

# TRUSTEE TIPS

Issue 2

November 2019



**Conference:** Marigold CEO Michelle Toombs and Cochrane Library Director Jeri Maitland talked about building strong relationships with their boards and staff at the **2019 Marigold Library Leaders** meeting at the Strathmore Municipal Library on September 11.

## What's inside...

### Deputy CEO Column:

Marigold Deputy CEO Laura Taylor takes a look at the recently released UCP provincial budget and what impact it might have on our libraries.

### OH&S:

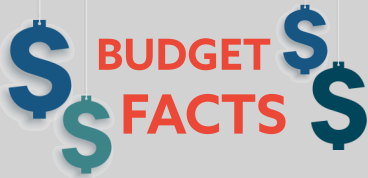
Are you aware of Alberta's requirements when it comes to the province's occupational health and safety laws? Flip the page and learn about the proper training and representation you need to comply with the law.

### Advocacy:

The Alberta Government is seeking your input with their Red Tape Reduction initiative. What policies and requirements do you find throw a wrench into their current processes and are unnecessary?



## What you need to know...



[Budget: alberta.ca/budget.aspx](http://Budget.alberta.ca/budget.aspx)

Check out the budget online to learn more about grants, programs and changes to your municipality's operating and infrastructure grants.

- **Municipal Sustainability Initiative (MSI)** operational funding is **sustained** for the 2019-2020 year, but will be reduced by \$94 million and \$142 million in 2020-2021 and 2021-2022 respectively.
- **Library Service Grants** are being **maintained** at current levels—same as last year's budget.
- Ministry of **Municipal Affairs'** budget is \$240 million; a **9%** reduction from the 2018-2019 year. By 2022-2023 that budget will be reduced by **15.5%**.
- **Summer Temporary Employment Program (STEP) - Eliminated.** After the 2019 program year, the government estimates savings will equal roughly \$32 million over four years by axing the program.

## Alberta Budget 2019: How does it affect us?



**Laura Taylor**

Marigold Deputy CEO

The wait is finally over. After the provincial government tabled the budget earlier this year, libraries finally got a peek at the budget when it was released in October.

While there are still many unknowns for the next few years, libraries can rest assured that for 2019, operating grants are being maintained at 2018 levels.

That being said, uncertainty with some grant opportunities may impact libraries that have relied on the funds for staffing

assistance over the summer.

At the end of October, Labour Minister Jason Copping announced that Alberta's Summer Temporary Employment Program (STEP) was being axed.

This program had been reinstated by the province a few years ago after it had previously been cancelled due to fiscal constraints.

Many libraries and non-profit groups utilized this program to subsidize salary costs for summer student hires who provide valuable work to organizations, complete specialized projects, and gain important employment skills and experience to complement their education in their post secondary pursuits.

**Red Tape Reduction**  
Through the province's

work to reduce red tape, PLSB (Public Library Services Branch) continues to meet with Library Trustees and staff throughout Alberta to discuss ways that libraries can reduce red tape. Great conversations and ideas have already been generated by Trustees and library personnel at the in-person events.

If you are unable to participate in an in-person discussion, I encourage you to discuss the Red Tape Reduction Initiative survey with your Board and complete the survey on or before the due date of Friday, December 13. The link to the survey can be found on the back page of this publication.

### **Advocacy**

Thank you for your work as a Library Trustee. Remember to keep advocating to the province and your community about the importance of public libraries.



## Board Appointments

### Alleviating mass exodus

Too often library boards find themselves in an onerous situation brought forth by the loss of numerous board members at the same time. To avoid losing the majority of its key players concurrently, the board may consider staggering board appointments and welcoming members on board at various

times throughout the year. The Alberta Libraries Act states: "When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years."

# Mandatory Requirements: Health, Safety and your Board

By law, all Alberta employers must have a health and safety committee or representative. This is **not optional**; it is a legal requirement. Larger employers—20 or more workers at a work site—must have a joint worksite Health and Safety Committee (HSC). Smaller employers—five to 19 workers at a work site—must have a health and safety (HS) representative. All workplaces need to comply with this mandate. For employers with less than five employees, a hazard assessment needs to be conducted and familiarity with Occupational Health and Safety Legislation is required.

HSC members and HS representatives have to be trained. Legislation states that, Health and Safety Committee (HSC) co-chairs, HSC members and health and safety representatives shall be permitted to take the greater of 16 hours or the number of hours equivalent for the duration of two shifts, to attend work site health and training programs, seminars or courses of instruction. The required HSC co-chair and HS representative training includes two mandatory courses:

HSC/HS representative prerequisite course (Part 1), a 2 hour course, provided free of charge; and

HSC/HS representative training course (Part 2), a 6 to 8 hour course, provided by designated training agencies.

## Part 1

To ensure that course participants have the foundational knowledge needed before attending Part 2 of the mandatory HSC/HS representative training, Part 1, or prerequisite training, is required. Successful participants will receive a two-hour credit and a certificate will be issued upon successful completion. Online training for Part 1 is provided by:

Canadian Centre for Occupational Health and Safety (CCOHS) <https://www.ccohs.ca>

You can register for the online course at: <https://www.ccohs.ca/distributors/alberta>



## Part 2

Part 2 is comprehensive training for committee members and representatives and is only available through approved organizations. The training is mandatory for the two HSC co-chairs in larger organizations and for the HS representative in smaller organizations. In larger organizations that are required to have a health and safety committee, it is not mandatory for any other members to attend the course. Approved Training Agencies for Part 2 include:

Alberta Association for Safety Partnerships (AASP) (Facilitated) <https://www.aasp.ca>

# Cutting **red** tape



In June, the Alberta government kicked off its **Red Tape Reduction** initiative, with the intention of cutting unnecessary regulations by one-third and making sure new regulations are free of red tape—Bill 4: *the Red Tape Reduction Act*. The Public Library Services Branch (PLSB) staff have been gathering information from all public library stakeholders to determine the processes, policies or requirements that make it difficult for public library boards to do their work. PLSB has created a questionnaire with a deadline of December 13, and has organized feedback sessions throughout the province for library board members and staff to attend. The government is seeking any feedback on processes that are too complex, take too long, serve no purpose, or are duplicate or wasteful. Sessions have already taken place at libraries in Okotoks, Drumheller, Slave Lake, Grande Prairie, Lethbridge, Brooks, Red Deer and more. The branch is planning to present a session at a future Alberta Library Conference where a document “What We Heard” will be shared.

*\*For upcoming sessions and a copy of the survey refer to the back of this publication.*



# Don't miss these dates

## Alberta Government "Red Tape Reduction" feedback sessions:

PLSB encourages everyone to discuss and distribute the government questionnaire on reducing red tape with their board. The deadline for responses is December 13. You can find the questionnaire here: <https://extranet.gov.ab.ca/opinio6//s?=46215>

Upcoming feedback sessions to be hosted at public libraries around the province:



**Stony Plain, Saturday November 30**

12:30 p.m. to 4 p.m.

Stony Plain Public Library

#112 4613 52 Avenue

RSVP to web form—<https://yrl2017.wufoo.com/forms/s6oevgf1mpl9f>

Recommendations for red tape reduction will be sent out in the new calendar year, along with information on the highlights of the survey and feedback sessions that will be released in spring 2020.

## Helpful Resources

Marigold ensures Marigold board members have access to reliable and pertinent information by making them available on our website. You can find the following information at [marigold.ab.ca](http://marigold.ab.ca):

- Meeting Dates & Minutes
- Board Development Training
- Board Policy Manual
- Roles and Responsibilities
- Board Committees

*\* For information on the Libraries Act and Regulations, Public Library Network Policy, Resource Sharing Operational Policy for Public Libraries, and much more, check out our Trustee Resources tab on our website.*

**Have a topic  
question or issue  
you want to know  
more about?**

**Send us a message!**



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## Marigold Recommends:

