacy, their intention to run, or any campaign-related matters.
- c. Elected officials must adhere to bi-partisan commitments by not including campaign materials (including, but not limited to, uniforms, tents, signage, images, or messaging) that is indicative of their candidacy or associated political party. Materials may make reference to the office they hold/represent (i.e. Council, MP, MPP).
- d. Candidates, registered third party advertisers, ballot question campaigns and their representatives may attend town events in their capacity as private citizens, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- e. Candidates, registered third party advertisers and representatives of ballot question campaigns shall not be invited to deliver formal remarks at a town event in their capacity as a candidate, registered third party advertiser or ballot question campaign representative.

8. Access to information

- a. All registered candidate and registered third party requests for information must adhere with the Requests for Information Procedure.
- b. Information provided to one candidate or registered third party that is of a general nature and may provide valuable guidance to all others will be provided to all registered candidates and registered third parties through the town's web site to ensure equal access to information.

9. Enforcement

- a. The Town of Oakville focuses on being an open, accessible, inclusive and accountable town. The Town Clerk or designate shall have the delegated authority to receive and investigate any written complaint with respect to the alleged use of corporate resources in contravention of this Procedure.
- b. The following options are available for complaints related to election candidates, including Members of Council or Members of Council running for re-election:
 - i. Submit a written complaint to the Town Clerk (townclerk@oakville.ca). Written complaints must set out specific example(s) and corresponding details of how the alleged use of a particular corporate resource may have contravened this Procedure.
 - ii. File an informal or formal complaint in accordance with the town's Integrity Commissioner - Inquiries/Advice Procedure (No investigation shall be commenced or continued under the Council Code of Conduct, nor shall the Integrity Commissioner report to Council respecting an investigation, within the election period). An Integrity Commissioner cannot investigate matters regarding Municipal Elections Act related complaints (including third party advertising) or election campaign finances.
 - iii. Contact the Office of the Ontario Ombudsman.
 - iv. Pursue private legal remedies, including court action.
- c. Complaints or concerns related to campaign finances may be addressed through the compliance audit process outlined in Section 88.33 of the Municipal Elections Act.
- d. Complaints or concerns related to election signs may be submitted to Service Oakville (ServiceOakville@oakville.ca).
- e. Complaints or concerns related to graffiti involving election matters or material may be submitted to Service Oakville (ServiceOakville@oakville.ca).

- f. Complaints or concerns related to actions or behaviours of an egregious nature or any form of hate crime will be transferred to the Halton Regional Police Services.

10. Members of Council running in Provincial and Federal Elections

- a. Members of Council shall not use town resources to host, promote, sponsor or otherwise organize or assist with any event that involves direct participation by candidates at other levels of government, given that there is potential for partisanship, real or perceived, to occur at, or in the organization of, any such event that directly involves candidate participation.
- b. Members of Council may communicate with constituents regarding federal/provincial matters relevant to the ward/Town of Oakville, as well as any issues that have a direct bearing on municipal business between the federal/provincial government and the town, and such communication shall be non-partisan in nature.
- c. The following applies if a Member of Council becomes a candidate in a provincial or federal election/by-election:
 - a. Corporate resources shall only be used for council related purposes and to serve their constituents and shall not be used to support an election campaign.
 - b. A Member, who is a candidate, shall seek guidance from the Town Clerk with respect to responsibilities and obligations required to comply with this Procedure. While certain restrictions may apply in order to ensure compliance with this Procedure and its purpose, it is recognized that the Member may continue to be the elected representative and may remain active in their capacity as the elected official.

Responsibilities

Members of Council

- Understand, support, and comply with this Procedure, Council Code of Conduct, and the Council Remuneration, Resources and Expenses Policy and related procedures.
- Seek clarification of any aspect of this Procedure, as required, and seek independent legal advice, where appropriate.

Town Staff

- Ensure relevant requirements of this Procedure are fulfilled in any duties and activities undertaken in their official position as a town employee.

- Understand and support this Procedure and ensure accountability for their actions.
- Seek clarification of any aspect of this Procedure, as required.

Town Clerk

- Ensure the administration, communication, and interpretation of this Procedure.
- Receive and respond to any complaints, concerns and inquiries/requests for guidance related to this Procedure.
- Delegate in writing any designate(s) assigned to administer any or all of this Procedure.
- Review this Procedure every term of Council through the town's established policy review process and as required by changes to legislation. The Town Clerk is authorized to make minor administrative updates as may be necessary to maintain compliance and consistency with legislation, while respecting and preserving the intent of the Procedure.

Guidance and interpretation

The Town Clerk (or designate) has the authority to provide guidance with respect to election-related matters in relation to this Procedure, and to issue in writing any interpretation on the application of this Procedure and any related approvals or prohibitions. Such guidance, interpretation, approvals, and prohibitions shall be based on the overarching legislative requirement for public funds and resources not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

References and related documents

Council Code of Conduct

Code of Conduct for Members of Local Boards and Advisory Committees

Employee Code of Conduct

Public Notice and Engagement policy

Communications Procedure

Online Communications Policy

[Social Media Guidelines Procedure](#)

Advertising Sales Procedure

Requests for Information Procedure

Municipal Elections Act, 1996, as amended

Town of Oakville Sign By-law

Council Remuneration, Resources and Expenses Policy and related procedures

Definitions

Campaign contribution: anything of value given to influence an election, may take the form of money, goods, or services.

Campaign related activities: any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.

Campaign materials: any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the town's Sign By-law.

Corporate resources: may include facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the town.

Corporate brand: refers to the unique corporate identity, standards, and images associated with the Corporation of the Town of Oakville and is shaped by various elements, including the town's name, logo, visual design (including colours), values, messaging, and overall community strategy.

Crest: For the purposes of this procedure, the town crest is the ceremonial coat of arms to be used exclusively for official town business pertaining to Oakville's elected municipal officials such as official documentation and proclamations.

Election period: the specific duration during which an election campaign takes place, and includes the timeframe leading up to the actual voting day when political candidates or parties actively engage in campaigning to garner support from voters. For a provincial election, beginning on the date the writ is issued and ending on voting day. For a federal election, beginning on the date the writ is issued and ending on voting day.

Election campaign period (election period): specific to municipal elections and in accordance with Section 88.24 of the *Municipal Elections Act, 1996*, as amended, begins on the day in which nomination papers are filed and ends on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election.

Nomination day: as defined in the *Municipal Elections Act, 1996*, as amended.

Political advertising: advertising that takes a position on an issue that can reasonably be regarded as closely associated with a registered third party or candidate.

Voting day: as defined in the *Municipal Elections Act, 1996*, as amended.

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Media Relations Policy – July 18, 2024

RECOMMENDATION:

That the updated Media Relations Policy (Appendix A) be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Media Relations Policy was last reviewed and approved in February 2020.
- Following a comprehensive review of industry best practices and similar policies from other library boards, the OPL Media Relations Policy was updated to incorporate minor revisions to improve clarity and readability. Changes can be reviewed via track changes with Appendix A.

BACKGROUND:

The current Media Relations Policy, approved in February 2020, was scheduled for review. Benchmarking against other libraries and industry best practices confirmed that it continues to maintain the appropriate level of control required in today's media landscape.

COMMENT/OPTIONS:

The proposed policy provides a framework for how OPL should approach public communication, streamlining and enhancing our ability to better communicate to the Oakville community.

Following a comprehensive review of industry best practices and similar policies from other library boards, the OPL Media Relations Policy was updated to incorporate minor revisions to improve clarity and readability. Changes can be reviewed via track changes with Appendix A.

APPENDICES:

Appendix A - Media Relations Policy (2024)

Appendix B - Media Relations Policy (2020)

Prepared by:

Joseph Moncada, Director, Innovation & Integration

Submitted by:

Tara Wong, CEO

Media Relations Policy

Policy Number:	OP-005
Policy Category:	Operations
Approved by:	OPL Board
Accountability:	Director, Innovation & Integration
Approval Date:	
Effective date:	
Next Review Date:	July 2028
Supersedes:	February 21, 2020, September 25, 2008, June 23/05, May 23, 2002 June 29, 1988

Purpose Statement

The Oakville Public Library (OPL) is committed to keeping its community informed, and ensure its messages to the media are clear, consistent, and accurate. The Media Relations Policy provides a clear list of individuals who are permitted to speak to the media on behalf of OPL.

Scope

This policy applies to all OPL stakeholders including, but not limited to, OPL staff, board members, volunteers, partners, and sponsors. In order to speak or write to the media on behalf of OPL, one must obtain written authorization from the Chief Executive Officer (CEO) or their designate.

Policy Statement

The library's Integrated Marketing and Communications department is the central contact point for all requests for information from the media. All such information requests received by staff members, OPL board members, or volunteers shall be forwarded to, and fielded by, the Manager of Integrated Marketing and Communications or designate.

The following designated spokespersons are permitted to speak on behalf of the OPL:

- Chair of the board
- Chief Executive Officer (CEO)
- Director, Innovation & Integration
- Manager, Integrated Marketing & Communications

No one else is authorized to speak or write to the media on behalf of OPL without prior written authorization from the Chief Executive Officer (CEO) or their designate.

When a media request is submitted, the Manager of Integrated Marketing and Communications will confer with the CEO or designate to determine the appropriate course of action. The Chair of the board will be consulted as required.

On occasion, the CEO, Chair of the board, Director of Innovation and Integration, and/or Manager of Integrated Marketing and Communications, may authorize a board member or a staff member to speak to the media with respect to a specific issue relative to their area of expertise. These appointments shall be limited, and for a designated time period.

If, at any time, OPL staff members, board members or volunteers identify themselves to the media, are identified by the media, or identify themselves through an online or social media platform, it must be indicated that the views expressed are personal views, and not necessarily those of OPL.

The Chair of the board shall be notified immediately when responses are made to the media on behalf of OPL. All board members shall be notified within 24 hours after a statement has been made to the media.

Media Relations Policy

Policy Number:	OP-005
Policy Category:	Operations
Approved by:	OPL Board
Accountability:	CEO or designate
Approval Date:	February 20, 2020
Effective date:	February 21, 2020
Next Review Date:	January 2024
Supersedes:	September 25, 2008, June 23/05, May 23, 2002 June 29, 1988 (Motion #: 08.09.83, 05.06.76, 02.05.69, 88.53)

Purpose Statement

The Oakville Public Library (OPL) is committed to keeping its community informed, and ensure its messages to the media are clear, consistent and accurate. The Media Relations Policy provides a clear list of individuals who are permitted to speak to the media on behalf of OPL.

Scope

This policy applies to all OPL stakeholders including, but not limited to, OPL staff, board members, volunteers, partners, and sponsors. In order to speak or write to the media on behalf of OPL, one must obtain written authorization from the Chief Executive Officer (CEO) or their designate.

Policy Statement

The library's Integrated Marketing and Communications department is the central contact point for all requests for information from the media. All such information requests received by staff members, OPL board members, or volunteers shall be forwarded to, and fielded by, the Manager of Integrated Marketing and Communications or designate.

The following designated spokespersons are permitted to speak on behalf of the OPL:

- Chair of the board
- Chief Executive Officer (CEO)
- Director, Innovation & Integration
- Manager, Integrated Marketing & Communications

No one else is authorized to speak or write to the media on behalf of OPL without prior written authorization from the Chief Executive Officer (CEO) or their designate.

The Manager of Integrated Marketing and Communications, will confer with the CEO or designate to determine the appropriate course of action. The Chair of the board will be consulted as required.

On occasion, the CEO, Chair of the board, Director of Innovation and Integration, and/or Manager of Integrated Marketing and Communications, may authorize a board member or a staff member to speak to the media with respect to a specific issue relative to his/her area of expertise. These appointments shall be limited, and for a designated time period.

If, at any time, OPL staff members, board members or volunteers identify themselves to the media, are identified by the media, or identify themselves through a social media platform, it must be indicated that the views expressed are personal views, and not necessarily those of OPL.

The Chair of the board shall be notified immediately when responses are made to the media on behalf of OPL. All board members shall be notified within 24 hours after a statement has been made to the media.

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: Electronic Monitoring Policy – July 18, 2024

RECOMMENDATION:

That the Electronic Monitoring Policy (Appendix A) be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Ontario Ministry of Labour, Training and Skills Development recently made amendments to the *Employment Standards Act, 2000* (ESA) in 2022. This legislation requires employers to provide employees with information pertaining to how they are being electronically monitored in the workplace.
- OPL approved the current Electronic Monitoring Policy on September 22, 2022.
- The Electronic Monitoring Policy is based on the Town's Electronic Monitoring Procedure.
- OPL's IT infrastructure and facilities are currently owned and managed by the Town of Oakville. Thus, OPL and its employees must comply with the ITS and facilities policies and procedures.
- OPL is bringing the policy for review to align with the Town of Oakville's Electronic Monitoring Procedure and the addition of electronic monitoring related to the courier (fleet) vehicle.

BACKGROUND:

The Ontario Ministry of Labour, Training and Skills Development made amendments to the *Employment Standards Act, 2000* (ESA) via Bill 88: Working for Workers Act, 2022. One requirement of the legislation is that employers must have a written policy on electronic monitoring in place by October 11, 2022. The policy must confirm whether the organization electronically monitors employees. If it does, the content of the policy must include:

- provide a description of how, and under what circumstances, the organization electronically monitors employees.
- advise on what the organization does with the information it gathers.

- include the date the policy was prepared, and the date on which any changes were made to the policy.

The OPL Board approved the current Electronic Monitoring Policy (Appendix B) on September 22, 2022.

With the introduction of OPL's courier van, OPL has revised the policy to include the electronic monitoring on the fleet vehicle. In addition, OPL updated the policy to include a definition of employee and to highlight that the Electronic Monitoring Policy is to be read alongside associated OPL and Town of Oakville policies and procedures. This aligns with the Town of Oakville's Electronic Monitoring Procedure.

COMMENT/OPTIONS:

The *Employment Standards Act, 2000* does not define electronic monitoring. However, the Ministry of Labour states that electronic monitoring includes "all forms of employee and assignment employee monitoring that is done electronically". This policy outlines what resources are monitored and how the information collected may be used by the Town and OPL.

The Town including OPL, does not actively monitor employees. However, users should have no expectation of privacy in relation to the use of information technology and systems resources, or any other Town electronic and/or digital devices and equipment and should be aware that any use may be subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). The Town, in conjunction with OPL, reserves the right to monitor and/or review user activity and may so do for the purposes of employee safety, the protection and security of the Town's and OPL's resources, to monitor compliance with applicable procedures, policies, and expectations, disciplinary purposes as required, resource utilization data, complaint response, records, usage and location of resources.

APPENDICES:

Appendix A – Electronic Monitoring Policy (2024)

Appendix B – Electronic Monitoring Policy (2022)

Prepared by:
Tricia Agnew, HR Manager

Submitted by:
Tara Wong, CEO



Electronic Monitoring Policy

Procedure Number:	GOV-014
Policy Category:	
Approved by:	OPL Board
Accountability:	Human Resources
Approval Date:	
Effective Date:	
Next Review Date:	2027
Supersedes:	September 2022

PURPOSE STATEMENT:

Bill 88: Working for Workers Act, 2022, which includes amendments to the Employment Standards Act, 2000 (ESA) requires Ontario employers to give notice of “electronic monitoring”, to have a written policy in place, and to provide the policy to all employees within 30 days of it being in place. The content of the policy must include the following:

- Confirm whether the organization electronically monitors employees.
- If so, provide a description of how and what circumstances the organization electronically monitors employees.
- Advise on what the organization does with this information and or the purpose of gathering it is.
- Date policy was prepared.

SCOPE:

This policy applies to all library employees (including but not limited to full-time, part-time, students, volunteers, and interns). For clarity, “employee” under this procedure means only those employees of OPL which are considered employees under the ESA. This procedure should be read alongside OPL and the Town of Oakville’s associate policies and procedures (such as, but not limited to, Information Technology General Use and Practices Procedure, Video Surveillance Procedure, Use of Town Vehicles, Equipment, and Facility Resources Policy and Procedure, Employee Code of Conduct) as well as any relevant and applicable legislation and/or any other procedure that may become applicable and/or relevant.

POLICY STATEMENT:

OPL and Town of Oakville resources are provided to staff to improve productivity of business operations, to reduce work related risk, to deliver services for residents and to enhance the effectiveness of communications. This policy outlines what resources are monitored and how the

information collected may be used by OPL and the Town. OPL (or the Town) does not actively monitor employees; however, users should have no expectation of privacy in relation to the use of information technology and systems resources, or any other OPL or Town electronic and/or digital devices and equipment and should be aware that any use may be subject to *the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. OPL and the Town reserves the right to monitor and/or review user activity and may so do for the purposes of employee safety, the protection and security of OPL and the Town's resources, to monitor compliance with applicable procedures, policies, and expectations, disciplinary purposes as required, resource utilization data, complaint response, records, usage and location of resources.

This policy and applicable legislation does not provide a right for an employee to protections from electronic monitoring but rather a right to know how they are being monitored, subject to any rights or other entitlements the receiving employee may have under the *Ontario Employment Standards Act, 2000* (the "ESA") or individual Collective Agreements.

This policy shall be applied in accordance with the following:

1. Collection

The following devices, systems or applications are subject to electronic monitoring:

Method	Device
Physical Facility Security Equipment Resources	<ul style="list-style-type: none"> • CCTV cameras and video surveillance with and without audio capabilities • Facility access (card swipe access)
IT Equipment and Resources	<ul style="list-style-type: none"> • Android/Apple phone & tablets • Laptop computers, workstations, software and internet usage • Intrusion alarm • Emails, voicemails, instant/online messages, and telephony systems/apps • Contact centre calls
Vehicle/fleet and equipment	<ul style="list-style-type: none"> • Global position system (GPS) location • Usage (fuel, mileage, speed, location, operating conditions, vehicle routes) • Radio system
Other	<ul style="list-style-type: none"> • All system generated logs (ex. application login and

	activity)
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2. Purpose of Collection

OPL and the Town may use the information collected for the following purposes:

- To detect abnormal activity and inform the Town and OPL of a potential issue.
- Identify and investigate security threats.
- Monitor compliance of policies, procedures, and expectations.
- Internal investigation and disciplinary purposes.
- Investigate the cause of a financial cost or loss (ex. roaming charges, high long distance, downloads, etc.)
- To establish and monitor data such as contract renewals, traffic patterns, user usage, etc.
- To resolve technical issues.
- As evidence for forensic investigation requested by the town and OPL or authorized 3rd party such as law enforcement agency or other government bodies.
- Detection of unauthorized access for the purpose of safeguarding the town and OPL's personnel and assets.
- As input to enhance OPL services.
- In response to freedom of information requests, litigation requests, resident complaints/concerns, or as required by law.

3. Storage & Retention

The storage of collected or available material shall be in compliance with relevant policies, procedures, and legislation such as but not limited to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. To ensure that all information is collected is only kept for as long as it is required, the Town of Oakville retains information collected in accordance with the Town's Records Retention Bylaw.

RESPONSIBILITIES:

All Staff

- Adhering to this policy and related procedures
- Manager/Supervisor ensuring that all staff and users are informed of this policy.
- Enforce adherence to the requirements of this policy.
- Take appropriate corrective actions in the event of policy violations.
- Provide interpretation and guidance in relation to this policy and any guidelines.

Human Resources

- Provide guidance and assistance to staff and management in dealing with issues, non-compliance, and associated reporting in relation to this policy.

DEFINITIONS:

The Ontario *Employment Standards Act* does not define “Electronic Monitoring”, however the Ministry of Labour interpretation states that electronic monitoring includes “all forms of employee and assignment employee monitoring that is done electronically”.

REFERENCES:

Employment Standards Act, 2000

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

[Town of Oakville’s Information Technology General Use and Practices Policy](#)

[Town of Oakville’s Information Technology General Use and Practices Procedure](#)

[Town of Oakville’s Information Technology Public Wifi Usage and Disclaimer](#)

[Town of Oakville’s User Security Settings and System Configurations Procedure](#)

[Town of Oakville’s Equipment and System Access Requests Procedure](#)

[Town of Oakville’s Video Surveillance Policy](#)

[Town of Oakville’s Video Surveillance Procedure](#)

[Town of Oakville’s Use of Town Vehicles, Equipment and Facility Resources Policy](#)

[Town of Oakville’s Use of Town Vehicles, Equipment and Facility Resources Procedure](#)

[Town of Oakville’s Corporate Security Policy](#)

[Occupational Health, Safety and Workplace Violence Policy](#)

[Employee Code of Conduct Policy](#)

[Respectful Conduct Policy](#)



Electronic Monitoring Policy

Procedure Number:	GOV-014
Policy Category:	Governance
Approved by:	OPL Board
Accountability:	Innovation & Integration, Human Resources
Approval Date:	September 22, 2022
Effective Date:	September 24, 2022
Next Review Date:	2024

PURPOSE STATEMENT:

Bill 88: Working for Workers Act, 2022, which includes amendments to the Employment Standards Act, 2000 (ESA) requires Ontario employers to give notice of “electronic monitoring”, to have a written policy in place, and to provide the policy to all employees within 30 days of it being in place. The content of the policy must include the following:

- Confirm whether the organization electronically monitors employees
- If so, provide a description of how and what circumstances the organization electronically monitors employees
- Advise on what the organization does with this information and or the purpose of gathering it is
- Date policy was prepared

SCOPE:

This policy applies to all library employees (including but not limited to full-time, part-time, students, volunteers, and interns).

POLICY STATEMENT:

OPL and Town of Oakville resources are provided to staff to improve productivity of business operations, to reduce work related risk, to deliver services for residents and to enhance the effectiveness of communications. This policy outlines what resources are monitored and how the information collected may be used by OPL and the Town. OPL (or the Town) does not actively monitor employees; however, users should have no expectation of privacy in relation to the use of information technology and systems resources, or any other OPL or Town electronic and/or digital devices and equipment, and should be aware that any use may be subject to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. OPL and the Town reserves the right to monitor and/or review user activity and may so do for the purposes of employee safety, the protection and security of OPL and the Town’s resources, to monitor compliance with applicable procedures, policies, and expectations, disciplinary purposes as required, resource utilization data, complaint response, records, usage and location of resources. This policy and applicable

legislation does not provide a right for an employee to protections from electronic monitoring but rather a right to know how they are being monitored, subject to any rights or other entitlements the receiving employee may have under the *Ontario Employment Standards Act, 2000* (the “ESA”) or individual Collective Agreements. This policy shall be applied in accordance with the following:

1. Collection

The following devices, systems or applications are subject to electronic monitoring:

Method	Device
Physical Facility Security Equipment and Resources	<ul style="list-style-type: none"> • CCTV cameras and video surveillance with and without audio capabilities • Facility access (card swipe access)
IT Equipment and Resources	<ul style="list-style-type: none"> • Android/Apple phone & tablets • Laptop computers, workstations, software and internet usage • Intrusion alarm • Emails, voicemails, instant/online messages, and telephony systems/apps • Contact centre calls
Other	<ul style="list-style-type: none"> • All system generated logs (ex. application login and activity)

2. Purpose of Collection

OPL and the Town may use the information collected for the following purposes:

- To detect abnormal activity and inform the Town and OPL of a potential issue
- Identify and investigate security threats
- Monitor compliance of policies, procedures, and expectations
- Internal investigation and disciplinary purposes
- Investigate the cause of a financial cost or loss (ex. roaming charges, high long distance, downloads, etc.)
- To establish and monitor data such as contract renewals, traffic patterns, user usage, etc.
- To resolve technical issues
- As evidence for forensic investigation requested by the town and OPL or authorized 3rd party such as law enforcement agency or other government bodies
- Detection of unauthorized access for the purpose of safeguarding the town and OPL’s personnel and assets
- As input to enhance OPL services
- In response to freedom of information requests, litigation requests, resident complaints/concerns, or as required by law.

3. Storage & Retention

The storage of collected or available material shall be in compliance with relevant policies, procedures, and legislation such as but not limited to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. To ensure that all information is collected is only kept for as long as it is required, the Town of Oakville retains information collected in accordance with the Town's Records Retention Bylaw.

RESPONSIBILITIES:

All Staff

- Adhering to this policy and related procedures
- Manager/Supervisor ensuring that all staff and users are informed of this policy
- Enforce adherence to the requirements of this policy
- Take appropriate corrective actions in the event of policy violations
- Provide interpretation and guidance in relation to this policy and any guidelines

Human Resources

- Provide guidance and assistance to staff and management in dealing with issues, non-compliance, and associated reporting in relation to this policy

DEFINITIONS:

The *Ontario Employment Standards Act* does not define "Electronic Monitoring", however the Ministry of Labour interpretation states that electronic monitoring includes "all forms of employee and assignment employee monitoring that is done electronically".

REFERENCES:

Employment Standards Act, 2000

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Employee Code of Conduct Policy

Respectful Conduct Policy

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: CEO Update – July 18, 2024

RECOMMENDATION:

That CEO Update report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- CEO, Tara Wong attended the America Library Association annual conference in San Diego from July 28-July 1st.
- On July 1st, OPL and the Town of Oakville jointly hosted a citizenship ceremony at Iroquois Ridge Branch. 30 new Canadians received their citizenship and were warmly welcomed by all attendees.
- The New Central kick-off meeting with Perkins and Will is scheduled for July 10.
- OPL's Summer Reading program is off to a successful start with over 2,300 registrants (as of July 8) since the program launched on June 22, 2024.

BACKGROUND:

N/A

COMMENT/OPTIONS:

Sixteen Mile Construction Project

Construction on the new facility continues with visible changes happening every day. With the construction now in full swing, OPL is concentrating on working to solidify the furniture, collections and shelving for the branch as well as working through the staff requirements as part of the 2025 operating budget process.

New Central Project

The kickoff meeting with Perkins and Will was re-scheduled to July 10, 2024. An update on key discussion items and next steps will be provided to the board at the July 18 board meeting.

American Library Association Annual Conference

The ALA Annual Conference & Exhibition brings together thousands of librarians and library staff, educators, authors, publishers, friends of libraries, trustees, special guests, and exhibitors to the world's largest library event.

On Friday, June 28, Ms. Wong attended a tour of San Diego Libraries hosted by ALA's Architecture for Public Libraries Committee. The tour consisted of 3 libraries (San Diego Central Library, Imperial Beach Library and San Ysidro Branch). Photos and highlights of the tour will be part of the CEO Update PowerPoint presentation.

In addition to the tour and attending various session, time was spent on the exhibition floor talking with current and potential vendors. One vendor that OPL will be exploring future is the [Sustainable Libraries Initiative](#) which an education and certification program to encourage libraries to identify and implement sustainable methods in all areas of its business.

Canada Day Citizenship Ceremony

On July 1st, OPL and the Town of Oakville jointly hosted a citizenship ceremony in partnership with Immigration, Refugees and Citizenship Canada. 30 new Canadians received their citizenship as part of the ceremony.

OPL hosted an annual citizenship ceremony prior to COVID and is working with the Town to explore jointly supporting an annual event moving forward.

Summer Reading

OPL's most popular summer program is off to a stellar start with over 2,300 residents registering in the first two weeks. This year's theme of "Out of this World" is proving to be very popular, no doubt building on the interest garnered from the solar eclipse in April.

Prepared and submitted by:
Tara Wong, CEO