2a.01.01

INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Monday, June 21, 2021 – 7:00 p.m.
Via Zoom

1. Call to Order

2. Approval of Agenda (copy & motion)
[Motion #2021. – THAT the agenda of the June 21, 2021 meeting be approved as presented.]

3. Declaration of Interest
None at time of agenda creation

4. Delegations to the Board
a) Audrey Webb, Town of Innisfil Treasurer – 2020 Financial Statement Presentation

5. Consent Agenda (motion)
a) Approval of Previous Minutes (copy)
<u>Recommendation</u>
THAT the minutes of the May 17, 2021 Board Meeting and the May 17, 2021 In-Camera session be approved as presented.

b) Correspondence (copy)
<u>Recommendation</u>
THAT Correspondence Item 5b.01.01 to 5b.06.01 for June 21, 2021 be received.

c) CEO Reports (copy)
<u>Recommendation</u>
THAT the CEO Report 5c.01.01 for May be received.

d) Financial Reports (copy)
<u>Recommendation</u>
THAT the Financial Reports 5d.01.01 to 5d.01.02 for May 2021 be received.

e) Policies
<u>Recommendation</u>
None at time of agenda creation

<u>Consent Recommendation</u>
[Motion #2021. – THAT the consent agenda items 5 a) to 5 e), and the recommendations contained therein be approved as presented.]

6. Business Arising

a) Land Acknowledgement Committee Update (copy & motion)

[Motion #2021. THAT the Staff Report LIB-05-2021 be received and that the recommendations contained therein be approved as presented.]

b) Budget Committee Update

[Motion #2021. THAT following the recommendation of the Board Budget Committee, the Board delegates the Deputy CEO to approve the CEO's business related expenses to a limit of $5,000. Expenses greater than $5000 will require Board Chair Approval.]

c) Donation Reserves (copy & motion)

[Motion #2021. - THAT the 2019 unspent library donations in the amount of $10,914.43 be allocated to the Library's Donation Reserve Account.]

[Motion #2021. - THAT the 2020 unspent library donations in the amount of $5,696.45 be allocated to the Library's Donation Reserve Account.]

d) Computer Reserves

[Motion #2021. - THAT the remainder of the 2020 operating surplus in the amount of $107,334.00 be moved from the 2020 operating surplus to the Library Computer Reserves account.]

7. Reports

a) Municipal Council Report (copy & information sharing)

b) Health & Safety Update (copy & motion)

[Motion #2021. THAT the minutes of the JHSC May 31, 2021 meeting be received.]

8. Policy

No policies at time of agenda creation

9. Strategic Issues
   a) Strategic Plan Update
   b) Master Plan Update
   c) Town Square Construction Update
   d) Shared Services

10. New Business
   a) Zoom Account Updates for Next Meeting
      https://zoom.us/download for laptop/PC or go to the App store on your iPad for the latest version.

11. Comments and Announcements
   a) Calendar of Events (link)
   https://innisfil.bibliocommons.com/events/search/index
   b) Professional Development Updates (Information update only)

12. In Camera

   a) Consideration of a resolution to hold an "In Camera" Committee of the Whole meeting as provided for under the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2020-01.

[Motion #2021. - THAT the Board holds a "Closed Session" Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board's Procedural By-Law Policy #B-2020-01 to deal with:

a) Personal matters about an identifiable individual, including municipal employees.]

[Motion #2021. – THAT the Board now rise and report on the "In Camera" Session and resume the regular Board meeting]

13. Adjournment

[Motion #2021. – THAT the meeting be adjourned

The next regular Board meeting is scheduled for
September 20, 2021 at 7:00 p.m. via Zoom

CORRESPONDENCE LIST for June 21, 2021

5b.01.01	*OLA*, June 3, 2021, email message entitled *"Statement on the Kamploops Residential School Burial Site"*	(copy)
5b.02.01	*MP John Brassard*, May 10, 2021, letter to IPL Board Chair, Anne Smith in response to our letter regarding CELA funding; also enclosed were letters from MP Brassard to the Vice-Chair, Innisfil Accessibility Advisory Council and the Deputy Prime Minister and the Minister of Finance	(copy)
5b.03.01	*OLA*, February 3, 2021, Blog Series entitled *What Can You Do as a Library Board to Improve the Relationship Between Your Municipal Council and the Public Library?* (Post #1 of 4) https://www.olservice.ca/blog/2021/02/03/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-1-of-5-2/	(link)
5b.04.01	*OLA*, February 18, 2021, Blog Series entitled *What Can You Do as a Library Board to Improve the Relationship Between Your Municipal Council and the Public Library?* (Post #2 of 4) https://www.olservice.ca/blog/2021/02/18/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-2-of-5/	(link)
5b.05.01	*Innisfil ideaLAB & Library,* Children's Program Report – *Drop-In Story Time,* June 4, 2021, written by Kristina Mortotsi	(copy)
5b.06.01	*BarrieToday.com,* June 8, 2021, online article entitled "*It's OK Not To Celebrate Canada Day the Same Way This Year",* written by Shawn Gibson https://www.barrietoday.com/membership/features/column-its-ok-not-to-celebrate-canada-day-the-same-way-this-year-3852950	(link)

Town of Innisfil Public Library Board
2020 Financial Statement
Summary & Analysis

Statement of Financial Position (Balance Sheet)

What we own (Assets)

Assets	2020		2019		Change	
Cash and cash equivalents	221,267	12.51%	139,434	9.38%	81,833	58.69%
Receivable from the Town	1,547,044	87.49%	1,346,673	90.62%	200,371	14.88%
	$ 1,768,311	100.00%	$1,486,107	100.00%	282,204	

The $282K increase in financial assets for the Library Board is mainly attributed to the following:

- Cash at the end of the year is comprised of donations in the amount of $74,217, with the remaining amount largely represented by 2019 and 2020 grant funds to be transferred to the Town.
- The largest portion of the receivable from the Town represents unspent cash for capital projects.

Non-Financial Assets	2020		2019		Change	
Prepaids	21,865	0.15%	18,795	0.13%	3,070	16.33%
Tangible capital assets	14,342,292	99.85%	14,636,584	99.87%	(294,292)	(2.01%)
	$14,364,157	100.00%	$14,655,379	100.00%	($291,222)	

- Prepaid expenses are mainly attributable to publications and subscriptions.
- The change in tangible capital asset includes additions and disposals related to books and multi-media, furnishings and computer hardware, less annual amortization of $673K.

What we owe (Liabilities)

Liabilities	2020		2019		Change	
Payables and accruals	155,202	9.72%	138,847	8.22%	16,355	11.78%
Employee benefits payable	125,607	7.87%	101,227	5.99%	24,380	24.08%
Interest on debt	25,151	1.58%	27,798	1.65%	(2,647)	(9.52%)
Deferred revenue	26,624	1.67%	24,390	1.44%	2,234	9.16%
Long term debt owed to the Town	1,263,500	79.16%	1,396,500	82.69%	(133,000)	(9.52%)
	$ 1,596,084	100.00%	$ 1,688,762	100.00%	$ (92,678)	

The $93K decrease in financial liabilities is primarily attributable to the following:

- The change in payables and accruals represents an increase in amounts payable to vendors due to timing of when amounts are paid.
- Deferred revenue of $26K represents grant funds received but not spent for the Salt and Pepper grant of $6K and the New Horizons for Seniors Program of $20K.
- Long-term debt owed to the Town: The long-term debt due to the Town has annual principal payments of $133K, with an interest rate of 4.78%, and matures in 2030.

Net Worth (Accumulated surplus)

Accumulated Surplus	2020		2019		Change	
Accumulated surplus (deficit) - Operating	107,334	0.74%	(52,618)	(0.36%)	159,952	(303.99%)
Accumulated surplus (deficit) - Capital	1,032,705	7.10%	860,211	5.95%	172,494	20.05%
Investment in tangible capital assets	14,342,292	98.66%	14,636,584	101.27%	(294,292)	(2.01%)
Reserves	406,921	2.80%	490,587	3.39%	(83,666)	(17.05%)
Unfunded employee benefits payable	(64,217)	(0.44%)	(57,742)	(0.40%)	(6,475)	11.21%
Unfunded interest on debt	(25,151)	(0.17%)	(27,798)	(0.19%)	2,647	(9.52%)
Unfunded debt due to Town	(1,263,500)	(8.69%)	(1,396,500)	(9.66%)	133,000	(9.52%)
	$14,536,384		$14,452,724		83,660	

- Accumulated deficit – Operating: The Library surplus of $107,334($159,958-$52,624) is comprised of a 2019 deficit of $52,624, and a 2020 surplus of $159,958.
- Accumulated surplus – Capital: The surplus is represented by projects where funding sources have been applied (excluding development charges) but expenditures have not yet occurred. The largest component of this year-end balance is $550K in unspent funds for LIB42 Design/Preparation for ideaLab & Library in Lefroy.
- The balance in reserves is represented by the following reserves:
    - Computer Depreciation Reserve - $349,314
    - Donation Reserve - $ 57,606
- Unfunded employee benefits payable, interest on debt and debt due to the Town represents amounts to be funded from future revenues.

Statement of Operations and Accumulated Surplus (Income Statement)

Where the money came from (Revenue)

Revenue	Budget	2020	2019
Contributions from Town	3,438,330	3,438,330	3,060,963
Contributions from Town reserve fund	892,001	480,392	298,967
Grants- Provincial	45,921	64,239	45,921
Grants- Federal	-	4,544	12,516
User fees, fines and miscellaneous	74,999	33,119	114,168
Donations	-	14,639	13,498
Other recoveries from Town	29,000	122,572	53,575
	$4,480,251	$4,157,835	$3,599,608

- Contributions from Town Reserve Fund: Included in the 2020 budget is the funding of interest and debt principal payments for the Lakeshore Library expansion, from Town reserve funds. Since debt has not been issued, reserve fund revenues were not required.
- Grants-Provincial: Unbudgeted grant received from the Salt & Pepper Club.
- Grants-Federal: Unbudgeted grants received from New Horizons.
- User fees, fines and miscellaneous are lower than budgeted due to temporary facility closures during 2020 as a result of COVID-19, and the elimination of fines.
- Donations revenue is not budgeted.
- Other recoveries from the Town includes $91K in unbudgeted revenue related to recoveries from the Town for the Library CEO/Chief Librarian.

What the Money was used for (Expenditures)

Expenditures	Budget	2020	2019
Salaries and benefits	2,866,866	2,823,025	2,820,687
Materials and supplies	598,684	364,819	456,554
Amorization	673,204	673,204	695,643
Contracted services	240,332	120,187	134,494
Interest	231,171	62,703	68,886
Rents and financial	30,781	30,282	29,773
	$4,641,038	$4,074,220	$4,206,037

- Salaries and benefits: gapping dollars from vacant positions and maternity leaves during 2020 resulted in savings of $49K
- Materials and supplies: $219K of the variance is a net result of operating costs that were capitalized as tangible capital assets. The operating component of the variance is $14K favorable.
- Contracted Services: $112K of the variance is a result of capital budget expenditures that were not incurred related to the Strategic and Master Plans. The operating component of the variance is $5K favorable.
- Interest: budgeted interest for the Lakeshore Library Expansion project, however debt has not been issued.

(Unaudited) Financial Statements

The Corporation of the Town of Innisfil

Public Library Board

December 31, 2020

DRAFT 2021.06.07 - SUBJECT TO CHANGE

The Corporation of the Town of Innisfil
Public Library Board
December 31, 2020

DRAFT 2021.06.07 - SUBJECT TO CHANGE

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Independent Practitioner's Review Engagement Report

To the members of The Corporation of the Town of Innisfil Public Library Board

We have reviewed the accompanying financial statements of The Corporation of the Town of Innisfil Public Library Board that comprise the statement of financial position as at December 31, 2020, the statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility
Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion
In common with many not-for-profit organizations, The Corporation of the Town of Innisfil Public Library Board derives revenue from fines and donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of The Corporation of the Town of Innisfil Public Library Board. Therefore, we were not able to determine whether any adjustments might be necessary to fines and donations revenue, annual surplus, and cash flows from operations for the years ended December 31, 2020 and 2019, financial assets as at December 31, 2020 and 2019, and accumulated surplus as at January 1 and December 31 for both the 2020 and 2019 years. Our review conclusion on the financial statements for the year ended December 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion
Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Corporation of the Town of Innisfil Public Library Board as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants
Barrie, Ontario
June 21, 2021

DRAFT - SUBJECT TO CHANGE

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Financial Position
As at December 31, 2020 and 2019

	2020	2019
Financial assets		
Cash	**$ 221,267**	$ 139,434
Receivable from the Town (Note 4)	**1,547,044**	1,346,673
	1,768,311	1,486,107
Liabilities		
Payables and accruals	**155,202**	138,847
Employee benefits payable (Note 3)	**125,607**	101,227
Deferred revenue	**26,624**	24,390
Interest on debt	**25,151**	27,798
Long term debt owed to the Town (Note 4)	**1,263,500**	1,396,500
	1,596,084	1,688,762
Net financial assets(net debt)	**172,227**	(202,655)
Non-financial assets		
Prepaids	**21,865**	18,795
Tangible capital assets (Schedule 1)	**14,342,292**	14,636,584
	14,364,157	14,655,379
Accumulated surplus (Note 6)	**$ 14,536,384**	$ 14,452,724

On behalf of the Board:

Director **Director**

DRAFT 2021.06.07 - SUBJECT TO CHANGE

The accompanying notes are an integral part of these financial statements.

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Operations and Accumulated Surplus
Year ended December 31, 2020 and 2019

	Budget (Note 7)	2020	2019
Revenue			
Contributions from Town (Note 4)	**$ 3,438,330**	**$ 3,438,330**	$ 3,060,963
Contributions from Town reserve fund (Note 4)	**892,001**	**480,392**	298,967
Grants - Provincial	**45,921**	**64,239**	45,921
Grants - Federal	**-**	**4,544**	12,516
User fees, fines and miscellaneous	**74,999**	**33,119**	114,168
Donations	**-**	**14,639**	13,498
Other recoveries from Town (Note 4)	**29,000**	**122,572**	53,575
	4,480,251	**4,157,835**	3,599,608
Expenditures			
Salaries and benefits	**2,866,866**	**2,823,025**	2,820,687
Materials and supplies	**598,684**	**364,819**	456,554
Amortization	**673,204**	**673,204**	695,643
Contracted services	**240,332**	**120,187**	134,494
Interest	**231,171**	**62,703**	68,886
Rents and financial	**30,781**	**30,282**	29,773
	4,641,038	**4,074,220**	4,206,037
Net revenue (expenditures)	**$ (160,787)**	**83,615**	(606,429)
Loss on sale of tangible capital assets	**-**	**45**	-
Annual surplus (deficit)	**(160,787)**	**83,660**	(606,429)
Accumulated surplus, beginning of year		**14,452,724**	15,059,153
Accumulated surplus, end of year		**$ 14,536,384**	$ 14,452,724

DRAFT 2021.06.07 - SUBJECT TO CHANGE

The accompanying notes are an integral part of these financial statements.

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Cash Flows
Year ended December 31, 2020 and 2019

	2020	2019
Operating activities		
Annual Surplus (deficit)	**$ 83,660**	$ (606,429)
Amortization	**673,204**	695,643
Loss on sale of tangible capital assets	**(45)**	-
	756,819	89,214
Changes in non-cash items		
Increase in employee benefits payable	**24,380**	17,159
Decrease (increase) in prepaids	**(3,070)**	5,303
Decrease (increase) in due from the Town	**(200,371)**	476,352
Increase (decrease) in payables and accruals	**16,355**	(28,525)
Increase in deferred revenue	**2,234**	24,390
Repayment of interest owing on long term debt	**(2,647)**	(2,648)
Cash provided by operating activities	**593,700**	581,245
Capital activities		
Purchase of tangible capital assets	**(378,912)**	(375,591)
Proceeds from sale of tangible capital assets	**45**	-
Financing activities		
Decrease in long term debt owed to the Town	**(133,000)**	(133,000)
Net change in cash	**81,833**	72,654
Cash, beginning of year	**139,434**	66,780
Cash, end of year	**$ 221,267**	$ 139,434

DRAFT 2021.06.07 - SUBJECT TO CHANGE

The accompanying notes are an integral part of these financial statements.

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Change in Net Financial Assets(Net Debt)
Year ended December 31, 2020 and 2019

	2020	2019
Annual surplus (deficit)	**$ 83,660**	$ (606,429)
Purchase of tangible capital assets	**(378,912)**	(375,591)
Amortization of tangible capital assets	**673,204**	695,643
Decrease (increase) in prepaids	**(3,070)**	5,293
Proceeds from sale of tangible capital assets	**45**	-
Loss on sale of tangible capital assets	**(45)**	-
	291,222	325,345
Decrease (increase) in net debt	**374,882**	(281,084)
Net debt, beginning of year	**(202,655)**	78,429
Net assets(debt), end of year	**$ 172,227**	$ (202,655)

DRAFT 2021.06.07 - SUBJECT TO CHANGE

The accompanying notes are an integral part of these financial statements.

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2020 and 2019

DRAFT 2021.06.07 SUBJECT TO CHANGE

1. Significant Accounting Policies

a. Purpose of the Library Board

The Corporation of the Town of Innisfil - Public Library Board (the Board) provides library services to residents of the Town of Innisfil and residents of other municipalities who have contracted with the Board for services.

The Board is a local board of The Corporation of the Town of Innisfil (the "Town") deemed to be a public library board established under the Public Libraries Act. The Board is not subject to income taxes under Section 149(1) of the Income Tax Act (Canada).

b. Management's Responsibility for the Financial Statements

The financial statements of the Board are prepared by and are the responsibility of Management in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Board are as follows:

c. Reporting entity

The financial statements reflect the assets, liabilities, revenue, expenditures and accumulated surplus of the Board.

d. Basis of accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred or transfers are due.

e. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs of the tangible capital assets are capitalized as an individual or pooled asset when within the given thresholds. Assets which are below the thresholds established by the Board are expensed as incurred. Amortization is calculated on a straight-line basis over their estimated useful lives for all classes except land; land is considered to have an infinite life without amortization. In the year of acquisition a half year of amortization is taken on the new asset.

Major Group	Useful Life
Land	Infinite
Land Improvements	10 - 40 Years
Buildings	15 - 50 Years
Leasehold Improvements	25 Years

1. Significant Accounting Policies continued

e. Tangible capital assets continued

Major Group	Useful Life
Books and Equipment	4 - 50 Years
Vehicle	8 - 20 Years

f. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also as revenue.

g. Employee benefits

The Board accrues its obligations under employee benefit plans as the employees render the services necessary to earn employee future benefits. The Board has adopted the following valuation methods and assumptions:

i. Actuarial cost method:

Accrued benefit obligations are computed using the projected benefit method prorated on service, as defined in PSAB 3250 and PSAB 3255. The objective under this method is to expense each member's benefit under the plan taking into consideration projections of benefit costs to and during retirement. Under this method an equal portion of total estimated future benefit is attributed to each year of service.

ii. Funding policy:

The non-pension post-retirement benefits are funded on a pay-as-you-go basis. The Board funds on a cash basis as benefits are paid. No assets have been formally segregated and restricted to provide the non-pension post-retirement benefits.

iii. Accounting policies:

Actuarial gains and losses are amortized on a linear basis over the expected average remaining service life ("EARSL") of members expected to receive benefits under the plan, with amortization commencing in the period following the determination of the gain or loss.

DRAFT 2021.06.07 SUBJECT TO CHANGE

1. Significant Accounting Policies continued

h. Pension plan

The Board is an employer member of the Ontario Municipal Employees' Retirement System ("OMERS"), which is a multi-employer defined benefit pension plan. The Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Board has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Board records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for past employee service.

i. Reserves for future expenditures

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital expenditures. Transfers from the reserves are made when the expenditures are incurred for the specified purpose (Note 6).

j. Revenue Recognition

Grants and government transfers are recognized in the financial statements as revenue in the period in which the events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulated liabilities are settled. User fees, fines and other revenue are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

k. Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the Library may undertake in the future. Significant accounting estimates include employee future benefits payable and useful life of tangible capital assets. Actual results could differ from those estimates.

DRAFT 2021.00 NOT SUBJECT TO CHANGE

2. Pension Agreements

The Board makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan, on behalf of full-time members of staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to more than 525,981 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2020. The results of this valuation disclosed total actuarial liabilities of $113,055 million in respect of benefits accrued for service with actuarial assets at that date of $109,844 million indicating an actuarial deficit of $3,211 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Board to OMERS for 2020 were $185,882 (2019 - $180,538).

3. Employee benefits payable

The Board provides certain employee benefits, which dental, health, and other will require funding in future periods:

	2020	2019
Vacation and time banks	**$ 61,390**	$ 43,485
Dental, health, and other	**64,217**	57,742
	$ 125,607	$ 101,227

The Board pays certain life insurance, health, dental and other benefits on behalf of its retired employees.

Information about the Board's defined benefit plan is as follows:

	2020	2019
Accrued benefit liability, January 1	**$ 57,742**	$ 50,464
Expense for the period	**6,475**	7,278
Accrued benefit liability, December 31	**64,217**	57,742
Unamortized actuarial loss	**56,181**	45,110
Accumulated benefit obligation, December 31	**$ 120,398**	$ 102,852

DRAFT 2021.06.07 - SUBJECT TO CHANGE

DRAFT 2021.06.07 - SUBJECT TO CHANGE

3. Employee benefits payable continued

Retirement health care and dental benefits:
The Board provides health care and dental benefits to certain employee groups after retirement until members reach 65 years of age. The benefit costs and liabilities related to this plan as at December 31, 2020 are based on an actuarial valuation prepared by an independent firm. The previous full valuation was prepared effective December 31, 2018 and results from that valuation have been extrapolated to December 31, 2020.

Workplace Safety and Insurance Board Obligations:
The Board is a Schedule 1 employer under the Workplace Safety and Insurance Act and, as such, the Board insures all claims by its injured workers under the Act. No liabilities for claims by its injured workers under the Act are included in the Board's financial statements.

The main financial actuarial assumptions employed for the valuation are as follows:

Discount rate for calculation of net benefit costs	3.00% per annum (2019 - 3.75%)
Discount rate to determine accrued benefit obligation for disclosure (at end of period)	2.40% per annum (2019 - 3.00%)
Dental cost trend rates	4.00% per annum (2019 - 4.00%)
Extended health care trend rates	6.00% in 2020, decreasing to an ultimate rate of 4.00% over 10 years
Inflation rates	2.00% per annum (2019 - 2.00%)

4. Transactions with the Town

The Board had the following transactions with the Town:

	2020	2019
With the Corporation of the Town of Innisfil, valued at cost:		
Municipal funding	**$ 3,438,330**	$ 3,060,963
Contributions from Town reserve funds	**480,392**	298,967
Cookstown Library recovery from Town	**29,000**	29,000
Stroud Library rental expense	**(26,300)**	(26,300)
Library CEO/Director recovery from Town	**90,723**	24,575
Other	**2,849**	-
Balance outstanding at December 31:		
Long term debt owed to Town	**$ (1,263,500)**	$ (1,396,500)
Due (to) from the Town	**$ 1,547,044**	$ 1,346,673

DRAFT - 2021.06.07 - SUBJECT TO CHANGE

4. Transactions with the Town continued

The long term debt amount owed to the Town relates to debentures issued by the Town and approved by Town by-law. In February 2010, the Town entered into a debenture in the amount of $2,660,000 on the Board's behalf for the construction of the Cookstown Library. The debenture is due in 2030, bears interest at 4.78%, and is repayable semi-annually in principal payments of $66,500. The $3,518,183 that is due to the Town is unsecured, non-interest bearing with no fixed terms of repayment.

Principal repayments for the next five years are as follows:

2021	$ 133,000
2022	133,000
2023	133,000
2024	133,000
2025	133,000
Thereafter	598,500
Total	**$ 1,263,500**

5. Segment disclosure note

Since the Library's operations are not considered diverse and operations are managed as one department, no segment disclosure has been provided.

6. Accumulated surplus

Accumulated surplus consists of individual fund surpluses and reserves as follows:

	2020	2019
Reserves set aside by Council		
Computer replacement reserve	**$ 349,314**	$ 432,980
Donation reserve	**57,607**	57,607
Total Reserves	**406,921**	490,587
Surpluses		
Investment in tangible capital assets	**14,342,292**	14,636,584
Operating surplus(deficit)	**107,334**	(52,618)
Capital surplus	**1,032,705**	860,211
Unfunded:		
Employee benefits payable	**(64,217)**	(57,742)
Interest on debt	**(25,151)**	(27,798)

6. Accumulated surplus continued

	2020	2019
Due to Municipality	**(1,263,500)**	(1,396,500)
Total surpluses	**14,129,463**	13,962,137
Accumulated Surplus	**$ 14,536,384**	$ 14,452,724

7. Budget amounts

The operating budget approved by Council on February 27, 2019 for 2020 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried over one or more years, and therefore, may not be comparable with the current year's actual amounts. The approved budget figures have been adjusted for the purposes of the financial statements to comply with PSAB reporting requirements as follows:

Council approved budget:	
Operating budget	
Budgeted opening balance	**$ -**
Capital budget	
Capital Budget carried forward from prior years	$ (860,213)
Budgeted opening balance	**(860,213)**
Add:	
Budgeted debt principal repayments	378,660
Acquisiton of tangible capital assets	1,077,385
	1,456,045
Less:	
Budgeted transfer from reserves	(83,415)
Budgeted amortization expense	(673,204)
	(756,619)
Budget annual deficit on statement of operations	**$ (160,787)**

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8. Uncertainty due to COVID-19

The global pandemic, as a result of COVID-19 in Canada, has disrupted economic activities and supply chains. As the impacts of COVID-19 continue there could be further impacts on the Board, its community, employees, suppliers and third-party business associates, that could impact the Board's assets and future ability to deliver services. Due to the impact of COVID-19 and the related health protection measures required, the Board closed its facilities to the public on March 14, 2020, resulting in lost revenues. At this time, the full potential impact is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Board's ability to continue to provide library services to the public and to employ related staff, will depend on the legislative mandates from the various levels of government.

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The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2020

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Work in Progress	2020
Cost							
Balance, beginning of year	$ 1,294,696	$ 635,504	$ 11,004,015	$ 63,756	$ 6,159,694	$ 17,233	**$ 19,174,898**
Add: Additions during the year	-	36,886	87,498	-	267,584	151,311	**543,279**
Less: Disposals during the year	-	-	-	-	(248,844)	-	**(248,844)**
Contributions, transfers and other*	-	-	-	-	-	(164,367)	**(164,367)**
Balance, end of year	**1,294,696**	**672,390**	**11,091,513**	**63,756**	**6,178,434**	**4,177**	**19,304,966**
Accumulated amorization							
Balance, beginning of year	-	297,538	1,380,380	31,877	2,828,519	-	**4,538,314**
Add: Amortization during the year	-	32,318	147,383	2,550	490,953	-	**673,204**
Less: Amortization on disposal	-	-	-	-	(248,844)	-	**(248,844)**
Balance, end of year	**-**	**329,856**	**1,527,763**	**34,427**	**3,070,628**	**-**	**4,962,674**
Net book value, end of year	**$ 1,294,696**	**$ 342,534**	**$ 9,563,750**	**$ 29,329**	**$ 3,107,806**	**$ 4,177**	**$ 14,342,292**

*The Work in Progress (WIP) amount is representative of costs transferred from WIP into additions.

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2019

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Work in Progress	2019
Cost							
Balance, beginning of year	$ 1,294,696	$ 630,713	$ 11,004,015	$ 63,756	$ 6,019,616	$ -	**$ 19,012,796**
Add: Additions during the year	-	4,791		-	353,567	103,991	**462,349**
Less: Disposals during the year	-	-	-	-	(213,489)	-	**(213,489)**
Contributions, transfers and other*	-	-	-	-	-	(86,758)	**(86,758)**
Balance, end of year	**1,294,696**	**635,504**	**11,004,015**	**63,756**	**6,159,694**	**17,233**	**19,174,898**
Accumulated amorization							
Balance, beginning of year	-	265,986	1,233,660	29,327	2,527,197	-	**4,056,170**
Add: Amortization during the year	-	31,563	146,720	2,550	514,811	-	**695,644**
Less: Amortization on disposal	-	(11)	-	-	(213,489)	-	**(213,500)**
Balance, end of year	**-**	**297,538**	**1,380,380**	**31,877**	**2,828,519**	**-**	**4,538,314**
Net book value, end of year	**$ 1,294,696**	**$ 337,966**	**$ 9,623,635**	**$ 31,879**	**$ 3,331,175**	**$ 17,233**	**$ 14,636,584**

*The Work in Progress (WIP) amount is representative of costs transferred from WIP into additions.

DRAFT 2021.06.07 - SUBJECT TO CHANGE

INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, May 17, 2021 – 7:00 p.m.
Via Zoom

In Attendance: Anne Smith, Wendy Van Straten, Donna Orsatti, Kenneth Fowler, Barb Baguley, Sue Bennett, Rhonda Flanagan, Monica Goodfellow Raj Grover

Staff in Attendance: Susan Baues, Erin Scuccimarri, Jennifer Miyasaki, Mandy Pethick, Samantha Van Grootel, Kathy Hammer, Anya Sitser, Shannon Kelly-Rob

Regrets:

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1. Call to Order
The Board Chair called the meeting to order at 7:01 p.m.

2. Approval of Agenda

Motion #2021.43
Moved by: Kenneth Fowler
Seconded by: Raj Grover

THAT the agenda of the May 17, 2021 meeting be approved as presented.

CARRIED.

3. Declaration of Interest
There were no declarations of interest

4. Delegations to the Board

- Mandy Pethick, Samantha Van Grootel – Home Library Service Overview
  - Mandy Pethick shared a presentation introducing the Library Services Team and the services they provide in our community
  - The Board Chair expressed gratitude for the team and the services they provide
  - Barb Baguley inquired if curbside service would continue post-COVID; Mandy Pethick advised it was being considered
  - Councillor Fowler provided positive feedback for our patio and ipad service
  - Samantha Van Grootel provided the Board with an overview of the Home Library Service
  - The Board Chair expressed her thanks and congratulated Samantha on the success of the program
  - Councillor Orsatti echoed the Board Chair's sentiments; Question: with the increasing diversity in our community, how will the Library reach out to

newcomers? Samantha advised of the Click Connect program which helps with connecting newcomers to services, providing translators, etc.
    - the Vice Chair also expressed thanks for everything the Staff does
    - Councillor Fowler expressed his appreciation for the Staff's ability to think outside the box; our innovation and the way we connect the community; Question: Could high school students be considered for volunteers? Samantha advised that due to license requirement (G) this is not something that has been considered, however, perhaps they could consider students for selecting materials or craft ideas
    - Copies of the presentations will be shared with the Board after the meeting

- Kathy Hammer – Strategic Plan Update
    - Kathy shared the progress and status of the Library's strategic plan; the draft strategic plan was presented to the Board
    - A copy of this presentation, the consolidated report and a survey link will be shared with the Board after the meeting
    - The Board Chair thanked Kathy for the presentation

5. Consent Agenda

-

Motion #2021.44

Moved by: Monica Goodfellow
Seconded by: Raj Grover

THAT the consent agenda items 5 a) to 5 e), and the recommendations contained therein be approved as presented.

CARRIED.

6. Business Arising

None

7. Reports

a) Municipal Council Report
- Report was provided in the Board package
- Councillors Fowler and Orsatti had no further updates at this time
- Sue Bennett asked about the Yarn Bombing; when was it advertised
- The Deputy CEO advised that there is still time to contribute
- Barb Baguley – parking fees s/b parking fines

b) Health & Safety Update

Motion #2021.45
Moved by: Wendy Van Straten
Seconded by: Donna Orsatti

THAT the minutes of the JHSC April 14, 2021 meeting be received.

CARRIED.

8. Policy

a) EMPLOYMENT – Respectful Workplace, Harassment and Violence Prevention Policy #**E**-2021-14

Motion #2021.46
Moved by: Wendy Van Straten
Seconded by: Sue Bennett

THAT the EMPLOYMENT – Respectful Workplace, Harassment and Violence Prevention Policy #**E**-2021-14 be approved as presented**.**

CARRIED.

9. Strategic Issues

No strategic issues

10. New Business

a) Board photo for the Town's new onboarding program

b) Professional Development – Summer 2021

- The Deputy CEO lead the discussion on workshops during the summer for professional development
- The majority of the Board expressed interest in participating; the Board Chair advised that options and proposed dates would be sent out
- The CEO commented that as there are no scheduled Board meetings in July or August, perhaps the time slots could be used for workshops; the sessions could be recorded for those who cannot attend
- We are required to have 7 meetings per year which could provide opportunities for other times in the year for workshops
- Councillor Orsatti commented on the workload of Council; there will be a break in July; would prefer the option of other dates rather than the summer
- Councillor Fowler echoed Councillor Orsatti; would prefer other options to summer workshops
- The CEO advised that suggestions for dates, times and topics for professional development will be provided, however, if there are any topics the Board is specifically interested in, they should forward to the Executive Assistant

11. Comments and Announcements

a) Calendar of Events
- Link of our offerings provided in agenda
- The CEO advised that vaccine booking opens tomorrow for 18+

b) Professional Development
- No updates at this time

12. In Camera

a) Consideration of a resolution to hold an "In Camera" Committee of the Whole meeting as provided for under the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2020-01.

Motion #2021.47
Moved by: Monica Goodfellow
Seconded by: Wendy Van Straten

THAT the Board holds a "Closed Session" Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board's Procedural By-Law Policy #B-2020-01 to deal with:

a) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s. 24 (5)]

CARRIED.

Motion #2021.48
Moved by: Raj Grover
Seconded by: Sue Bennett

THAT the Board now rise and report on the "In Camera" Session and resume the regular Board meeting.

CARRIED.

- Matters discussed during the closed session will be brought forward in the June 21, 2021 Board Meeting; any decisions made will take place in open session

13. Adjournment

Motion #2021.49
Moved by: Barb Baguley
Seconded by: Monica Goodfellow

THAT the meeting be adjourned at 9:00 p.m.

CARRIED.

The next regular Board meeting will be held on
June 21, 2021 at 7:00 p.m. Via Zoom

Anne Smith, Board Chair **Susan Baues, Secretary**

5b.01.01

ola
:. ontario library association

June 3, 2021

Statement on the Kamloops residential school burial site

A National Residential School Crisis Line has been set up to provide support for survivors. This 24-Hour Crisis Line can be accessed at: 1-866-925-4419. The Indian Residential School Survivors Society (IRSSS) can be contacted toll-free at 1-800-721-0066 or on their website at https://www.irsss.ca/

Content Warning: residential schools, settler-colonial violence, anti-Indigenous racism

We stand with Tk'emlúps te Secwépemc First Nation, and all Indigenous communities across Turtle Island, in mourning the loss of 215 *children*, their remains found on the site of the Kamloops Indian Residential School.

The media release from the Tk'emlúps te Secwépemc First Nation on the discovery can be read here.

This discovery is horrendous and tragic. Sadly, it is not singular nor insular. The Missing Children Project of the Truth and Reconciliation Commission of Canada (TRC) is a systematic effort to record and analyze the deaths, as well as the presence and condition of cemeteries for the children. The findings of the report are "in keeping with statements that former students and the parents of former students gave to the Commission. They spoke of children who went to school and never returned. The tragedy of the loss of children was compounded by the fact that burial places were distant or even unknown."

Truth and Reconciliation Calls to Action 71-76 calls on the government to act to address missing children and burial information. We echo the TRC's calls to the federal government to:

- make documents public
- develop and maintain the National Residential School Student Death Register as well as an online registry of residential school cemeteries
- develop and implement strategies and procedures for the identification, documentation, maintenance,

commemoration, and protection of residential school cemeteries.

We encourage you to read all 94 Calls to Action here.

An analysis by the Yellowhead Institute showed that as of December 2020, only 8 of the 94 Calls to Action had been completed. Since then, no additional TRC Calls to Action have been completed. For regular status updates on TRC Calls to Action, consult Indigenous Watchdog. You can hold the federal government accountable by writing to your MP, Prime Minister Justin Trudeau and the Minister of Crown–Indigenous Relations Carolyn Bennett.

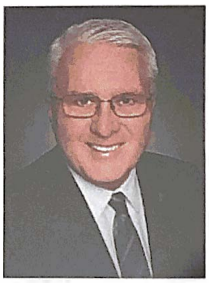
Learn how libraries and educational institutions can implement the TRC's 94 Calls to Action, particularly as they relate to education, language, and culture:

- Indigenous Matters – Information Brief 2019 – prepared by members of the Ontario Library Association Indigenous Advisory Council
- CFLA-FCAB – Library Response to Truth and Reconciliation
- CFLA-FCAB Truth and Reconciliation Report

"In order for that [Reconciliation] to happen, there has to be awareness of the past, acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behaviour." (p. 7 of the Truth and Reconciliation Commission Report)

We recognize that institutions such as libraries and schools have a role in reconciliation, information sharing, and learning. We know that in all of our institutions, colonialism and racism continue to be perpetuated through lack of action, silence and ignorance. It is crucial that as guests on Turtle Island, we be active in changing behaviours, dismantling the effects of this system, and prioritizing reconciliation within ourselves, our organizations, institutions, and communities.

Prepared by the OLA Indigenous Advisory Committee, OLA Board & Staff



John Brassard | Member of Parliament
Barrie—Innisfil
Shadow Minister for Veterans Affairs

Anne L Smith
Chair, Innisfil Public Library Board
2101 Innisfil Beach Road
Innisfil, ON
L9S 1A1

May 10, 2021

Dear Anne,

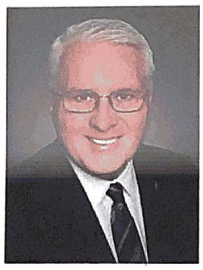
Thank you for your letter, I only opened it this week when I returned to Ottawa.

I have heard from many in Barrie and Innisfil regarding the cut in funding to CELA and NNELS, including a few that are associated with the Barrie and Innisfil Public Libraries.

I have attached the letter I sent to Hillary Mallett of the Innisfil Accessibility Advisory Council regarding the funding, so you have the full response I sent to her. Also is the letter I sent to Minister Freeland and Minister Qualtrough.

Sincerely,

John Brassard
Member of Parliament | Barrie-Innisfil
Shadow Minister for Veterans Affairs



John Brassard | Member of Parliament
Barrie—Innisfil
Shadow Minister for Veterans Affairs

Hilary Mallett
Vice-Chair, Innisfil Accessibility Advisory Council
2101 Innisfil Beach Road
Innisfil, ON
L9S 1A1

March 17, 2021

Dear Hilary,

Thank you for the work that you do to support the disabled and those with mobility challenges. Your work is very import to make every corner of our great community accessible to every resident.

It is very unfortunate that the federal government continues to undercut the important services that councils like yours and those across Ontario and Canada advocate for. CELA and NNELS are essential services for blind, low vision and disabled Canadians.

On March 11, 2021, Conservative Shadow Minister, Raquel Dancho (MP, Kildonan-St. Paul MB) asked Minister Qualtrough about the cuts that were published in the Fall Economic Update. She asked the Minister to confirm the funding would stay in place.

I was pleased to hear the Minister commit to the continued funding and that she would be meeting the week of March 15th with CELA and NNELS. I was disappointed to hear the Minister add to her statement "I wish they had not publicly raised such an alarm. I have already apologized to them that they felt they had to do that, but they are going to be fine."

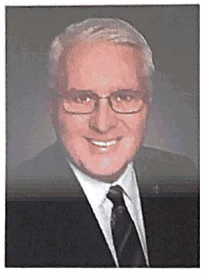
Along with Ms. Dancho, I will be watching for the government to reverse their last printed funding projections for CELA and NNELS in the upcoming budget.

I have attached the letter that I have sent to Minister Freeland and Minister Qualtrough.

You and the entire Innisfil Accessibility Advisory Council have my full support.

Sincerely,

John Brassard
Member of Parliament | Barrie-Innisfil
Shadow Minister for Veterans Affairs



John Brassard | Member of Parliament
Barrie—Innisfil
Shadow Minister for Veterans Affairs

Hon. Minister Chrystia Freeland
Deputy Prime Minister and Minister of Finance
House of Commons
Confederation Building, Room 132
Ottawa, ON
K1S 1A6

Hon. Carla Qualtrough, Minister of Employment, Workforce, Development and Disability Inclusion
House of Commons
Confederation Building, Room 707
Ottawa, ON
K1S 1A6

March 17, 2021

Dear Ministers,

I am writing after receiving phone calls and emails regarding the projected reduction in funding to the Centre for Equitable Library Access (CELA) and National Network for Equitable Library Services (NNELS) which was printed in the government's Fall Economic Update.

Canadians across the country in cities and small towns, rural and remote communities who are blind and those who live with reduced or low vision and disabled Canadians rely on the services that CELA and NNELS provide.

Reliable access to books and other reading material is even more important during the pandemic when disabled Canadians are unable to leave their homes and many struggle with their mental health and wellbeing.

I was pleased to hear Minister Qualtrough speak at HUMA on March 11, 2021, confirming to Conservative Shadow Minister Raquel Dancho - MP Kildonan-St. Paul, that funding for these programs will remain in place.

I am asking that the government correct the last printed funding projections for CELA and NNELS and announce permanent funding in the upcoming federal budget.

Sincerely,

John Brassard
Member of Parliament | Barrie-Innisfil
Shadow Minister for Veterans Affairs

From: Kristina Mortotsi
Subject: Children's Program Report

Name of Program:
Drop-In Storytime

Other Location
FB Live (from LA)

Date of Program:
2021-06-04

Attendance:
24

5 Pillars of Community Need:
Mental Health, Access to Reliable Information, Community Building

Program Summary:
Today was a difficult, but necessary Storytime.

We started off welcoming everyone and then acknowledged that June is National Indigenous History Month and discussed what that means. This led into identifying feelings of sadness, grief and anger that many people are feeling now because of the news of the discovery 215 children on the grounds of the Kamloops Indian Residential School. After an age appropriate discussion about the horrific treatment of Indigenous People in Canada viewers were encouraged to join in a moment of quiet reflection to honour the lives lost, create space for grief and to think about ways we can be kind and work for change.

We also shared several resources including links to the Assembly of First Nations "Its Our Time" Education Toolkit:

https://education.afn.ca/afntoolkit/

Contact information for the National Residential School Crisis Line (1-866-925-4419) and The Indian Residential School Survivors Society (1-800-721-0066 or website at https://www.irsss.ca/)

As well as a booklist that may help patrons to start, or continue meaningful conversations with their children about these horrific tragedies, as well as celebrate the strength and accomplishments of Indigenous communities:

https://www.cbc.ca/books/20-canadian-books-for-kids-and-teens-to-read-for-national-indigenous-history-month-1.5597339

Parents were encouraged to join in on this month's author talks and to visit the memorial set up at the spirit catcher at the Barrie Waterfront.

We read 3 books, 2 by Indigenous author/illustrators and 1 additional all of which celebrated diversity, discussed kindness and even taught about colours!

Thank you to our entire Children's Programing team who shared important feedback and helped to gather books. Also thank you to the Management Table, Erin and Sue who very quickly gave their support for us to take steps to begin/continue this important conversation with our young patrons and their families.

Peace.

KM

MAY 2021

ideaLAB

& Library

CHILDREN'S PROGRAMMING

Baby Steps

After hearing about EarlyON programming successes at a county-wide Best Start Network Committee meeting, Library Staff connected with the local EarlyON staff to discuss a new partnership opportunity. Like Library Staff, EarlyON had noticed that Innisfil families with infants had not been attending live, virtual programs throughout the pandemic; however, EarlyON's virtual programming for babies in Barrie had been developing well. Staff collaborated on a new program for Innisfil families that would capitalize on the connections of both the Library and EarlyON. On Apriil 28th, a new virtual program called Baby Steps was launched. The program uses the most successful elements from EarlyON's programming, including "open mic" time and breakout rooms for small group conversation, and the Library's resources, such as lendable instruments and craft supplies in a kit for caregivers to pick-up. With an average of 13 participants each week, the program is already a success.

Each week, caregivers became more comfortable with the virtual group and would share more milestones. In the virtual environment, programmers noticed that caregivers are more focused on their child for the program, and are less likely to be distracted during the songs and rhymes by other babies or caregivers. Staff promotion of the program has been beneficial as well. For example, when a new mom arrived at the Library to pick-up some materials, Staff told her about the program. A follow-up phone call was made a few days later and the family joined the program that week.

This community partnership has allowed Staff to reconnect with an underserved population and provide a much needed community to these families. As the program establishes itself and word spreads, attendance is anticipated to grow further. Consequently, this partnership program will continue into the summer.

Preschool

Participation in preschool programming, from bi-weekly Craft Kits and lendable Toy Kits, to Virtual Drop-In Storytime and Preschool Party, continues to be strong. When picking-up materials, one family told Staff, "You guys have been doing an awesome job during this pandemic, we really enjoyed the toys." The kids could be heard saying, "Mom, make sure they give you craft bags!" Another parent shared how a storytime about frogs turned into a morning craft as their children delighted in making frog masks as a follow-up to storytime. While some families regularly ask about the return to in-person programming, the current preschool offerings are fulfilling the needs of this community at this time.

School Outreach

In May, Library Staff virtually visited ten kindergarten classes across four elementary schools in Innisfil. Teachers were able to decide whether they wanted Library Staff to visit individual classes or if all of the Kindergarten classes wanted to come together for the visit. This kind of scheduling flexibility and the nature of virtual visits meant that teachers could arrange visits around their own daily schedules and Library Staff could visit more classes in a shorter amount of time than usual.

As part of these visits, Staff promoted Family Book Bag service as well as lendable Robotics Kits, in addition to other Library services. An interactive demonstration of Blue Bot often resulted in questions and enthusiasm about borrowing one. In some classes, teachers took advantage of the fact that many students had a caregiver closer by, calling out specific instructions or notes for caregivers. During a visit to one of the classes from Cookstown Central Public School, one of the teachers expressed their gratitude for the visit and explained how much her senior kindergarten students enjoyed visits from the Library the previous year. Reconnecting with Kindergarten classes allowed Staff to learn more about how virtual visits could work should the need for additional virtual school outreach continue.

Teens

Pen Pals Across the Ages, the Library's pen pal program that matches high school students in need of community service hours with seniors, continued to grow in May, with three new participants. One pen pal shared with Library Staff that the program is, "AWESOME," and many of the participants have far surpassed the minimum number of letters required. The program was promoted again to schools at the beginning of the month, and two teachers from Nantyr Shores Secondary School quickly reached out to ask if they could get their Leadership Classes involved. Library Staff collaborated to devise a "spin off" to the Pen Pal Program, matching the Leadership Classes with the Library customers using Home Library Service. The letters were meant to spark joy, and so students shared what they were doing to positively impact their community and talked about their goals and aspirations. The letters were sent to the Library for printing and will be included in the June Home Library Service delivery.

On May 8th, the Library welcomed back local accountant Maria Mejia for a repeat of her financial literacy session for teens called All About The F-Word. Participants were again engaged in Maria's practical and straightforward presentation about managing finances and thinking practically about credit cards, taxes, and savings. Staff continue to engage with youth volunteers, local schools and the community to seek out new ways to support Innisfil's teens. Several new programs and services are currently in the planning stages, with the goal of launching in early Summer.

ADULT PROGRAMMING

Author Talks: Kate Armstrong

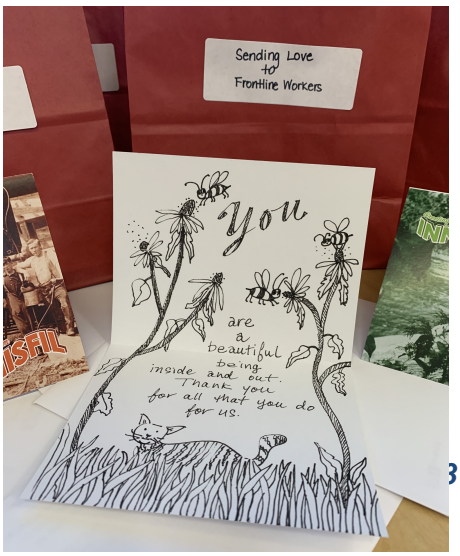
Author events this spring launched with a virtual talk by Kate Armstrong, the author *The Stone Frigate: The Royal Military College's First Female Cadet Speaks Out*, a memoir. The virtual event was very well attended with 44 participants joining.

Kate Armstrong's memoir shares her story of how she left an abusive childhood, became the first female cadet admitted to the Royal Military College of Canada, and her struggle to survive and push back against the patriarchal organization. Armstrong served thirteen years in the military as a logistics officer. Recent news coverage of several high ranking military personnel being investigated for sexual misconduct created a heightened interest around the event, as community members were eager to hear about Armstrong's experiences.

An excellent speaker, Armstrong kept the audience engaged with her experiences and humour. The event drew in local participants as well as from across Canada, with many attendees being former classmates with the author at Royal Military College. The question and answer session with the online audience was lively, which resulted in a very meaningful conversation about steps that institutions can take to eliminate sexual misconduct and advice that can be given to women currently serving or at Royal Military College.

Sending Love to Frontline Workers

To thank frontline heroes for their ongoing dedication to helping the community during these difficult times, adults and seniors were invited to participate in the Library's Sending Love to Frontline Workers initiative. Community members could pick-up card packages from Library Branches and were encouraged to write heartfelt thank you messages for Innisfil's frontline heroes. People returned their completed cards to the Library and Staff arranged for the delivery of cards to local frontline workers. Over 250 cards



were distributed to workers at Foodland, Guardian Alcona Pharmacy & Medical Clinic, Innisfil Pharmasave, Sobeys Alcona, Stroud Guardian Pharmacy, and the many healthcare teams at Rizzardo Health & Wellness Centre. Healthcare teams and managers of these businesses connected with the Library to express their gratitude for these cards for their dedicated workers.

CREATIVE MAKING & DISCOVERY

ideaSHOP

The ideaSHOP continues to promote shopping locally during the COVID-19 pandemic and highlights the endless possibilities of the hackLAB spaces at the Library. Staff continue to design and create new seasonal items and offer a unique shopping experience for the local community. During the month of May, customers were able to purchase items relating to Mother's Day, pollinators and gardens as well as a variety of cake toppers to mark special occasions. Some of the most popular items included: family tree cork trivets, laser engraved rolling pins, garden markers and a happy birthday cake topper. Staff continue to add new items to the ideaSHOP and are always looking for new and creative ways to promote the store.

New hackLAB Equipment

Thanks to the New Horizon's grant, staff were able to purchase some new equipment for the hackLAB to help run seniors' programs. One item that was purchased was a Cricut Mug Press to create personalized images on ceramic mugs using Infusible Ink. During the first Tinkershop session, a group of customers were invited to test out the Cricut software and design their own mug. Each customer worked carefully through the design process, learning the ins and outs of designing for the mug press. The final products were extremely well received with one customer commenting;

"This workshop was SO FUN! I loved getting to express my creativity and make a new mug. I plan to use it for my tea in the morning when I read."

The Cookstown hackLAB space now features a Roland BN-20, but unlike its counterpart at the Lakeshore Branch, this one has the ability to print white ink. This allows the use of clear decal materials, usually for window signage. This new function required some small innovations in order to continue using the free and open source design software that is so essential to most of the hackLAB programming. White underprinting on clear decal vinyl will allow the full color design to remain visible no matter what background it is placed on.

This machine is also using a new type of material, static cling vinyl, in white and in clear. This material is easy to install and remove, reducing the staff time involved and improving accuracy in placing the design. It was used for the recent window art messaging at the various Branches. The artwork has been directed outward to the community during COVID-19 lockdowns to lift the spirits and highlight local cultural events still taking place. The upcoming collaboration with Our Stories has a multimedia component taken from our local history archives. The public will be able to listen to voice recordings accessible via QR codes to their smartphones. The new static cling material will greatly speed up the clean-up process between seasonal changes in this type of messaging.

LIBRARY SERVICES

Home Library Service

Interest in the Home Library Service increased recently with the addition of three new clients in May, bringing the total number of clients to 26.

Monarch Butterfly Rearing Program

Preparations for the 2021 season of the Monarch Butterfly Rearing Program started in May with two Staff training sessions. All Library Staff, as well as Staff from the Town's Leisure Services, Operations, and Health and Wellness departments were invited, with representatives from all departments attending the first session: Monarch Butterfly Rearing Program 101 (overview of the program, goals, and information about the life cycle of the Monarch Butterfly). The second session focused on the day-to-day maintenance tasks associated with running the program, and on how to conduct releases. As a result of participating in the training session, the Town Operations department will review their roadside maintenance practices and will strive to maintain areas of milkweed as habitat. The Manager of Library Services provided them with information on identifying the two types of milkweed commonly found in Innisfil.

The cages were cleaned and set-up at the Lakeshore and Cookstown Branches by June 14th, and egg collection will begin on June 15th (in compliance with the permit). Eggs have already been located on milkweed in the Cookstown Branch Monarch Waystation garden.

Access to the Monarch Waystation garden at the Lakeshore Branch will be affected by the construction of the Town Square project, starting in mid-June. While the garden will still be accessible via a pathway, the area will be narrow and noisy, and may be more difficult for butterflies to locate. Additional habitat for the Monarch Butterflies and other native pollinators was created on the parking lot side (east) of the building to increase the chances of having caterpillars to rear, and to have a more publicly accessible garden for use in educational videos and in-person talks and releases (COVID-19 restrictions permitting) later in the summer.

COLLECTION SERVICES

Diversity Audit of the Young Adult Collection

Planning for the young adult (Y.A.) component of the Diversity Audit is underway. A staff working group was created to plan the process and map the project measurement criteria. The Y.A. collection is being used as a trial run to determine the best process(es) to conduct an audit so that it can be applied to all Library collections. This assessment will be used to determine the level of diverse representation currently in the collection in order to inform collection development decisions going forward. The working group determined that for the Y.A. collection, the audit will focus on the following inclusion criteria: race, sexual orientation, persons with physical disabilities, persons with neurodiversity, mental health or illness, religion, gender identity, family structure, refugee and/or new immigrants, body diversity and acceptance, and social justice. These indicators will be applied to main characters and the authors through hands-on analysis of the materials in the collection. The audit is set to begin in late June.

Local History

The Special Collections Librarian has been collaborating with the Town's Leisure Services department to plan for the creation of a virtual Sports Hall of Fame for the Town of Innisfil. While still in the very early stages, the idea was first brought forth by Councillor Eisses as a way to highlight and celebrate the rich history of sport in Innisfil. The *Our Stories Innisfil* database has some sports content, including photos of champion curling teams, historic baseball teams, and similar items, but has not yet featured a sport-focused digital or physical exhibit. It is believed that getting residents involved in the process of submitting Hall of Fame candidates will not only help build Town pride as well as a sense of community and inclusion, but will also augment the digital collection with important sports memorabilia and material that can easily be used for future displays and ultimately a physical Sports Hall of Fame. A report to Council was presented at the May 26 Council Meeting and was well received. A website for the community to submit their nominations is now live and available to anyone wishing to recognize a local athlete, team, or organization.

Churchill Men's Curling Team - Winners of the 1948 Carter Trophy
Left to right: Edgar Sturgeon, Ralph Reive, Mansfield Harrison, and Bill Browning

STAFF

Hiring

Summer Students arrived mid-month, eager and ready to work. As mentioned in a previous report, two are returning Staff, Camryn as a Summer Programmer working with children, and Justin as a Summer Assistant for the Creative Making & Discovery Team. Two new Summer Programmers joined the Library for the Summer: Andrea will be working on children's programming for the Summer Reading Club and the Library's school aged users; and new this year is a position focused on Adult and Senior programs and services, an outcome of the Community Needs Assessment. Abigael will work closely with the Adult Services Librarian to plan and deliver programs to support our senior and adult residents throughout the summer.

The hiring process for the part-time, six-month Library Services Assistant contract position concluded, and the successful candidate joined the team on May 23rd. Sheila brings with her 15 years of experience in a similar role at another public library in the region, and is excited to be part of a highly community-focused organization.

Staff Training & Development

The Technical Services Librarian attended the 2021 Evergreen International Online Conference from May 25th to 27th. The sessions focused on the new features available in updated versions of Evergreen, such as the curbside module, and how libraries have utilized Evergreen during the pandemic. The benefits of attending this conference include learning about other organizations who use Evergreen, gaining insight into the development of Evergreen and connecting with others who support the Evergreen community.

COMMUNICATIONS

Media Outreach & Social Media Response

This section highlights the Library's media response, social media engagement, and website traffic as the community continues to connect with resources and staff digitally.

DATE PUBLISHED	NEWS OUTLET	TITLE
May 11, 2021	Simcoe.com	Residents-only parking at Innisfil Beach Park and other measures to be used to control crowds
May 18, 2021	Simcoe.com	Start simple if you're creating a garden this summer, says Innisfil expert
May 22, 2021	Simcoe.com	SPOTLIGHT: 3 DeafBlind Ontario facts
May 28, 2021	Barrie Today	Nominations being accepted for Innisfil Sports Hall of Fame

Facebook Insights (From May 1 to May 31, 2021)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
2,946 (2,511 likes)	82 during this period	1.1K engagements (823 reactions, 144 shares, 126 comments)	Posts earned 32.4K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

Twitter Insights (From May 1 to May 31, 2021)

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,501	62 during this period	105 engagements (73 likes, 30 retweets, 2 replies)	20.8K impressions over this period (number of times users saw our tweets)

Top Tweet (based on impressions):

Instagram Insights (From May 1 to May 31, 2021)

FOLLOWERS	# OF POSTS	TOTAL LIKES	TOTAL COMMENTS
1,313	15 during this period	393	8 comments in total on content posted during this period

Top Post (based on engagement):

YouTube Insights (From May 1 to May 31, 2021)

SUBSCRIBERS	# OF VIDEOS	TOTAL VIEWS	TOTAL WATCH TIME
520 (+35 during this period)	23 videos published during this period	6.1K total views on videos during this period	269.9 cumulative hours on videos during this period

Top Videos in this Period (based on views):

	Video	Average view duration	Views
1	Tinkershop Tutorial: Photo Engraving With Gimp 7 Apr 2020	4:14 (33.1%)	1,028
2	Make a Code Monday: MakeCode Arcade Dungeon Crawler 11 Jun 2020	4:42 (16.8%)	634
3	The Pollution Experiment 24 Jul 2020	1:04 (32.2%)	311
4	Tinkershop Tutorial: 3D Printed Earrings 14 Jul 2020	1:39 (20.5%)	224
5	Make a Code Monday: MakeCode Arcade 2 Player Game 10 Sept 2020	3:49 (11.4%)	183

Website Analytics (innisfilidealab.ca, from May 1 to May 31, 2021)

USERS	PAGE VIEWS	AVERAGE SESSION DURATIONS	PAGES/SESSION
2,838	12,001	2 minutes, 21 seconds	2.12

Top 5 Pages:

1. Homepage
2. Curbside Pick-up FAQ
3. Parking Passes
4. Digital Membership
5. Digital Library

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended May 2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
NOTES:	Library				
	Library Operating				
	Revenue				
	Opening (Surplus) Deficit				
	Opening (Surplus) Deficit				
	3100 Beginning Deficit(Surplus)	-1			-1
	Total Opening (Surplus) Deficit	-1			-1
1	**Total Opening (Surplus) Deficit**	-1			-1
	Registration & Facility Fees				
	Facility Rental				
	4438 Hall Rental	-2,000			-2,000
	Total Facility Rental	-2,000			-2,000
	Registration Fees				
	4464 Programming	-23,000			-23,000
	Total Registration Fees	-23,000			-23,000
	Total Registration & Facility Fees	-25,000			-25,000
	User Fees, Licences and Fines				
	Fines				
	4620 Fines		-110		110
	Total Fines		-110		110
	User Fees				
	4447 Misc. Revenue	-30,000	-4,720	15.73%	-25,280
	4490 Photocopy Etc.	-7,500	-877	11.69%	-6,623
	4491 Books	-2,800	-858	30.64%	-1,942
	4492 ideaSHOP sales	-2,000	-589	29.45%	-1,411
	Total User Fees	-42,300	-7,044	16.65%	-35,256
	Total User Fees, Licences and Fines	-42,300	-7,154	16.91%	-35,146
	External Recoveries				
	Other Municipality Revenue				
	4301 Revenue - Own Municipality				
	Total Other Municipality Revenue				
	Total External Recoveries				
	Other				
	Government Grants				
	4100 Grants - Ontario	-45,921	-10,000	21.78%	-35,921
	Total Government Grants	-45,921	-10,000	21.78%	-35,921
	Other Revenue				
	4760 Donations		-16		16
	Total Other Revenue		-16		16
	Total Other	-45,921	-10,016	21.81%	-35,905
	Transfer from Reserve & Reserve Funds				
	Contributions from Obligatory RF				
	492507 Oblig.RF-Library DCA	-567,498			-567,498
	492513 Oblig.RF-Parks Outdoor DCA				
	492515 Oblig.RF-Parks Indoor DCA	-13,448			-13,448

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended May 2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	Total Contributions from Obligatory RF	-580,946			-580,946
	Total Transfer from Reserve & Reserve Funds	-580,946			-580,946
	Total Revenue	-694,168	-17,170	2.47%	-676,998
	Expenditures				
	Wages & Benefits				
	Wages & Benefits Permanent				
	5010 Salaries - (FT)	2,251,784	683,762	30.37%	1,568,022
	5025 Overtime - Banked (FT)		1,180		-1,180
	5100 Benefits (FT)	519,484	198,518	38.21%	320,966
	5101 Benefit Clearing (FT)		16,949		-16,949
	7126 Contingency-Wages	-26,528			-26,528
	Total Wages & Benefits Permanent	2,744,740	900,409	32.80%	1,844,331
	Wages & Benefits Non-Permanent				
2	5011 Salaries - (PT)	18,264	174,813	957.15%	-156,549
	5102 Benefits (PT)	134,165	21,252	15.84%	112,913
	5103 Benefit Clearing (PT)		3,383		-3,383
	Total Wages & Benefits Non-Permanent	152,429	199,448	130.85%	-47,019
	Total Wages & Benefits	2,897,169	1,099,857	37.96%	1,797,312
	Materials & Supplies				
	Facility/Park Maintenance				
	7080 Cleaning Supplies	12,000	3,284	27.37%	8,716
	7180 Facility/Parks Maintenance	57,603	12,484	21.67%	45,119
	Total Facility/Park Maintenance	69,603	15,768	22.65%	53,835
	Advertising & Publicity				
	7020 Advertising & Publicity	8,059	7,627	94.64%	432
	Total Advertising & Publicity	8,059	7,627	94.64%	432
	Clothing				
	5210 Clothing/PPE	675	153	22.67%	522
	Total Clothing	675	153	22.67%	522
	Education, Seminars & Memberships				
	5230 Education & Development	15,000	11,499	76.66%	3,501
	7100 Conferences & Seminars		49		-49
	7300 Prof. Dues & Memberships	2,993	2,165	72.34%	828
	7620 Training (Health & Safety)		46		-46
	Total Education, Seminars & Memberships	17,993	13,759	76.47%	4,234
	Equipment Maintenance				
	7140 Equipment Maintenance	2,200			2,200
	Total Equipment Maintenance	2,200			2,200
	Equipment Utilization				
	7130 ..Equipment Utilization	3,500			3,500
	7135 ..Equipment Utilization Recvry	-3,500			-3,500
	Total Equipment Utilization				
	Fuel				
	7200 Fuel	1,846			1,846
	Total Fuel	1,846			1,846

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended May 2021
Library

5d.01.01

	2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
Office, Printing & Postage				
7040 Books, Publications & Subscrip	143,019	80,982	56.62%	62,037
7360 Office Supplies	9,296	1,523	16.38%	7,773
7400 Photocopy	13,000	2,942	22.63%	10,058
7440 Postage	1,000	262	26.20%	738
7460 Printing	6,582	346	5.26%	6,236
Total Office, Printing & Postage	172,897	86,055	49.77%	86,842
Insurance				
7220 Insurance	24,846	13,445	54.11%	11,401
Total Insurance	24,846	13,445	54.11%	11,401
Materials				
7028 Audio Materials	54,221	10,123	18.67%	44,098
7280 Material	22,000	15,975	72.61%	6,025
7283 Technology Supplies	19,500	188	0.96%	19,312
7284 ideaSHOP Supplies	500	121	24.20%	379
7398 Periodicals	12,328	8,980	72.84%	3,348
Total Materials	108,549	35,387	32.60%	73,162
Other Expenses				
5120 Board&Committee /Non-payroll	4,000			4,000
7320 Mileage	4,858	1,781	36.66%	3,077
7389 Culture Engagement	37,500			37,500
7450 Pre school Storytime				
7470 Programming - Children	9,260	4,335	46.81%	4,925
7545 Project Expense		7,425		-7,425
Total Other Expenses	55,618	13,541	24.35%	42,077
Public Relations				
7485 Public Relations	6,821	6,598	96.73%	223
Total Public Relations	6,821	6,598	96.73%	223
Purchased Services				
7380 Purchased Services	751			751
Total Purchased Services	751			751
Software Maintenance and Licencing				
7580 Software Annual Maint. Fees	42,252	13,836	32.75%	28,416
Total Software Maintenance and Licencing	42,252	13,836	32.75%	28,416
Total Materials & Supplies	512,110	206,169	40.26%	305,941
Utilities				
Telephone and Utilities				
7600 Telephone	10,508	2,620	24.93%	7,888
7660 Utilities - Hydro	64,995	19,806	30.47%	45,189
7680 Utilities - Natural Gas	16,067	6,200	38.59%	9,867
7700 Utilities - Water/Sewer	6,628	2,855	43.07%	3,773
Total Telephone and Utilities	98,198	31,481	32.06%	66,717
Total Utilities	98,198	31,481	32.06%	66,717
Contracted Services				
Audit Fees				

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended May 2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	8080 Audit	3,004	1,060	35.29%	1,944
	Total Audit Fees	3,004	1,060	35.29%	1,944
	Cleaning Contract				
	8185 Cleaning	39,165	12,475	31.85%	26,690
	Total Cleaning Contract	39,165	12,475	31.85%	26,690
	Contracts				
	8250 Contracts - Labour	3,133			3,133
3	8290 Contracts	15,888	15,264	96.07%	624
	8325 Contracts - Grass Cutting	1,992			1,992
	8850 Snow Removal	37,467	20,963	55.95%	16,504
	9681 Snow Clearing - Expenditures		1,534		-1,534
	Total Contracts	58,480	37,761	64.57%	20,719
	Total Contracted Services	100,649	51,296	50.97%	49,353
	Rents & Financial				
	Service Charges				
	9110 Debit/Visa Charges	4,481	1,199	26.76%	3,282
	Total Service Charges	4,481	1,199	26.76%	3,282
	Total Rents & Financial	4,481	1,199	26.76%	3,282
	Long term debt - Principal & Interest				
	L.T.D. Principal & Interest				
	5610 Debt Interest	148,421			148,421
	5620 Debt Principal	432,525			432,525
	Total L.T.D. Principal & Interest	580,946			580,946
	Total Long term debt - Principal & Interest	580,946			580,946
	Conservation Authorities, Local Boards & Grants				
	Contributions to Local Board				
	9562 Contr. from Town	-3,395,610	-1,414,834	41.67%	-1,980,776
	Total Contributions to Local Board	-3,395,610	-1,414,834	41.67%	-1,980,776
	Total Conservation Authorities, Local Boards & Grants	-3,395,610	-1,414,834	41.67%	-1,980,776
	Internal Recoveries/Transfers				
	Internal Rental Expenditure(Revenue)				
	9600 Facility rental revenue(Intern	-29,000	-12,081	41.66%	-16,919
	9610 Facility rental expenditures(I	26,300	10,956	41.66%	15,344
	Total Internal Rental Expenditure(Revenue)	-2,700	-1,125	41.67%	-1,575
	Internal Transfers				
	9630 Salaries/Ben. Internal Chgs	-101,077	-42,116	41.67%	-58,961
	9696 Depart. Overhead Allocations				
	Total Internal Transfers	-101,077	-42,116	41.67%	-58,961
	Total Internal Recoveries/Transfers	-103,777	-43,241	41.67%	-60,536
	Total Expenditures	694,166	-68,073	(9.81%)	762,239
4	**Total Library Operating**	-2	-85,243	4,262,150.00%	85,241
	Total Library	-2	-85,243	4,262,150.00%	85,241
	Total Library	-2	-85,243	4,262,150.00%	85,241

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended May 2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	Notes:				
	1. Running a surplus, based on the budget of -1, the formula can create a large YTD percentage of budget. This is managed by the Town Finance Team; we cannot amend the formula.				
	2.The PT Benefits vs. Salaries were not set up correctly in FMW and are not reflecting the correct object codes. There is no impact on the dollars.				
	3. This amount is offset by the New Horizons grant.				
	4. Running a surplus, based on the budget of -2, the formula can create a large YTD percentage of budget. This is managed by the Town Finance Team; we cannot amend the formula.				

Innisfil

Corporation of the Town of Innisfil

Budget to Actual Variance Report - Capital

For the period Ended May 2021

Library

5d.01.02

	Carryover from Prior Years	2021 Budget Approved	In-Year Approvals Granted	Total Approved Budget	Actual Spent to Date	Expenditure Still to Occur	Service Bundle
Library							
LIB27 HR Organizational Review	1,491			1,491		1,491	Lead & Manage
LIB28 Strategic Plan	32,117			32,117	2,100	30,017	Lead & Manage
LIB37 Cookstown Facility Assessment & Repairs	112,298			112,298		112,298	Community Spaces
LIB39 Job Evaluation/Job Description/Pay Equity	7,562			7,562		7,562	Lead & Manage
LIB42 Design / Preparation for ideaLAB & Library wit	550,000			550,000		550,000	Building the Town of Tomorrow
LIB45 Updated Needs Assessment Study		40,000		40,000		40,000	Building the Town of Tomorrow
LIB5 Electronic Equipment - All Branches	84,908	59,053		143,961	10,144	133,817	Lead & Manage
LIB52 Replacement Furnishings		25,000		25,000		25,000	Community Spaces
LIB55 Master Plan/Needs Assessment Study	66,337			66,337		66,337	Building the Town of Tomorrow
LIB65 Marketing Kiosks	99,993			99,993		99,993	Arts & Leisure
LIB66 Mobile Outreach Unit (InnMotion)	78,000			78,000		78,000	Arts & Leisure
Total Library	1,032,706	124,053		1,156,759	12,244	1,144,515	
Strategic Projects (Managed by Library)							
ADM25 Innisfil Engage: Community Engagement	27,561			27,561	1,791	25,770	Lead & Manage
ADM44 Innisfil's 200-year Anniversary	30,528			30,528	750	29,778	Arts & Leisure
PKS116 Recreation & Culture Master Plan	24,041			24,041		24,041	Arts & Leisure
Total Strategic Projects (Managed by Library)	82,130			82,130	2,541	79,589	
Total Library	1,114,836	124,053		1,238,889	14,785	1,224,104	

INNISFIL PUBLIC LIBRARY BOARD COMMITTEE REPORT

STAFF REPORT NO.:	**LIB-05-2021**
DATE:	June 21, 2021
TO:	Innisfil Public Library Board
FROM:	Land Acknowledgement Statement Committee
SUBJECT:	**Land Acknowledgement Statement Report**

Recommendation

Taking into consideration the historic evidence that First Nations were using the land now known as the Town of Innisfil; and

THAT Canada continues a process of adopting the recommendations of the Truth and Reconciliation Commission (TRC) and is now a signatory of the United Nations Declaration on the Rights of Indigenous Peoples; and,

THAT that the National Inquiry into Missing and Murdered Indigenous Women and Girls calls for transformative actions in the areas of health, security, justice and culture, and,

THAT the Library Board has engaged in consultation with local First Nations to ensure a meaningful and sincere Land Acknowledgement statement;

THEREFORE, be it resolved that the Innisfil Public Library Board endorse the Land Acknowledgement Statement as presented by the Land Acknowledgement Committee contained within this report.

Background

Innisfil Public Library Board received LIB-02-2021 staff report entitled, *Statement of Acknowledgement of Traditional Land,* at the January 18, 2021 meeting. The report recommended that the Board strike a committee to review the land acknowledgement statement wording adopted by the Library Board in 2017 (Resolution #2017-26), review and provide recommendations to the Library Board regarding best practices for implementation, onboarding, and future education needs.

A Committee was struck and consists of the following members:

Anne Smith	Board Chair
Wendy van Straten	Board Vice-Chair
Monica Goodfellow	Board Member
Donna Orsatti	Councillor

The Library's Land Acknowledgement Committee consulted with Jeff Monague, a former Chief of the Beausoleil First Nation on Christian Island, former Treaty Research Director with the Anishnabek (Union of Ontario Indians). Jeff Monague is currently the Co-Manager at Springwater Provincial Park on behalf of the Beausoleil First Nation in partnership with Ontario. He is an elder and knowledge keeper for the Indigenous community. His assistance was critical to ensure the accuracy of the statement and that the appropriate respect and honour is afforded to indigenous peoples through this acknowledgement.

Land Acknowledgement Context

Land Acknowledgement is a formal statement that recognizes the First Nations on whose traditional territories we work and live. It also demonstrates recognition and respect for Indigenous peoples, both in the past and the present and, the contributions they have made to our communities and nation. Land acknowledgement is an indigenous protocol that occurs at the beginning of an event or meeting and gives time for reflection and demonstrates respect for Indigenous lands, treaties and peoples.

Land acknowledgements mark a small, important step in the process of reconciliation and builds a positive relationship with Indigenous peoples. Using and participating in a land acknowledgement offers recognition of the presence and resilience of Indigenous peoples. It is a reminder that we are accountable to these relationships.

Land Acknowledgement Outcomes

Through the use of a land acknowledgement statement, Library staff, board members and partners will:

- reflect on their relationship to the land on which we work and acknowledge our presence on the land as visitors and as a part of colonial history;
- raise awareness of Indigenous presence and land rights in everyday life, for ourselves and meeting participants;
- recognize the history of colonialism and harms done by settlers to Indigenous communities;
- gain a better understanding of the treaty relationship and have a greater understanding of the phrase "we are all treaty people";
- understand the importance of honouring and giving respect to First Peoples;
- create better relationships and connections with various Indigenous communities;
- support the actions of the Truth and Reconciliation Committee

Land acknowledgements are not meant to:

• threaten or alienate non-Indigenous or Indigenous people;
• speak for or represent Indigenous communities;
• appropriate Indigenous ideas and knowledge;
• be the only action we take towards truth and reconciliation.

Draft Land Acknowledgement Statement

Innisfil ideaLAB and Library acknowledges that the Town of Innisfil is situated on Treaty land that is steeped in rich Indigenous history. I/We/The Library also acknowledge that this land is the Traditional Territories of the First Peoples of Turtle Island*. This land is shared between the Anishinaabe** peoples of Beausoleil First Nation, Chippewas of Rama First Nation, and Chippewas of Georgina Island First Nation.
This meeting place is still the home to many Indigenous people and we are grateful to have the opportunity to work on this land.

The Library is dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Metis and Inuit people.

*Turtle Island refers to the continent of North America
**pronounced as Ah-ni-shin-aw-beh

Implementation Recommendations

This acknowledgement will appropriately take place at the commencement of Board meetings, staff meetings, public events, presentations and other significant library gatherings. A land acknowledgement statement may also be used in written form inside library spaces through the use of digital screens or portable banners. It is understood that the land acknowledgement statement will be used for in-person and in virtual settings.

Staff will be directed to develop procedures for land acknowledgement delivery in a variety of formats and circumstances. Staff will also develop opportunities to further highlight the history of indigenous peoples. The Committee recognizes that adoption of a land acknowledgement statement is merely one step towards reconciliation and relationship building.

Education Commitment

As part of the Board's commitment to reconciliation, the Committee acknowledges that the Library Board and staff will continue to learn about the history of indigenous peoples, develop a stronger relationship with First Nations partners and is fully committed to this work. As we learn and our understanding grows, the proposed Land Acknowledgment will evolve.

As a first step in this commitment, indigenous cultural awareness will be incorporated into onboarding and regular professional development for Board and Library Staff. Library staff will continue to seek opportunities to build awareness and strengthen our relationship with First Nations.

Terms

The **Anishnaabeg** [ah-nish-nah-bek] is the word used for Odawa, Ojibwe, and Pottawatomi nations in Anishnaabemowin. It does not perfectly translate but means The Good People, The People, and The Original People.

Ojibwe [oh-jib-weh] are the Eldest Brother of the Three Fires Confederacy, the Keepers of the Faith. The word Anishnaabe is often thought to be the same as Ojibwe, but Ojibwe people belong to the larger group of the Anishnaabeg. Ojibwe are also known as the Chippewa.

The Three Fires Confederacy (Nswi Mshkodewin-Three Fires) [neh-sweh mish-koh-deh-win] also known as the Council of the Three Fires or the United Nations of the Chippewa, Ottawa, and Potawatomi. A longstanding allegiance between the Ojibwe, Odawa, and Pottawatomi dating back to approximately 790 AD.

Indigenous - a globally accepted term referring to the original inhabitants of the territory, in Canada it is inclusive of all First Nations, Metis, and Inuit.

First Nations - the original inhabitants of Canada; the people and communities that were located in Canada prior to colonization.

Metis [may-tee] - a group of descendants of First Nations people and Europeans from the Historic Northwest of Canada. The Metis have a rich and specific culture and language from other Indigenous groups in Canada.

Inuit [in-new-eet] - the Maritime Circumpolar people of Canada, with four distinct groups and languages, and a traditional territory stretching from the very Northwest of Canada to Labrador.

Williams Treaties First Nations - The Williams Treaties First Nations are the Chippewas of Beausoleil, Georgina Island and Rama and the Mississaugas of Alderville, Curve Lake, Hiawatha, Scugog Island. These seven First Nations are signatories to various 18th and 19th century treaties that covered lands in different parts of south central Ontario. In 1923, the Chippewas and Mississaugas signed the Williams Treaties.

Treaty No. 18 Lake Simcoe – Nottawasaga - The Provisional Agreement of the Lake Simcoe – Nottawasaga Treaty, registered as Crown Treaty No. 18, was entered into on October 17, 1818. There is no record of a confirmatory surrender deed. The Provisional Agreement is considered the official treaty text by the Crown, as published in Canada's Indian Treaties and Surrenders. The Provisional Agreement was made between the Chippewas of Lake Huron and Simcoe and the Government of Upper Canada. The treaty concerned lands lying between Nottawasaga Bay east to Lake Simcoe and south to (then) West York County.

Turtle Island – For some Indigenous peoples, Turtle Island refers to the continent of North America. The name comes from various Indigenous oral histories that tell stories of a turtle that holds the world on its back. For some Indigenous peoples, the turtle is therefore considered an icon of life, and the story of Turtle Island consequently speaks to various spiritual and cultural beliefs.

Traditional: recognizes lands traditionally used and/or occupied by the First Nations.

Ancestral: recognizes land that is handed down from generation to generation.

Unceded: refers to land that was not turned over to the Crown (government) by a treaty or other agreement.

Resources:

http://www.lspirg.org/knowtheland/

https://www.toronto.ca/city-government/accessibility-human-rights/indigenous-affairs-office/land-acknowledgement/

https://www.georgiancollege.ca/wp-content/uploads/IND-Land-Acknowledgment-Contextualization.pdf

https://williamstreatiesfirstnations.ca/wp-content/uploads/2018/05/Lake-Simcoe-Nottawasaga-Treaty-No.-18.pdf

https://williamstreatiesfirstnations.ca/

https://students.ubc.ca/ubclife/what-land-acknowledgement

https://guides.library.ubc.ca/distance-research-xwi7xwa/landacknowledgements

https://engineerscanada.ca/sites/default/files/diversity/land-acknowledgements-guide.pdf

Reconciliation of Innisfil Public Library (IPL)
Donations Reserves and Bank Account as at December 31, 2019

Innisfil Public Library Donation Reserves & Bank Account			
	IPL Donations	**Town Account Donations**	**2019 Donation Reserve Activity**
Library Donation Reserve Balance			$57,606.71
Add: 2019 Donations Deposited to IPL Bank Account	$9,640.55		$67,247.26
2019 Donations Deposited to Town Bank Account		$1,273.88	$1,273.88
Total Unspent 2019 Donations to be Transferred to Library Donation Reserve via Board Motion	$9,640.55	$1,273.88	$10,914.43
Library Donation Reserve Balance as at December 31, 2019			$68,521.14

Motion #2021.__ - THAT the 2019 unspent library donations in the amount of $10914.43 be allocated to the Library's Donation Reserve Account.

Reconciliation of Innisfil Public Library (IPL) **6c.01.02**

Donations Reserves and Bank Account as at December 31, 2020

Innisfil Public Library Donation Reserves & Bank Account			
	IPL Donations	**Town Account Donations**	**2020 Donation Reserve Activity**
Library Donation Reserve Balance			$68,521.14
2020 Donations Deposited to IPL Bank Account	$10,854.95		$79,376.09
Starter Hut - Donation from Cookstown Aggricultural Society to fund starter hut reno	-$8,943.00		$70,433.09
2020 Donations Deposited to Town Bank Account		$3,784.50	$74,217.59
2020 Donations from Town Bank Account - Spent		$0.00	$74,217.59
Total Unspent 2020 Donations to be Transferred to Library Donation Reserve via Board Motion	$1,911.95	$3,784.50	$5,696.45
Library Donation Reserve Balance as at December 31, 2020			$74,217.59

Motion #2021.__ - THAT the 2020 unspent library donations in the amount of $5696.45 be allocated to the Library's Donation Reserve Account

Municipal Council Report

215 Orange Ribbons at Town Hall
Community member Natasha Kleffman and her family tied 215 orange ribbons to the entrance posts at Town Hall. These 215 ribbons serve as a powerful memorial for the 215 children whose remains were recently discovered at a former residential school. Unfortunately, when you pass by you may notice the signs have fallen down but we are trying to figure out a way to ensure they remain mounted. This Indigenous History Month, take time to learn more about the residential school system and celebrate Indigenous cultures. The Library has several book lists available

Community Fridge Response
We are seeing an overwhelming amount of positive feedback towards our Community Fridge – both praise, and many reaching out to find out how they can donate. Following Friday Harbour last week, the Farmers' Market has donated and our Health & Wellness team reports that they are receiving e-mails from residents looking to donate too.

Seeds of Hope
The Seeds of Hope project has been well-received in the community. Residents have been flocking to the pick-up locations – in under two days, 120 packages were picked up from the Rizzardo Health and Wellness Centre while supplies had to be fully restocked at the Lakeshore Branch. This is a collaborative effort of the Town of Innisfil, Innisfil ideaLAB & Library and Tempo Flexible Packaging and we look forward to our community blooming in yellow.

Peas Support the Farmers' Market 😊
In another sign that summer is (almost) here, the Farmers' Market resumes at the IRC starting Thursday, June 3. We have been working closely with organizers to make this a safe event for the community. We encourage you to support our friends at the market by sharing some love on social media (and a reminder to have your mask on and maintain safe distance when needed.)

Municipal Council Report

Speak Your Mind Success
Our Speak Your Mind events wrapped up and were a major success. We saw 300 young people participate and are exploring the possibility that the event can be expanded so that more people in our community can take advantage.

Garden to Give
Community members can register to reserve a plot in the Garden to Give at Town Hall today. Gardeners must provide their own plants and tools, but water will be available on site. Gardeners are encouraged to donate half of their crops to the community fridge. To sign up visit the Rizzardo Health & Wellness Centre Website. Spaces are limited!

Parks & Beaches Update
With the Province opening up this past weekend our Operations and Municipal Law staff on the ground tell us that things were quieter than expected.

We have been receiving lots of feedback to the fencing that was placed at Beach 3. We pride ourselves on always listening and as a result we are exploring alternatives that will be presented to EOC this week. Stay tuned for details.

As for boat launch use this weekend, here is the break-down: IBP – 77%, Shore Acres Residents – 17%, Shore Acres Non-Residents 6%.

Most of Municipal Law's attention focussed on parking issues at Innisfil Bach Park, Leonard's Beach, Mapleview Road-End, Big Bay Point Road End and C.W Coops Plaza. 70 tickets were issued.

As of June 15, 2021, there is a No Parking / Towing Zone that comes into effect along many roads where signage is in place, mainly near the lake.

Nantyr Shores Vaccination Clinic
A youth vaccination clinic is happening this Wednesday at Nantyr Shores High School. This is for any youth 12 to 17 years old and about 200 spaces remain. If you have any conversations with residents please simply direct them to the Province's booking website.

Rapid Screening Testing for Local Businesses
Thanks to our Economic Development team, we have partnered with the Barrie Chamber of Commerce to offer free rapid-screening kits for small and medium-sized businesses. Businesses simply need to visit the Chambers website: http://barriechamber.com/rapidscreen. In addition we are working with the local Cookstown Chamber to bring a local option closer to home.

RVH Annual Digital Report
Royal Victoria Hospital annual digital report is now available. Take a moment to watch some of the videos included in **Vitalsigns** and take a moment to read through A Year in Review to learn about the important work that has been done in the past year.

Town Square Construction this Week
As you will have read from Meredith's note, construction of the Town Square beside the ideaLAB & Library Lakeshore Branch begins this week and a flyer has been provided to residents in the area.

Municipal Council Report

Fireworks By-Law & Safety
Following Council's direction, we have begun soliciting public feedback to the proposed changes to our Fireworks By-law. Given the short window, we are simply directing the public to send their comments to Customer Service at inquiry@innisfil.ca. We will be sharing this information across our channels.

Separately, Fire & Rescue Services will soon be visiting local Fireworks vendors in the Town to communicate our concerns and leave flyers that include fire and safety tips and the rules around setting fireworks in Innisfil.

New Bike Equipment
We received funding under the County of Simcoe's Tourism, Culture and Sport grant to support the region's tourism workplace and Cycle Simcoe project. Bike repair stations and bike racks were installed throughout Innisfil thanks to this funding opportunity. The bike repair stations were installed this spring at Innisfil Beach Park, Trans Canada Trail and Town Campus (Rotary Trail). Bike racks were installed at 9th Line Park, Stroud Meadows Park, and Webster Park and will be installed at Trinity Park.

In the Media
We are making waves in the tech world once again! We recently appeared in the tech start-up magazine betakit, for our partnership with Intelight: **https://betakit.com/intelight-partners-with-innisfil-on-2-2-million-project-to-develop-smart-city-connectivity-solution/**

Summer Guide & Camps
A heads-up that our Summer Guide will be coming out soon and residents will be able to sign up for programs starting on June 7, while non-residents will be able to sign up on June 14. Our Leisure Services team is aiming to provide in-person summer camps for youth this summer. Details are to come.

Seeking Resident Feedback: Short-Term Accommodations
Planning staff have been working in collaboration with Municipal Law and Economic Development to develop a survey to engage residents on options and next steps for regulating Short Term Rental Accommodation (STAs) in Innisfil. The survey is now live on our Get Involved website until June 18 and will be advertised to the public.

Marking National DeafBlind Awareness Month
The Innisfil ideaLAB and Library Lakeshore Branch is da bomb – yarn bomb that is. Take a spin past the branch and you will see some of the pillars and bollards have been beautifully transformed. The ideaLAB & Library team worked closely with the community and DeafBlind Ontario to bring this initiative to life. You can learn more here: https://deafblindontario.com/events/yarn-bombing-for-deafblind-awareness-month-june-2021/

Municipal Council Report

JHSC Meeting Minutes

MEETING DATE: Monday, May 31, 2021

TIME: 1:00 to 3:00 PM

LOCATION: Zoom Meeting

CO-CHAIRS: Richard Rivet, Ken Schuyler

MINUTES: Jennifer Sheremeto

ATTENDANCE Teresa Meulendyks, Jim Spring, Tim Gignac, Jennifer Sheremeto, Paul Tomaszewski, Aimee Birt, Richard Rivet, Jeff Callendar

REGRETS None

Approved Minutes

Date:_____ _____ Co-Chair Management Member _____ Co-Chair Staff Member

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	Call Meeting to Order	Chair	- Time enter – opened by the Co-Chair Ken Schuyler	-
2.	Approval Previous Minutes	Chair	- Approval required - 2021.04.15 JHSC Meeting Agenda & Minutes (Desktop, Web, Mobile)	- All members approved.
3.	JHSC Membership		- 2021.5.30 Joint Health and Safety Committee Members -May 2021 (Desktop, Web, Mobile)	- For reference. - ACTION - Jim is working with PT on finding another management member to sit on the committee.
4.	Covid-19	Jim	a. Covid-19 Task Force – Sandy Foster (Health & Wellness) Lead, Jim Spring (Health & Safety), Tim McCallum (Fire) is no longer on the Task Force, replacement unknown at this time. Mandy Petthick (Library), Tracey Morden (InnServices), Barb Cesarin (InnPower). b. Currently in a Stay At Home Order which ends June 02. c. PPE – will be controlled by Town with representatives from Service Areas.	- PPE looking at a centralized option. Looking at budgeting of this moving forward. Jim will control this and will do the bulk ordering moving forward. - SWP & FAQ / PPE documents have been published and sent to staff. - Advise staff to keep their distance to not have to wear their glasses. - Some staff not adhering to PPE Covid related matter. Concern is with new staff who have just received the training recently in Orientation. Staff must report this to supervisors if they

			d. PPE SWP/FAQ has been created to reinforce the requirements for use. e. Reports of complacency with staff.	do not have the PPE they need. ACTION – Jim will be sending out more messaging on this matter. - ACTION - Ken will be updating Covid screening form for staff this week or next. There will be 3 additional questions if you identify with 3 additional symptoms. These questions do not factor into the pass/fail.
5.	Covid-19 Tracker Statistics	Jim	No workplace transmissions	- Great news!
6.	Workplace Inspections	Jim	a. Review of Open Deficiencies. b. Round Table. c. Posting and Covid sections do not seem to get captured on report. Will work out with IT. d. Who cannot print report for posting.	- **Jeff** – Lefroy Arena deficiencies will taken care of soon. Building not in use at this time due to Covid. o Meeting with contractor at IBP. Roof at snack bar damaged and needs to be fixed. Interior will need to be looked at. ACTION – Ken to reach out to Nikki on inspection plans with contractors to ensure building is safe and mold free. - **Richard** – 2 Salt Dome deficiencies. Broken electrical box needs replacing, boxes are in. ACTION – Jeff has KB Electric lined up to complete the work when supplies arrive. Other item is stations need LOTO. Another item tripping hazard. Office divider can be closed. - **Teresa** – no comments - **Paul** – no comments - **Tim** – no comments - **Jim** – o Identified some fixes needed in MOAR regarding items that have failed and not being explained further. ACTION - Jim will work with IT to correct. o Anyone having issues not be able print report and post on board? Richard does and Jim will work with him on this matter.
7.	Procedures And Corporate Policy	Jim	a. SOP's transition is running smoothly and ongoing. b. LOTO – Ready to launch. c. JHSC – Training and instruction will be provided and will become apart of the Workplace Inspection	- 72 SOP's have been completed so far. - LOTO is ready to launch. All staff will have time to complete the module. This will become another task for JHSC when they complete their inspections.

				- Fire will be hiring a contractor to get them current with the LOTO program and SOP's to be reviewed. - SDS sheets MOAR module needs to be revised to not allow the same 5 items to be picked each month. This needs to be on a rotating basis. - Need a corporate policy on the SDS sheet plan.
8.	Workplace Incidents & Accidents	Jim	a. Presently no investigations b. Slip, Trip, Fall – while ascending stairway, did not use the handrail provided and tripped on step, while grabbing the handrail to brace fall, sustained injury. c. Backing - equipment sustained damages due to backing into post. d. Struck by or Against – Fire Station sustained a broken window due to grass operator striking it with equipment. e. No incidents/accidents since last meeting. Great Job!! f. Near Miss – equipment – while using a table saw the blade became loose and struck the metal table projecting pieces of metal and guarding at the operator. g. Near Miss – equipment – while loading equipment onto a float for transport the braking system failed and did not engage. When the operator disembarked the equipment began to roll backwards off of the float.	- Increase due to 30 new workers for the summer. This trend happens every year at this time. - Reinforce backing up procedures and ensure area is safe and use a spotter. - Be mindful of near misses. These can lead to major incidents/accidents.
9.	Budget Update	Jim	- 2021 budget is under review	- Have exhausted budget this year with recent training and purchase of 5 bags and vests. They are ready to go once the kits are filled with other components. Along with binder assembly. ACTION - Jennifer has agreed to help Jim with binder assembly.
10.	Training	Jim	a. JHSC has completed their training, super beneficial. b. All members – Key takeaways from recent training. Open discussion to share. c. Jennifer – o inventory or ladders and inspections to be done. o What is our role besides meetings? o Communication to staff ▪ Trends of near misses d. Kits along with reference binder will now need to be created and distributed	- ACTION - Jennifer will post photo collage of training on Yammer along with meeting minutes at Ops. Another member to post at Town Hall. - Ladders – Run a blitz this summer of ladder safety and inspections. - Trending concerns are tracked by Jim and will continue to be shared with committee as they arise. - Requested a report from PT on WSIB report. Premiums we spend, and reimbursements sent back. - Would like to request a quarterly report be prepared and sent to Leadership team. ACTION - Ken will

				work with PT on coordinating this reporting and how we utilize it and present it. - Ensure that a Union rep for that worker is on hand for any incidents or accidents. ACTION – Include this should be addressed in the Terms and Reference.
11.	WHIMIS Inspections	Jim	a. SDS input to MOAR update. b. Identified issues with report to be worked out with IT.	- Testing of SDS sheets
12.	Terms of Reference	Sub-Committee	- Update from Committee.	- ACTION – Jennifer to schedule meeting in early June. - Modify terms of reference to include work refusals with inclusion of union member reps.
14.	Round Table JHSC Miscellaneous Items	All Members	- **Jim –** o Investigators will include the appropriate Union Rep. o Ladder program/blitz. - **Ken** – nothing to report - **Richard –** nothing to report - **Jennifer** o Updated member list o Addition of signatures - **Teresa** – nothing to report - **Tim** – nothing to report - **Paul** – nothing to report - **Aimee –** nothing to report - **Jeff –** nothing to report	- Good news story. A risk assessment was completed at one of the libraries and passed. Library is doing an outstanding job regarding Covid-19. - Jeff – all first aid kits are updated in all buildings. Thank you Jeff!
15.	Meeting Dates	Chair	- ALL MEETINGS WILL BE virtual until further notice once Thursday a month from 1pm – 3pm, unless otherwise stated. **Meeting Schedule 2021** - June 17 - August 19 - September 16 - October 14 - November 18 - December 16	- Should we consider changing meeting time from 9am – 12noon? - No keep as is. - ACTION – Jennifer to change current June meeting date to end of June.
16.	Close Meeting	Chair	- Time enter of meeting closed.	- 2:02pm meeting adjourned.