



To: Toronto Public Library Board – December 13, 2004

From: City Librarian

Subject: **Employment of Relatives Policies**

Purpose:

To establish Toronto Public Library Board policies on the employment of relatives of Board members and employees, to ensure compliance with the *Municipal Act, 2001*, Section 270 (1).

Funding Implications and Impact Statement:

No funding implications are associated with the adoption of Board policies on the employment of relatives of Board members and employees.

Recommendation:

It is recommended that the Toronto Public Library Board approve the following employment of relatives policies:

- (1) Employment of Relatives of Toronto Public Library Board Members; and
- (2) Employment of Relatives of Toronto Public Library Employees.

Background:

The City of Toronto approved an *Employment of Relatives Policy* applicable to all City employees, with the exception of councillors' office staff on July 29, 1999. The Toronto Public Library Directors approved an *Employment of Relatives Administrative Policy* applicable to all Library employees on December 10, 2003, effective March 24, 2004.

The *Municipal Act, 2001*, Section 270 (1) states that before January 1, 2005, library boards are required to adopt policies with respect to, the hiring of its employees, including policies with respect to:

- (a) the hiring of relatives of a member of council or local board, as the case may be;
- (b) the hiring of relatives of existing employees of the municipality or local board, as the case may be.

Comments and Conclusion:

It is important for the Toronto Public Library to have employment of relatives policies in place to both prevent conflicts of interest and to address the appearance or perception of conflicts of interest. The Board policies on employment of relatives will provide guidance to Board members and employees in avoiding conflicts of interest or the appearance of a conflict of interest that arises through the hiring or employment of relatives.

Contact:

Dan Keon, Director, Human Resources; Tel: 416-395-5850; Fax: 416-395-5925;

E-mail: dkeon@tpl.toronto.on.ca

Holly Dewar, Manager, Human Resources; Tel: 416-395-5851; Fax: 416-395-5925,

E-mail: hdewar@tpl.toronto.on.ca

Josephine Bryant
City Librarian

List of Attachments:

Attachment 1: Employment of Relatives of Toronto Public Library Board Members Policy

Attachment 2: Employment of Relatives of Toronto Public Library Employees Policy