

**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.