

AGENDA

Committee of the Whole Meeting 2022-03

Kingston Frontenac Public Library Board

October 5, 2022 at 4:30 PM

Virtual Format (with livestream)

She:kon, Aanii, Boozhoo, Waychaya, Kwey Kwey, Tawnshi. Let us bring our good minds and hearts together, to honour and celebrate these traditional lands as a gathering place of the Original Peoples and their Ancestors who were entrusted to care for Mother Earth since time immemorial. It is with deep humility, that we acknowledge and offer our gratitude for their contributions to this community, having respect for all as we share this space now and walk side-by-side into the future.

1. Call to Order

2. Policy Review

- 2.1. Accessibility for Users with Disabilities (report and policy attached)
- 2.2. Asset Disposal (report and policy attached)
- 2.3. Building Commemoration Plaques (report and policy attached)
- 2.4. Naming (report and policy attached)
- 2.5. Procurement of Goods and Services (deferred to February 2023)
- 2.6. Video Surveillance (report and policy attached)

3. Other Business

- 3.1. Board Evaluation Process

4. Adjournment and Next Meeting

Regular Board Meeting, Wednesday, October 19, 2022 at 4:30 PM, virtual format with livestream.

Kingston Frontenac Public Library exists so that both urban and rural residents have access to resources, services, and programming that support personal enrichment, digital equity, information literacy, and meaningful societal participation through effective stewardship of public resources.

KFPL Report to the Board

Subject: Accessibility for Users with Disabilities Policy

Prepared by: S. Quigley, Director, Human Resources

Date of meeting: October 5, 2022

Background:

Organizations in the province of Ontario are required to develop, implement, and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in the Integrated Accessibility Standards Regulation, O. Reg. 191/11, s. 3 (1) (Regulation) under the *Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005, c. 11* (AODA).

The Kingston Frontenac Public Library's Accessibility policy was last reviewed in 2021 with no changes.

Analysis:

No changes to the policy are required under provincial regulations or legislation.

Recommendations:

That the Library Board review and approve the Accessibility for Users with Disabilities policy as presented.

Accessibility for Users with Disabilities (DRAFT)

The Library is committed to meeting its current and ongoing obligations under the Ontario *Human Rights Code* respecting non-discrimination.

The Library understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit its obligations under the Ontario *Human Rights Code* or obligations to people with disabilities under any other law.

The Library is committed to complying with both the Ontario *Human Rights Code* and the *AODA*.

1. Purpose

The purpose of this policy is to ensure that the Kingston Frontenac Public Library (the Library) provides all library services, resources and facilities in ways that are accessible to persons with disabilities. The policy also serves to meet the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*.

2. Scope

This policy applies to all persons who deal with customers or patrons, and to third parties who deal with customers on the Library's behalf such as those providing program services. A person or third party can be an employee, volunteer, Friend of the Library, KFPL Board member, student on placement or someone otherwise engaged in the provision of Library services to our customers.

3. Definitions

AODA means the *Accessibility for Ontarians with Disabilities Act, 2005*.

Assistive Device means a device used to assist persons with disabilities in carrying out activities or in accessing Library services. Assistive devices may include, but are not limited to, wheelchairs, walkers, canes, oxygen tanks, and electronic communication devices.

Core Service means reference, referral and readers' services, collections, lending, technology, programming, and outreach.

Disability or Disabilities means:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of

the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or,
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Guide dog means a guide dog as defined in section 1 of the *Blind Persons' Act*.

Service Animal means:

An animal is a service animal for a person with a disability if,

- a) the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or
- b) the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
 - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
 - ii. A member of the College of Chiropractors of Ontario.
 - iii. A member of the College of Nurses of Ontario.
 - iv. A member of the College of Occupational Therapists of Ontario.
 - v. A member of the College of Optometrists of Ontario.
 - vi. A member of the College of Physicians and Surgeons of Ontario.
 - vii. A member of the College of Physiotherapists of Ontario.
 - viii. A member of the College of Psychologists of Ontario.
 - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16

Library Premises means premises owned and operated or operated by the Kingston Frontenac Public Library.

Support Person means, in relation to a person with a disability, another person who

accompanies a person with a disability in order to assist them with communication, mobility, personal care, or medical needs, or with access to goods, services or facilities.

4. Guiding Principles

Library service is relevant, inclusive, and responsive for all, including persons with disabilities. Each member of the community has an equal opportunity to access public library goods, services, or facilities.

Library services are provided in a manner that respects the dignity and independence of persons with disabilities. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner.

Library services to persons with disabilities are integrated with those provided to persons who do not have disabilities, unless an alternative measure is necessary to enable a person with a disability to obtain, use or benefit from Library goods, services, or facilities.

5. Policy

The Library is committed to providing quality library services that are accessible to all persons who wish to obtain and use Library goods, services, or facilities.

5.1. Communications with Persons with Disabilities

When communicating with a person with a disability, the Library will do so in a manner that takes into account the person's disability.

When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally-recognized *Web Content Accessibility Guidelines* (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

Policy documents will be available on the Library website.

5.2. Temporary Service Disruptions

The Library will make reasonable effort to provide notice of any planned disruption of Library services to the public, including information about the reason for the disruption, its anticipated duration and a description of alternative facilities or service, if any, that may be available. If a disruption is unplanned, the Library will provide notice as soon as possible.

5.3. Assistive Devices and other measures that assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining or using Library goods, services, or facilities. Exceptions may occur in situations where the Library has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises. In these situations, the Library may offer a person with a disability other reasonable measures to assist them in obtaining and using Library goods, services, or facilities, where the Library has such other measures available.

It is the responsibility of the person with a disability to ensure that their assistive device is operated in a safe and controlled manner at all times.

Further accessibility resources are addressed in the Collection Development Policy, under Accessible Collections.

5.4. Service Animals

A person with a disability may enter Library premises accompanied by a service animal and may keep the animal with them if the public has access to such premises and the animal is not otherwise excluded by law. If the service animal is excluded by law, the Library will ensure that alternative means are available to enable the person with a disability to obtain or use or benefit from Library services or facilities.

At times it may be difficult to differentiate between a person with a disability using a service animal and an individual being accompanied by a pet. If it is not readily apparent that the animal is a service animal, Library staff may ask the person for confirmation of the animal's status, as outlined above.

It is the responsibility of the person with the disability to ensure that their service animal is kept in control at all times. This will include controlling the behavior of the animal (e.g., barking or growling), cleaning up after the animal (e.g., defecation), and being responsible for any damage the animal may cause to the Library premises.

5.5. Support Persons

A person with a disability may enter Library premises with a support person and have access to the support person at all times while on the premises.

The Library may require a person with a disability to be accompanied by a support person while on Library premises in situations where it is necessary to protect the health and safety of the person with the disability or the health and safety of others. Before making a decision to require a support person, the Library will consult with the person with a disability to understand their needs, consider health or safety reasons based on

available evidence and determine if there is any other reasonable way to protect the health or safety of the person or others on the premises.

A support person, when assisting a person with a disability to obtain or use Library services, will be permitted to attend at no charge where an admission fee is applicable.

Where an admission fee is charged to gain access to an event, facility, or service, and the revenue from the fee is payable to a third party (e.g., a concert provider), the support person is permitted to attend the event at their own cost.

If a third party uses a Library meeting room to host an event, they are not required to alter their admission fees for support persons, but we would strongly encourage them to do so. However, if a third party voluntarily decides to alter admission fees for support persons for their event, the Library will not be responsible for reimbursing them for the value of those admission fees.

In response to a request for a sign language interpreter, the Library will endeavour to engage an interpreter through the Ontario Interpreting Services (OIS) at The Canadian Hearing Society (CHS).

5.6. Training

The Library will ensure that all persons to whom this policy applies receive training as required by the *Integrated Accessibility Standards (Ontario Regulation 191/11)*. The amount and format of training given will be dependent on a person's interactions with Library users.

The content of the training will include:

- a review of the purposes of the AODA;
- the requirements of the *Integrated Accessibility Standards (Ontario Regulation 191/11)*;
- training on the *Human Rights Code* as it pertains to persons with disabilities;
- instruction on Library policies, procedures and practices pertaining to the provision of Library services to persons with disabilities;
- how to interact and communicate with persons with various types of disabilities;
- what to do if a person with a particular type of disability is having difficulty accessing Library goods, services, or facilities;
- how to interact with persons with disabilities who use assistive devices or who require the assistance of a support person, guide dog or service animal; and,
- information about the equipment or devices available on the Library premises that may help with the provision of Library goods, services, or access to facilities to

persons with disabilities.

A record of training provided under this policy will be kept by the Director, Human Resources. Training will be provided as part of orientation training for new employees or as required to those covered by this policy.

5.7. Feedback and Complaints About Services

Feedback and complaints from a member of the public about the delivery of goods and services (including facilities) to persons with disabilities may be given by telephone, in person, in writing, in electronic format, or through other methods. Complaints and feedback will be received and addressed in accordance with the Library's complaints administration process.

5.8. Procurement

We will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities, including self-serve kiosks. If it is not possible and practical to do so, we will provide an explanation upon request.

5.9. Self-service kiosks

We will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring, or acquiring self-service kiosks.

5.10. Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will use our accommodation policy to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

5.11. Design of Public Spaces

We will meet accessibility laws when building or making major changes to public spaces.

Public spaces include:

- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and

accessible pedestrian signals.

- Service-related elements like service counters, fixed queuing lines and waiting areas.

6. Appendices

- a. Sign Language Interpreter Services Information
- b. Accessible Customer Service Feedback Form

7. Authorities

O. Reg 191/11 s. 6(1) under *Accessibility for Ontarians with Disabilities Act, 2005*.

8. Document Control

Original policy date: 2009 October

Last Reviewed: 2022 October

Changes made: no change

Next Review: 2023 October

KFPL Report to the Board

Subject: Asset Disposal Policy

Prepared by: L. Carter, Chief Librarian / CEO

Date of meeting: October 5, 2022

Background:

The Asset Disposal Policy was approved as a standalone policy in 2019 and is an expanded version of the guidelines previously documented in the Procurement of Goods and Services Policy. Information from the City of Kingston's Tangible Capital Asset Policy was used to inform the attached policy.

Analysis:

No changes are being recommended to the policy at this time.

Recommendations:

That the policy be approved.

Asset Disposal (DRAFT)

The Kingston Frontenac Public Library is committed to effective and efficient asset management. The following policy is intended to facilitate and encourage the timely reallocation of surplus assets.

1. Purpose

The purpose of this policy is:

- To clarify the assets to which this policy applies.
- To provide guidelines for the disposal of assets of no further use to the Library.
- To minimize costs relating to storage.
- To identify conditions under which assets will be considered scrap or available for donation.

2. Scope

This policy includes all assets integral to the Library's operation or administration with the exception of Library materials (e.g., books, DVDs). Disposal of Library materials is addressed under the Collection Development Policy.

3. Policy

When assets become surplus and/or obsolete, the Library will redeploy/dispose of them in an equitable manner that maximizes the useful life of the asset without incurring operating costs exceeding the benefits derived

3.1. Determination of Surplus and Obsolete Material

- a. Staff will notify the responsible Manager/Director that an asset is no longer required for Library operations.
- b. The responsible Manager/Director will determine if the asset has any book value. Unique or specialized assets (e.g., art) may be assessed by a qualified appraiser in order to ascertain the value of the asset. The assessment will assist in determining if an asset should be sold or donated.
- c. Should the asset no longer have any book value, or if there is no operational rationale for retaining the asset, the Manager, Facilities will arrange for disposal of the asset.

3.2. Disposal of Surplus and Obsolete Material

- a. Assets that have been determined to be surplus or obsolete will be disposed of in a manner that is consistent with the Library's goal to minimize the environmental impact of its operations.
- b. If the total proceeds from the disposal of surplus/obsolete assets are expected to be more than \$2,000, approval is required by the Chief Librarian/CEO, or designate.
- c. If the total proceeds from the disposal of surplus/obsolete assets are expected to be more than \$50,000, Library Board approval is required.
- d. The disposal of any asset which cannot be redeployed will be handled by one of the following methods as authorized by the Chief Librarian/CEO, or designate:
 - i. Trade-in against replacement equipment required (e.g., library vehicle)
 - ii. Displayed and sold using an online auction site (e.g., GovDeals) for those assets which are marketable to others. If applicable, a minimum bid will be set based on the book value of the asset.
 - iii. Donated to a local non-profit or registered charitable organization.
 - iv. Assets deemed as waste/recycling will be sent by maintenance staff to the appropriate facility.

3.3. Revenue

Revenue generated by the sale of surplus assets shall be credited to Expenditure Recovery.

4. Document Control

Original Policy Date: 2019 November

Last Reviewed: 2022 October

Changes Made: no change

Next Review: 2026 October

KFPL Report to the Board

Subject: Building Commemoration Plaques Policy

Prepared by: L. Carter, Chief Librarian / CEO

Date of meeting: October 5, 2022

Background:

The Library Board has a practice of acknowledging the contributions of individuals, governments, funders, and companies/firms to a building project through the installation of commemorative plaques. The plaques have included the names of sitting Council and Library Board members, building project committee members, senior staff members, architects, and general contractors.

Commemorative plaques have been installed at the Central (1978 and 2019), Isabel Turner (1998), Pittsburgh (2000) and Calvin Park (2009) branches. The City of Kingston has not installed a building plaque at the Rideau Heights Community Centre and Library which opened in April 2018.

Analysis:

The Building Commemoration Plaques Policy was first approved by the Board in 2018, following discussions arising out of a request from a member of the public to remove the name of a former municipal staff member on a library building plaque given the individual's criminal conviction. The Board passed motion 2018-62 agreeing to amend that building plaque.

The City of Kingston's Commemoration Strategy 2015-2024 was reviewed as part of the policy development process, as was the City of Mississauga's building plaque policy, which was used as a template.

The power to vary language was recommended as part of the legal review obtained at the time the policy was drafted.

A sentence has been added at the end of the "Policy" section to make clear it that the Board must approve new plaques or alterations to existing plaques.

Recommendations:

That the Library Board approve the Building Commemoration Plaques policy as presented.

Building Commemoration Plaques (DRAFT)

1. Purpose

The purpose of this policy is to provide a consistent approach to building commemoration plaques.

2. Scope

This policy applies to all Kingston Frontenac Public Library building commemoration plaques.

3. Definitions

“Building commemoration plaque” means a plaque approved to be installed at a Library Branch to:

- Commemorate official openings of new facilities
- Commemorate official re-openings of facilities that have been substantially renovated and/or where a significant addition to the facility has been constructed
- Recognize the Library Board contributions to the new or renovated facility
- Recognize funding partnership and/or contributions (including funding programs) to new or renovated facilities with partners or other levels of government and/or government agencies

4. Guiding Principles

The development and display of building commemoration plaques must be consistent with the Library’s vision, mission, and values.

5. Policy

The Kingston Frontenac Public Library will acknowledge the contribution of funders, partners and Board members to a building project and commemorate the official opening by installing a building commemoration plaque.

Plaques will be created in accordance with the City of Kingston’s Facility Accessibility Design Standards.

The wording of building commemoration may include:

- Facility name
- Date of the official opening

- Mayor and Members of Council in office at the date of the official opening
- Library Board members serving at the date of the official opening,
- Individuals/firms who have made a substantial contribution to the building project (architect, contractor, building committee)
- Funding partners, including levels of government

Where a funding partnership has contributed to a new or renovated facility, an accompanying plaque in recognition of the funding will be installed, as required by the funding agreement.

All building commemoration plaque installations and alterations are subject to Board approval.

5.1. Preservation

When a Library branch is permanently closed, plaques that have been installed in accordance with this policy will be removed and appropriately stored.

When a Library branch has been renovated and a previous plaque(s) existed, it will be retained and may be displayed in the branch, if appropriate and space allows.

5.2. Damaged Plaques

The Library will repair, remove, or replace any plaques that have been damaged or otherwise degraded or require alternations.

6. Power to Vary

The Library Board reserves the right to alter, add to, or otherwise change or remove a plaque in its sole discretion.

7. Appendices

Appendix A: Suggested Wording for Official Opening Plaques

8. Document Control

Original Policy Date:	2018 November
Last Reviewed:	2022 October
Changes Made:	see report to Board dated October 5, 2022
Next Review:	2026 October

Appendix A: Suggested Wording for Official Opening Plaques

Name of Branch

The (name of branch) was officially opened on (date)

List of Mayor and Members of Council

List of Library Board Members

List of Building Committee Members

Architect / Consultant

Contractor

KFPL Report to the Board

Subject: Naming Policy
Prepared by: L. Carter, Chief Librarian / CEO
Date of meeting: October 5, 2022

Background:

In 2014 the Board adopted a policy for naming branches, rooms, services and/or collections. The policy included naming opportunities either through sponsorship, donation, or commemoration.

At the September 27, 2017 meeting the Library Board discussed commemorative naming opportunities. The Board approved the following motion that “the Commemorative Naming process be deleted from the Naming and Donor / Sponsorship opportunities” (2017-61). The policy was then amended to reflect this motion.

Other amendments to the policy included:

- Gifts: updated language about not receiving benefit
- Gifts held in trust: addition to the policy
- Fair Market Value: reference to the Canada Revenue Agency bulletin was updated.
- Naming agreement with gift: a requirement for written agreement of naming proposal with individual or family if individual is deceased was added
- Donor recognition: addition to the policy about the use of corporate logos

Analysis:

It is recommended that the “Renaming of Branches...” section be modified to delete “and will be utilized for a different purpose,” allowing greater flexibility and consistency with respect to naming opportunities following a branch renovation or development.

A paragraph has been added to the Guiding Principles section regarding use of Indigenization of library spaces through use of Indigenous place names.

Other changes are largely housekeeping or copy editing (e.g., updating “Fair Market Value” definition and reference to 2021 version of P1113 Gift and Income Tax pamphlet).

Recommendations:

That the Library Board review and approve the naming policy as presented.

Naming (DRAFT)

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

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

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. The transaction shall not result directly or indirectly in a right, privilege, material benefit or advantage to the donor or to the person designated by the donor. Gifts may be monetary (cash, cheques) or non-monetary (e.g., securities, real property, or personal property).

Gifts held in trust are funds donated to the Library which are not used immediately. The funds are held in a Library reserve account at the City of Kingston until they are required to support the Library.

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 This is usually the highest dollar value you can get for your property in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. Canada Revenue Agency, "Fair Market Value" P1113 Gifts and Income Tax 2021.

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, but is not limited to, 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.

Consideration should be given to names that advance the Library's goal of Indigenizing library spaces. In consultation with Indigenous communities, Indigenous language and/or place names will be identified for new building projects, as well as reopened renovated branches when appropriate. This consideration also applies to virtual spaces.

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, Donations and Planned Giving.

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

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 on amounts up to \$500,000 and one percent on the amount in excess of \$500,000 in order to establish a level of consistency. The recognitions costs will be paid out of the gift.

Signs, print and/or electronic materials bearing the name(s) of donors/sponsors may be posted/published prior to the fulfillment of a gift, donation or sponsorship provided there is a signed agreement between the parties and, in the case of a pledge, that the first gift installment has been made to the Library.

The Library reserves the right to review such names periodically.

5. Policy

5.1. Branch Libraries

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.

5.2. Rooms/Service Areas

The Library will give priority to naming rooms and areas after the library branch where it is located together with the function of such a room.

5.3. Collections

The Library will give priority to naming parts of its collection after the subject matter of the collection.

5.4. Programs

The Library will give priority to naming its programs after the program content.

5.5. 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 or donation the general policy guidelines outlined 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.

Requests 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.

5.6. 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
- 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.

5.7. 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.

In the case of an individual, agreement to the naming proposal must be confirmed in writing with the individual to be named, and if deceased, by the immediate family.

5.8. 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. Corporate logos of sponsors/donors will not be used for recognition purposes on Library buildings or signs, or in association with Library print or electronic materials.

5.9. 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

Not applicable.

7. Authority

Not applicable.

8. Document Control

Original Policy Date: 2014 September

Last Reviewed: 2022 October

Changes Made: see report to Board dated October 5, 2022

Next Review: 2026 October

KFPL Report to the Board

Subject: Video Surveillance Policy
Prepared by: S. Quigley, Director, Human Resources
Date of meeting: October 5, 2022

Background:

In 2014, the Board approved a number of changes to the policy.

Analysis:

No changes to the policy are required under provincial regulations or legislation since the last review in 2014. The Guidelines for the Use of Video Surveillance Cameras in Public Places, published by the Information and Privacy Commissioner (IPC) of Ontario have been reviewed to ensure that the current policy is consistent with the Guidelines.

One amendment was made to the Record of Disclosure to a Law Enforcement Agency form used by KFPL staff when the police request available video footage. Occasionally the police may also request the release of other evidence in addition to video footage (e.g., stolen material left at the Library). The Release Form has been amended to include a section if other items are being released to the police, pursuant to an investigation (as per section 32(g) of the *Municipal Freedom of Information and Protection of Privacy Act*).

Recommendations:

That the Board approve the Video Surveillance Policy.

Video Surveillance (DRAFT)

1. Purpose

The purpose of this policy is to regulate the use of any video surveillance system at Library branches, balancing the security benefits derived from the use of video surveillance with the privacy rights of the individual.

2. Scope

This policy applies to all types of video surveillance systems that are or may be used at Library branches.

3. Definitions

- a) **Video Surveillance System** refers to a video, physical or other mechanical, electronic, digital, or wireless surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals in Library branches.
- b) **Camera** refers to a device that converts images into electrical signals for television transmission, video recording, or digital storage.
- c) **Record** includes a video or image downloaded from a video surveillance system.
- d) **Covert** refers to concealed or hidden.

4. Guiding Principles

In the daily operation of the services at Library branches, the safety of patrons and staff is maintained by conventional means such as alert observation by staff, the consistent application of the Library's Code of Conduct, security-conscious design of Library locations and, where required, patrols by security personnel.

However, in some circumstances, the additional protection provided by the use of video surveillance is essential in maintaining lawful, safe, and appropriate use of Library premises. The information collected through video surveillance is used only to address unlawful conduct and breaches of Library policies and/or Library Codes of Conduct by patrons, volunteers, contractors and/or staff.

The installation of any video surveillance system pursuant to this policy is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Library's Access to Information and Protection of Privacy policy, and other applicable legislation.

5. Policy

5.1. Use of Equipment

Any video surveillance equipment will be kept in a secure location and access will be limited to members of the Library's management staff and others only as authorized by the Chief Librarian or designate. The video surveillance equipment will be used only for the purposes articulated in this policy. The existence of this policy does not imply or guarantee that video surveillance systems will be monitored in real time.

No camera will be placed so that it views into an area where individuals have a greater expectation of privacy, such as in washrooms, change rooms or neighbouring buildings.

5.2. Use of Records

The records collected through video surveillance are used:

- To investigate any incident involving the safety or security of patrons, staff, volunteers and/or contractors;
- To investigate any incident involving the safety or security of any library branch;
- To investigate an incident involving violations of the Code of Conduct applicable to patrons, staff, volunteers, or contractors;
- To investigate an incident involving violations of the KFPL Workplace Violence Prevention Policy and KFPL Workplace Harassment Policy;
- To provide evidence as required to protect the Library's legal rights;
- To provide law enforcement agencies with evidence related to an incident under police investigation.

The length of time records are retained is dependent upon the video surveillance system and the library record retention schedule. The systems are designed to automatically record over previous recordings and records are not accessed unless an incident prompts an investigation.

For audit purposes, logs will be kept of all instances of access to, and use of, records.

5.3. Covert Cameras

Covert cameras will only be installed for a limited and reasonable period of time, consistent with the objectives of monitoring and in order to address unauthorized or alleged illegal activity at a Library branch. There must be reasonable cause to suspect that an illegal or unauthorized action(s) is taking place or is about to take place. Where a covert camera is installed, informing the individual(s) concerned that the recording is taking place would seriously prejudice the reason for making the recording. In such

cases, no signage will be posted. The installation of a covert camera will be subject to approval by the Chief Librarian or designate.

5.4. Signage

The Library shall post signs visible to members of the public at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.

5.5. Release of Records

Access to records is limited to those authorized under this policy. If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete a release form (see Appendix A) and forward it to the Chief Librarian or designate.

Access to a record may be provided to a third party (e.g., an individual whose image has been recorded and retained) and any request for access to a record by a third party must be made in writing to the Chief Librarian or designate. The processing of a request (including the fees charged) will be pursuant to Regulation 823 of MFIPPA.

Records required for evidence shall be saved to a secure file and stored in a secure environment. Such records will be destroyed after two years unless they are still required for evidence and/or pursuant to any applicable legislation. In cases where a patron has been banned by the Library, the record(s) will be retained for a period of up to five years, or for the period of the ban, whichever is longer.

5.6. Dealing with a Breach of Privacy

The Chief Librarian/CEO is responsible for the Library's privacy obligations under MFIPPA.

Any Library employee who becomes aware of any unauthorized disclosure of a record in contravention of this policy has a responsibility to ensure that the Chief Librarian and appropriate staff are immediately informed of the breach.

Once a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken to control the situation.

The Chief Librarian will identify the scope of the breach and take steps to contain the damage (e.g., determine if unauthorized access to the system has occurred, retrieve copies of recorded information, etc.).

The Chief Librarian will inform the Information and Privacy Commission and, if applicable, notify affected parties whose personal information was disclosed.

The Chief Librarian will conduct an internal investigation into the matter to review the circumstances surrounding the event as well as the adequacy of existing policies and procedures in protecting personal information.

5.7. Training

All Library staff will be made aware of their obligations under MFIPPA and this policy. Training will be provided to the appropriate staff responsible for the administration and application of this policy.

5.8. Policy Review

The Library Board will review this Policy as required.

5.9. Compliance

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment.

6. Appendices

- a) Record of Release to Law Enforcement Agency

7. Authorities

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

Guidelines for the Use of Video Surveillance (Information and Privacy Commissioner, October 2015)

KFPL Access to Information and Protection of Privacy Policy

KFPL Workplace Violence Prevention Policy

KFPL Workplace Harassment Policy

8. Document Control

Last Reviewed: October 2022

Changes made: see report to Board dated October 5, 2022

Next Review: October 2026