

# City of London - Application for Appointment to a City of London Board or Commission

## Application

Please choose the Board or Commission you are interested in serving on: **Eldon House**

## Contact Information

Name: **Megan Halliday**

City: **London**

Province: **ON**

Postal Code: **N6G 0W4**

## Experience and Qualifications

If you have experience on a London Board or Commission, please provide dates and details. (max. 3000 characters):

**I am currently on the Board of Directors for Eldon House since 2021.**

What do you hope to contribute or learn as part of a Board or Commission? (max. 3000 characters):

**I hope to continue to promote local heritage sites such as Eldon House to those who are unaware of the value of heritage properties as well as educate those who are interested in them. Having worked both in the heritage field as well as having an education in history, I know the benefit of being aware of the past and knowing about where we have come from as a community. Eldon House is a historic site that is invaluable to the City of London. I wish to continue to support both the staff and current Board in their goals and objectives of raising awareness as well bringing in new supporters of Eldon House.**

How will you support the work of a Board or Commission? (max. 3000 characters):

**I have an education in not only history but in libraries and information studies. This education allows me to bring academic knowledge to the board with aspects of how other non-profit organizations work as well as knowledge into museums and other archival sites. I also have previous experience working for the London Public Library who I know was and continues to be an invaluable resource to Eldon House. Lastly, I have shown that I am committed to attending monthly board meetings as well as sub-committee meetings.**

Please describe additional experience, training, or community involvement that will help you in your role as a Board or Commission Member. (max. 3000 characters):

**As mentioned above, I am currently a member of the Board of Eldon House and have enjoyed my time there significantly. I have education in libraries and history which shows not only an academic interest but also experience within the field of heritage. I have also worked for the Heritage London Foundation in their heritage sites and so I am aware of general management of heritage sites. I have worked for both the London Public Library and the Lambton County Library and can bring experience of working in City run organizations to the Board. I am a current employee of the London Police Service and have insight into the current governance of Eldon House thanks to my status as a Board member.**

Attach resume or other document here, if needed: **Resume.pdf**

Attach more files here, if needed:

## Confirmations

I declare the following: **I am a resident of London. ; I am at least 18 years old.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Professional or community organization**

If you selected 'Other', please specify:

Submitted on: **10/4/2022 3:38:30 PM**

# MEGAN HALLIDAY



## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.



## EDUCATION

**Master of Library and Information Sciences | Western University**

SEPTEMBER 2018-AUGUST 2020

**Bachelor of Arts, Double Major: History & Criminology | Western University**

SEPTEMBER 2013-JUNE 2017



## EXPERIENCE

### London Police Service

#### Freedom of Information Analyst | JUNE 2022 - PRESENT

- Responds to requests for access to any record held by the London Police Service.
- Strike a balance between providing information to requestors while protecting third party personal information and/or information that may jeopardize LPS operations and/or officer safety.
- Communicates with members of the public, legal and insurance representatives, businesses and other organizations
- Ensures application forms and authorizations have been correctly filled out and that any supporting legal documentation is supplied at the time of the application.
- Searches, identifies, and retrieves all records/documents/video tapes/audio tapes etc.
- Analyzes, applies applicable exemptions, edits and severs formal requests pursuant to MFIPPA.
- Analyzes, edits and severs informal requests outside of the formal FOI process.
- Maintains knowledge of various federal and provincial statutes which impact decisions made under the Act, new Information and Privacy Commissioner (IPC) Orders and operational LPS Procedures.
- Provides advice and guidance to senior officers, other LPS members, and other police agencies regarding MFIPPA, the PSA, the Insurance Act, and the LEARN Guidelines.
- Ensures funds received for services are collected weekly.

#### Charge Preparation Coordinator | MARCH 2022 – JUNE 2022

- Verified and audits all charge packages, tickets, summons etc.
- Prepared informations, summonses and disclosure for all Provincial Offence and Criminal Court matters.
- Liaised and coordinated with the Provincial Prosecutor and Crown Attorney's office.
- Followed all policies and procedures set in place regarding charge packages, disclosure and correspondence.
- Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and ensure compliance with policies and procedures.

## **CPIC Operator | JANUARY 2022 – MARCH 2022**

- Assisted LPS members to perform CPIC queries, additions, modifications and removals, and to process narrative messages via CPIC.
- Maintained manual files such as occurrence reports, fax message log, special occasion permits, warrants, and the video statement room.
- Transcribed of occurrences and other incident reports into Versadex.
- Performed general maintenance such as attachments to occurrences, towed vehicle log, purging of reports, and photocopying of applicable reports and criminal records requested.
- Co-ordinated the escorts of prisoners regarding out of town CPIC warrants.
- Performed audit function on warrants, probation, prohibition, and special interest police entries in the absence of the CPIC auditor.

## **Lambton County Libraries**

### **Assistant Library Supervisor | JULY 2021 – DECEMBER 2021**

- Provided direction, instruction and support to Branch Assistants, Community Librarians and Student Pages.
- Conducted on-site training and orientation and/or coordinate off-site training.
- Recommended revisions to policies and procedures.
- Evaluated programs, outreach and partnership opportunities.
- Participated in recruitment, selection, hiring, orientation and training of departmental staff.
- Monitored staff attendance and create schedules.
- Provided supervision to another region in a Supervisor's absence.
- Assisted in monitoring budget and tracking expenses.
- Authorized program purchases, overtime, resource acquisition, mileage and other expenditures.
- Assisted in developing the annual departmental budget.

## **London Police Service**

### **Property and Firearms Clerk | SEPTEMBER 2019-JULY 2021**

- Catalogued property according to London Police Service policies and procedures.
- Responded promptly to inquiries from the public, sworn and civilian members via email and phone.
- Ensured property is handled, stored and disposed of in accordance with the Health and Safety Act, the Police Services Act and the Firearms Act.
- Ensured that evidentiary continuity is maintained with any movement of property to and from the Property Control Unit.
- Maintained computerized records to ensure they are up to date and correct.
- Ensured property is properly tracked when stored at any off-site locations or locations within London Police Headquarters outside of the Property Control Unit.
- Promptly and efficiently handled the purging of authorized property.

### **Court Services Administrative Assistant | FEBRUARY 2019-SEPTEMBER 2019**

- Verified and audited all charge packages, tickets, summons etc.
- Prepared informations, summonses and disclosure for all Provincial Offence and Criminal Court matters.
- Liaised and coordinated with the Provincial Prosecutor and Crown Attorney's office.
- Followed all policies and procedures set in place in regards to charge packages, disclosure and correspondence.
- Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and ensure compliance with policies and procedures.
- Managed and adjusted personnel scheduling for sworn members, monitored resource allocation to provide optimal coverage and service.

## Intake and Processing Attendant | JULY 2018-FEBRUARY 2019

- Managed the public counter for record checks, pardons, adoptions, name changes, Freedom of Information requests and compliance notices.
- Provided assistance to members of the general public in the completion of pertinent forms.
- Communicated with members of the Records Screening Unit to ensure accuracy of record check applications and ensure adherence to legislation and guidelines.
- Fingerprinted individuals while obtaining and recording all necessary information to ensure adherence to legislation put in place by the RCMP.
- Sent Canadian Police Information Centre (CPIC) messages to other agencies.
- Delivered top quality customer service while managing multiple tasks.



## VOLUNTEER AND COMMUNITY ENGAGEMENT

- Eldon House: Board of Directors, 2021-Present
- Forest of Reading: White Pine Selection Committee, 2020- Present
- Emerging Library and Information Perspectives Journal: Copyediting, 2019, 2020
- Heritage London Foundation: Board Volunteer, 2017



## ALTERNATE TRAINING

- A Librarians Guide to Homelessness, 2021
- International Association for Property and Evidence, Certified Evidence Specialist Course, 2020
- Firearms Verifiers Course, 2020
- Firearms Possession & Acquisition License (PAL), 2019
- ALISON Certificate in Information Theory, 2019
- Emotional Intelligence Training, 2019
- ALISON Diploma in Legal Studies, 2018
- PEARS Mental Health Training, 2018
- Bridges Out of Poverty, 2018