

## Agenda

Committee of the Whole Meeting (COW 2017-02)

June 14, 2017 – 4:30 PM

Meeting Rooms A & B, Isabel Turner Branch

### 1. Linkages

- 1.1. Community Engagement toolkit exercise – test cases (verbal report)
- 1.2. New Library in Rideau Heights - Naming policy (Community Engagement toolkit exercise) (report and policy attached)
- 1.3. Deferred from the May 10, 2017 COW meeting:  
Policy Review and Community Engagement exercise (policies and reports distributed on May 10)
  - 1.3.1. Health and Safety related policies (yearly review)
    - 1.3.1.1. Workplace Harassment
    - 1.3.1.2. Workplace Violence Prevention
  - 1.3.2. Anti-Nepotism
  - 1.3.3. Criminal Record Checks (report attached)
  - 1.3.4. Volunteer

### 2. Other Business (deferred from the May 24, 2017 meeting)

- 2.1. Development of a community engagement process for the Patron Code of Conduct
- 2.2. Media Protocol

### 3. Date of Summer Branch Bus Tour – July 25, 2017

### 4. Adjournment and Next Meeting: Regular Board Meeting, Wednesday June 28, 2017 at 4:30 PM, Community Room, Sydenham Branch

The Kingston Frontenac Public Library exists to offer all people throughout our service area access to broadly based resources in support of personal enrichment, life long learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.

## Report to the Board

**Subject:** Naming Policy – New Library Branch in Rideau Heights Community Centre

**Date:** June 6, 2017

**Prepared by:** S. Quigley

**Background:**

The Rideau Heights Community Centre is being built with an expected completion in January 2018. The new library branch within the Centre requires a name.

Under the current Naming Policy, approved by the KFPL Board in 2014, staff would recommend that the new branch be called the “Rideau Heights Branch”. However, the Naming Policy was adopted by the Board prior to the community engagement process.

Under the policy there is no process articulated for seeking input from the community on naming a library branch. The attached assessment would suggest a consultation process.

**Recommendations:**

That the Board review the assessment to determine whether consultation is required or whether to apply the Naming policy and name the branch the “Rideau Heights Branch”.

# KFPL Statement of Policy

## Naming

### 1. Purpose

The purpose of this policy is to establish the context and protocol for naming of Kingston Frontenac Public Library (the Library) branches, rooms/service areas, programs or collections.

### 2. Scope

The Kingston Frontenac Public Library Board has ultimate responsibility for the naming of branches, rooms/service areas, programs and collections, furniture and other nameable items as deemed appropriate, including the terms and conditions, regardless of whether the naming opportunity is as a result of a sponsorship, donation or to recognize an individual who has made an outstanding contribution to the Library.

This policy applies to the naming of all Kingston Frontenac Public Library branches, rooms, service areas, programs and collections.

### 3. Definitions

**A gift** is a voluntary transfer of cash and kind, from individuals, industry, foundations and other sources to the Library for either unrestricted or restricted utilization in the operation of the Library. Gifts are made without expectation of return; no consideration - no benefit of any kind - to the donor or to anyone designated by the donor, may result from the payment. Gifts may be monetary (cash, cheques) or non-monetary (e.g. securities, real property, or personal property).

**Conflict of Interest** means any event (whether actual or perceived) in which the Kingston Frontenac Public Library or anyone representing the Library may benefit from the knowledge of, or participation in, the acceptance of a gift.

**Fair Market Value** means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed and prudent, and who are acting independently of one another. ( Canada Revenue Agency, "Fair Market Value" Summary Policy CSP-F02)

**Pledge** is a commitment of a gift given over a predetermined time frame.

**A sponsorship** is a mutually beneficial business exchange between the Kingston Frontenac Public Library and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific program event,

services or activity being sponsored. A sponsorship is a contracted arrangement between the Library and the sponsor, designed to benefit both parties. It is not a philanthropic gift.

**Room** means a discrete space within a Library facility and includes meeting rooms, study rooms, and program rooms. This also includes outdoor spaces such as reading gardens.

**Service area** means a discrete space within a library location not enclosed by walls such as children's area, computer lab, etc.

#### **4. Guiding Principles**

The Kingston Frontenac Public Library is a welcoming and inclusive place that is open and accessible to everyone in our communities. Any and all naming and sponsorship opportunities must be consistent with the Library's vision, mission and values.

No commitment regarding naming will be made to an individual or group prior to the approval of the related proposal for naming by the Kingston Frontenac Public Library Board.

Each proposal for naming will be considered on its own merit and not because a gift meets a particular need. Due attention will be given to both the long-term and short-term appropriateness of a naming.

The Library reserves the right to decline any sponsorship or philanthropic act in accordance with the following policies: Sponsorships; Gifts and Donations and Planned Giving.

The location, term and the ongoing management of all Kingston Frontenac Public Library collections remain the sole responsibility of the Library.

In any proposal for naming a program, service or collection in honour of a donor or non-donor honouree, consideration should be given to the establishment of an endowment sufficient to sustain the program, service or collection for its term of lifetime.

The cost associated with naming opportunities without a gift, including the renaming of facilities, will be clearly disclosed to the Board for their consideration when making a decision such a request. In the case of naming opportunities associated with a gift, the recognition will be cost effective and will not exceed two percent of gift value or one percent for major gifts over \$500,000 in order to establish a level of consistency and will be paid out of the gift.

The Library reserves the right to review such names periodically.

#### **5. Policy**

##### **Naming opportunities without a Gift**

## **Branch Libraries**

The naming of branch libraries will be considered based on the following priorities:

- The Library will give priority to naming its buildings after their geographic location, either the community or the neighbourhood/street location where they are situated;
- Alternatively, consideration will be given to naming, where appropriate, after the type of service or function offered at that branch;
- In exceptional circumstances, consideration will be given to naming a branch after an individual whose contribution the Library, is well documented and is widely recognized and valued. At least two years shall have passed since the individual's death.

## **Rooms/Service Areas**

The naming of rooms and service areas will be considered based on the following priorities:

- Priority will be given to naming rooms and areas after the library branch where it is located together with the function of such a room;
- Alternatively, consideration may be given to naming of rooms and areas after an individual whose contribution to the Library is well documented and is widely recognized and valued;
- Consideration will also be given to naming a room or area in honour of a Kingston Frontenac Public Library Board member, Library staff member or any individual who has made an exceptional contribution to the Library, provided that at least two years have passed since their separation from the Library.

## **Collections**

The naming of collections will be considered based on the following priorities:

- The Library will give priority to naming parts of its collection after the subject matter of the collection;
- Consideration will be given to naming a collection after an individual where the individual has made an exceptional contribution to the vision, development, community outreach for and promotion of a collection.
- Proposals to name a collection after a Library Board member or staff member will be considered after the individual has been separated from the Library for two years. When a collection is named after an individual, it should contain the name of the individual and a description of the subject matter.

## **Programs**

The naming of programs will be considered based on the following priorities:

- The Library will give priority to naming its programs after the program content;
- Consideration will be given to naming a program after an individual where the individual has made an exceptional contribution to the vision, development, community outreach for and promotion of a program.
- Proposals to name a program after a Library Board member or staff member will be considered after the individual has been separated from the Library for two years. When a program is named after an individual, it should contain both the name of the individual and a description of the program.

### **Naming opportunity with a Gift**

The Library will consider naming branches, rooms/service areas, programs or collections, furniture and other nameable items as deemed appropriate, after the donor/sponsor including the terms and conditions, regardless of whether the naming opportunity is as a result of sponsorship, donation or to recognize an individual, organization or corporation that has made an outstanding contribution to the Library.

The general policy guidelines outlines above will apply. In addition, the following will apply:

- The gift shall constitute a significant portion of the total cost of the branch, room/service area, program or collection, furniture and other nameable items as deemed appropriate, to be named – either funding the total cost of the project, or providing a substantial proportion of the required funding of the project
- A naming schedule will be developed to identify naming opportunities with gift levels specific to capital projects.
- In the case of an existing branch, room/service area, collection or program, furniture and other nameable items as deemed appropriate, to which a naming opportunity is applied, the associated gift shall be commensurate with the market value of the opportunity.

Request for naming will be done on a case-by-case basis with consideration given to:

- Whether the initiative could proceed without the gift, donation or sponsorship;
- The urgency of the need for the initiative;
- The distinction, reputation and integrity of the individual, organization or corporation whose name will be used; and/or
- The relationship of the individual, organization or corporation to the Library.

The use of corporation names will require special consideration in order to avoid the appearance of commercial influence or conflict of interest.

Naming opportunities are contingent on the fulfillment of the pledge of a gift, donation or sponsorship and are approved on that condition.

## **Renaming of Branches, Rooms/Service Areas, Programs or Collections**

Proposals to rename any Library branch, room, program or collection will adhere to the naming criteria outlined above. In addition, the following will apply:

- New naming opportunities may arise when a branch or area within a branch is redeveloped or renovated and will be utilized for a different purpose.
- Renaming would be dependent on the nature of the conditions contained in the previous naming opportunity agreement.
- Appropriate recognition of previous donors or honorees may be included in the new or renovated facility.
- When renaming does occur, all reasonable effort will be made to inform, in advance, the original donor/sponsor or honoree.

### **Naming agreements**

When name recognition has been extended for a specific gift, donation or sponsorship received, an agreement shall be drawn up, establishing the parameters of the gift, its recognition, and time frame in which the name expires, including an exit clause.

### **Donor recognition**

The Library will establish levels of naming opportunities (donor recognition) that correspond with the level of gifts, donation and sponsorship given.

Donor/sponsor names will not have prominence over the Kingston Frontenac Public Library name and/or logo in signage and other means of naming.

### **Power to vary**

If, at any time following the approval of a naming opportunity, circumstances change substantially such that the continued use of a particular name may compromise the public trust, or brings into disrepute the name and/or image of the Library, the Library Board has the authority to withdraw the naming opportunity.

The Library reserves the right to withdraw naming opportunities if a sponsor or donor defaults on a payment or payments.

## **6. Appendices**

## **7. Authority**

## **8. Document Control**

Original policy date: September 2014

Last Reviewed: September 2014

Changes made:

Next Review: 2018

## Report to the Board

**Subject:** Criminal Record Check

**Date:** June 6, 2017

**Prepared by:** S. Quigley

**Background:**

There is no fundamental change to the policy. The policy was updated to conform to the policy template (e.g. adding definitions).

**Recommendations:**

That the Board approve the new formatted policy.

# **KFPL Statement of Policy Criminal Record Checks**

## **1. Purpose**

The public library serves the entire community including children and vulnerable adults who may have difficulty ensuring their own safety and protection. The Library Board is committed to providing a safe environment to its patrons, staff and volunteers.

## **2. Scope**

This policy applies to all prospective employees, current employees and volunteers.

## **3. Definitions**

Criminal Record Checks (CRCs) are made by the local Police Department through the Canadian Police Information Centre (CPIC) computer, local police records and other relevant sources. Given the vulnerable nature of the community served by the public library, a Vulnerable Sector check CRC is the police record check required for prospective employees and volunteers under this policy.

Annual Offence Declaration is an annual declaration form completed by employees and volunteers, disclosing any criminal record while an employee or volunteer of KFPL. The declaration is for convictions under the Criminal Code of Canada.

## **4. Guiding Principles**

In order to maintain the Library as a safe environment in the community the Library Board requires that all new employees, volunteers and placement students provide a Criminal Record Check (CRC) including a Vulnerable Sector Check prior to their being confirmed in the position.

## **5. Policy**

- 5.1 The successful candidate, to whom the employment offer has been made, shall be required to provide a current (within 90 days) CRC at their own expense as a condition of employment. New employees can begin work before the CRC is completed. Continued employment however, is conditional upon the Library receiving the completed CRC within 20 days of the employment start date.
- 5.2 A current CRC including a Vulnerable Sector Check must be provided before any new volunteer or placement student is accepted for placement. Once in receipt

of an acceptable CRC the Library will reimburse the volunteer or placement student for the cost of the CRC.

- 5.3 Applications for a CRC shall be made to the Kingston Police or the Ontario Provincial Police (OPP). Persons under eighteen (18) must have the approval of a parent or guardian.
- 5.4 The presence of a criminal record shall not in itself be a ban to acceptance, but in arriving at a final decision the Chief Librarian shall take into account the following factors:
  - a) the nature and number of convictions;
  - b) the length of time since the conviction(s);
  - c) rehabilitative efforts made by the candidate;
  - d) duties and responsibilities associated with the position; and
  - e) the potential risk to vulnerable persons as a result of accepting the candidate.
- 5.5 All information shall be used only for the intended purpose and shall be destroyed following such use. Only Part "A" of the CPIC Information Request report shall be retained on file for 12 months as evidence that a check was conducted.
- 5.6 All employees and volunteers will submit an annual Offence Declaration form. Where an employee or volunteer has been charged with a criminal offence, the employee or volunteer must report, in a timely manner, such charges to the Director, Human Resources. The presence of a criminal record or the laying of criminal charges will require a review of any impact on the volunteer or employment status of the individual.

## **6. Appendices**

Offence Declaration Form

## **7. Authorities**

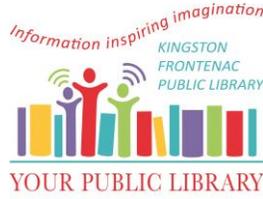
## **8. Document Control**

Original policy date: 2002 October

Last Reviewed: 2014 May

Changes made:

Next Review: 2021 May



## Offence Declaration Form

All employees and volunteers of the Kingston Frontenac Public Library are required to complete this form on an annual basis. Where an employee or volunteer discloses a criminal record, an assessment will be made regarding the impact such record will have on their employment or volunteer status. For employees represented by CUPE Local 2202, article 13.03 of the collective agreement would apply. The declaration is for convictions under the Criminal Code of Canada. We do not want disclosure of convictions under any other provincial or federal law (e.g. Highway Traffic Act) or as a young offender (see Youth Criminal Justice Act).

It is also understood that any employee or volunteer must notify the library immediately if criminal charges are laid against them, so that an assessment may be made regarding any impact that the charges may have on employment (e.g. request for a leave of absence) or volunteering.

Employee or Volunteer Name: \_\_\_\_\_

I DECLARE, that:

As of this date \_\_\_\_\_ I have no convictions under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

Or

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

List of Offences (Identify Conviction, Date of Conviction and Court Location)

\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee or Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Submit completed form to the attention of Human Resources, by December 1. Offence Declaration Forms will be retained in an employee's personnel file.