



Policy Timetable

POLICY NAME	LAST REVIEWED	JANUARY	MARCH	JUNE	SEPTEMBER	NOVEMBER
B-1 Vision Statement	October 2021	2024				
B-2 Mission Statement	October 2021	2024				
B-3 General Objective	October 2021	2024				
B-4 Canadian Charter of Rights & Freedom	October 2021	2024				
B-5 Canadian Library Intellectual Freedom	October 2021	2024				
B-6,11 &12 Bylaws – Board & Amendment	October 2021	2024				
B-13 Bylaw Management	October 2021	2024				
B-14-21 Use and Safety of Library	October 2021	2024				
B-22 Policy Management	October 2021		2024			
B-23 Library Board	October 2021		2024			
B-24 Trustees' Code of Ethics	October 2021		2024			
B-25,26 Board Jobs Descriptions	October 2021		2024			
B-27,28 Board Committees	October 2021		2024			
B-31 Board Meetings	October 2021			2024		
B-31a Notice of Special Meetings, Waivers	October 2021			2024		
B-32 General Meetings	October 2021			2024		
B-33 Volunteers	October 2021				2024	
B-35 Confidentiality	October 2021				2024	
B-36 Honoraria	October 2021				2024	
B-37-40 Records Management	October 2021				2024	
B-41 Needs Assessment	October 2021					2024
B-42 FOIP Bylaw	October 2021					2024
B-43 FOIP Fee Schedule	October 2021					2024
B-44 Orientation and Training	October 2021					2024
F-1 Finance Committee	January 2018	2022				
F-2 Board Allocation	January 2018	2022				
F-3 Board Audit	January 2018	2022				
F-4 Banking	January 2018	2022				
F-5 Year End	January 2018	2022				
F-6 Budget	January 2018	2022				

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F-7 Security/Fraud	February 2019		2022			
F-8 Reserves and Investments	March 2018		2022			
F-9 Materials Selection	March 2018		2022			
F-10 General Weeding Guidelines	March 2018		2022			
F-11 Gifts and Donations	March 2018		2022			
F-12,13 Expenses	March 2018		2022			
F-14 Expense Sheet	March 2018		2022			
F-15 Honorariums	June 2018			2022		
F-16 NSF Cheques	June 2018			2022		
F-17 Grant Applications	June 2018			2022		
F-18 Indemnity	June 2018			2022		
F-19 Giving Donations	June 2018			2022		
F-20 Discretionary Spending	June 2018					
G-1 Hours of Operation	October 2019			2022		
G-2 Closures	June 2018			2022		
G-3,4 Rental of Library Facilities	October 2018				2022	
G-5 Video Loan Periods	September 2018				2022	
G-6 Renewals	June 2018				2022	
G-7,8 Challenge of Library Materials	November 2018				2022	
G-9 Lost/Damaged Materials	June 2018				2022	
G-10 Overdue Fines	June 2018				2022	
G-11 Interlibrary Loans	November 2018					2022
G-12 Interlibrary Loan Pick up Fee	November 2018					2022
G-13 Laminating Fee	November 2018					2022
G-14 Public Fax Service	November 2018					2022
G-15-17 Public Use of Computers	November 2018					2022
G-18 Holds	November 2018					2022
G-19 Resource Sharing	November 2018					2022
G-20 Supervision of Children	November 2018					2022
G-24 Library Security Cameras	October 2022					
P-1 Definition	January 2019	2023				
P-2 Terms and Conditions of Employment	January 2019	2023				
P-3 Job Description – Library Clerk	January 2019	2023				
P – 3.1 Job Description -Program Coordinator	January 2019	2023				



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P- 4,5 Job Description – Library Manager	XXXXXX	2023				
P-6 Administration/ Management	March 2019		2023			
P-7 Hours of Work and Overtime	October 2021		2023			
P-8 Employee Absence	March 2019		2023			
P 8.1 Fit for Work	March 2019					
P-9 Annual Vacation	March 2019		2023			
P-10 Educational Leave	March 2019		2023			
P- 11, 12 Leave Entitlements	March 2020		2023			
P-13, 15 Pay Periods and Remuneration	September 2020			2023		
P-16 Resignation/ Severance/Reimbursement	September 2019			2023		
P- 17, 18 Travel & Expense Reimbursement	September 2019			2023		
P-19 Employee Records	September 2019			2023		
P-20 Performance	September 2019			2023		
P-22 Appraisals and Evaluations	September 2019				2023	
P-23 Grievance	April 2018				2023	
P-24 Disciplinary Action	April 2018				2023	
P-25,28 Occupational Health & Safety	Oct. 2015				2023	
P- 29 Workplace Harassment	Oct. 2015				2023	
P- 30, Workplace Violence	October 2018				2023	
P-20 Health Benefits	October 2022				2023	
P-32 In Memoriam Donations/Flowers	January 2017				2023	
P-33 Anti-Nepotism	December 2017				2023	
P-34 Dress Code	February 2018					

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Date of Approval: October 14, 2021