

**POLICY: EMPLOYMENT OF RELATIVES OF TORONTO PUBLIC
LIBRARY BOARD MEMBERS****SECTION: II - General Policies - Human Resources****MOTION/DATE:**

Effective Date

When approved by the Board.

Policy Objective

The purpose of this policy is to provide direction to Toronto Public Library Board members in order to:

- prevent conflicts of interest or the appearance of a conflict of interest that arises through the hiring or employment of relatives; and/or
- prevent the misuse of authority and influence or the appearance of such misuse.

Underlying Principles

The need for the Toronto Public Library to establish employment of relatives board policies was recognized to ensure compliance with the *Municipal Act, 2001*, Section 270 (1). The Act states that before January 1, 2005, library boards are required to adopt policies with respect to the hiring of 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.

Policy Statement

In accordance with s.5 (1) of the *Ontario Human Rights Code*, the Toronto Public Library will not discriminate in its hiring practices on the basis that a person is a relative of a Library Board member. Library Board members are bound by the *Municipal Conflict of Interest Act* to disclose any pecuniary interest and avoid discussion, influence or voting on issues where they have a pecuniary interest, including the interests of a relative.

Specific Directives

Toronto Public Library Board members must declare a conflict when they have the authority to approve, deny or negotiate salary level or other forms of compensation that may have an effect on a family member. A Board member shall not use his/her influence in order to obtain appointment, promotion, advancement or any other advantage within the Library on behalf of a family member.

Close personal relationship or relationships beyond family can cause problems in employment relationships. Board members who find themselves in this situation should be sensitive to the appearance of a conflict of interest and guide themselves in accordance with the principles of this policy and the *Municipal Conflict of Interest Act*.

Scope

This policy applies to all Toronto Public Library Board members.

Accountability

All Toronto Public Library Board members are responsible for declaring a conflict that falls within the scope of this policy.

Appendices

Definitions

Family: For the purposes of this policy, family is identified as:

- spouse, including common-law and same sex spouse;
- parent, including step-parent and legal guardian;
- grand parent, including step-grand parent, grandchild or step grandchild;
- mother-in-law;
- father-in-law;
- sister-in-law;
- brother-in-law;
- daughter-in-law;
- son-in-law;
- child including step-child;
- sibling;
- any person who lives with a Board member on a permanent basis.

References:

Municipal Conflict of Interest Act
Employment of Relatives of Toronto Public Library Employees Policy
Ontario Human Rights Code

Enquiries:

For further information on the, Employment of Relatives of Toronto Public Library Board Members Policy contact Holly Dewar, Manager, Human Resources Department.