

“A strong library system is the cornerstone of a strong community. It facilitates equity of access to information and contributes to education, literacy and life-long learning in Ontario communities”<sup>1</sup>

“Library boards are not there to run the library, but to ensure that the library is properly run”<sup>2</sup>

The Library Team is the Library staff and their Board

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<sup>1</sup> MHSTC <http://www.mtc.gov.on.ca/en/libraries/libraries.shtml>

<sup>2</sup> OLS resources – Board Roles and Responsibilities : [https://resources.olservice.ca/ld.php?content\\_id=34616762](https://resources.olservice.ca/ld.php?content_id=34616762)

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## New Board members

### Your first “To Do” List

- 1) Complete the Ontario Police Record Check – see section 4 about volunteers. You can make your request via the OPP – see : <https://www.opp.ca/index.php?id=147>
- 2) All Library Board Members are required to read and understand the PLA. Find it here : <https://www.ontario.ca/laws/statute/90p44>
- 3) Read : Procedural by-law BL-04. Find it here : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>

## First Orientation meeting

Most commonly called by the Library CEO. If a CEO is not in place at the beginning of a new term, the first meeting is called by the Municipal Clerk.

### 1) Who's who

The Library was established by Wollaston Township Bylaw 43-16 in December 2016<sup>3</sup>.

Membership in our Library is FREE

Librarian / CEO : Kelly Veenstra

Members of our past Board (Who we were)

Roxanne Lambert, Chair

[roxanne.lambert55@outlook.com](mailto:roxanne.lambert55@outlook.com)

Jenn Rush, Vice-Chair

[jenn.rush@hotmail.com](mailto:jenn.rush@hotmail.com)

Lynn Kruger

[lynn.kruger@outlook.com](mailto:lynn.kruger@outlook.com)

Traci Morrison

[tmorrison514@gmail.com](mailto:tmorrison514@gmail.com)

Robynn Ripley

[Robynn2017@gmail.com](mailto:Robynn2017@gmail.com)

Darlene Colton / Jeff Swartman

[Jeffswartman@msn.com](mailto:Jeffswartman@msn.com)

Lawrence Wardroper

[lwardroper@icloud.com](mailto:lwardroper@icloud.com)

### 2) Select a Chairperson.

The CEO and Chairperson will share the presentation of the rest of the orientation.

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<sup>3</sup> Previously, Limerick and Wollaston townships ran a joint library service.

Vice Chairperson. It is not necessary to elect a vice-chair, although it is common practice to do so. The Board may appoint an Acting Chair as needed for a meeting if the Chair is absent.

### 3) Where to find us

We have a one room portable thanks to a partnership with the Hastings and Prince Edward District School Board

5629-A HWY 620, Coe Hill

Email : [Library@wollaston.ca](mailto:Library@wollaston.ca)

Mailing address ✉ :

Web : <https://wollastonpubliclibrary.ca>

Wollaston Public Library

Facebook : <https://www.facebook.com/WollastonPublicLibrary/>

PO Box 280

Phone : 613-337-5183

Coe Hill ON K0L 1P0

4) Library Tour conducted by the CEO

5) Code of Conduct : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>

6) Review the current Budget and year to date expenditure (Budget : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>)

7) Procedures, Meetings, ...

8) Team Workplan : <https://wollastonpubliclibrary.ca/wpl-board-planning/>

9) Party?

## Your next “To Do” list

- 1) Read the previous board’s Legacy document : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>
- 2) Read the previous board’s Team Workplan : <https://wollastonpubliclibrary.ca/wpl-board-planning/>
- 3) Roles and Responsibilities. Every board member should read the Ontario Library Service (OLS) - *Board Roles and Responsibilities* document. Find it on the GovernanceHub website for which you will need to setup a login. <https://resources.olservice.ca/governance-roles-and-responsibilities>
- 4) All staff, volunteers and, Board members must take training about serving customers of all abilities. For our purposes, you must take these online courses :
  - a) From the *Accessibility for Ontarians with Disabilities Act* (AODA) : <https://aoda.ca/free-online-training/>
  - b) From *Access Forward – Vers l’accessibilité*, the *Customer Service Standard* module : <https://accessforward.ca/front/customerService/>
- 5) All members should read and be familiar with our Library policies. See the list : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>
- 6) Review Minutes of the most recent Board Meetings, and CEO Reports : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>

## Second Orientation meeting

This will cover the rest of the material in this document - *Wollaston Public Library Board Orientation*.

## Library Board

*Library boards are not there to run the library,  
but to ensure that the library is properly run*

- *The role of the library board is to govern*
- *The nature of governance is proactive and focused on the future and on the relation of the organisation to the community's development*
- *The board is focused on what the library should accomplish – ideally led by our CEO*
- *The CEO focuses on how it is done<sup>4</sup>*
- *Essentially, the “Library Team” consists of Staff, Board members and, volunteers.*

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<sup>4</sup> OLS – Board Roles and Responsibilities

## Structure and membership of Library Boards

This is covered by *The Public Libraries Act* (PLA) <https://www.ontario.ca/laws/statute/90p44> and by our Procedural By-law BL-04 (<https://wollastonpubliclibrary.ca/wpl-board-getting-started/>)

	<i>Public Libraries Act</i>	<i>By-Law BL-04</i>
Appointment	s.9(1)	s.2
Qualifications to be a board member	s.10	
Term	s.10(3)	ss.2.5 and 2.6
Vacancies	s.11	s.2.9
Disqualification of members	s.13	
Expenses (travel, other...)	s.18	
Duties and responsibilities of Board members		s.5.0
<b>Chairperson.</b> Board elects one of its members	s.14(3)	s.6.1.
Duties and responsibilities of the Chairperson		s.6.1
Vice-Chairperson		s.6.2

## Library Personnel (CEO, Secretary and Treasurer)

This is covered by *The Public Libraries Act* (PLA) <https://www.ontario.ca/laws/statute/90p44> and by our Procedural By-law BL-04 (<https://wollastonpubliclibrary.ca/wpl-board-getting-started/>)

	<i>Public Libraries Act</i>	<i>By-Law BL-04</i>
The Librarian is our <b>CEO</b> .	s.15(2)	
The Librarian is appointed by the Board and is an employee of the board, not the municipality.		
Terms of reference of our CEO		s.6.5 + Contract?
<b>Secretary</b> . Appointed by the Board	s.15(3)	
Terms of reference of our Secretary		s.6.3
<b>Treasurer</b> . Appointed by the Board	s.15(4)	
Terms of reference of our Treasurer		s.6.4
The same person may be fill both Secretary and Treasurer positions	s.15(5)	
The CEO may be both Secretary and Treasurer	s.15(5)	

## Roles, Responsibilities and Duties (What the Board does)

The Board is the ultimate decision maker for the Library.

	<i>Public Libraries Act</i>	<i>By-Law BL-04</i>
Purpose of the Board	s.3 (3)	s.3.0
Making rules regulating all matters connected with the management of the library and library property <sup>5</sup>	s.23 (4)	

For a comprehensive overview of these roles and responsibilities, every board member should also read the *OLS Board Roles and Responsibilities* document.

Find it here : [https://resources.olservice.ca/ld.php?content\\_id=34616762](https://resources.olservice.ca/ld.php?content_id=34616762)

Other key documents are found here : <https://wollastonpubliclibrary.ca/about/reports-and-publications/>

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<sup>5</sup> If the Library Board is using policies of the municipality, the board must pass these policies as their own and include them with their other policy documents.

## Supervision of the CEO

The CEO is entitled to an annual evaluation by the library board.

The Board shall designate a board member as the supervisor for our CEO. This person shall coordinate the evaluation, feedback and development of the CEO.

The workplan for the CEO will be derived from the team’s multi-year workplan.

CEO	<i>Public Libraries Act</i>	<i>By-Law BL-04</i>
Powers and duties	s.20	s.4.0
Making rules regulating all matters connected with the management of the library and library property	s.23 (4)	

## Authority to oversee the library's finances

### Financial Oversight involves:

- Recognizing if the allocation of monies aligns with library board priorities
- Ensuring that financial policies are in place to control receiving, processing and disbursing money, to ensure fiscally-sound budgeting, to comply with current municipal legislation with respect to purchasing and hiring, to manage risks, and to limit liability to the library and board.

### Financial oversight does *not* mean:

- Simply approving a budget or financial report or, approving a cheque register
- Challenging a miniscule amount on a budget line

### Fund-raising and Donations.

- The Library can receive donations. The Municipality can issue tax receipts for donations if requested.
- The Board may initiate or participate in fund-raising activities to support the Library<sup>6</sup>.

The Board must seek council approval to acquire and dispose of real property and to raise funds through debentures. (PLA s.19)

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<sup>6</sup> Our library also benefits greatly from donations from the community including: Coe Hill Riders ATV, Volunteer Community Members, Red Eagle Family campground is selling books and dvd's on behalf of the library in their store, The Bear Ridge campground has also made significant donations to the library,<sup>6</sup> and The Friends of Wollaston Library (FOWL). The membership of FOWL has declined (life happens) so, they will no longer be a fund-raising body. Some former members might be interested in being part of a new volunteer 'team'.

## Community Relations & Advocacy

“A strong library system is the cornerstone of a strong community. It contributes to education, literacy and life-long learning in Ontario communities”<sup>7</sup>

Our librarian has forged strong ties with the Principal of our local school and the Friends of the Wollaston Library (FOWL) among other stakeholders.

Our team Communicates openly and regularly with our community :

- Directly to our membership
- Via Facebook
- Via our Library Website
- Through the Township Council
- With public meetings and minutes
- Publicly available reports, policies and planning documents

### Advocacy

- The library board represents all of the community members – both those who use the library and those who do not.
- The board must advocate to the Council both the community’s needs with respect to library service, and the potential of the library in meeting those needs.

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<sup>7</sup> The Ministry of Tourism, Culture and Sport : <https://www.ontario.ca/page/ministry-tourism-culture-sport> and <https://www.ontario.ca/page/ontario-public-libraries>

## Accountability of a Board

The Board as a whole is responsible for evaluating its own performance.

- Evaluation should determine if it is achieving what it is meant to
- The performance of the board is dependent upon the performance of all its members operating as a single unit. No one board member or sub-group of members has any power to act unless delegated to do so by the entire board.
- An evaluative process should address previously-set criteria (policies, goals and objectives that define what the library Board does ) and, at least annually.

### Accountability to Municipal Council

- The Board prepared a Service Agreement with the Council in 2020.
- The Board renews this agreement annually.
- The Library Board will submit a year end annual report to Council along with its budget submission request for the new year.
- Wollaston Township auditors conduct the annual audit, and provides the Board with a copy

### Reporting responsibilities to the province

- The Board is required to report [specific statistics](https://data.ontario.ca/dataset/ontario-public-library-statistics) to the provincial minister annually. See : <https://data.ontario.ca/dataset/ontario-public-library-statistics>
- The Board is also required to report on specific grants it receives from the Ministry

## Procedures (How we do business)<sup>8</sup>

### Code of Conduct

In 2019, the Board approved a Code of Conduct. This was repealed and replaced by a simpler Code in 2020 : *GOV-01 Board code of Conduct.docx* : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>.

### Meetings

Rules and regulations governing Board meetings include : types of meetings (public and closed; in-person or electronic), procedures, motions and voting, agendas and minutes and, roles of board members.

These and more are outlined in detail in the following documents :

- s.16 of the *PLA* and
- s.8.0 of our Procedural By-law BL-04.
- s.7 (1) of the *Municipal Conflict of Interest Act* : <https://www.ontario.ca/laws/statute/90m50>

Board members are expected to attend every regular meeting of the library board

### Conflict of Interest

Conflict of interest can arise during meetings. The *Municipal Conflict of Interest Act* (MCIA), R.S.O. 1990, chapter M.50, particularly ss.5.0 and 7.1, provides a detailed outline of definitions of conflict of interest, how such conflicts can affect a quorum and, the conduct of business at meetings.

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<sup>8</sup> See Procedural by-law BL-04

## Duties and Responsibilities of ALL Board members

### Customer Service training

All employees and volunteers (paid and unpaid, full-time, part-time and contract positions) and anyone involved in developing our organization's policies (including managers, senior leaders, directors, board members) as well as anyone who provides goods, services or facilities to customers on our organization's behalf must receive training on *Accessibility for Ontarians with Disabilities Act* (AODA) standards.

*The Accessibility for Ontarians with Disabilities Act, 2005* is found here :

<https://www.ontario.ca/laws/statute/05a11>

Regulation 191/11 : <https://www.ontario.ca/laws/regulation/110191>

Regulation 165/16 : <https://www.ontario.ca/laws/regulation/r16165>

For our purposes, you must take this online course : the *Customer Service Standard Training module*. Find it here : <https://accessforward.ca/front/customerService/>

See also the OLS website Accessibility Policy : <https://www.olservice.ca/accessibility-policy>

Put an accessibility policy in place, so our employees, volunteers and customers know what to expect.

## Liability of Board members

- **Pay Equity Act:** Directors may be subject to penalty where the officer or director caused or acquiesced in the breach of the organization's statutory duty to its employees in maintaining pay equity in the workplace.
- **Employment Standards Act:** Director is liable if corporation does not deduct or remit employment insurance premiums.
- **Income Tax Act:** Personal liability on directors if the corporation fails to deduct, withhold or remit taxes.
- Pension legislation Director is liable if the corporation does not deduct appropriate amounts under the **Canada Pension Plan.**
- **Criminal Code:** Personal liability for directors for offences such as defrauding creditor
- **Corporations Act (Ontario) s.81** If our staff do not get paid : directors of a corporation are jointly and severally liable to the employees for not more than 6 months wages and 12 months vacation pay (if the board has been sued for the debt within 6 months after it has become due and the employee has been unable to satisfy the debt) as well as for technical offences (e.g., failure to produce books or records to an auditor acting for the members). Resigning as a director does not automatically extinguish all of the director's liabilities.
- **Workplace Insurance and Safety Act:** Individual directors who authorize, permit or acquiesce to any contravention of the legislation by the corporation is a party to and guilty of the offence.
- **Employment Standards Act:** Individual directors who authorize, permit or acquiesce to any contravention of the legislation by the corporation is a party to and guilty of the offence.

## Indemnification and insurance for members

- The **Corporations Act** permits a corporation to indemnify a director in respect of costs incurred defending himself or herself from an action based on his or her position as a director, except for costs rising out of willful neglect or default. Typically, insurance is recommended to back up any form of indemnity
- Under the terms and conditions of receiving the Ontario Public Library Operating Grant (the PLOG), “all library applicants MUST carry at least \$2 million commercial general liability insurance coverage as noted in the application legal terms and conditions

Wollaston Public Library does have the required insurance coverage and also Director’s and Officers insurance coverage for Board members which is provided by the Township, under their Insurance coverage.

## Legislative and Administrative Context for Governing Public Libraries in Ontario

### The Public Libraries Act

This is the main legislation that governs public libraries and their Boards

1. Section 3 (3) states that a Public Library shall be operated under the management and control of a public library board
2. Section 20 (a) directs a public library board to provide “comprehensive and efficient public library services” reflecting the communities needs.
3. All Library Board Members are required to read and understand this legislation. Additional Legislation also affects Library Board Operations
4. Find it here : <https://www.ontario.ca/laws/statute/90p44>

## Corporations Act

- Under the *Public Libraries Act* (PLA), the Library Board is a corporation. This is specified under Section 3(3) which reads: “A public library shall be under the management and control of a board”, which in our case is a corporation known in English as The Wollaston Public Library Board<sup>9</sup>.
- The *Corporations Act* provides the statutory framework for not-for-profit corporations, including charitable corporations, as well as the legislation and rules governing Ontario insurance companies.
- Find it here : <https://www.ontario.ca/laws/statute/90c38>

## The Ministry of Tourism, Culture and Sport (MTCS)

“A strong library system is the cornerstone of a strong community. It contributes to education, literacy and life-long learning in Ontario communities”<sup>10</sup>

- The MTCS is the provincial ministry responsible for Library Services in Ontario
- Find information here : <https://www.ontario.ca/page/ontario-public-libraries>
- Provides an annual Public Library Operating Grant (the PLOG) administered via the OLS. The Grant includes funding for Pay Equity. See : <https://olservice.ca/funding-grants/public-library-operating-grant>
- OLS administers an Internet Connectivity grant : <https://olservice.ca/funding-grants/internet-connectivity>

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<sup>9</sup> See Procedural by-law BL-04, ss 1.1 and 1.2

<sup>10</sup> <https://www.ontario.ca/page/ontario-public-libraries>

## Reporting requirements (Statistics)

- The *MTCS* collects the Annual Survey of Public Libraries (ASPL) to which our Librarian contributes. Find out more here : <https://www.ontario.ca/page/ontario-public-library-statistics>
- *OLS* compiles the statistics required for the ASPL and, particularly for section C of these statistics which pertain to libraries which are part of the Overdrive consortium (e-resources). Find out more here : <https://olservice.ca/index.php/annual-survey>
- Our Librarian prepares an annual report which the Board presents to the Council. Find it here : <https://wollastonpubliclibrary.ca/about/reports-and-publications/>

## Children, Youth and Family

*The Child, Youth and Family Services Act, 2017* provides the framework for establishing rules and policies regarding children and youth in the library. Our CEO is the responsible person under the act because she or he “Performs professional or official duties with respect to children”<sup>11</sup>.

The new CYFSA legislation does not specify an age where a child can be left alone but it did raise the “age of protection from 16 to 18, meaning that the legislated duty to report will continue to apply in respect of children under 16.

There is a voluntary reporting provision (Section 125), where “a professional or member of the public who is concerned that a 16-or 17-year old is or may be in need of protection may make a report to a society and the society is required to assess the reported information”.

### IMPORTANT :

“A person who has a duty to report a matter under subsection (1) or (2) shall make the report *directly to the society and shall not rely on any other person to report on the person’s behalf*”<sup>12</sup>

The Act can be found here : <https://www.ontario.ca/laws/statute/17c14>

This is the relevant library policy : OP-17 Police Vulnerable Sector Check.docx [LW : needs to be checked]

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<sup>11</sup> S.125 (6) of the Act

<sup>12</sup> S. 125 (3) of the Act

## Occupational Health and Safety

This comprises 3 related components, with corresponding provincial legislation and Board policies :

1. Occupational Health and Safety
2. Workplace Violence and Harassment
3. Sexual Violence and Harassment

The Ontario government enacted *the Occupational Health and Safety Act* (OHSA)

<https://www.ontario.ca/laws/statute/90o01> to<sup>13</sup> :

- promote occupational health and safety
- promote the prevention of workplace injuries and occupational diseases.
- promote public awareness of occupational health and safety.
- educate employers, workers and other persons about occupational health and safety.
- foster a commitment to occupational health and safety among employers, workers and others.

Duties of an employer are outlined in s.25 (2) of the Act and include :

- Posting a copy of *the OHSA* and any explanatory material prepared by the Ministry in the workplace
- Preparing and **reviewing at least annually** a written occupational health and safety policy.
- Developing and maintain a program to implement that policy
- Posting a copy of the occupational health and safety policy in a conspicuous location in the workplace

The relevant Board policies are :

- *HR-01 General Health and Safety Policy* and *Health & Safety Statement* posted in the Library (HR-01a)

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<sup>13</sup> OHSA s.4.1 (2)

## Workplace Violence and Harassment

The *OHSA* part III.0.1 deals with Violence and Harassment

Duties of an employer include :

- Conducting an assessment for each location on risk of workplace violence
- Write policies with respect to workplace violence and, workplace harassment.
- Reviewing the policies as often as is necessary, but at least annually.
- Writing a program to implement the policy and address the risks –in each specific workplace location.  
(Any template used must be tailored to fit the workplace where it would be used and based on the results of the assessment for that workplace.)
- Providing information or instruction to staff on contents of policies and programs

The relevant Board policy is : *HR-03 Prevention of Work Place Violence Policy*

## Sexual Violence and Harassment

In addition to the *OHSA*, the *Ontario Human Rights Code* <https://www.ontario.ca/laws/statute/90h19> clearly states that<sup>14</sup> :

(2) Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.

(3) Every person has a right to be free from,

(a) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or

(b) a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

The required programs of this section of *OHSA* must be site-specific to each location used by the library system.

The *Ontario Human Rights Code* is found here : <https://www.ontario.ca/laws/statute/90h19>

The *OHSA* is found here : <https://www.ontario.ca/laws/statute/90o01>

Relevant Library policies are :

*Prevention of Workplace Violence (HR-03) and Workplace Harassment & Discrimination (HR-04)*

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<sup>14</sup> S.7 of the *Ontario Human Rights Code*

## Freedom of Information and Protection of Privacy

The Library or the Board sometimes collects information from patrons and the community such as for library membership or to conduct surveys.

- Personal information can only be used for the purpose for which it was originally obtained or compiled, or for a consistent purpose only if the individual might reasonably have expected such a use or disclosure.
- Using personal information for other purposes is not permitted.

Therefore, the board could not use a patron's personal information, which was collected for library services, for some other purpose such as fundraising unless that new purpose could have been reasonably expected when the personal information was collected, or the person was specifically asked about using their personal information for that purpose.

Two pieces of provincial legislation govern personal information protection and access to information :

- *The Freedom of Information and Protection of Privacy Act* is found here :  
<https://www.ontario.ca/laws/statute/90o01>
- *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* : is found here :  
<https://www.ontario.ca/laws/statute/90m56>

The Ministry has provided an overview for public libraries about MFIPPA. This can be found here :  
<https://www.ontario.ca/page/public-libraries-use-patron-information>

## Learning about libraries

Library 101 (Overview of Wollaston Public Library) [to be completed?]. Please see Kelly

Ontario Library Service (OLS) : <https://www.olservice.ca>

See the **Governance Hub** (<https://www.olservice.ca/gov-hub>) particularly the section entitled “Four-year Board Cycle”. Under year 1 for *Legislative Context for Ontario Public Libraries*:

<https://resources.olservice.ca/governance-roles-and-responsibilities>

Board Roles and Responsibilities :

<https://resources.olservice.ca/governance-roles-and-responsibilities> where you will find this file :

[https://resources.olservice.ca/ld.php?content\\_id=34616762](https://resources.olservice.ca/ld.php?content_id=34616762)

The OLS also provides more resources under the website : **LearnHQ**, for which you will need to create a login. <https://learnhq.ca/#/login>

Ontario Library Association (OLA) - <https://accessola.com>

Ontario Library Boards Association (OLBA) – <https://accessola.com/divisions/about-olba/>

The Federation of Ontario Public Libraries (FOPL) – <http://www.fopl.ca>

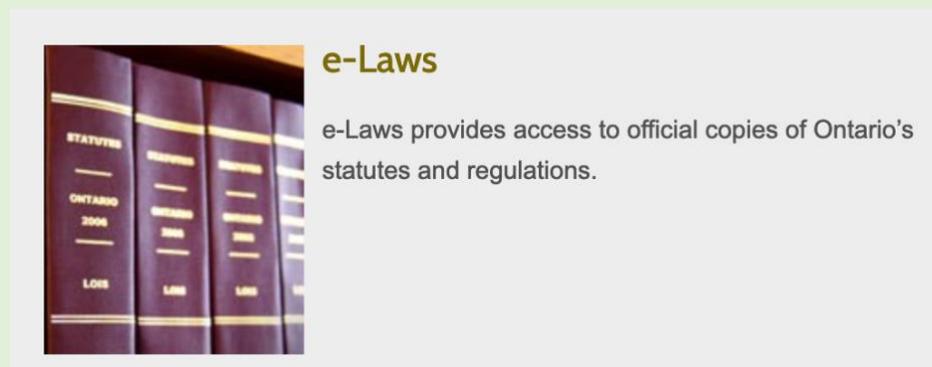
## APPENDIX A - Legislation and government information related to Public Libraries and Public Library Boards

### The Ministry of Tourism, Culture and Sport

Find it here : <https://www.ontario.ca/page/ministry-tourism-culture-sport>  
and here : <https://www.ontario.ca/page/ontario-public-libraries>

### Legislation and Regulations – Provincial

See the province's e-Laws website: <https://www.ontario.ca/laws>



*The Accessibility for Ontarians with Disabilities Act, 2005* : <https://www.ontario.ca/laws/statute/05a11>  
Regulation 191/11 : <https://www.ontario.ca/laws/regulation/110191?search=accessibility+disabilities>  
Regulation 165/16 : <https://www.ontario.ca/laws/regulation/r16165>

*The Child, Youth and Family Services Act, 2017* : <https://www.ontario.ca/laws/statute/17c14>

*Corporations Act* : <https://www.ontario.ca/laws/statute/90c38>

*Employment Standards Act* : <https://www.ontario.ca/laws/statute/00e41>

*The Freedom of Information and Protection of Privacy Act* : <https://www.ontario.ca/laws/statute/90f31>

*Income Tax Act* : <https://www.ontario.ca/laws/statute/90i02>

*Municipal Conflict of Interest Act* : <https://www.ontario.ca/laws/statute/90m50>

*The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* :  
<https://www.ontario.ca/laws/statute/90m56>

*The Ontario Human Rights Code* : <https://www.ontario.ca/laws/statute/90h19>

*The Occupational Health and Safety Act* : <https://www.ontario.ca/laws/statute/90o01>

*Pay Equity Act* : <https://www.ontario.ca/laws/statute/90p07>

*Public Libraries Act, R.S.O. 1990, c. P.44* : <https://www.ontario.ca/laws/statute/90p44>

*Workplace Insurance and Safety Act* : <https://www.ontario.ca/laws/statute/97w16>

Police Record Checks.

- Ontario Government : <https://www.ontario.ca/page/police-record-checks>
- The Ontario Provincial Police : <https://www.opp.ca/index.php?id=147>

## Legislation and Regulations – Federal

Canada Pension Plan : <https://www.canada.ca/en/services/benefits/publicpensions/cpp.html>

Criminal Code : <https://laws-lois.justice.gc.ca/eng/acts/C-46/>

Charter of Rights and Freedoms in : <https://laws-lois.justice.gc.ca/eng/Const/page-12.html#h-40>