

2023-02-03-Policy Committee Meeting Agenda

Meeting agenda – Executive Policy Committee Meeting

Meeting Information:

Date: February 3,
2023

Time: 9:00am

Attendees via Zoom: Josh Crick (Chair), Barb Smith, Dwayne Spicer, Daryl Frank, Loraine Berry, James MacDonald (ED).

AGENDA ITEMS:

1. Approval of Agenda
2. Approval of the minutes of [October 4th, 2022](#)

POLICIES FOR REVISION:

3. Terms of Reference - [Procedural Policy](#)

Briefing Note: Added procedures for the board and its committees to call for and vote on motions via email, outside of regular Board or committee meetings.

DRAFT MOTION: [...] moved to accept the proposed changes to the Procedural Policy as presented/amended and to recommend this policy to the Executive Committee to be considered by the Board for adoption.

4. Section 3:1F - [Corporate Credit Cards](#)

Briefing Note: This policy integrates [Sec 1:1C Staff Expenses and Reimbursement](#) with the Corporate CC policy. Several grammatical updates are made as well as updates to reflect changes in procedure.

DRAFT MOTION: [...] moved to accept the proposed changes to the Corporate Credit Cards, and Staff Expenses and Reimbursement policies as presented/amended and to recommend this policy to the Executive Committee to be considered by the Board for adoption and deletion.

5. Section 3:1B - [Accounting and Audit](#) (name change to Financial Matters)

Briefing Note: This policy will combine the following financial policies: [Accounting and Audit](#), [Financial Matters](#), [Investments](#), [Principle](#), [Borrowing Bylaw](#), and [Banking](#) under a single policy title Financial Matters. The updates are largely clarifying - no substantive changes were intended.

DRAFT MOTION: [...] moved to accept the proposed changes to the Accounting and Audit policy as presented/amended and the deletion of the [Financial Matters](#), [Investments](#), [Principle](#), [Borrowing Bylaw](#), and [Banking](#) policies and to recommend these amendments and deletions to the Executive Committee to be considered by the Board for adoption and deletion.

6. Section 1:1Q - [Retirement](#)

Briefing Note: Minor changes for clarity and grammar.

DRAFT MOTION: [...] moved to accept the proposed changes to the Retirement policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

7. Section 1:1K & Appendix E - [Benefits](#)

Briefing Note: Update to reflect the motion of the Board to cover health benefits premiums and clarify staff responsibilities around short and long term disability. Some grammar and clarifying edits.

DRAFT MOTION: [...] moved to accept the proposed changes to the Benefits policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

8. Section 1:1L & Appendix - [Leaves](#)

Briefing Note: Clarification and simplification of the policy and alignment with current and future Alberta labour standards. We would delete the appendix and refer to the current Alberta labour standards on protected leaves.

DRAFT MOTION: [...] moved to accept the proposed changes to the Leaves policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

9. Section 1:1T - [Inclement Weather](#)

Briefing Note: Clarification and organization of the policy, with grammar updates.

DRAFT MOTION: [...] moved to accept the proposed changes to the Inclement Weather policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

10. Section 1:3G - [Political Activity](#)

Briefing Note: Addition of two points regarding political activity outside of work and rental of building to political parties or causes.

DRAFT MOTION: [...] moved to accept the proposed changes to the Political Activity policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

11. Section 1:3U - [Communication Protocol - Employee\(s\)](#)

Briefing Note: Slight grammatical updates for clarity.

DRAFT MOTION: [...] moved to accept the proposed changes to the Communication Protocol - Employee(s) policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

12. Section 2:1L - [Freedom of Information and Protection of Privacy \(FOIP\)](#)

Briefing Note: Slight grammatical updates, removal of erroneous hyperlink, clarification on when NLLS provides FOIP training.

DRAFT MOTION: [...] moved to accept the proposed changes to the Freedom of Information and Protection of Privacy (FOIP) policy as presented/amended and to recommend these amendments to the Executive Committee to be considered by the Board for adoption.

NEW POLICIES

13. Terms of Reference - [Indigenous Advisory Committee Mandate](#)

Briefing Note: This new TOR establishes an Indigenous Advisory Committee to assist the Board with establishing and delivering library services for Indigenous communities in the NLLS region.

DRAFT MOTION: [...] moved to accept the proposed adoption of the Indigenous Advisory Committee Mandate Terms of Reference policy as presented/amended and to recommend to the Executive Committee it be considered by the Board for adoption.

POLICIES TO DELETE (not considered elsewhere in the agenda)

14. Section 1:3P - [Privacy Issues](#)

Briefing Note: This policy was incorporated into the [Internet and Computer Usage Policy](#) previously and its deletion was overlooked.

DRAFT MOTION: [...] moved to accept the proposed deletion of the Privacy Issues policy and to recommend to the Executive Committee it be considered by the Board for deletion.

15. Next Meeting (Proposed March 24th).

16. Adjournment



MEETING AGENDA— EXECUTIVE POLICY COMMITTEE MEETING

MEETING INFORMATION

Date: October 4th, 2022

Time: 9:00am

Attendees via Zoom: Josh Crick (Chair), Barb Smith, Loraine Berry.

Regrets: Dwayne Spicer, Daryl Frank

AGENDA ITEMS

1. *Approval of Agenda*

M1: Barb moved to approve the agenda.
Carried.

2. *Approval of Minutes of [June 10th, 2022](#)*

M2: Loraine moved to approve the minutes of the June 10th, 2022 policy committee meeting.
Carried.

POLICIES FOR REVISION

3. [Staff Orientation](#)

Briefing Note: Simple grammatical updates and small changes for modernization.

M3: Barb moved to approve the Staff Orientation policy as amended and to forward it to the Executive for review.
Carried

4. [STATUTORY and GENERAL HOLIDAYS](#)

Briefing Note: Slight grammar change, clarification on holiday season for employees with less than 1 year service. Potential discussion on September 30th, Truth and reconciliation day. The recommendation from our Indigenous Relations Advisor on how to handle this day [is available here](#).

M4: Barb moved to approve the Statutory and General Holidays policy as amended and to forward it to the Executive for review.
Carried

5. [GYM FACILITIES](#)

Briefing note: Update to policy to include tenants in the building and guests accompanied by authorized users.

M5: Loraine moved to approve the Gym Facilities policy as amended and to forward it to the Executive for review.
Carried.

6. [ANNUAL AGENDA](#)

Briefing note: Major formatting changes. See [the original](#) for comparison. Only formatting and grammar changes intended.

M6: Loraine moved to approve the Annual Agenda policy as amended and to forward it to the Executive for review.— Carried.

7. [BOARD HONORARIA and EXPENSES](#)

Briefing note: update to the to reflect the new travel policy.

M7: Barb moved to approve the Board Honoraria and Expenses policy as amended and to forward it to the Executive for review.

Carried

8. [BOARD MEMBER ORIENTATION and PROFESSIONAL DEVELOPMENT](#)

Briefing note: solely grammatical changes

M8: Loraine moved to approve the Board Member Orientation and Professional Development policy as amended and to forward it to the Executive for review.

Carried

9. [SIGNING AUTHORITY](#)

Briefing note: simple clarification that all accounts require 2 signatures.

M9: Barb moved to approve the Signing Authority policy as amended and to forward it to the Executive for review.

Carried

10. [GRANTS, SPONSORSHIPS and DONATIONS](#)

Briefing note: simplification of the wording ([see original](#)) and combines the policy on the PLSB grant funding here ([see original](#)). Recommend deleting PLSB Grant Money if the two are combined.

M10: Loraine moved to approve the Grants, Sponsorships and Donations policy as amended and to delete the PLSB Grant Funding policy and to forward these to the Executive for review.

Carried

POLICIES FOR DELETION

11. [NLLS CELL PHONE POLICY](#)

Briefing note: This policy is superseded by the [Internet and computer usage policy](#) and is now redundant and no longer necessary. Recommend deletion.

12. [PERSONAL CELL PHONE or DEVICES USE](#)

Briefing note: This policy is superseded by the [Internet and computer usage policy](#) and is now redundant and no longer necessary. Recommend deletion.

13. [EMAIL USAGE](#)

Briefing note: This policy is superseded by the [Internet and computer usage policy](#), recommend deleting

M11: Loraine moved to delete the NLLS Cell Phone Policy, the Personal Cell Phone or Device Use policy and the Email Usage Policies and forward these to the Executive for review.

Carried.

The Policy committee discussed the reserve fund levels as requested by the Executive and felt more comfortable moving this back to a discussion with the Executive.

Next Meeting Date: TBD

Adjournment of the Meeting: Barb – Carried.

STATEMENT OF POLICY AND PROCEDURE

Section: Terms of Reference | Chapter: | Page(s): 8

Subject: **PROCEDURAL POLICY** |

Reviewed: 2023-01-13 | Revised: NEW | Effective: 2021/02/26

PROCEDURAL POLICY

PART I - INTERPRETATION AND APPLICATION

Purpose

1. The purpose of these Rules of Order is to establish procedures according to which meetings of the Board and committees of the Board are to be governed and conducted.

Definitions

2. In these Rules of Order, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:
 - a) "Act" means the Libraries Act, RSA 2000, c L-11 and its regulations, as amended;
 - b) "Board" means the Northern Lights Library System Board;
 - c) "Chair" means the Member elected by the Board in accordance with section 32 of the Act and included a Member assigned by the Chair or appointed by the Members present at a meeting to presides over the meeting in the Chair's absence;
 - d) "Delegation" means any person or group who wishes to make representations to the Board at a meeting related to the Board and its programs;
 - e) "Executive Committee" means that duly appointed committee of the Board;
 - f) "Executive Director" means the individual appointed by the Board to the position of executive director for Northern Lights Library System;
 - g) "Member" means a duly appointed member of the Board, and includes an alternate member when a Board Trustee's member is unable to attend a meeting of the Board;
 - h) "Motion" means a formal proposition put forward by a Member in attendance at a meeting with the intention that it be put to a vote;
 - i) "Point of Order" means the raising of a question by a Member to call attention to any deviation from a provision of these Rules of Order or any statute, regulation, bylaw or policy;
 - j) "Point of Privilege" means a matter affecting the rights and privileges of the Board collectively or of individual Members;
 - k) "Resolution" means a Motion which has been voted on and carried by the Board.

Application

3. When any matter relating to the proceedings of the Board or any committee of the Board is not addressed in the Act or in these Rules of Order, the matter shall be decided by a vote of a majority of Members participating in the meeting and entitled to vote.

PART 2 – BOARD MEETINGS

Regular Meetings

4. Regular meetings of the Board shall be held in accordance with Board policy.
5. The schedule of regular meetings of the Board, including the date, time and location of meetings, will be posted on the NLLS website.
6. If there are changes to the date, time or place of a regular meeting, including cancellation, at least 24 hours' written notice of the change must be given to all Members and to the public by posting on the NLLS website.

Special Meetings

7. The Executive Committee may call a special meeting of the Board whenever the Executive Committee considers it appropriate to do so.
8. The Executive Committee calls a special meeting of the Board by giving at least 48 hours' notice in NLLS website and to the member libraries, and municipalities by electronic mail, stating the purpose of the meeting and the date, time and electronic means by which it is to be held. A special meeting may only be held virtually.

Chair

9. The Chair shall preside over meetings of the Board. If the Chair is absent, the Member assigned by the Chair to preside in the Chair's absence, shall preside. If the Chair has not assigned a Member to act in the Chair's absence or, if that Member is absent, the Executive Director shall begin the meeting by calling for a motion for the appointment of an acting Chair from among the Members present.

Quorum

10. A quorum of the Board for the transaction of business shall be a simple majority of the Members.
11. As soon as there is a quorum after the time fixed for a meeting, the Chair shall call the meeting to order.
12. If there is no quorum within 15 minutes after the time set for the meeting, the names of the Members present shall be recorded and no meeting will take place on that date.
13. If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
14. The agenda for an adjourned meeting will be dealt with at the beginning of the next meeting.

Attendance

15. If a Member is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the Member:
 - a) must notify the Chair at least 24 hours in advance, or if exigent circumstances exist as soon as reasonably possible;
 - b) must provide the general reason for the absence; and
 - c) may request that the Chair announce the reason and expected duration of their absence during the meeting.

Electronic Participation at In-Person Meetings

16. A Member may participate in an in-person meeting via electronic means or other communications facilities if,
 - a) the Member provides the Chair and Executive Director with at least 24 hours' notice of their inability to attend in person or, in exigent circumstances, not less than one hour's notice;
 - b) the electronic means or other communication facilities enable the Members, and any Delegations, participating in the meeting to hear one another,
 - c) the members of the public attending the meeting are able to hear the meeting as it occurs, and
 - d) there is a quorum physically present at the meeting to ensure the meeting can continue if the electronic connection fails.

Virtual Meetings

17. The Board may hold a meeting virtually, entirely by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast if,
 - a) the electronic means or other communication facilities enable the Members, and any Delegations, participating in the meeting to hear one another,
 - b) the members of the public attending the meeting by electronic means are able to hear the meeting as it occurs, and;
 - c) notice of the meeting is given to the public which includes the electronic means by which the meeting is to be held and information necessary for the public to access the meeting.

Technical Difficulties

18. The Chair may direct that a Member's electronic participation in a meeting be terminated if the Member cannot be heard clearly, or if a poor connection or background noise is deemed to be unduly disruptive to the meeting.
19. If a technical problem prevents or interrupts a Member's electronic participation in a meeting, the minutes shall reflect the time at which the Member ceased to participate in the meeting by reason of the technical problem. If such technical problem is later resolved and the Member rejoins the meeting by electronic means without a vote on a Motion having taken place during the interruption in the Member's participation, the minutes shall reflect the time at which the Member rejoined the meeting.
20. If electronic communication is interrupted during a meeting and remains interrupted while a vote on a Motion is taken, the Member affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.

Electronic Recordings and Devices

21. No member of the public may electronically record any portion of a meeting, unless a request is made prior to the commencement of the meeting and the Chair determines that electronic recording of the meeting by the public will be permitted.
22. The Executive Director may cause an electronic recording of a meeting to be made, excluding any closed session, for internal administrative purposes only to assist the recording secretary in preparing the minutes of the meeting; however, the electronic recording shall be treated as a transitory record and destroyed upon the Board adopting the minutes of the meeting, which minutes shall constitute the official record of the proceedings.
23. All electronic devices must be in silent mode or turned off while a meeting is in progress.

PART 3 – AGENDAS and MINUTES

Agendas

24. The agenda for each meeting shall be prepared by the Executive Committee.
25. Any Member may submit an item for consideration of placement on a future meeting agenda. A Member who submits an item for consideration that is not placed on a Board meeting agenda retains the right to present the item at the next the Board meeting and have it added to the agenda if a majority of the Board agrees.
26. The agenda for all regular meetings of the Board shall contain the following matters in the order in which they are listed below:
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Consent Agenda
 - d) Delegations
 - e) Old Business
 - f) New Business
 - g) Closed Session
 - h) Adjournment
27. The Executive Director shall cause the meeting agenda and all associated reports and other supporting documents to be provided first to all Members and then posted on the NLLS website, subject to any exceptions to public disclosure under the Freedom of Information and Protection of Privacy Act, at least 48 hours preceding the meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

Consent Agenda

28. The consent agenda portion of a meeting shall be reserved for non-controversial or routine items that may be moved and voted on without debate as one item, regardless of the number of reports included, to adopt all of the recommendations contained in the respective reports. Such items may include, but are not limited to: adoption of the minutes of a previous meeting, reports to be received for information only and correspondence addressed to the Board that does not require any Board action.
29. A Member may request for any item to be removed from the consent agenda and placed on to the agenda for debate. Such request must be made before voting occurs on the consent agenda.

Minutes of Meeting

30. The Executive Director shall prepare or cause to be prepared minutes of each Board meeting and the Board committee meeting that include:
 - a) the type of meeting that was held, whether regular or special;
 - b) the date, hour and place, or if virtual, the electronic means by which the meeting is held, of the meeting;
 - c) the names of the Members present at and absent from the meeting;
 - d) the name of the presiding officer;
 - e) the names of each member of NLS administration present at the meeting, including each person's title;
 - f) an item that corresponds with every item on the agenda for that meeting;
 - g) a Motion for each item on the agenda, as applicable;
 - h) the names of members of the public who speak to an item as a Delegation;
 - i) any abstentions made by any Member and the reason for the abstention;
 - j) the time of departure and return to the meeting of any Member for any reason;
 - k) the time the meeting is adjourned; and
 - l) the signatures of the presiding officer and the Executive Director.
31. At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

PART 4 – PUBLIC PARTICIPATION

Meetings in Public

32. Subject to section 33 of these Rules of Order, all meetings of the Board and its committees shall be open to the public and no person may be excluded except for improper conduct as determined by the Chair.
33. Only Members or other persons recognized by the Chair or by a majority vote of the Members present shall be allowed to address the Board during a meeting.

Meetings Closed to the Public

34. The Board, and any committee of the Board, may close all or part of a meeting to the public in accordance with section 18 of the Freedom of Information and Protection of Privacy Regulation, AR 186/2008, as amended.
35. When a meeting is closed to the public, no Motion may be made, except a Motion to revert to a meeting held in public.
36. Only voting members may participate in closed session.

Conduct of the Public at Meetings

37. During a meeting, members of the public must conduct themselves with proper decorum. The Chair may order any member of the public who disturbs the proceedings by words or actions or in any other manner to be expelled from the meeting.
38. The Chair may request the assistance of a peace officer if a person ordered expelled by the Chair does not leave the meeting voluntarily.

Delegations

39. A person may request to appear as a Delegation and make a presentation to the Board, either on the person's own behalf or as a representative of a group or organization. The request must:
 - a) be made in writing;
 - b) include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;
 - c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
 - d) be received by the Executive Director not less than 7 days prior to the meeting at which the Delegation is requesting to attend.

40. Delegation requests will be reviewed by the Executive Committee in preparing the agenda and the Executive Committee shall direct the Executive Director to notify the person requesting to appear as a Delegation whether the request has been:
 - a) approved, and added to the meeting agenda;
 - b) approved, but deferred to a subsequent meeting agenda;
 - c) referred to NLLS administration, if the matter is considered to be operational in nature; or
 - d) refused, if the matter is not considered to fall within the jurisdiction of the Board or is otherwise deemed improper, and the Executive Director shall so advise the Board why the request was refused by the Executive Committee.
41. The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Executive Director in advance of the meeting, and these materials become the property of the Board as part of the record of the proceedings.
42. Each presentation by a Delegation shall be limited to 15 minutes unless a longer period is agreed to by a vote of the Members present at the meeting.

PART 5 – THE BOARD PROCEEDINGS

Role of the Chair

43. The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a Member from any ruling.
44. If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the Member will be provided an opportunity to give concise reasons for the appeal, and the Board will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Board.
45. The Chair may participate in debate and vote on matters before the Board, without relinquishing the Chair.
46. If the Chair is required to leave the chair upon declaring a conflict of interest, the Chair must call on another Member present to preside until discussion and voting on the matter are concluded.

Conflicts of Interest

47. A Member must not take part in a decision of the Board or any committee of the Board if the decision might further a private interest of the Member, the Member's employer or an immediate family member.
48. If a Member is present at a meeting and has a conflict of interest in a matter to be discussed the Member shall, prior to any discussion of the matter, declare a conflict of interest by:
 - a) disclosing the general nature of their interest,
 - b) abstaining from any discussion of the matter,
 - c) abstaining from voting on any question relating to the matter, and
 - d) leaving the meeting until discussion and voting on the matter are concluded

Member Conduct

49. During a meeting, a Member must:
 - a) only speak after being recognized by the Chair;
 - b) address the Chair when speaking;
 - c) refrain from using crude, vulgar, profane or offensive language, or disturbing the orderly business of the meeting in any way;
 - d) respect and follow all applicable procedural rules;
 - e) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by the Board;
 - f) refrain from leaving their seat or making any noise while a vote is being taken or the result declared;
 - g) refrain from re-entering the meeting while the vote is being taken, if absent from the meeting due to a conflict of interest;
 - h) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege;
 - i) reflect upon any vote, except for the purpose of moving that the vote be reconsidered; and
 - j) refrain from using any electronic device to record any portion of the meeting, engage in private discussion and debate with other Members on matters being discussed by the Board, or attempt to live-tweet the meeting in progress.

Points of Order

50. When a Point of Order is called, the Member calling the Point of Order must identify the procedural deviation.
51. The Chair may call to order any Member who is out of order.
52. When a Member persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending Member.
53. Unless the Member who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the Member be noted in the minutes.
54. Upon a Member being named by the Chair and refusing to apologize, the Chair shall direct the Member to leave the meeting and the Member shall immediately leave the meeting and will not be allowed to return to the meeting unless the Member apologizes for the breach.

Motions

55. A Motion relating to a matter not within the jurisdiction of the Board is not in order.
56. A recommendation in a report does not constitute a Motion until a Member has formally moved it.
57. A Motion does not require a seconder.
58. Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of Members present at the meeting.
59. The mover of the Motion may speak and vote for or against the Motion and once all Members present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
60. All Members must be provided with an opportunity to speak to a Motion before any Member is permitted to speak to the Motion a second or subsequent time.
61. Any Member may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed for all Members to see, but must not interrupt a speaker to do so.
62. When a Motion is under debate, no other Motion shall be made except to:
 - a) "table", which means to cease discussion on the current topic to address another matter that the Member considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to "lift from the table" is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
 - b) "call for the question", which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all Members have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
 - c) "refer", which means to redirect a matter under consideration to another party, such as a Board committee. A Motion to refer must include instructions to the referral body and is debatable;
 - d) "defer", which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to the Board and is debatable;
 - e) "amend", which means to modify the wording of a motion. An amending motion is debatable;
 - f) "move into closed session", which means to close all or part of the meeting to the public if a matter to be discussed concerns an item listed in section 18 of the Freedom of Information and Protection of Privacy Regulation; or
 - g) "reconvene in public", which means to revert to a meeting open to the public.

Amending Motions

63. A Member may only amend the Member's own Motion for the purpose of clarifying the Motion's intent without affecting the substance of the Motion. The Chair may accept such a "friendly amendment" upon putting a request to that effect to the meeting and if no other Member objects. A Member may also propose such a "friendly amendment" to another Member's Motion, which may be accepted by the Chair if the other Member agrees and no Member objects.
64. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
65. Only one amendment to the main Motion under debate may be before the meeting at any time. A Motion to amend the proposed amendment is not in order.

66. When a Motion to amend is on the floor, Members may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
67. If an amendment to a Motion is defeated it cannot be moved a second time.
68. Only after any Motion to amend has been put to a vote shall the main Motion under debate be put to a vote.

Splitting Motions

69. When a Motion under debate contains distinct propositions, at the request of any Member on a Point of Order, the Chair shall call for separate votes on each proposition.

Voting

70. Unless otherwise specified in these Rules of Order, a Motion is passed when a majority of Members participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
71. If there is an equal number of votes for and against a Motion the Motion is defeated.
72. A matter not amounting to a Motion that is put to a vote of the Board in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Board if a majority of Members present indicate support for it.
73. Before a vote is taken, a Member may request that the vote be recorded and the minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained on declaring a conflict of interest.
74. Votes on all Motions must be taken as follows:
 - a) The Chair will ensure that the Motion to be voted upon is clear by either:
 - i. confirming that the Motion is viewable by Members, either in hard copy or electronically; or
 - ii. by restating the Motion verbatim immediately prior to the vote.
 - b) Members must:
 - i. vote by show of hands at an in-person meeting;
 - ii. vote verbally by stating "yes" or "no" to the Motion if participating via teleconference or other electronic means at an in-person meeting;
 - iii. vote electronically using the polling function provided in the platform if participating in a virtual meeting; or
 - iv. vote by secret ballot when electing the Chair or any other officers.
 - c) The Chair will announce the result of the vote.
75. Once a vote has been called, no Member will be given an opportunity to speak to the matter.
76. After the Chair declares the result of a vote, Members may not change their votes.

Voting by Email – outside a formal meeting

From time-to-time Board members may be called on to discuss an issue or decision outside of a regularly scheduled meeting (i.e. via email). Motions may be made and passed through email using the following procedure.

77. Email containing a motion will be sent to a distribution list containing emails of all voting members of the applicable body.
78. Discussion on the motion shall conclude and all votes shall be cast within 72 hours of the electronic motion.
79. A majority of board members must cast an answer within the above timeline for the vote to be valid.
80. When board members cast an e-vote they must "REPLY ALL" so that all board members may see how they have voted.
81. Each person should respond as follows: "Motion on xxxxxx" In Favour/Against/Abstain.
82. The Chair (or vice-chair in the absence of the Chair) will make it clear when voting ends.
83. The electronic vote will be ratified at the next applicable meeting.

Reconsideration

84. After a Motion has been voted upon, but before the meeting is adjourned, any Member who voted with the prevailing side may move for reconsideration of a previous Motion.
85. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
86. If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.

87. A Member who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

Adjournment

88. A Motion to adjourn the Meeting is always in order except:
- a) when another Member has the floor;
 - b) when a vote on a Motion has been called for but not yet taken; or
 - c) when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.
89. A Motion to adjourn the Meeting shall be put without comment or debate.

NLLS Executive Board Chair

February 26, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: **CORPORATE CREDIT CARDS** | Sec 3, 1F

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2017/05/13**

SECTION 3 – 1.F

CORPORATE CREDIT CARDS

1. **Corporate** Credit cards ~~issued by the System's bank in the System's name~~ may be authorized by the Executive Director, Finance Officer, and Board Chairman for employees who travel regularly or make specific purchases where a credit card ~~number~~ is required.
2. Credit cards may be used for budgeted expenses only.
3. ~~The Acc~~Cumulative Credit Card limits ~~are shall~~ not ~~to~~ exceed \$50,000. ~~for above noted accounts.~~
4. Fuel Credit Cards ~~limits~~ are to be used for NLLS Vehicles only and are not to exceed ~~a~~ \$5000 ~~limit~~.
5. The points accumulated from the Credit Card reward program(s) will be allocated to the annual NLLS library conference and be reflected in the annual budget as income.

Credit Card Usage —~~Appendix B—~~ Credit Card

- a) ~~NLLS may issue company credit cards to certain employees for use in their jobs.~~
- b) Any employee with a NLLS ~~company~~ credit cards issued to them must sign ~~the~~ Appendix B Credit Card Policy Acknowledgment form.
- c) Use of ~~company issued~~ NLLS credit cards is a privilege that ~~NLLS the Company~~ may withdraw at any time, with or without cause.
- d) Upon an employee's termination of employment at ~~the Company~~ NLLS, all cards must be returned to the NLLS Administration department for cancellation and proper disposal.
- e) The employee in possession of ~~the company~~ NLLS credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel.
- f) Any credit card NLLS issues ~~d~~ to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non- business purpose. Non-business purchases are considered any purchases that are not for the benefit of the ~~Company~~ NLLS.
- g) The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the ~~company~~ credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner ~~in which~~ as a regular receipt. ~~would be maintained and submitted.~~
- h) Original paper receipts are the preferred method of documentation.
- i) Digital copies ~~Pictures/scan~~ of receipts ~~may be~~ are acceptable. ~~allowed in place of missing receipts. The original paper receipt is the preferred method.~~
- j) Receipts need to be turned into the administration within one (1) week of returning to work.
- k) All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
- l) ~~Any receipts missing prior to monthly bill payment (with the exception of book allotment purchases supplies) will be billed back to credit card holder.~~
- m) ~~Any missing receipts found after bill back will be reimbursed upon submission within six (6) months of the charge date.~~

- n) ~~All extraneous charges shall be investigated before being billed back to credit card holder.~~

2. Personal charges

- a) If any employee uses a ~~company~~ NLLS credit card or other ~~company~~ funds for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted in full, from the employee's next paycheck.
- b) If any employee uses a ~~company~~ NLLS credit card or other ~~company~~ funds for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse ~~the Company NLLS~~ via deductions from pay until the unauthorized amount is fully repaid.
- c) In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.

3. Reimbursement of Employee Personal Funds

- a) All approved company transactions paid by employee personal funds will be reimbursed by direct deposit ~~on the 15th and the 2nd to last business day of each month~~, provided the employee submits all receipts and applicable expense forms within six (6) months of incurred expense.

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 2

Subject: **STAFF EXPENSES and REIMBURSEMENT** | Sec 1, 1C Appendix B

Reviewed 2019/01/10 | Revised: 2019/09/21 | Effective: **2017/05/13**

SECTION 1 - 1.C Appendix B

STAFF EXPENSES and REMIBURSEMENT

1. Credit Card usage – Appendix B – Credit Card

- a) NLLS may issue company credit cards to certain employees for use in their jobs.
- b) Employee with company credit cards issued to them must sign the Appendix B Credit Card Policy Acknowledgment form.
 - i. Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee's termination of employment at the Company, all cards must be returned to the NLLS Administration department for cancellation and proper disposal.
 - ii. The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel.
 - iii. Any credit card NLLS issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non- business purpose. Non- business purchases are considered any purchases that are not for the benefit of the Company.
 - iv. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
 - v. Pictures/scan of receipts may be allowed in place of missing receipts. The original paper receipt is the preferred method.
 - vi. Receipts need to be turned into the administration within one (1) week of returning to work. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
 - vii. Any receipts missing prior to monthly bill payment (with the exception of book allotment supplies) will be billed back to credit card holder.
 - viii. Any missing receipts found after bill-back will be reimbursed upon submission within six (6) months of the charge date.
 - ix. All extraneous charges shall be investigated before being billed back to credit card holder.

2. Personal charges

- a) If any employee uses a company credit card or other company funds for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted in full, from the employee's next paycheck.
- b) If any employee uses a company credit card or other company funds for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid.
- c) In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.

3. Reimbursement of Employee Personal Funds

- a) All approved company transactions paid by employee personal funds will be reimbursed by direct deposit on the 15th and the 2nd last business day of each month, provided the employee submits all receipts and applicable expense forms within six (6) months of incurred expense.

NLLS Executive Board Chair

September 21, 2019

Date of Approval

APPENDIX B - NLLS Credit Card Policy Acknowledgment



I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination. I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company much deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question.

I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Signature of Employee

Date

Printed Name

Signature of Company Rep

Date

Printed Name

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: Financial Matters ~~ACCOUNTING and AUDIT~~

Sec 3, 1B

Reviewed: 2023-01-13 | Revised: 2018/11/03 | Effective: 2017/05/13

SECTION 3 – 1.B

~~ACCOUNTING and AUDIT~~ Financial Matters

Accounting Principles: ~~PRINCIPLE~~

The Northern Lights Library System (NLLS) ~~upholds the principles of~~ follows these accounting principles:

1. All ~~Such~~ financial accounts shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and follows Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPPO).
2. ~~The Northern Lights Library System shall~~ Keeping distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an independent public accountant.
3. ~~Fraud-~~ All Managers and the Executive Director are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to their injury. Measures to limit opportunities for fraud will include, but are not limited to:
 - ~~• responsible fiscal planning, and efficient procedures for the smooth operation of the financial practices of the System;~~
 - ~~• accurate records of the accounts of the System.~~
 - Keeping all assets and liabilities of ~~Northern Lights Library System~~ NLLS shall be recorded in the regular books of account. No undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.
 - Ensuring that no false or artificial entry or entry that obscures the purposes of an underlying financial transaction shall be made in the books and records for any reason.
 - Ensuring that no payment of any nature using NLLS funds or assets that is in violation of any applicable law or regulation shall be made.
 - Prohibiting unauthorized removal of materials, property or monies belonging to the NLLS. ~~is strictly prohibited.~~
 - Prohibiting falsification of an application, time sheet, work schedule or other financial or legal records. ~~is prohibited.~~

Accounting Records

4. NLLS's fiscal year is January 1 – December 31, inclusive.
5. All accounts and records shall be retained for a minimum of seven (7) years.

Audit

6. The financial records of ~~the System~~ NLLS shall be audited no later than February 1 of the year following the year under audit. The audited financial statement appears with the Annual Report of the Northern Lights Library System.
7. ~~As stated in The Northern Lights Library System Agreement:~~
 - a) ~~The System Board shall make an annual report on the operation of the System to each of the Parties to this Agreement and to each library board or advisory committee and to the Minister on or before May 31 in the year following the year to which the annual report relates.~~
8. Upon acceptance of the annual audited financial statement by the Board, the recommendations of the auditor will be reviewed and implemented where appropriate.
9. The Executive Committee may, from time to time, ask for bids on the Northern Lights Library System audit and may appoint a new auditor for ~~the System~~ NLLS.
10. The Board shall appoint the auditor annually at the Annual General Meeting.

BANKING

11. The Executive Committee shall review the banking services every three (3) years or more frequently at its discretion.
12. A change in banking services shall be made by a motion of the Executive Committee.

BORROWING ~~BYLAW~~

13. The Board ~~as a whole~~ may approve a loan, a line of credit, or overdraft protection to cover an operating shortfall ~~in accordance with the Libraries Act.~~
14. ~~Section 17 (a) (RSA 2000) of the Libraries Act states that a System Board may: "borrow from time to time for the purpose of defraying its operating expenses an amount not exceeding 50% of the amount expended by it during its immediately preceding fiscal year.~~
15. ~~Borrowing money for structural needs must be approved through the Board as a whole when Borrowing money as per Section 24 of the Libraries Act must be approved by motion of the Board.~~
16. ~~NLLS to apply for any available grants as applicable.~~
17. ~~NLLS follows Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO).~~
18. ~~NLLS's fiscal year is January 1 — December 31, inclusive.~~

INVESTMENTS

19. ~~Investments activities pursued by NLLS seek to balance maximizing potential earnings while are maximized through investment activities which at the same time~~ minimizing exposure and risk.
 20. The Northern Lights Library Board recognizes the need for sound and prudent investment practices.
 21. ~~The Board shall adopt policies and establish procedures to ensure that investment earnings are maximized through investment activities which at the same time minimize exposure and risk.~~
 22. The Board authorizes the Executive Director and the Finance Officer to invest capital and operating funds not required for immediate disbursement according to the ~~guidelines options~~ outlineds below, and to dispose of any investment when necessary to meet expenditures or as prudent from an investment management point of view.
- ~~The Northern Lights Library Board from time to time may invest surplus funds:-~~
- a. In debentures or securities issued ~~and/or guaranteed~~ by the Government of Canada or of any province of Canada,
 - b. ~~In debentures or securities, the payment of which is guaranteed by the Government of Canada or any province of Canada~~
 - c. In debentures or securities issued or guaranteed by any Schedule 1 chartered bank operating in Canada, treasury branch, and/or credit union.
 - d. In banker's acceptances of a corporation incorporated in Canada with background bank support of a Schedule 1 chartered bank.
 - e. All investments shall be with issuers that are "A" rated or better, as rated by the Dominion Bond Rating Service/Canadian Bond Rating Service.
 - f. Investments shall be awarded to the financial institution with the most competitive offering after taking into consideration the administrative costs involved and all the financial needs of the System.

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **FINANCIAL MATTERS** | Sec 1, 3D

Reviewed 2022/07/08 | Revised: 2022/08/26 | **Effective: 2017/05/13**

SECTION 1 - 3.D

FINANCIAL MATTERS

1. All assets and liabilities of Northern Lights Library System (NLLS) shall be recorded in the regular books of account. Nondisclosed or unrecorded fund or asset shall be established or maintained for any purpose.
2. No false or artificial entry or entry that obscures the purposes of an underlying financial transaction shall be made in the books and records for any reason.
3. No payment of any nature using NLLS funds or assets that is in violation of any applicable law or regulation shall be made.
4. Unauthorized removal of materials, property or monies belonging to the NLLS is strictly prohibited.
5. Falsification of an application, time sheet, work schedule or other financial or legal records is prohibited.
6. Fraud - All Managers and the Executive Director are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to their injury.

NLLS Executive Board Chair

August 26, 2022

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: **INVESTMENTS** | Sec 3, 1K

Reviewed: 2018/08/02 | Revised: 2018/11/03 | **Effective: 2018/11/03**

SECTION 3 – 1.K

INVESTMENTS

1. Investment earnings are maximized through investment activities which at the same time minimize exposure and risk.
2. The Northern Lights Library Board recognizes the need for sound and prudent investment practices. The Board shall adopt policies and establish procedures to ensure that investment earnings are maximized through investment activities which at the same time minimize exposure and risk.
3. The Board authorizes the Executive Director and the Finance Officer to invest capital and operating funds not required for immediate disbursement according to the guidelines outlines below, and to dispose of any investment when necessary to meet expenditures or as prudent from an investment management point of view.
4. The Northern Lights Library Board from time to time may invest surplus funds:
 - a) In debentures or securities issued by the Government of Canada or of any province of Canada,
 - b) In debentures or securities, the payment of which is guaranteed by the Government of Canada or any province of Canada
 - c) In debentures or securities issued or guaranteed by any Schedule 1 chartered bank operating in Canada, treasury branch, and/or credit union.
 - d) In banker's acceptances of a corporation incorporated in Canada with background bank support of a Schedule 1 chartered bank.
 - e) All investments shall be with issuers that are "A" rated or better, as rated by the Dominion Bond Rating Service/Canadian Bond Rating Service.
 - f) Investments shall be awarded to the financial institution with the most competitive offering after taking into consideration the administrative costs involved and all the financial needs of the System.

NLLS Executive Board Chair

November 3, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: **PRINCIPLE** | Sec 3, 1A

Reviewed: 2017/05/13 | Revised: 2017/05/13 | **Effective: 2017/05/13**

SECTION 3 – 1.A

PRINCIPLE

1. The Northern Lights Library System upholds the principle of:
 - a. responsible fiscal planning, and efficient procedures for the smooth operation of the financial practices of the System;
 - b. accurate records of the accounts of the System.
 - c. The Northern Lights Library System shall keep distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an independent public accountant. Such accounts shall be kept in accordance with generally accepted accounting principles.

NLLS Executive Board Chair

May 13, 2017

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: **BORROWING BYLAW** | Sec 3, 1D

Reviewed: 2019/03/02 | Revised: 2019/03/02 | **Effective: 2019/03/02**

SECTION 3 – 1.D

BORROWING BYLAW

1. The Board as a whole may approve a loan, a line of credit or overdraft protection to cover an operating shortfall. Section 17 (a) (RSA 2000) of the Libraries Act states that a System Board may: “borrow from time to time for the purpose of defraying its operating expenses an amount not exceeding 50% of the amount expended by it during its immediately preceding fiscal year.
2. Borrowing money for structural needs must be approved through the Board as a whole when borrowing money as per Section 24 of the Libraries Act.
3. NLLS to apply for any available grants as applicable.
4. NLLS follows Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPPO).
5. NLLS’s fiscal year is January 1 – December 31, inclusive.

NLLS Executive Board Chair

March 2, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: **BANKING** | Sec 3, 1C

Reviewed: 2017/05/13 | Revised: 2017/05/13 | **Effective: 2017/05/13**

SECTION 3 – 1.C

BANKING

1. The Executive Committee, shall review the banking services every three (3) years or more frequently at its discretion.
2. A change in banking services shall be made by a motion of the Executive Committee.

NLLS Executive Board Chair

May 13, 2017

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 1 Subject:

RETIREMENT | Sec 1, 1Q

Reviewed 2023-01-13 | Revised: 2019/11/23 | **Effective: 2017/05/13**

SECTION 1 - 1.Q

RETIREMENT

1. An employee who wishes to retire is required to give written notice of their intention to retire as per their contract or a minimum of two (2) weeks in the absence of a contract.
2. NLLS will work with the retiring employees to ensure their knowledge and skills are transferred to their replacements.;
~~and that the valued employee has opportunity to mentor others.~~
3. The employee will receive any outstanding pay entitlement in the first pay period immediately following the employees' retirement unless the employee directs otherwise.
4. ~~Under special circumstances,~~ it may be agreed between NLLS and a retired employee to re-hire them as a temporary employee following retirement, on a contractual basis term at the Executive Director's discretion.
5. ~~A retired employee who is re-hired under this policy is deemed to be a temporary employee and shall not be eligible for health, dental, prescription drugs or any other company provided benefits unless specified otherwise by legislation.~~

NLLS Executive Board Chair

November 23, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 1

Subject: **BENEFITS** | Sec 1, 1K Appendix E

Reviewed 2023-01-13 | Revised: 2019/09/21 | **Effective: 2017/05/13**

SECTION 1 - 1.K APPENDIX E

BENEFITS

1. Extended Health Benefit Plan
 - a) Full-time employees that have passed their probationary period may participate in the current company extended health benefit plan. Premiums are paid by the employer. ~~Employee to pay 30% of benefit premium, while NLLS to pay 70% of benefit premium. Employees who opt out of extended benefits must do so in writing.~~
 - b) Employees must participate in our short- and long-term disability plans. The premiums for these plans are the responsibility of the employee.
 - ~~c) The unpaid employee portion of the extended health care benefit plan over two (2) months in arrears will result in the employee being removed from the program.~~
 - d) ~~Statement of arrears account will be sent to the employee by registered mail and by email if available.~~
 - e) Employee(s) are responsible to ensure their contact information with our extended benefits provider is up to date.
 - f) Employees who opt out of extended health benefits must do so in writing.
2. Self-Directed Retirement Savings Plan - (Employee chooses the financial institution)
 - a) The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three (3) months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS. The NLLS shall contribute up to a maximum five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS ~~on a monthly basis~~ with their payroll into a registered retirement plan account through a registered Canadian financial institution.
 - b) If an employee does not comply with policy the employee will be removed from the program immediately.
 - c) Changes to the contribution level or participation in the program must be submitted in writing to the Finance Officer.
 - d) It is the employee's responsibility to supply the NLLS Finance Officer with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month.
 - ~~e) Employees are to submit a copy of their T4RSP slip from their bank provider to NLLS for confirmation of the employees matching contribution has been deposited into RRSP account.~~
3. Appendix E – RRSP Letter of Understanding

NLLS Executive Board Chair

September 21, 2019

Date of Approval



APPENDIX E - RRSP Letter of Understanding

Employee Name:

Title:

Address:

Northern Lights Library System

~~Human Resources Department~~

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0 780-724-2596

Self-Directed Retirement Savings Plan

(Employee chooses the financial institution)

The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three (3) months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS.

NLLS shall contribute up to five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS ~~on a monthly basis~~ with their payroll into an ~~registered retirement plan~~ account through a registered Canadian Financial institution.

It is the employee's responsibility to supply the NLLS Finance Officer with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month. ~~Employees are to submit a copy of their T4RSP slip from their bank provider to NLLS for confirmation of the employees matching contribution has been deposited into RRSP account.~~

NLLS Employee

Date

NLLS Representative

Date

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 2

Subject: **LEAVES** | Sec 1, 1L Appendix F

Reviewed 2023-01-20 | Revised: 2019/09/21 | **Effective: 2017/05/13**

SECTION 1 - 1.L APPENDIX F

LEAVES

1. Jury duty/subpoenas

- a) When an employee is summoned for jury duty or subpoenaed as a witness in their private capacity, they will be allowed leave with pay provided any daily allowance received by the employee is paid to NLLS.

Employees are eligible for ~~current (excluding reservists leave) and new~~ the following leaves after 90 days of employment.

2. Unprotected leaves without pay (any leaves not covered in Appendix F)

- a) Anticipated Leave Without Pay – The Executive Director, in conjunction with the Department Manager, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, so long as the time requested does not exceed twenty (20) working days. For requests exceeding twenty (20) days Otherwise, a written request must be submitted to the Executive Director. ~~It is understood that~~ When such leaves are granted, all vacation entitlement will be used first ~~prior to any leave without pay being granted and that~~ satisfactory arrangements ~~can~~ must be made for the performance of the employee's duties ~~during such absence~~.
- b) Emergent Leave Without Pay – The Executive Director, in conjunction with the Department Manager, has the authority to approve leave without pay for emergent situations, (i.e. illness in the family, extended compassionate leave, etc.). The Executive Director shall report to the NLLS Executive Committee all leaves granted under this policy.

3. Bereavement leave

- a) The Northern Lights Library System recognizes the need for employees to have time to deal with the death of a family member.
- b) Bereavement leave shall be provided in accordance with current Alberta labour standards. ~~with pay up to and including three (3) regularly scheduled consecutive work days shall be granted to all permanent and non-permanent employees who are required to carry out responsibilities incurred by the death of the employee's immediate family.~~
- c) The Northern Lights Library System may, in addition, grant up to two (2) day's leave with pay for the purposes of travel relating to ~~bereavement leave. the death of an immediate family member~~
 - i. Travel leave will be granted if the employee must travel a sufficient distance involving the equivalent of ½ working day or more by air (one way); or if traveling time by vehicle involves the equivalent of one working day or more (one way). Traveling time by air may include time waiting for a flight and flight connections, and time required to travel to and from airports.
- d) ~~A member of the immediate family is defined as:~~
 - i. ~~A mother, father, mother-in-law, father-in-law,~~
 - ii. ~~A brother, sister, brother-in-law, sister-in-law,~~
 - iii. ~~A spouse or common-law spouse, including same sex partner iv. ~~A child, step-child or foster child~~~~
 - v. ~~A grandparent or grandchild,~~
 - vi. ~~A relative who is a member of the employee's household~~

- e) Bereavement leave for any person not mentioned by **Alberta labour standards above** may be granted at the discretion of the Executive Director. Additional bereavement leave (without pay) may be granted at the discretion of the Executive Director.
4. **Appendix F— Protected Leaves as defined by Alberta labour standards.**

NLLS Executive Board Chair

September 21, 2019



APPENDIX F— Protected Leaves

Northern Lights Library System
 Human Resources Department
 5615- 48 St, Postal Bag 8
 Elk Point, AB T0A 1A0 780-724-2596

All of the following job-protected leaves are unpaid:

- **Maternity/Parental Leave**—Maternity leave in Alberta consists of fifteen weeks' unpaid leave under the Code, at least six weeks of which must occur after the baby is born. An additional thirty-seven weeks' of unpaid parental leave is permitted under the Code. The thirty-seven weeks' of parental leave may be taken by the mother or the father, or divided between the two parents. Although maternity and parental leave are unpaid, certain benefits are available under the Employment Insurance (EI) Act of Canada
- **Compassionate Leave**—eligible employees can take up to 2 weeks of leave to care for gravely ill family

~~Personal and Family Responsibility Leave—A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member.~~

~~Includes attending to personal emergencies and caregiving responsibilities related to education of a child.~~

- ~~**Long-Term Illness and Injury Leave**—A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.~~
- ~~**Bereavement Leave**—A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.~~
- ~~**Domestic Violence Leave**—A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.~~
- ~~**Citizenship Ceremony Leave**—A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.~~
- ~~**Critical Illness of an Adult Family Member**—A new unpaid leave will provide up to 16 weeks of job protection for employees who take time off to care for an ill or injured adult family member. This will align with the federal Employment Insurance program.~~
- ~~**Critical Illness of a Child**—A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.~~
- ~~**Death or disappearance of a Child**—A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This will align with the federal Employment Insurance program.~~

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 1

Subject: **INCLEMENT WEATHER** | Sec 1, 1T

Reviewed 2023-01-20 | Revised: 2019/11/23 | **Effective: 2018/04/03**

SECTION 1 - 1.T

INCLEMENT WEATHER

1. ~~It is the policy of~~ Northern Lights Library System (NLLS) ~~to~~ will remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruptions, ~~the company~~ NLLS reserves the right to close the facility.
2. ~~Should this occur, employees will then be communicated to whether NLLS is open or closed on a given day.~~
3. The Executive Director or designate ~~in their absence~~ will make a final decision **regarding closures** as soon as possible. ~~during periods of such inclement weather, and communicates this to Employee(s).~~
4. ~~The Executive Director will communicate with the Board Chair on the closure.~~
5. ~~NLLS representative will post the closure communication on social media and website where/when possible.~~

Facility Closed

1. If the facility is announced to be closed on a given day, all NLLS Employee(s) will receive regular pay for the day or partial day of closure.
2. NLLS will communicate facility closure to employees as soon as possible through regular channels of communication.
3. The closure will be posted to social media and library managers will be informed as soon as possible.
4. The Executive Director or designate will inform the Board chair of any closure as soon as possible.
5. Managers may assign tasks to be completed remotely if the facility is closed.

Facility Open

1. If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day. If an employee elects not to report to work on a facility open day, the employee can elect to:
 - a) **In this order**, use any accumulated lieu hours, **personal hours**, or **vacation days** for the missed day or
 - b) the employee will not be paid for the day
2. ~~If the facility remains open or closed on an inclement day,~~ it is each employee's decision to determine if they can safely arrive at work. ~~under the conditions.~~ If an employee elects not to work on a given day, NLLS requires the courtesy of a phone call to ~~your~~ a manager or supervisor advising them **of the decision** ~~as to your status for the day.~~

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **POLITICAL ACTIVITY** | Sec 1, 3G

Reviewed 2023-01-20 | Revised: 2018/09/08 | **Effective: 2017/05/13**

SECTION 1 - 3.G

POLITICAL ACTIVITY

1. Northern Lights Library System (NLLS) ~~An~~ employees shall maintain all appearances of and act in a ~~being~~ politically neutral way in their official employment duties.
2. NLLS employees are free to engage in political activity outside of their work duties.
3. NLLS may rent its facilities to political parties or causes without prejudice.
 - a. Facility rentals do not imply endorsement of renters' views or causes.

NLLS Executive Board Chair

September 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1
Subject: **COMMUNICATION PROTOCOL – EMPLOYEE(S)** | Sec 1, 3U
Reviewed: 2023-01-20 | Revised: 2019/03/02 | Effective: 2018/09/08

SECTION 1 - 3.U

COMMUNICATION PROTOCOL – EMPLOYEE(S)

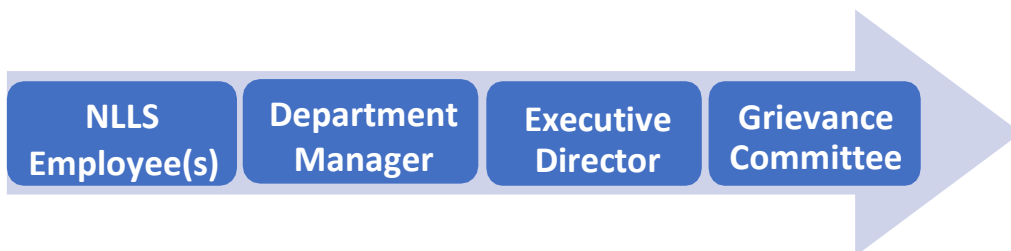
DAY TO DAY ~~communication channel flow~~

1. All communications must follow this flow chart; any deviation of this process will be re-routed back through proper channels.



GRIEVANCE ~~communication channel flow~~

1. All communications must follow this flow chart, any deviation of this process will be re-routed back through proper channels.
2. If a matter is moved to the ~~Once you make it to~~ Grievance ~~Committee step~~, please refer to ~~follow~~ Sec 1, 3Q Grievances ~~process~~.



NLLS Executive Board Chair

March 2, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **FREEDOM of INFORMATION and PROTECTION of PRIVACY** | Sec 2, 1L

Reviewed: 2023/01/20 | Revised: 2017/05/13 | Effective: 2017/05/13

SECTION 2 – 1.L

FREEDOM of INFORMATION and PROTECTION of PRIVACY (FOIP)

1. In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Northern Lights Library System (NLLS) allows access to its public records and ensures the protection ~~of~~ and privacy of ~~the~~ personal information ~~of individuals~~ except where disclosure is required by law.
2. NLLS designates the Executive Director or their designate as the Head, in accordance with the relevant sections of the FOIP Act. The Head may delegate specified responsibilities in writing, under the Act.
3. Fees for FOIP requests are based upon the ~~payable in accordance with relevant and~~ schedules found in ~~of~~ the FOIP Act.
4. NLLS will provide ~~regular access to~~ FOIP training for relevant employees and member libraries biennially.

Personal Information Banks

<http://www.servicealberta.ca/foip/documents/pibguide.pdf>

NLLS Executive Board Chair

May 13, 2017

Date of Approval

NLLS Indigenous Advisory Committee

Mandate Statement

February 2023

General Purpose

Under the direction of the Northern Lights Library System's (NLLS) Executive Director and oversight of the Executive Committee, and in line with its strategic direction, the **NLLS Indigenous Advisory Committee** will work cooperatively to provide consultation services to the NLLS Board and its Committees regarding Indigenous communities and library development within the NLLS region.

Key Duties and Responsibilities

- Members will advise NLLS on the services we provide as a system while they are in-turn advised about those services.
- Members will become champions of library service in their communities, communicating information about library service to key stakeholders and building relationships that will support the development of library services where they are needed.
- Members will provide invaluable information on how best to serve Indigenous communities and will support fostering relationships between the Board and residents.

Composition and Appointment

- Each Indigenous community is represented by one member from each Reserve or Settlement.
- Chair will be selected from members on a yearly rotating basis at an annual meeting. Responsibilities include:
 - Calling and chairing the annual general meeting
 - Calling and chairing additional meetings as required
 - Creating an agenda to be sent to group members one week prior to meeting
 - Providing minutes of **NLLS Indigenous Advisory Committee** to NLLS
- Minute-taker will be selected from each community on a yearly rotating basis at the annual meeting. Responsibilities include:
 - Recording minutes and/or action plans
 - Sending draft minutes in a timely fashion to each member of the committee
- Group members will:
 - Discuss agenda items with applicable stakeholders in their home community
 - Represent the collective interests of their community at the meetings
 - Distribute approved minutes to their own community stakeholders
- Each community has one vote in the decision-making process
- Decisions are finalized on majority rule

Committee Reporting Structure

- This is an advisory committee and is empowered to make recommendations to the NLLS Board, and Northern Lights Library System Executive Committee.

Meetings

- Quarterly meetings either in-person or via videoconference generally in-conjunction with Executive Committee meetings.
- Additional meetings to be held when required, via videoconference.

Compensation

- NLLS Indigenous Advisory Committee members will receive an honorarium at the same rate as the Executive Committee in compensation for their time and efforts on behalf of the Northern Lights Library System.
- For in-person meetings, mileage will be reimbursed based on the NLLS Travel Reimbursement Policy.

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **PRIVACY ISSUES** | Sec 1, 3P

Reviewed: 2018/08/02 | Revised: 2018/09/08 | **Effective: 2017/05/13**

SECTION 1 - 3.P

PRIVACY ISSUES

1. It is a matter of settled law that what employees do on NLLS computers is 100% owned by NLLS, and that NLLS also has the legal right to monitor what emails they send and receive from NLLS computers regardless of where those emails may be hosted. NLLS may also legally monitor and record where employees go and what they do on the internet.
2. It is also acknowledged and understood that anything created or stored on a NLLS Computer and/or email servers, is also subject to the provisions of the Freedom of Information and Protection.
3. It is, however, the Policy of NLLS to respect the privacy of its employees with respect to email and other content on their computers, and that there shall be no active monitoring of either email or content, except in an email or machine where determined by system software to contain a security threat. The source of this virus/malware shall be tracked and investigated.
4. Notwithstanding the above, in the event extra-ordinary circumstances warrant, or if directed by Senior Management to do so, IT employee(s) are able to reconstruct user computer activity, Internet usage patterns, and/or emails sent and received (even if they have been deleted) and all employee(s) shall be made aware of this capability.

NLLS Executive Board Chair

September 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **INTERNET and COMPUTER USAGE** | Sec 1, 3J

Reviewed 2021/11/19 | Revised: 2022/05/04 | **Effective: 2017/05/13**

SECTION 1 - 3.J

INTERNET and COMPUTER USAGE

1. Background

This policy outlines best practices and expectations regarding use of computers and other technology in the workplace.

2. General Principle

- a) The guiding principle for both computer and internet usage at Northern Lights Library System (NLLS) is that these are resources paid for and owned by the system, being used by employees on NLLS time.
- b) NLLS has no objection to employees using computer resources on their own time for routine and benign matters such as internet browsing, booking flights, checking email, doing online banking, or similar matters, however personal usage should be restricted to breaks, lunchtime, or before or after hours, and should be consistent with other guidelines in this policy.

3. Restricted Uses

- a) The following are absolutely prohibited types of internet sites to be visited, ever, under any circumstances:
 - i. Gambling sites
 - ii. Adult content sites
 - iii. Unapproved file sharing sites
 - iv. Other sites deemed to represent a security risk by NLLS IT employee(s)
- b) In addition, sites not related to NLLS business activities should be viewed with great discretion with regard to content others may find offensive, sexist, racist, or otherwise inconsistent with a tolerant and inclusive workplace.
- c) Similar discretion shall be exercised with email correspondence, to ensure it is also consistent with the guidelines for internet usage.
- d) Technology Services and Infrastructure (TSI) employee(s), under the direction of the Executive Director, may be directed to restrict user rights for employee(s) found in violation of the above policy, and/or implement the required technical means to enforce this policy.

4. Email

- a) Professional business practices shall be adhered to in respect to the creation and content of email records.
- b) Emails are a record belonging to Northern Lights Library System (NLLS) and will be retained and backed up according to current industry best practices.
- c) If there is a need to include confidential information, mark your text as "confidential" in the subject line.
- d) As a NLLS record, emails are subject to FOIP (Freedom of Information and Protection of Privacy) legislation.
- e) NLLS staff must use email systems provided by NLLS and not personal email accounts for business purposes.

5. Privacy

- a) Anything created or stored on a NLLS computer and/or network device, is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).
- b) NLLS will strive to maintain the privacy of its employees with respect to email and other content on computers assigned them for work.
- c) NLLS will not actively monitor email communication or other computer usage.
- d) In the case of a cyber-security threat, incident, internal investigation, or legal requirement TSI staff may be required to access and provide emails and other computer information to third-parties.
- e) The Staff Network Policy must be adhered to by NLLS staff.

NLLS Executive Board Chair

March 4, 2022

Date of Approval