

INNISFIL PUBLIC LIBRARY BOARD  
MEETING AGENDA - **AMENDED**  
Monday, February 27, 2023 – 7:00 p.m.  
Via Zoom Call

1. Call to Order
  - Land Acknowledgement Statement
2. Approval of Agenda (copy & motion)
  - **Addition to agenda:** Election of Vice Chair

***[Motion #2023. – THAT the agenda of the February 27, 2023 meeting be approved as presented and amended.]***

3. Declaration of Interest  
*None at time of agenda creation*
4. Delegations to the Board
  - a) Home Library Service/Assistive Devices – Library Services Staff
5. Consent Agenda (motion)
  - a) Approval of Previous Minutes (copy)  
Recommendation  
*THAT the January 16, 2023 Board Meeting Minutes and the January 16, 2023 Board In Camera Meeting Minutes be approved as presented.*
  - b) Correspondence (copy)  
Recommendation  
*THAT Correspondence Items 5b.01.01 to 5b.04.01 for February 27, 2023 be received.*
  - c) CEO Reports (copy)  
Recommendation  
*THAT the CEO Report 5c.01.01 for January 2023 be received.*
  - d) Financial Reports (copy)  
Recommendation  
*THAT the Financial Reports 5d.01.01 to 5d.01.02 for Year Ending December 2022 be received – **Note that these numbers are still subject to change as the Finance Department has indicated adjustments are still being made.***

**Consent Recommendation**

***[Motion #2023. – THAT the consent agenda items 5 a) to 5 d), and the recommendations contained therein be approved as presented.]***

6. Business Arising  
a) 2023/2024 Capital and Operating Budgets (motion)

***[Motion #2023. THAT the 2023 Capital Budget in the amount of \$350,915 as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved;***

***And FURTHER, THAT the 2024 Capital Budget in the amount of \$251,666 as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved, subject to the Town's current Multi-Year Budget Policy.]***

***[Motion #2023. THAT the 2023 Operating Budget in the amount of \$3,741,817, including a 2.5% COLA for Library Staff as per the Library's 2023 Salary Plan, as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved;***

***And FURTHER, THAT the 2024 Operating Budget in the amount of \$4,052,230, including a 2.5% COLA for Library Staff as per the Library's 2024 Salary Plan, as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved, subject to the Town's current Multi-Year Budget Policy.]***

7. Reports  
a) Municipal Council Report (copy & information sharing)  
b) Library Board Report (information sharing)  
c) Multi-Year Accessibility Plan Progress Report 2022 (copy & motion)

***[Motion #2023. THAT the Multi-year Accessibility Plan Progress Report 2022 be received.]***

- d) Health & Safety Update (copy & motion)

***[Motion #2023. THAT the minutes of the JHSC December 8, 2022 and January 19, 2023 meetings be received.]***

8. Policy

- a) **BOARD** – Purposes and Duties of the Board Policy #B-2023-01 (copy & motion)

***[Motion #2023. THAT the BOARD – Purposes and Duties of the Board Policy #B-2023-01 be approved as presented.]***

b) **BOARD** – Policy Development Policy #B-2023-02 (copy & motion)

***[Motion #2023. THAT the BOARD – Policy Development Policy #B-2023-02 be approved as presented.]***

c) **BOARD** – Procedural By-Law Policy #B-2023-03 (copy & motion)

***[Motion #2023. THAT the BOARD – Procedural By-Law Policy #B-2023-03 be approved as presented.]***

d) **BOARD** – Statement of Authority Policy #B-2023-04 (copy & motion)

***[Motion #2023. THAT the BOARD – Statement of Authority Policy #B-2023-04 be approved as presented.]***

9. Strategic Issues  
*None at time of agenda creation*

10. New Business  
a) Committees

11. Comments and Announcements  
a) Calendar of Events (link)  
<https://innisfil.bibliocommons.com/events/search/index>

12. In Camera  
*No In Camera at time of agenda creation*

13. Adjournment

***[Motion #2023. – THAT the meeting be adjourned]***

### CORRESPONDENCE LIST for February 27, 2023

5b.01.01	<i>The Toronto Observer</i> , December 8, 2022, article entitled: <i>When Immigrant Seniors Feel Isolated, Toronto's Libraries Can Offer Help</i> , written by Sin Wan Chim	(copy)
5b.02.01	<i>New York Times</i> , January 10, 2023, article entitled: <i>How Finland is Teaching a Generation to Spot Misinformation</i> , written by Jenny Gross	(copy)
5b.03.01	<i>CBC News Online</i> , January 26, 2023, article entitled: <i>COVID-19 Misinformation Cost at Least 2,800 Lives and \$300M, New Report Says</i> , written by Darren Major	(copy)
5b.04.01	<i>Hamilton Public Library</i> , March 16, 2022, report entitled <i>Meeting Community &amp; Member Needs – 2022: Thoughts on the Next Decade</i> , written by Paul Takala, Chief Librarian/CEO, Hamilton Public Library	(copy)

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, January 16, 2023 – 7:00 p.m.  
Lakeshore Branch – Community Room**

**In Attendance:** Councillor Jennifer Richardson, Councillor Rob Saunders, Barb Baguley, Sue Bennett, Rhonda Flanagan, Cynthia Gordon, Raj Grover, Rob Nicol, Anne Smith

**Staff in Attendance:** Erin Scuccimarri, Susan Baues, Megan Legg, Jennifer Miyasaki, Mandy Pethick, Kathryn Schoutsen, John van Rassel

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**1. CALL TO ORDER**

The CEO called the first meeting of the new 2023 to 2026 Board to order at 6:58 p.m.

The Land Acknowledgement Statement was read by the Deputy CEO.

The CEO welcomed the new Board. The CEO, Deputy CEO, Leadership Team and Board did a roundtable of introductions.

**Election of Officers**

The CEO initiated the election process by noting that there were four vacant positions – Board Chair, Vice-Chair (“Acting” Chair), Secretary and Treasurer.

The CEO called for nominations for Chair of the Board. Barb Baguley nominated Anne Smith, who accepted the nomination. Nominations were requested three times with no further additions. The nominations were then closed and Anne Smith was declared the new Board Chair.

At 7:07 p.m., the CEO transferred control of the meeting to the new Board Chair, Anne Smith.

The new Board Chair called for nominations for the position of Vice-Chair (“Acting Chair”) of the Board. Rob Nicol nominated Sue Bennett who accepted the nomination. Nominations were requested three times with no further additions. The nominations were then closed and Sue Bennett was declared the new Vice-Chair (“Acting” Chair).

The Board Chair then called for nominations for the position of Secretary/Treasurer. Rhonda Flanagan nominated Erin Scuccimarri, who accepted the nomination.

Nominations were requested three times with no further additions. The nominations were then closed and Erin Scuccimarri was declared the new Secretary/Treasurer.

The Chair asked for volunteers to service on the Finance Committee; Sue Bennett, Rhonda Flanagan and Rob Nicol volunteered and as Board Chair, Anne Smith is Ex-Officio of the Committee.

## **2. APPROVAL OF AGENDA**

### **Motion #2023.01**

**Moved by:** Barb Baguley  
**Seconded by:** Rhonda Flanagan

THAT the agenda of the January 16, 2023, meeting be approved as presented.  
**CARRIED.**

## **3. DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **4. DELEGATIONS TO THE BOARD**

The Leadership Team introduced themselves and provided the Board with an overview of their departments and what they do for the Library and the Community.

## **5. CONSENT AGENDA**

The Board Chair provided the Board with an overview of the items contained in the Consent Agenda and invited the CEO to provide additional information about the CEO reports contained in the package. The Deputy CEO also highlighted items contained in the reports.

### **Motion #2023.02**

**Moved by:** Jennifer Richardson  
**Seconded by:** Raj Grover

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

**CARRIED.**

## **6. BUSINESS ARISING**

No business arising.

## 7. REPORTS

- a) Municipal Council Report
  - Summary notes were provided in the package
  - Councillors Richards and Saunders had no additions
- b) Health & Safety Update
  - The JHSC Minutes were provided in package

### Motion #2023.03

**Moved by:** Sue Bennett  
**Seconded by:** Cynthia Gordon

THAT the minutes of the JHSC November 14, 2022 meeting be received.

**CARRIED.**

## 8. POLICY

There were no policies to present this month.

## 9. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

## 10. NEW BUSINESS

- a) LIB 01-2023 Statutory Holidays 2023 and New Year's Day 2024

### Motion #2023.04

**Moved by:** Rob Saunders  
**Seconded by:** Rhonda Flanagan

THAT LIB 01-2023 Statutory Holidays 2023 and New Year's Day 2024 Report be approved as presented.

**CARRIED.**

## 11. COMMENTS AND ANNOUNCEMENTS

- a) Calendar of Events
  - Link to Library offerings was provided in the agenda
- b) Professional Development
  - OLA Superconference 2023
    - An institutional membership has been purchased allowing all who wish to attend access to the digital conference; in-person attendees will be provided with registration

instructions for the sessions they wish to attend on their chosen day(s)

- The CEO provided details about Library Staff presenting at the Conference.
  - The Deputy CEO provided the Board members with copies of the book Palaces for the People
- HR Downloads Health & Safety Training Modules
    - The Executive Assistant provided an overview of the HR Downloads training each member would be required to complete.

## 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 #2023.05

**Moved by:** Barb Baguley

**Seconded by:** Raj Grover

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) *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**CARRIED.**

### Motion #2023.06

**Moved by:** Cynthia Gordon

**Seconded by:** Rhonda Flanagan

THAT the Board now rise and report on the “In Camera” session and resume the regular Board meeting.

**CARRIED.**

## 13. ADJOURNMENT

### Motion #2023.07

**Moved by:** Barb Baguley

THAT the meeting be adjourned at 8:25 p.m.

**CARRIED.**



### **DATE OF THE NEXT MEETING**

The next Library Board meeting will be held on  
**Tuesday, February 21, 2023 at 7:00 p.m.**  
**Innisfil Public Library & ideaLAB –Stroud Branch**

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**Anne Smith, Board Chair**

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**Erin Scuccimarri, Secretary**

The Toronto  
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SEARCH ...

# When immigrant seniors feel isolated, Toronto's libraries can offer help

"We want to be every step of their journey," said the social development manager at the Toronto Public Library.



Toronto Reference Library (Photo by Nick Smith on Unsplash)

BY **SIN WAN CHIM**

JANUARY 3, 2023

## MORE ARTS & LIFE



DECEMBER 8,  
2022

Work of  
'master sculptor' showcased a year  
after his death



NOVEMBER  
22, 2022

Artists and  
creators come together at annual  
Riverdale Hub Holiday Market



NOVEMBER  
21, 2022

Cancellation  
of Hampers Santa Claus parade  
disappoints local families

## MORE EDUCATION

NOVEMBER 4, 2022

The Toronto Public Library (TPL) has several programs to help isolated newcomers settle in the city, but staff say those who need the support may not know about it.

“Toronto is a big city, and we [TPL] sort of know our place and role,” said Amanda French, the social development manager at the Toronto Public Library. “That is important, in terms of welcoming and homing new immigrants.”

French said younger newcomers tend to be more engaged in their communities and with the library system, but older newcomers are often much more isolated. “If they don’t have children, then we don’t have a way to connect with them,” she said.

The census from **Statistics Canada** indicated the population of visible minorities among seniors rose from 2 per cent of Canada’s senior population in 1981 to 8.1 per cent in 2011.

Although seniors represent a relatively small proportion (3.3 per cent) of newcomers, about 63 per cent of immigrant seniors (65+) reported that they were unable to speak either of Canada’s official languages, English or French, according to 2012 – 2016 data.

**Migration has “detrimental effect on mental health,” report says**



**CUPE  
education  
workers  
strike amid**

**govt. invoking notwithstanding  
clause**



**OCTOBER 3,  
2022**

**Indigenous**

**Legacy Gathering gives attendees a  
chance to reflect on Truth and  
Reconciliation**



**JUNE 9, 2022**

**Do  
Scarborough**

**h students learn enough about  
provincial politics in high school?  
We put them to the test**

#### MORE FEATURES



**JANUARY 5,  
2023**

**Affordable**

**child care in East York inching  
closer to reality, but not quickly  
enough, advocates say**



**JANUARY 3,  
2023**

**2023 Agnes**

**Macphail award nominations still  
open**

DECEMBER 24, 2022

“Youth, women and older people are now categorized as vulnerable groups that need special attention, in terms of specific kinds of programming,” said John Shields, a professor of politics and public administration, with an expertise in immigration settlement, from Toronto Metropolitan University.

Shields was involved in a research report focusing on these three immigrants groups from 2017 to 2019, which was released by the Joint Centre of Excellence for Research on Immigration and Settlement (CERIS).

According to the [report](#), recent senior newcomers encountered a number of issues, such as difficulty accessing programs that cater their linguistic needs, or insufficient understanding of English or French. They suffered from mental health issues because of these challenges, the report said, and “the process of migration has a detrimental effect on their health.”

Shields highlighted the importance of accessing reliable sources for immigrants. The report indicated many seniors obtain information via informal sources, such as friends or family members, who also received the information informally. This can become inaccurate over time, he said.

“Libraries are a very important source for free, reliable, accessible information,” said Shields.



We are expected to always be strong and

brave, says male university athlete on mental health

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#### MORE MENTAL HEALTH



DECEMBER 24, 2022

We are

expected to always be strong and brave, says male university athlete on mental health

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DECEMBER 12, 2022

East-end

mental health resources persevering amid rising costs

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JUNE 17, 2022

What is the future of

health care under the Progressive Conservative Party?

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#### TORONTO EDITION: SECTIONS

Toronto

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↳ News



Zarmeena Khan is a settlement worker in the Fairview branch of the Toronto Public Library. (Cindy Chim/Toronto Observer)

Toronto's public libraries held over 200 newcomer-focused programs in 2021, according to public library statistics conducted by the **government of Ontario**. With 11,360 attendees in the programs, TPL lead the province in terms of reach.

Alongside its collection of books, movies, music, and digital content in more than 40 different languages; Toronto's public libraries also provide support services for immigrants in about 40 different languages, ranging from citizenship class to up-skill courses.

One of the services public libraries offer is the Library Settlement Partnerships program. Settlement workers offer free consultation in 14 locations throughout Toronto, through which newcomers can get information about

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## EAST YORK EDITION: SECTIONS

### East York

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↳ Sports

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↳ Arts & Life

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↳ Features

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↳ Opinion

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SEARCH ...

employment, language improvement and obtaining a driver's licence.

“Males are looking for employment, females are looking for language resources,” said Zarmeena Khan, the settlement worker in the Fairview branch.

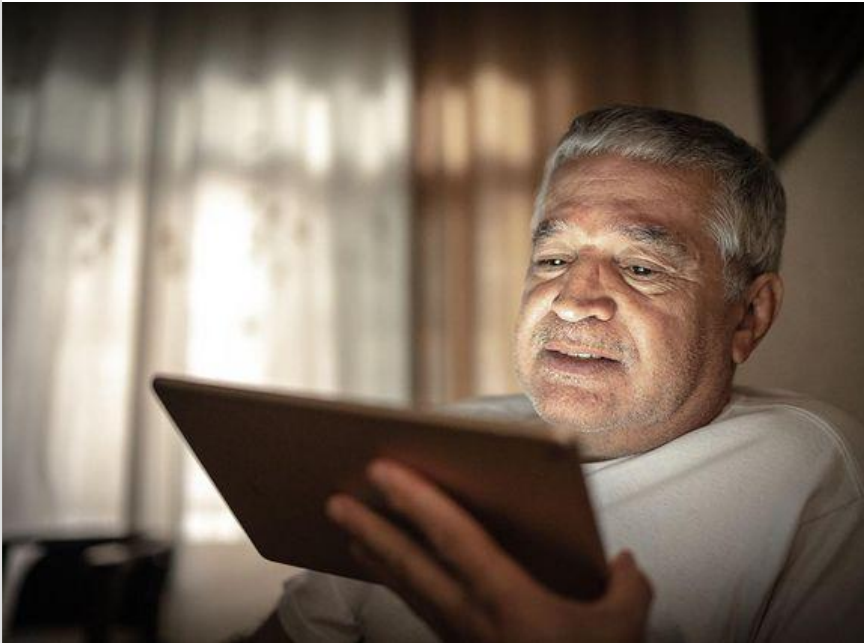
With four to five people seeking help every day on average, Khan said most of them are aged 30 to 45. They are usually married and have children.





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We're happy to share that we've partnered with [@cityofto](#) [@johnatory](#) Toronto Seniors Housing to offer a new program to boost seniors' digital literacy skills, through onsite services provided by our community librarians. Link in bio.

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In **phase two** of the research report by CERIS, newcomer seniors especially appreciate sessions provided in their own language, and public libraries are one of their accessible sources. Libraries provide free computers and internet access, and also the answers to their enquiries about immigration.

French said the libraries can become a first welcoming space for immigrants. "It's not a silly

question to come to a library and say, ‘Can you tell me where the closest Chinese grocery store is?’ We will find it for you and tell you where it is.”

“Sometimes I think a lot of people sort of forget there are different ways that we can welcome newcomers, that are just the basics of food, housing, schools and shelters,” French said.

#### ABOUT THIS ARTICLE



By: [Sin Wan Chim](#)



Posted: Jan 3 2023 7:00 pm



Edition: [Toronto](#)



Filed under: [Arts & Life](#) • [Education](#) • [Features](#) • [Mental Health](#)



Topics: [books](#) • [immigrants](#) • [Library](#) • [mental health](#) • [newcomers](#) • [seniors](#) • [settlement](#) • [Toronto](#) • [Toronto Public Library](#)

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## *How Finland Is Teaching a Generation to Spot Misinformation*

The Nordic country is testing new ways to teach students about propaganda. Here's what other countries can learn from its success.



Olli Seppala, from left, Aatu Aho-Mantila and Arttu Hati learned about identifying misinformation in class in Hameenlinna, Finland. Credit...Vesa Laitinen for The New York Times



By [Jenny Gross](#)

Jan. 10, 2023

A typical lesson that Saara Martikka, a teacher in Hameenlinna, Finland, gives her students goes like this: She presents her eighth graders with news articles. Together, they discuss: What's the purpose of the article? How and when was it written? What are the author's central claims?

“Just because it's a good thing or it's a nice thing doesn't mean it's true or it's valid,” she said. In a class last month, she showed students three TikTok videos, and they discussed the creators' motivations and the effect that the videos had on them.

Her goal, like that of teachers around Finland, is to help students learn to identify false information.

Finland ranked No. 1 of 41 European countries on resilience against misinformation for the fifth time in a row in a [survey](#) published in October by the Open Society Institute in Sofia, Bulgaria. Officials say Finland's success is not just the result of its strong education system, which is one of the best in the world, but also because of a concerted effort to teach students about fake news. Media literacy is part of the national core curriculum starting in preschool.



Saara Martikka taught students about misinformation at the school. Credit...Vesa Laitinen for The New York Times

“No matter what the teacher is teaching, whether it’s physical education or mathematics or language, you have to think, ‘OK, how do I include these elements in my work with children and young people?’” said Leo Pekkala, the director of Finland’s National Audiovisual Institute, which oversees media education.

After Finland, the European countries that ranked highest for resilience to misinformation in the Open Society Institute survey were Norway, Denmark, Estonia, Ireland and Sweden. The countries that were the most vulnerable to misinformation were Georgia, North Macedonia, Kosovo, Bosnia and Herzegovina and Albania. The survey results were calculated based on scores for press freedom, the level of trust in society and scores in reading, science and math.

# The Spread of Misinformation and Falsehoods

- **Lessons for a New Generation:** Finland is testing new ways to teach students about propaganda. Here's what other countries [can learn from its success](#).
- **Covid Myths:** Experts say the spread of coronavirus misinformation — particularly on far-right platforms like Gab — is likely to be a lasting legacy of the pandemic. [And there are no easy solutions](#).
- **A 'War for Talent':** Seeing misinformation as a possibly expensive liability, several companies are angling to [hire former Twitter employees](#) with the expertise to keep it in check.
- **A New Misinformation Hub?:** Misleading edits, fake news stories and deepfake images of politicians [are starting to warp reality on TikTok](#).

The United States was not included in the survey, but other polls show that misinformation and disinformation [have become more prevalent since 2016](#) and that Americans' trust in the news media is near a record low. [A survey by Gallup](#), published in October, found that just 34 percent of Americans trusted the mass media to report the news fully, accurately and fairly, slightly higher than the lowest number that the organization recorded, in 2016. In Finland, 76 percent of Finns consider print and digital newspapers to be reliable, according to an August survey commissioned by a trade group representing Finnish newspapers that was conducted by IRO Research, a market research company.

Finland has advantages in countering misinformation. Its public school system [is among the best in the world](#). College is free. There is high trust in the government, and Finland was one of the European countries least affected by the pandemic. Teachers are highly respected.



Students watched TikTok videos as part of an exercise about fake news. Credit, Vesa Laitinen for The New York Times

On top of that, Finnish is spoken by about 5.4 million people. Articles containing falsehoods that are written by nonnative speakers can sometimes be easily identified because of grammatical or syntax errors, Mr. Pekkala said.

While teachers in Finland are required to teach media literacy, they have significant discretion over how to carry out lessons. Mrs. Martikka, the middle school teacher, said she tasked students with editing their own videos and photos to see how easy it was to manipulate information. A teacher in Helsinki, Anna Airas, said she and her students searched words like “vaccination” and discussed how search algorithms worked and why the first results might not always be the most reliable. Other teachers also said that in recent months, during the war in Ukraine, they had used Russian news sites and memes as the basis for a discussion about the effects of state-sponsored propaganda.



Finland, which shares an 833-mile border with Russia, developed its national goals for media education in 2013 and accelerated its campaign to teach students to spot misinformation in the following years. Paivi Leppanen, a project coordinator at the Finnish National Agency for Education, a government agency, said the threat of Russian misinformation on topics such as Finland's bid to join the North Atlantic Treaty Organization "hasn't changed the basics of what we do, but it has shown us that this is the time for what we have been preparing."

Even though today's teenagers have grown up with social media, that does not mean that they know how to identify and guard against [manipulated videos of politicians or news articles on TikTok](#). In fact, a study published last year in the [British Journal of Developmental Psychology](#) found that adolescence could be a peak time for conspiracy theorizing. A contributing factor could be social media, with its influence over young people's beliefs about the world, the study's authors wrote.

Still, the Finnish government says students are among the easiest group to reach. Now that programs are in place for young people, the government is using libraries as centers for teaching older people to identify online information that is intended to mislead, Mr. Pekkala said.



Mrs. Martikka and her students. Media literacy is taught in Finland starting in preschool. Credit, Vesa Laitinen for The New York Times

For teachers of any age group, coming up with effective lessons can be challenging. “It’s so much easier to talk about literature, which we have been studying for hundreds of years,” said Mari Uusitalo, a middle and high school teacher in Helsinki.

She starts with the basics — by teaching students about the difference between what they see on Instagram and TikTok versus what they read in Finnish newspapers. “They really can’t understand fake news or misinformation or anything if they don’t understand the relationship between social media and journalism,” she said.

During Ms. Uusitalo’s 16 years as a teacher, she has noticed a clear decline in reading comprehension skills, a trend she attributes to students’ spending less time with books and more time with games and watching videos. With poorer reading skills and shorter attention spans, students are more vulnerable to believing fake news or not having enough knowledge about topics to identify misleading or wrong information, she said.

When her students were talking this summer about leaked videos that showed Finland’s prime minister, Sanna Marin, [dancing and singing at a party](#), Ms. Uusitalo moderated a discussion about how news stories can originate from videos circulating on social media. Some of her students had believed Ms. Marin was using drugs at the party after watching videos on TikTok and Twitter that suggested that. Ms. Marin denied having taken drugs, and a test later came back negative.

Ms. Uusitalo said her goal was to teach students methods they could use to distinguish between truth and fiction. “I can’t make them think just like me,” she said. “I just have to give them the tools to make up their own opinions.”

## Politics

## COVID-19 misinformation cost at least 2,800 lives and \$300M, new report says

Report examines how vaccine hesitancy affected COVID-19 infections, hospitalizations and deaths

[Darren Major](#) · CBC News · Posted: Jan 26, 2023 6:00 AM EST | Last Updated: 3 hours ago



Paramedics transfer a person from an ambulance into a hospital in Montreal, Tuesday, December 29, 2020, at the height of the COVID-19 pandemic. (Graham Hughes/The Canadian Press)



The spread of COVID-19 misinformation in Canada cost at least 2,800 lives and \$300 million in hospital expenses over nine months of the pandemic, according to estimates in a new report out Thursday.

The report — released by the Council of Canadian Academies (CCA), an independent research organization that receives federal funding — examined how misinformation affected COVID infections, hospitalizations and deaths between March and November of 2021.

The authors suggest that misinformation contributed to vaccine hesitancy for 2.3 million Canadians. Had more people been willing to roll up their sleeves when a vaccine was first available to them, Canada could have seen roughly 200,000 fewer COVID cases and 13,000 fewer hospitalizations, the report says.

Alex Himelfarb, chair of the expert panel that wrote the report, said that its estimates are very conservative because it only examined a nine-month period of the pandemic.

- [\*\*Trudeau will host premiers Feb. 7 to hammer out health-care funding deal\*\*](#)
- [\*\*Feds are 'confident' there will soon be a deal on health-care funding\*\*](#)

"It's pretty clear that tens of thousands of hospitalizations did occur because of misinformation," Himelfarb told reporters. "We are confident that those are conservative estimates."

Himelfarb also said the \$300 million estimate covers only hospital costs — the study didn't include indirect costs associated with factors such as delayed elective surgeries and lost wages.

A number of [studies have found that getting vaccinated can reduce the risk of COVID](#) infection and hospitalization. But only 80 per cent of Canadians have been fully vaccinated, according to the latest data from Health Canada.

The CCA report defines two groups of vaccine-hesitant individuals: those who were reluctant to get a shot and those who refused. It says that reluctant individuals expressed concerns about vaccines in general and questioned the speed with which COVID vaccines were developed.

Vaccine refusers, on the other hand, were more likely to believe that the pandemic is a hoax or greatly exaggerated, the report says.



A COVID-19 vaccine clinic for children age five to 11 at École des Belles-Rives elementary school in Gatineau, Que. on Nov. 29, 2021. (Jacques Corriveau/Radio-Canada)

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Beyond the health impacts, misinformation is depriving people of their right to be informed, said Stephan Lewandowsky, a professor at the University of Bristol's School of Psychological Science in the U.K. and one of the report's authors.

"In a democracy, the public should be able to understand the risks we're facing ... and act on that basis," he said. "But if you're drenched in misinformation ... then you're distorting the public's ability — and you're denying people the right — to be informed about the risks they're facing."

The report says misinformation relies on simple messages meant to evoke emotional reactions. It says misinformation is often presented as coming from a credible source, such as a scientific publication.

## **Ideology can play a role: authors**

The authors also suggest that misinformation can be driven by someone's personal worldview, ideology or political identity.

"Denial of collective action problems is going to be very [prevalent] among people who don't like collective action," Himelfarb said, noting that misinformation can flow into political messaging.

"When misinformation becomes tied up with identity and ideology, political leaders will often look to misinformation as a means of building their coalition," he said. He did not point to any single politician.

People's Party of Canada Leader Maxime Bernier, a vocal opponent of COVID-19 public health restrictions and vaccine passports, appeared to unify a portion of the electorate that views pandemic policies as government overreach when he finished with roughly five per cent of the vote in the 2021 election.

- [\*\*More money is a must, but health-care delivery also needs a major rethink, doctors say\*\*](#)
- [\*\*Health care is showing the cracks it's had for decades. Why it will take more than cash to fix it\*\*](#)

Lewandowsky said social media can contribute to the spread of misinformation, but policies to counter such misinformation — such as requiring labels on inaccurate information — could help.

Himelfarb said it's important to balance tackling misinformation with freedom of expression.

"Finding that sweet spot is a challenge," he said.

Lewandowsky said one way to strike a balance would be to make sure reliable information is more widely available and to give people tools to identify misinformation.

"The people who do misinform us have a certain repertoire of rhetorical techniques ... and we can identify those," he said.

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**Date:** March 16, 2022  
**To:** Chair and Members of the Board  
**From:** Paul Takala, Chief Librarian/CEO  
**Subject:** **Meeting Community & Member Needs - 2022:**  
**Thoughts on the Next Decade**

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## INTRODUCTION

This is the fifth in a series of reports that provide HPL with an opportunity to step back and contemplate the broader context we will work in for the coming years. The assumptions are intended to provide context for the challenges and opportunities we will face as a public library over the next decade. The fifth version of the report updates *Meeting User Needs IV* from 2017.

For the past two years, the world has faced a once-in-a-century global pandemic. HPL has adapted well but it has been a trying time. We update this report at a time when, for the first time in two years, it is within reason to anticipate we will soon transition out of the pandemic phase of COVID-19.

The previous versions of these reports were completed in 2010 and 2017. In 2010 we faced considerable uncertainty about the future of the library due to the early stages of an eBook explosion and a challenging funding environment. The tone in 2017 was more positive as many of the challenges posed in 2010 were successfully navigated.

This report reveals a different kind of shift. The assumptions about what we as a public library need to do have not changed much. However, the context of the societal challenges we are facing seem more urgent. Scientific consensus and recent events point to climate change as an urgent threat that needs collective action on a massive scale. The horrors of Canada's residential school system are a stain on our country and were able to happen because many Canadians remained ignorant of the systemic racism underlying Canada's relationship with Indigenous peoples. The voices of racism, hatred of people with different beliefs, orientations and identities seem louder today and more widespread. In Hamilton, like elsewhere in Canada, the toll of increasing income inequality, mental health problems and drug addiction are more acutely felt today than at any time in recent memory.

Vartan Gregorian, President of The New York Public Library 1981-89, is among the most respected library leaders in recent decades. He helped restore NYPL from a deep fiscal and morale crisis. Gregorian called public libraries *Acts of Civic Renewal*. Although much about what we may face in the coming decade may not be clear, the need to work with others to contribute to *Civic Renewal* is no doubt urgent and should be woven into all our work.

ASSUMPTION #1: WITH MORE DISRUPTIVE CHANGES AHEAD, LIBRARIES WILL NEED TO CONTINUE TO FOCUS ON ENHANCING OUR ABILITY TO ADAPT. THE HEALTH OF OUR ORGANIZATION WILL BE DEPENDENT UPON US REMAINING RELEVANT AND VITAL TO THE LIVES OF RESIDENTS AND TO THE COMMUNITIES WE WORK WITH.

More rapid change is coming. The underlying question we need to ask is: How can we as a Library be a constructive force that helps individuals and the community adapt and thrive in a rapidly changing world? HPL's long-term health is dependent on both the success of the City of Hamilton and our ability to contribute to that success.

The challenge of climate change is no longer a future threat; its impacts are already visible. HPL must show leadership in doing our part to decrease the carbon footprint of our operations. We should also be part of a broader effort to help residents understand their role in creating a more sustainable path. As we transition from fossil fuels, we have an opportunity to use our experience to educate youth and others about environmental issues. For example, we should commit to transitioning our bookmobiles and delivery vans to electric as soon as we reasonably can and use those to promote sustainable solutions.

The population of Hamilton is expected to see strong growth in the coming years. This is an opportunity to effectively engage a growing senior's population. Ensuring our facilities are located where people live require ongoing focus and long-term planning. The LRT has the potential to see increased population growth in the lower City that might create new opportunities to locate libraries near densely populated areas.

In the past decade we have seen significant changes in technology that have impacted how we deliver content and services. The global COVID-19 pandemic has further accelerated technology change and drawn attention to the fact many in our community do not have adequate access to information and communication technologies (ICT). HPL must focus on ensuring Hamilton is a place of digital inclusion and access. Helping residents gain the knowledge and skills to utilize existing and emerging technologies should be an ongoing focus. Well-designed partnerships will be important to ensure we are able to embrace this challenge.

Resident's expectations on how our services should be provided and what those services should be are shaped by their experiences outside the Library. We need to ensure our services are provided in ways that meet their needs and expectations, otherwise we risk losing their engagement. Investing in staff development is key. We need to hire new staff and support existing staff to become lifelong learners who embrace supporting Members' changing needs. As Member demands change, our facilities must also change along with them, offering flexible spaces, usage, layouts and service hours. To be successful we need to embrace ongoing evaluation and continual adjustments to our work. We need to continue to develop and expand our research partnerships. With practical but independent expert guidance and evaluation we can improve our impact and tell our stories. Our primary emphasis must be on making persistent incremental changes. However, when circumstances dictate, such as a pandemic, we must be ready to embrace big challenges and opportunities.

Looking forward, we should also expect other changes in technology, society and the environment that will create future disruptions (some positive, some negative). Some we will see coming and others we won't. Rather than try to predict all the major trends, we should focus on ensuring the public library is an adaptive and resilient organization. The single best way to prepare, is to practice and enhance our ability to be responsive and adaptive.

ASSUMPTION #2: PUBLIC LIBRARIES ARE UNIQUELY POSITIONED TO CONTRIBUTE TO THE HEALTH, EDUCATION, PROSPERITY AND **SOCIAL COHESION** OF THE COMMUNITIES WE SERVE. TO ACCOMPLISH THIS, WE WILL NEED TO WORK IN PARTNERSHIP WITH OTHERS TO COORDINATE EFFORTS TO ACHIEVE POSITIVE CHANGE THAT ADDRESSES STRUCTURAL OBSTACLES THAT PREVENT PEOPLE FROM REALIZING THEIR FULL POTENTIAL.

The *Truth and Reconciliation Commission of Canada*, the *National Inquiry into Missing and Murdered Indigenous Women and Girls* and the discovery of multiple unmarked graves of children at residential schools shed light on the multi-generational systemic racism Indigenous people in Canada face. Advancing the *Calls to Action* in collaboration with our Indigenous friends and allies must be a major focus of the next decade and beyond. Libraries have a special role in educating people about the truth of what happened and helping Indigenous and non-Indigenous Canadians learn about the rich cultures and histories of the people who lived in this area for thousands of years. As libraries continue our work welcoming new Canadians, we also need to expand our efforts with Black, Indigenous and People of Colour (BIPOC) to end racism and discrimination. Public libraries work with people of all ages, backgrounds, orientations and economic circumstances and have a unique opportunity to help people get to know each other and be a force to advance understanding and empathy. Libraries need to show leadership and be thoughtful in our approaches to ensure we bring the whole community forward.

Public libraries play a supporting role in advancing the education, culture and health of the communities we serve. The pandemic has disrupted the education of many young people. Those with the least resources are often impacted most. Supporting student success and residents' lifelong learning is necessary for our community's long-term economic success. We need to recognize we can contribute more to good outcomes when we do not work in isolation. Moving forward we will need to continue to advance our maturity at partnering in ways that enable us to support our mission more sustainably while advancing key community initiatives. We have seen that governments are increasingly funding initiatives that can demonstrate meaningful collaboration. Collaborations are necessary when trying to address complex issues and they can play an important role in reducing the duplication of effort between agencies. As we evolve our programs and service offerings to meet new needs, we must work with governments, educational institutions and other organizations that align with our mission. Building on our successful Researcher in Residence partnership with McMaster, we should look to create additional positions to help support library operations and ensure we have the expertise, and ongoing engagement and alignment, with key partners to address critical priorities. Developing new partnerships to renew and continue our Community Resource Worker program is a high priority, as is having an Elder-in-Residence to expand our work with the Urban Indigenous Strategy.

If political discourse continues to become more polarized in the next decade, we should anticipate an increase in challenges to intellectual freedom. Libraries will need to defend against efforts to limit access to diverse points of view. Increasing civic engagement and working with others to ensure meaningful debate and discussion is important to protect democratic norms. We should engage as many people as possible in a shared, respectful dialogue and provide cultural experiences that advance mutual understanding and empathy. Making equity and inclusion a reality requires HPL to ensure we design services and programs in ways that foster this. We need to use proven approaches, such as the Intercultural Development Inventory (IDI), to ensure we are thinking and talking in ways that invite people with other perspectives, instead of driving them away with divisive language and approaches.



**ASSUMPTION #3: THERE WILL BE SIGNIFICANT COMPETITION FOR FUNDING. OPERATING BUDGETS WILL CONTINUE TO BE CONSTRAINED AND ACCESSING SUFFICIENT CAPITAL FUNDING TO MAINTAIN ALL OUR FACILITIES WILL BE AN ONGOING CHALLENGE.**

Perception and support is positive for public libraries in Canada and specifically in Hamilton. . While our work has helped us nurture strong support from City Council, we should not ignore the significant budget pressures that City Council will face in the coming decade. The provincial and federal governments also face budget pressures but municipal governments which are the primary funder for public libraries in most of Canada are the most challenged in their ability to raise funds. To continue to be successful at attracting funding we will need to be effective on several fronts. Demonstrating transparency and excellence in financial management is necessary but insufficient. We need to clearly demonstrate how public libraries advance government priorities. Although long-term growth may create some opportunities for increases in core funding and staffing, we cannot assume this is easily achieved. First, we must demonstrate a commitment to meeting emerging needs by internally adjusting our resources and utilizing innovation to shift to work of higher value. Where possible, we need to complement our core municipal funding with other sources of revenue. We need to work with key associations to find greater long-term funding from higher levels of government.

Current building code standards and the high cost of construction for public buildings mean most projects will require significant resources. To help defray these costs, we will continue to see more emphasis on developing multi-use facilities. Although HPL has made significant progress toward a more sustainable facility footprint, maintaining all locations to the proper standard will be a challenge. We will need to leverage other investments to attract limited capital dollars. Future capital maintenance costs of existing facilities must be carefully considered before pursuing new library locations. As well, investing in regular repairs and low-cost renovations/updates that maintain and enhance existing facilities must be an important part of our strategy.

**ASSUMPTION #4: THE TRENDS TOWARD THE INCREASING IMPORTANCE OF DIGITAL CONTENT AND GROWING COMPETITION FROM THE PRIVATE SECTOR TO PROVIDE ACCESS TO IT WILL CONTINUE. THE CIRCULATION OF PHYSICAL BOOKS WILL REMAIN A CORE SERVICE AND UNIQUE LOCAL CONTENT HELD AND MADE ACCESSIBLE BY HPL WILL BECOME INCREASINGLY IMPORTANT.**

Looking at the shift from physical to digital formats, we should anticipate the physical book will be a more enduring popular format than DVDs and other physical media that provide access to music or videos. Looking forward we must carefully and continually monitor trends to ensure we are purchasing materials in the formats people want. We also must ensure we understand the local picture and anticipate trends specific to other parts of the City.

The growth of digital access in recent years has been strong. During the pandemic, when physical access to our physical spaces was limited, we saw a strong and rapid uptake in usage of HPL's digital collection. Providing content in digital form is important for libraries, as some people embrace the shift to digital. Despite this success, there are several serious challenges to digital access for public libraries. The cost and terms under which publishers make eBooks available to public libraries are unfavourable and limit our ability to provide access. Another challenge is the lack of control public libraries have of the digital platforms our content providers use. Libraries, including HPL, have made some progress at making digital content accessible through the Library catalogue, however, the convenience and experience of using the platforms directly make them a preferred option for many. HPL must continue to engage nationally on this issue with other libraries — to advocate for better terms and work at improving our ability to control how that content is presented. As we advocate for



those changes, we also need to embrace alternative solutions, such as Controlled Digital Lending (CDL), which enables us to preserve our collection and expand access.

Services such as Amazon Prime, Netflix, iTunes and Audible demonstrate that the private sector can successfully provide consumer access to large libraries of digital content at low cost. We need to monitor usage patterns and market developments to ensure the public library provides free access to a broad range of content for a large and diverse group of residents. One likely outcome of this development is some residents — especially those with financial resources — may not need the public library for many of their digital content needs. In this case other library services may become important for those individuals, such as: our spaces, technology access, storytimes, learning programs and cultural events. In this environment we must assess the amount of space our collections take-up and ensure we configure our spaces in a balanced way.

In this changing content landscape, the importance of local content should not be underestimated. The role Local History & Archives plays in preserving history and telling stories resonates strongly with residents. Our relevance is enhanced by expanding access to this material through digitization and supporting the creation of new digital content. As we foster the ability for people to move from content consumers to content creators, we nurture the skills needed to succeed in the workplace, we help people find their own unique voice and build a stronger more inclusive community. Our work should align and complement the City Museum's strategy and engage other cultural organizations in Hamilton.

**ASSUMPTION #5: NETWORK SECURITY, PRIVACY AND INTELLECTUAL PROPERTY ISSUES WILL BECOME MORE CHALLENGING AND COMPLEX. WITH CONTENT WE CONTROL, WE HAVE AN OPPORTUNITY TO MODEL BEST PRACTICES THAT FACILITATE EFFECTIVE SHARING THAT CREATES THE MAXIMUM BENEFIT TO SOCIETY.**

With the increasing sophistication and proliferation of hacking, public libraries must be diligent to ensure privacy is protected and the integrity of our information systems is preserved. We should anticipate a need to dedicate more resources and attention to keeping our systems secure as new threats emerge.

Libraries facilitate access to copyrighted material. As new technologies emerge that make it easier to share, modify and edit content, content publishers will continue to face challenges to their business models and will push for legal protections, including restrictions on fair use. Libraries have a unique role to play in advocating for copyright rules that effectively balance the rights of copyright holders with the rights of users.

As HPL facilitates the creation of local content we need to ensure the licenses in which they are made available are as open as possible, given the circumstances. To facilitate access to some material where we do not own the copyright, we need to develop mutually beneficial agreements. We should continue to use and embrace standards such as the Creative Commons licenses.

## APPENDIX I – COMPARISON OF 2022, 2017 AND 2010

The table below shows the core assumptions adopted in 2010 and 2017. Although the explanatory text has changed a lot in 2022, there are only two changes to the assumptions. *Social cohesion* was added to the assumption about our unique role and the funding challenge assumption was moved to #3. It was previously listed as #2 in 2010 and 2017.

2017 Assumptions, 2022 Amendment	2010 Assumptions
1. With future disruptive changes ahead, libraries will need to continue to focus on enhancing our ability to adapt. The health of our organization will be dependent upon us remaining relevant and vital to the lives of residents and to communities we serve.	1. Our very survival as an organization is dependent upon us remaining relevant and vital to the lives of people.
	5. Current services and processes will continue to change repeatedly.
	6. Future jobs will be less repetitive and will focus more on public service.
2. Public libraries are uniquely positioned to contribute to the health, education, prosperity, and <b>social cohesion</b> of the communities we serve. To accomplish this, we must continue to develop successful partnerships and actively participate in broader community initiatives.	<i>No similar assumption stated in 2010.</i>
3. There will be significant competition for funding. Operating budgets will continue to be constrained and accessing sufficient capital funding to maintain all our facilities will be an ongoing challenge.	2. All of our funding is vulnerable.
	3. More library buildings require renovations than our funding will allow.
4. The trends toward the increasing importance of digital content and growing competition from the private sector to provide access to it will continue. The circulation of physical books will remain a core service and the unique local content held and made accessible by HPL will become increasingly important.	4. Electronic material will soon form a significant portion of our circulation.
	7. Competition from the private sector for services we once considered our exclusive domain will continue to increase.
5. Network security, privacy and intellectual property issues will become more challenging. With content we control, we have an opportunity to model best practices that facilitate effective sharing that creates the maximum benefit to society.	8. Privacy/intellectual property issues will become more complex

# JAN 2023 CEO REPORT



## LOCAL IMMIGRATION PARTNERSHIP

### Learning from New Canadians


The Library Services Supervisor attended a workshop for the Local Immigration Partnership through the County of Simcoe and returned with a greater understanding of the complex needs of newcomers to our community.

According to the 2022 Simcoe County Immigrant Survey, the top three factors that assist Simcoe County immigrants adjust included making friends, family connections and accessing a public library. The five greatest challenges to new immigrants to our community included:

1. Finding Work
2. Making Friends and Social Connections
3. Accessing Health Care
4. Finding Housing
5. Accessing Public Transit

Additionally, Staff learned that funding for English as a Second Language (ESL) classes has been cut across the province, and according to the Adult Learning Centre, there is a very large waitlist for classes. The language barrier, and inability to find support, can add further stress to the process of relocating and building community. Library Staff are actively seeking opportunities to better support the needs of newcomers.


The opportunity to learn directly from the community is instrumental to help Library Staff determine how best to meet the growing and changing needs of the community. The Library Services Supervisor shared the importance of connecting with the new immigrant community, and how the Library can help.



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*“There were people who shared their experiences with us; one individual came to Innisfil with their family in July. They have struggled with Housing-primarily because he has 6 children and many landlords do not want to rent to such a large family. It is difficult to find work, especially for his wife, as she does not speak English. She is doing virtual English classes but that does not give her enough. Transportation is a problem as they live in Innisfil and Uber is not feasible for them. I introduced myself at the end of the seminar and mentioned that coming to the Library would be a great experience for their family. Saturday, while I worked, he came in with his wife and 3 of his kids to sign up for Library cards. I also gave him my card if I can be of any help.”*

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## Open UP opportunities to strengthen connection & engagement with our community

### CELEBRATIONS OF COMMUNITY & CREATIVITY

#### Short Story Contest Awards Night

On Friday, January 20th we were thrilled to invite the fifteen finalists from our 2022 Short Story Contest, and their families, to the Lakeshore branch for the Short Story Contest Awards Night. Library Staff were joined by Library Board Chair Anne Smith, Mayor Lynn Dollin, as well as representatives from the Library Board, Town Council, and our Member of Provincial Parliament's office, to support the young writers. There were also video messages from the MPP, Andrea Khanjin, and our guest author judge, Michelle Kadarusman, congratulating the writers.



 Mayor Dollin congratulating the talented, young writers.

The top five finalists from each age category were announced and invited on stage to receive a plaque, letters of recognition, a gift card, and a copy of the Short Story Anthology. Winners and their families cheered each other on, high-fiving other finalists and posing for photos on stage. Guest judge, author Michelle Kadarusman, had the difficult task of selecting a winner from the 104 submitted stories. Kadarusman announced that grade 7 student, Emily James, was the overall winner of the \$500 Seepe Walters award and shared that "I found that I returned to this story over and over again because of its charm, and wit, and humour," adding "I was totally blown away by the incredible talent of all the young writers. It was a joyous, but very difficult task, to choose finalists and the overall winner because the submissions are truly of a very high calibre — and I don't say that lightly. Many of the stories I read showed great promise of future published authors."

Many of the attendees stayed after the presentation to mingle and enjoy refreshments, as well as read some of the short stories from the Anthology. Families shared that they were so excited that we were able to host this event in person again, after a few years of virtual celebrations. One family shared an email after the event with some photos they had taken, and said this:

“We were so excited to be there! Thank you so much for your work in organizing this fantastic event! The short story contest provides students with an authentic purpose for writing, and the chance to have their creative stories read by a real Canadian author! [My child] was especially excited to have this year’s author read her work, as she has read a couple of her books which were nominated for the Forest of Reading Silver Birch Fiction Award.”

It was a wonderful being able to celebrate and support the brilliant young authors we have in our community. The Short Story Contest continues to make an important impact, encouraging the creativity, ingenuity and bravery of Innisfil’s aspiring young writers.



*Winning authors gathered on stage with Mayor Dollin, Library Board Chair Anne Smith, Deputy Mayor Fowler, Councillor Jennifer Richardson, Councillor Grace Constantine, and Children’s Librarian Laura Jeffrey.*

## Town Square Grand Opening Celebration

Community members attended the grand opening of the new Innisfil Town Square. As the kick-off to [Winter Weekends](#), festivities began on Friday January 27 and continued throughout the weekend with live music, food, free skate rentals, and entertainment for all.

The space was filled as everyone gathered for the Friday evening ribbon cutting, speeches and entertainment. Family activities continued on Saturday January 28th starting at 10 a.m. with pop-up recreation programming, outdoor Library storytime, and fun characters to meet and greet. The Library hosted a face painter inviting families into the Library to warm up.



The first outdoor storytime held in the Town Square was a success, with Library families and new visitors joining in for songs and rhymes and lots of movement to keep warm in the wintry weather. The program demonstrated that we can look forward to seeing both familiar faces and new ones as we expand program offerings outdoors in the new community space. We have already seen increased activity in the Lakeshore Branch, and after just one month of opening to the public, it has already been necessary for us to increase staffing on Saturdays. New visitors to the Town Square are discovering, or re-discovering, all the Library has to offer and we anticipate that traffic into the Lakeshore Branch will continue to increase as more residents use the amenities at the Town Square.




## **Build UP** our reputation as a trusted community asset

### INCREASING ACCESS TO OUR COLLECTIONS

#### E-Resources in BiblioCommons


The Library's E-Resources can now be accessed through the online catalogue in BiblioCommons. The various digital resources can be searched by name or relevant topic, and will appear in the search results along with print resources. Customers will have quick access to live tutoring help from *Brainfuse HelpNow*, genealogy resources from *Ancestry Library Edition* or magazines and newspapers from *PressReader*. By having these digital resources available in BiblioCommons, the Library is able to provide additional ways for customers to discover these great resources.



### PressReader


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 Website or Online Data, 2022

Digital, interactive access to nearly 7,000 of the world's best newspapers and magazines in many different languages.

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 For Later ▾

#### New Memoir Breaks Records

Prince Harry's new memoir *Spare* has become a runaway bestseller, breaking publishing records and becoming one of the fastest selling non-fiction books. Due to its popularity, Library customers have placed an unprecedented number of holds on a non-fiction book, being more in line with bestselling fiction authors like James Patterson. In order to meet this unexpected demand, the Library has responded by ordering more print copies, including large print and audiobook as well as digital copies. Our print vendor was successfully able to supply the additional copies, which were shipped and added quickly in order to get them out into the hands of customers.

#### Multilingual ebook Collection in cloudLibrary

One of the outcomes of the dissolution of the County of Simcoe Library Cooperative last year was that member libraries would no longer have access to a rotating multilingual collection of books for adults and children. To help address the need of having material accessible in languages other than English, the Library purchased adult fiction and nonfiction ebooks for cloudLibrary in Russian, Portuguese, Spanish, and French. These languages were identified in the last census as the most spoken at home in the Innisfil region, other than English.



CloudLibrary is the Library's ebook platform where residents can access ebooks and audiobooks. Customers have access to over 6000 titles owned by the Library, as well as over 310,000 copies owned by other libraries belonging to the cloudlink community. Cloudlink is a loosely connected network of over 30 libraries located in Ontario who use the cloudLibrary ebook platform. Each library acts autonomously and has control over their own collections, but all titles that are not currently in use by their own customers can be borrowed by customers from other member libraries.

Due to the limited space available in the branches and the need to ensure the collection remains current, the Library decided that focusing on ebooks as the format to engage with those who speak languages other than English is currently the best course of action. The Library will continue to order new material for its juvenile French and Spanish print collections.

## Raise UP the Library's identity as an innovative hub

### FUNDING ANNOUNCEMENT SUPPORTING SENIORS

#### Government of Ontario announces Senior Community Grant Funding


The Lakeshore Branch of the Library was selected for a special media event and funding announcement. Library Board Chair, Anne Smith, was joined by the Minister for Seniors and Accessibility, Raymond Cho and Barrie-Innisfil MPP, Andrea Khanjin.

Ministers Cho and MPP Khanjin announced \$12,449 in funding to boost the popular HackLAB Kits for Seniors Program. Thanks to the Seniors Community Grant, we are able to expand our community support and to combat social isolation of Innisfil's Senior residents through increased networking opportunities, intergenerational relationship building and learning through hands-on activities. *Kits and Community for Older Adults* is a program developed in our HackLAB that brings creative projects together with community building.



Each month, up to 200 activity kits are made available to Innisfil's senior residents. These hands-on kits spark creativity, life-long learning, and joy in the program participants. Seniors gather in scheduled meet-ups to complete the activity together, in a social setting, creating long-lasting community connections. All of these initiatives are offered free of charge, ensuring that financial barriers to participating are removed—making this opportunity accessible to low-income older adults.



 From left to right: Library Board Member Rob Nicol, MPP Khanjin, Minister Cho, Board Chair Anne Smith.

## More About HackLAB Seniors Kits

Library Staff were pleased to have been awarded the Seniors Community Grant to improve and continue the hackLAB Seniors Kit programming. Since the start of this program, **over 4585** seniors kits have been distributed. With the support of the new grant, Library Staff have been able to include items to promote health and wellness in addition to the craft kits. For the month of January, a small hand sanitizer and information pamphlet about hand washing was available to anyone ordering a senior kit. These additional items were met with an overwhelmingly positive response and have proved to be a great add-on to an already successful program. The following feedback was received from a customer in January:



"Hi! I did the kits today. My snowman 🧊 looks like he was painted by a child - but I had fun 😊 The only problem was opening the paint containers. I had to use my pliers but they worked! The brush is nice. Thanks for the hand sanitizer and info sheet. It was very informative. Love the kits and can't wait to see the February ones."

In addition to the monthly craft kits, Library Staff have also put into place opportunities for seniors in the community to come together and create. Throughout January, February and March, programs such as Decorate a Wooden Valentine and Paint and Build a Birdhouse have been organized and are already seeing high levels of interest and registration.

## NEW AND RETURNING HACKLAB PROGRAMS

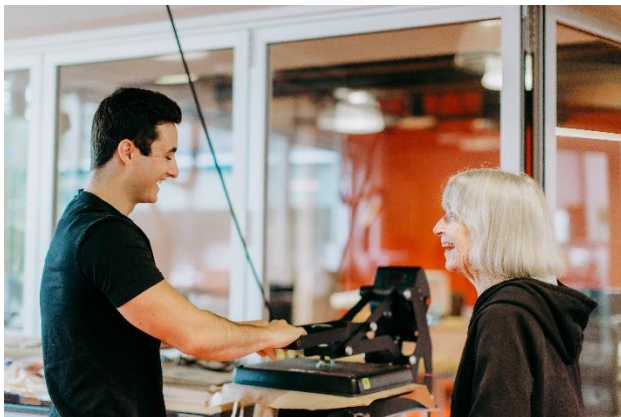
### HackLAB for Beginners

Tinkershop programming kicked off 2023 with some fun, new and hands-on program opportunities in the hackLAB. Library Staff have worked over the past year to identify gaps in services and to create programming opportunities to help support these areas. One area of particular interest was new users to the space with low levels of technical skills. These users, often seniors, find traditional Tinkershop programming too fast paced and often have more questions than the average participant. To help support these learners, Staff developed a new program called hackLAB for Beginners. In this program, a simple project is taken, such as a laser cut keychain, and the steps are broken down into smaller chunks to allow participants to better understand the design process. Library Staff have found that this encourages customers to become more knowledgeable with the software and allows them to become more independent in the hackLAB, which ultimately leads to increased digital literacy skills.

## Tinkershops Back due to Popular Demand

Due to popular demand, the Wizarding Creations program also returned to the programming roster this month. This program, available at both the Lakeshore and Cookstown Branches, is designed to get some of our youngest users into the hackLAB by allowing participants to develop skills over a 7- week period. Each week, a new skill is taught using a variety of design software (such as Inkscape, Cricut Design Studio or TinkerCAD) and participants build on their skills to develop a well-rounded understanding of the various pieces of equipment in the hackLAB. During Week One and Two of this program, participants at the Cookstown Branch used TinkerCAD, a 3D design software, to design, build and print their own wizard wands, while participants at the Lakeshore Branch learned to use Inkscape and the sublimation printer to create their own metal tumblers. These programs continue to be extremely popular with the community and Staff have noticed a significant increase in digital literacy skills from participants in the program.

Code Jams, another highly requested program, is also back for a 7- week session this January. In this program, participants use Microsoft's MakeCode Arcade to design a functional arcade game using block-based coding. Each week in the session, participants learn a new skill that allows them to build on their knowledge from the previous week's class. At the end of the session, Library Staff are hoping to transfer the completed games to the arcade cabinet located outside the Children's Area at the Lakeshore Branch.





## Light UP pathways to personal & professional growth

### CHILDREN'S PROGRAMMING

#### Staycation Celebration

The children's team was able to offer some special programming over the second half of the winter break, in addition to our Drop-in Family Storytimes. Under the heading of Staycation Celebration, families could register for snow-themed STEAM (Science Technology Engineering Art and Math) exploration, winter inspired crafting, music and movement activities, or learn about holidays from around the world. While the programming was geared towards children between the ages of four and twelve, caregivers often joined in on the fun, crafting and learning alongside their little ones. Participants were often so engaged in these programs that most of them ended up running beyond the initial hour!



Children exploring  
Snow Science in  
Cookstown.



#### Building Connection through Early Literacy

For our first session of registered programs of the New Year, we were excited to offer two different day and time options for each of our popular preschool programs. Each program focuses on a different age group and developmental stage, and is informed by the Every Child Ready to Read program. During programs like Baby Bookworms, Fun for Ones, Time for Twos, and Ready Set School, we share literacy tips aimed at the caregivers, like how clapping each syllable in a song with your child will help them to learn how to break down words, which will also help them learn how to read. Even with more preschool programs offered this session, registration fills up quickly, and we have families on the waitlist for each program. We often see the families that register for programs also attend our Drop-in Storytimes and register for the EarlyOn programs offered in the library spaces. These families make connections with others in our programs, and it is amazing to see the welcoming, supportive community that forms from offering these programs.

## SENIORS PROGRAMMING AND OUTREACH

### Innisfil YMCA Silver Club Outreach

In January, the Library continued to meet Innisfil's senior residents where they are through outreach initiatives. Library Staff visited the YMCA Silver Club and walked them through the steps to make paper flowers. Some participants used map paper and others used old book pages. One participant remarked multiple times how much she enjoyed making the flowers, saying, 'That was so fun!' and, 'I really enjoyed that!' seemingly surprised at the level of enjoyment a well thought out craft can bring. When Staff mentioned that these types of projects are regularly offered at the Library in our Sociable Seniors program, one participant remarked, 'Oh I didn't know you did this kind of stuff!' and she plans on checking out more of our offerings.

### Sociable Seniors

The Sociable Seniors program offered participants a chance to paint a watercolour snowy forest scene. After seeing examples of the painting techniques, participants were walked through the process step-by-step on how to create the desired effects. This program was fully registered with 5 individuals on the waitlist. As the name of the program implies, much of the program's value comes from the social engagements, and this session was no different. Participants chatted about what shows they were watching on TV, while everyone was marveling at one another's artwork. Participants are eager to return for the next activity and one participant took a photo of the example painting and said she was going to try and perfect her technique.



### Crafting for Humanity

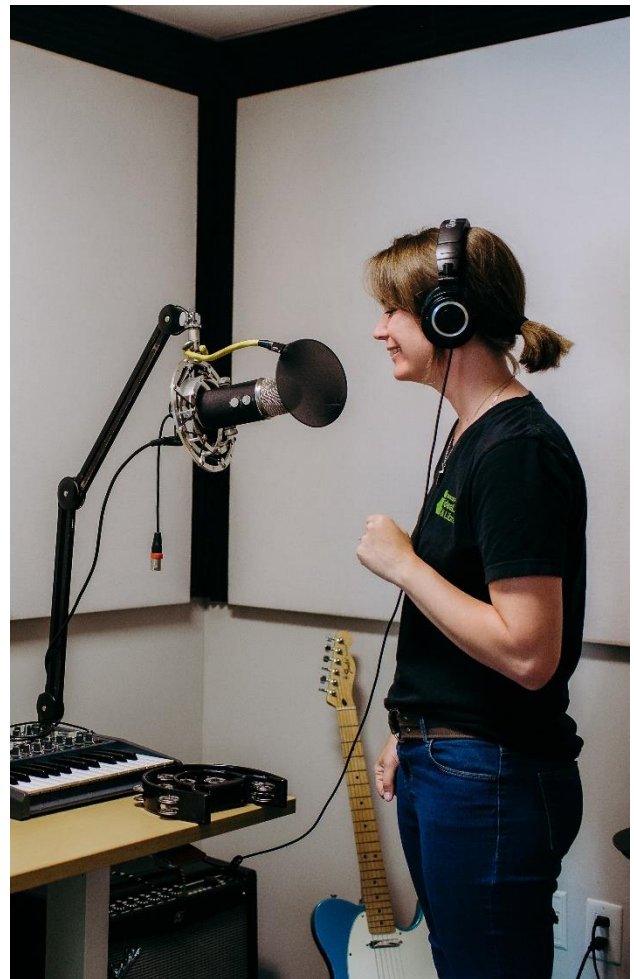
Crafting for Humanity this month saw many new faces and a wide range of age groups joining us. A reporter from *Innisfil Today* joined to talk to participants of the program and take some photos. Our Children's Librarian talked about past projects, including sewing Chemo Caps and Care Bags, as well as crocheted Community Blankets, and hats for the Hope Tree. Three new crocheters joined the group and the participants had a choice of projects, from beginner to advanced. Some of our more experienced crocheters were happy to help other participants when they were struggling, offering tips and tricks and alternate ways of approaching the project. Everyone was happy to take the patterns and supplies home, and said they would try to make more than one project to bring back and add to our Hope Tree donations.



## STAFF DEVELOPMENT & TRAINING

### Creating Preservation-Quality Oral Histories

The Special Collections Librarian attended a webinar for creating preservation-quality oral histories led by the audio preservation engineer at the Northeast Document Conservation Center. This training session offered an excellent overview of basic audio engineering and important information on how best to capture, edit, and store audio files to achieve archival standards. Topics covered included recommendations for quality equipment such as microphones and software; explanations of audio engineering terms like gain, polar patterns, metering, frequency, and bit depth; and suggestions on how to get the highest quality interviews when working on a budget and in imperfect conditions. Webinars like this are terrific opportunities for Staff to expand their knowledge of the specialized aspects of their day-to-day work for which they do not necessarily have the educational background. It also further establishes Library Staff as experts in the community who can share and disseminate their knowledge to other Staff and residents alike.



## APPENDIX A:

### Level UP! Communications Insights

#### Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Jan. 5, 2023	Simcoe.com	<a href="#">5 things to do in Innisfil this month.</a>
Jan. 12, 2023	Bradford Today <a href="#">Innisfil Today</a>	<a href="#">Black History Month event coming to Bradford next month</a>
Jan. 13, 2023	Collingwood Today	<a href="#">Black History Month event coming to Wasaga Beach</a>
Jan. 14, 2023	Innisfil Today	<a href="#">Crafting for Humanity provides skills and sense of community</a>
Jan. 14, 2023	Barrie Today	<a href="#">Doctor's orders: Barrie Rotarian helped launched Innisfil club</a>
Jan. 16, 2023	Orillia Matters	<a href="#">Interactive Black History Month event coming to Orillia Feb. 18</a>
Jan. 18, 2023	Outdoor Canada	<a href="#">These 11 artist-painted fishing huts on ontario's lake simcoe will brighten winter days on the ice.</a>
Jan. 19, 2023	Simcoe.com <a href="#">Barrie Today</a>	<a href="#">'Proud to be able to give back': Cove Cafe donates more than \$1K to Innisfil's community fridges.</a>
Jan. 20, 2023	Barrie 360	<a href="#">Town of Innisfil to host grand opening celebration of new Town Square</a>
Jan. 23, 2023	Barrie Today	<a href="#">Town of Innisfil offers new parking passes</a>

Jan. 23, 2023	Barrie 360	<a href="#">New Parking Passes Available for Innisfil Residents</a>
Jan. 24, 2023	Simcoe.com	<a href="#">Long-awaited Innisfil Town Square grand opening celebration to kick off Winter Weekends</a>
Jan. 24, 2023	Simcoe.com	<a href="#">‘Free, priority access’: New Innisfil resident parking passes shipped out</a>
Jan. 24, 2023	Innisfil Today	<a href="#">Young storytellers celebrated for ‘inspiring, igniting creative imaginations’ (7 photos)</a>
Jan. 25, 2023	Barrie Today	<a href="#">Plenty of activities on tap during Winter Weekends in Innisfil</a>
Jan. 26, 2023	Simcoe.com	<a href="#">Innisfil talks Orbit flagship development, transit and Innisfil ideaLAB and Library during day 1 budget deliberations</a>
Jan. 27, 2023	CTV Barrie	<a href="#">Innisfil seniors receive provincial grant for health and safety initiatives</a>
Jan. 27, 2023	Barrie 360	<a href="#">Over \$56,000 to be invested into senior’s programs in Innisfil</a>
Jan. 27, 2023	Barrie Today	<a href="#">‘So much rich Black history right in our own backyard’</a>
Jan. 28, 2023	Simcoe.com	<a href="#">‘Combat social isolation’: Innisfil initiatives receive provincial grants</a>
Jan. 30, 2023	Barrie Today	<a href="#">Community celebrates grand opening of Innisfil’s Town Square</a>
Jan. 30, 2023	Barrie Today	<a href="#">Innisfil homeowners to face more than 5% tax hike this year</a>
Jan. 31, 2023	simcoecountycoalition.ca/	<a href="#">The Child, Youth and Family Services Coalition (Coalition) of Simcoe County Member Spotlight</a>

## Facebook Insights (January 1 to 31, 2023)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,634 (Followers) 3,028 Page Likes	57 during this period	1,033 engagements (842 reactions, 45 shares, 146 comments)	Posts earned 18.2K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

**Date, Jan. 20 2023 4.6K Reach**



Innisfil Idealab & Library

January 20 at 10:01 AM · 🌐

...

#ChineseNewYear, also known as #LunarNewYear or the #SpringFestival, falls on Sunday, January 22, and is the main Chinese festival of the year!

It is a celebration centred around removing the bad and the old, and welcoming the new and the good. It's a time to worship ancestors, rid evil spirits and pray for good harvest.


Pick up one of these books to learn more and celebrate with the whole family!

<https://bit.ly/3XvtEOJ>





## Twitter Insights (January 1 to 31, 2023)

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,538	47 during this period	55 engagements (45 likes, 5 retweets, 5 quote tweets, 0 reply)  16 Mentions	7.2K impressions over this period (number of times users saw our tweets)
<p>Top Organic Post (based on reach):  Top Tweet <b>earned 600 impressions</b></p> <p>Are you wanting to get your steps in this winter? Why not take a walk along <b>#Innisfil</b> Beach Park and view the <b>#IceHutArt</b>; a unique, community inspired public art project!</p> <p>Visit <a href="https://innisfilidealab.ca/ice-hut-art/">innisfilidealab.ca/ice-hut-art/</a> to learn more.</p> <p><b>#CultureInnisfil</b>  <b>#ExperienceSimcoeCounty</b>  <a href="https://pic.twitter.com/CzaqSjyR9q">pic.twitter.com/CzaqSjyR9q</a></p> 			



## Instagram Insights (January 1 to 31, 2023)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
1,838 (+43)	41 during this period	1,668 accounts reached. 693 likes.	10 comments in total on content posted during this period

**Top Post (based on engagement):** Jan. 11, 2023 736 Reach



**innisfilidealab**

Are you looking for a summer job? Join our amazing team!

We're hiring:

- Adult Services Assistant - Summer Programmer.
- Creative Making & Discovery - Summer Assistant.
- Monarch Butterfly Rearing Program Coordinator.
- Summer Programmer - Children's Services.

View our summer job opportunities and apply by January 27: [innisfilidealab.ca/employment-volunteering/](https://innisfilidealab.ca/employment-volunteering/)

Edited · 3w

**sugarlilyshop @orizeneli** 3w Reply

[View insights](#)

Liked by **barriepubliclibrary** and 39 others

JANUARY 11

**Top Reel (based on engagement):** Jan. 10, 2023 331 Reach



**innisfilidealab**

altego\_music • WEDNESDAY ADDAMS X HUNG UP

...



**innisfilidealab** Is there a book you just can't wait to read this year?

3w



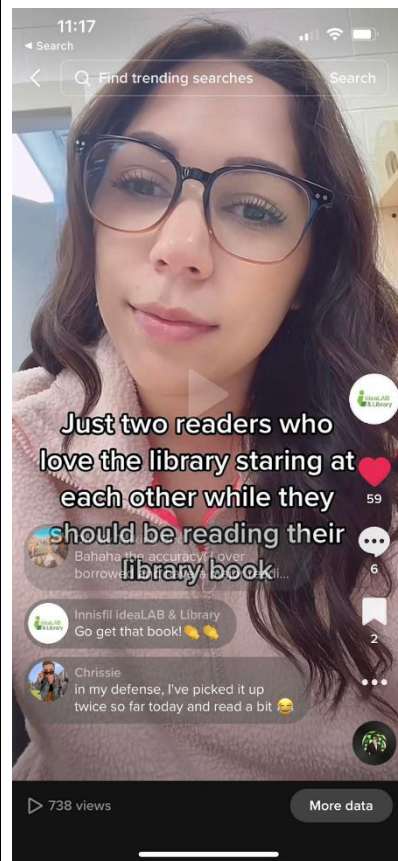
**innisfilidealab** #innisfil #innisfillibrary #library #librarylife #ilovemylibrary #librarylove #publiclibrary #libraries #librariesofinstagram #books #anticipatedreads #reader #booklover #bookworm #readersofinstagram #whatareyoureading

3w Reply

## Tiktok Insights (January 1 to 31, 2023)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL LIKES
1018 followers	9 during this period	4.1K video views. 46 profile views. 8 shares. 12 comments.	194 likes (total number of likes on all videos within this timeframe)

Top Organic Post (based on views):  
**Jan. 23, 2023 (738 views)**





Corporation of the Town of Innisfil  
Budget to Actual Variance Report - Operating  
For the Period Ended December 2022  
Library

**5d.01.01**

		2022	Year to	YTD Actual as	Budget-Actual
		Total	Date	a Percent	Year to Date
		Budget	Actuals	of Budget	Remaining Balance
<b>NOTES:</b>	Library				
	Library Operating				
	Revenue				
	Opening (Surplus) Deficit				
	Opening (Surplus) Deficit				
	3100 Beginning Deficit(Surplus)	-1	-25,066	2,506,600.00%	25,065
	<b>Total Opening (Surplus) Deficit</b>	-1	-25,066	2,506,600.00%	25,065
<b>1</b>	<b>Total Opening (Surplus) Deficit</b>	-1	-25,066	2,506,600.00%	25,065
	Registration & Facility Fees				
	Facility Rental				
	4438 Hall Rental	-4,000	-5,731	143.28%	1,731
	<b>Total Facility Rental</b>	-4,000	-5,731	143.28%	1,731
	Registration Fees				
	4464 Programming	-23,000	-15,661	68.09%	-7,339
	<b>Total Registration Fees</b>	-23,000	-15,661	68.09%	-7,339
	<b>Total Registration &amp; Facility Fees</b>	-27,000	-21,392	79.23%	-5,608
	User Fees, Licences and Fines				
	Fines				
	4620 Fines				
	<b>Total Fines</b>				
	User Fees				
	4447 Misc. Revenue	-30,000	-9,004	30.01%	-20,996
	4490 Photocopy Etc.	-7,500	-8,346	111.28%	846
	4491 Books	-2,800	-4,758	169.93%	1,958
	4492 ideaSHOP sales	-2,000	-2,771	138.55%	771
	<b>Total User Fees</b>	-42,300	-24,879	58.82%	-17,421
	<b>Total User Fees, Licences and Fines</b>	-42,300	-24,879	58.82%	-17,421
	External Recoveries				
	Other Municipality Revenue				
	4301 Revenue - Own Municipality				
	<b>Total Other Municipality Revenue</b>				
	<b>Total External Recoveries</b>				
	Other				
	Government Grants				
	4100 Grants - Ontario	-45,921	-69,890	152.20%	23,969
	4200 Grants - Federal		-39,210		39,210
	<b>Total Government Grants</b>	-45,921	-109,100	237.58%	63,179
	Other Revenue				
	4760 Donations		-12,768		12,768
	<b>Total Other Revenue</b>		-12,768		12,768
	<b>Total Other</b>	-45,921	-121,868	265.39%	75,947
	Transfer from Reserve & Reserve Funds				
	Contributions from Obligatory RF				
	492507 Oblig.RF-Library DCA	-561,867	-172,887	30.77%	-388,980
	492513 Oblig.RF-Parks Outdoor DCA				
	492515 Oblig.RF-Parks Indoor DCA	-13,448	-12,574	93.50%	-874
	<b>Total Contributions from Obligatory RF</b>	-575,315	-185,461	32.24%	-389,854
	<b>Total Transfer from Reserve &amp; Reserve Funds</b>	-575,315	-185,461	32.24%	-389,854
	<b>Total Revenue</b>	-690,537	-378,666	54.84%	-311,871
	Expenditures				



Corporation of the Town of Innisfil  
Budget to Actual Variance Report - Operating  
For the Period Ended December 2022  
Library

		2022	Year to	YTD Actual as	Budget-Actual
		Total	Date	a Percent	Year to Date
		Budget	Actuals	of Budget	Remaining Balance
	Wages & Benefits				
	Wages & Benefits Permanent				
	5010 Salaries - (FT)	2,316,041	1,781,019	76.90%	535,022
	5025 Overtime - Banked (FT)		767		-767
	5100 Benefits (FT)	529,578	528,385	99.77%	1,193
	5101 Benefit Clearing (FT)		-27,236		27,236
	7126 Contingency-Wages	-55,749			-55,749
	<b>Total Wages &amp; Benefits Permanent</b>	<b>2,789,870</b>	<b>2,282,935</b>	<b>81.83%</b>	<b>506,935</b>
	Wages & Benefits Non-Permanent				
<b>2</b>	<b>5011 Salaries - (PT)</b>	<b>19,104</b>	<b>495,468</b>	<b>2,593.53%</b>	<b>-476,364</b>
	5102 Benefits (PT)	139,191	56,291	40.44%	82,900
	5103 Benefit Clearing (PT)		7,276		-7,276
	<b>Total Wages &amp; Benefits Non-Permanent</b>	<b>158,295</b>	<b>559,035</b>	<b>353.16%</b>	<b>-400,740</b>
	<b>Total Wages &amp; Benefits</b>	<b>2,948,165</b>	<b>2,841,970</b>	<b>96.40%</b>	<b>106,195</b>
	Materials & Supplies				
	Facility/Park Maintenance				
	7080 Cleaning Supplies	12,000	7,715	64.29%	4,285
	7180 Facility/Parks Maintenance	57,603	67,545	117.26%	-9,942
	<b>Total Facility/Park Maintenance</b>	<b>69,603</b>	<b>75,260</b>	<b>108.13%</b>	<b>-5,657</b>
	Advertising & Publicity				
	7020 Advertising & Publicity	8,059	6,629	82.26%	1,430
	<b>Total Advertising &amp; Publicity</b>	<b>8,059</b>	<b>6,629</b>	<b>82.26%</b>	<b>1,430</b>
	Clothing				
	5210 Clothing/PPE	675	178	26.37%	497
	<b>Total Clothing</b>	<b>675</b>	<b>178</b>	<b>26.37%</b>	<b>497</b>
	Education, Seminars & Memberships				
	5230 Education & Development	20,000	14,104	70.52%	5,896
	7100 Conferences & Seminars				
	7300 Prof. Dues & Memberships	2,993	2,791	93.25%	202
	7620 Training (Health & Safety)		2,096		-2,096
	<b>Total Education, Seminars &amp; Memberships</b>	<b>22,993</b>	<b>18,991</b>	<b>82.59%</b>	<b>4,002</b>
	Equipment Maintenance				
	7140 Equipment Maintenance	2,200	2,265	102.95%	-65
	<b>Total Equipment Maintenance</b>	<b>2,200</b>	<b>2,265</b>	<b>102.95%</b>	<b>-65</b>
	Equipment Utilization				
	7130 ..Equipment Utilization	3,500			3,500
	7135 ..Equipment Utilization Recvry	-3,500			-3,500
	<b>Total Equipment Utilization</b>				
	Fuel				
	7200 Fuel	1,846			1,846
	<b>Total Fuel</b>	<b>1,846</b>			<b>1,846</b>
	Office, Printing & Postage				
	7040 Books/Publications/Subscriptio	143,019	193,760	135.48%	-50,741
	7360 Office Supplies	9,296	13,127	141.21%	-3,831
	7400 Photocopy	13,000	13,175	101.35%	-175
	7440 Postage	1,000	1,017	101.70%	-17
	7460 Printing	6,582	8,176	124.22%	-1,594
<b>3</b>	<b>Total Office, Printing &amp; Postage</b>	<b>172,897</b>	<b>229,255</b>	<b>132.60%</b>	<b>-56,358</b>
	Insurance				
	7220 Insurance	26,043	29,611	113.70%	-3,568





Corporation of the Town of Innisfil  
Budget to Actual Variance Report - Operating  
For the Period Ended December 2022  
Library

		2022	Year to	YTD Actual as	Budget-Actual
		Total	Date	a Percent	Year to Date
		Budget	Actuals	of Budget	Remaining Balance
<b>4</b>	<b>Total Insurance</b>	<b>26,043</b>	<b>29,611</b>	<b>113.70%</b>	<b>-3,568</b>
	Materials				
	7028 Audio Materials	54,221	27,958	51.56%	26,263
	7280 Material	22,000	21,004	95.47%	996
	7283 Technology Supplies	19,500	28,811	147.75%	-9,311
	7284 ideaSHOP Supplies	500	371	74.20%	129
	7398 Periodicals	12,328	5,550	45.02%	6,778
	<b>Total Materials</b>	<b>108,549</b>	<b>83,694</b>	<b>77.10%</b>	<b>24,855</b>
	Other Expenses				
	5120 Board&Committee /Non-payroll	4,000	3,900	97.50%	100
<b>5</b>	<b>7320 Mileage</b>	<b>4,858</b>	<b>7,305</b>	<b>150.37%</b>	<b>-2,447</b>
	7389 Culture Engagement	37,500	27,962	74.57%	9,538
	7450 Pre school Storytime				
<b>6</b>	<b>7470 Programming - Children</b>	<b>9,260</b>	<b>11,623</b>	<b>125.52%</b>	<b>-2,363</b>
	7545 Project Expense		39,557		-39,557
	<b>Total Other Expenses</b>	<b>55,618</b>	<b>90,347</b>	<b>162.44%</b>	<b>-34,729</b>
	Public Relations				
<b>7</b>	<b>7485 Public Relations</b>	<b>6,821</b>	<b>12,371</b>	<b>181.37%</b>	<b>-5,550</b>
	<b>Total Public Relations</b>	<b>6,821</b>	<b>12,371</b>	<b>181.37%</b>	<b>-5,550</b>
	Purchased Services				
	7380 Purchased Services	751			751
	<b>Total Purchased Services</b>	<b>751</b>			<b>751</b>
	Software Maintenance and Licencing				
<b>8</b>	<b>7580 Software Annual Maint. Fees</b>	<b>42,252</b>	<b>46,967</b>	<b>111.16%</b>	<b>-4,715</b>
	<b>Total Software Maintenance and Licencing</b>	<b>42,252</b>	<b>46,967</b>	<b>111.16%</b>	<b>-4,715</b>
	<b>Total Materials &amp; Supplies</b>	<b>518,307</b>	<b>595,568</b>	<b>114.91%</b>	<b>-77,261</b>
	Utilities				
	Telephone and Utilities				
	7600 Telephone	10,508	8,889	84.59%	1,619
	7660 Utilities - Hydro	64,995	55,461	85.33%	9,534
	7680 Utilities - Natural Gas	16,067	13,984	87.04%	2,083
	7700 Utilities - Water/Sewer	6,628	8,223	124.06%	-1,595
	<b>Total Telephone and Utilities</b>	<b>98,198</b>	<b>86,557</b>	<b>88.15%</b>	<b>11,641</b>
	<b>Total Utilities</b>	<b>98,198</b>	<b>86,557</b>	<b>88.15%</b>	<b>11,641</b>
	Contracted Services				
	Audit Fees				
	8080 Audit	3,004	3,053	101.63%	-49
	<b>Total Audit Fees</b>	<b>3,004</b>	<b>3,053</b>	<b>101.63%</b>	<b>-49</b>
	Cleaning Contract				
	8185 Cleaning Contract	39,165	41,650	106.34%	-2,485
	<b>Total Cleaning Contract</b>	<b>39,165</b>	<b>41,650</b>	<b>106.34%</b>	<b>-2,485</b>
	Contracts				
	8250 Contracts - Labour	3,133			3,133
	8290 Contracts	15,888	9,560	60.17%	6,328
	8325 Contracts - Grass Cutting	1,992			1,992
	8850 Snow Removal	38,591	37,556	97.32%	1,035
	<b>Total Contracts</b>	<b>59,604</b>	<b>47,116</b>	<b>79.05%</b>	<b>12,488</b>
	External Legal Costs				
	8640 Legal		3,304		-3,304
	<b>Total External Legal Costs</b>		<b>3,304</b>		<b>-3,304</b>



Corporation of the Town of Innisfil  
Budget to Actual Variance Report - Operating  
For the Period Ended December 2022  
Library

	2022	Year to	YTD Actual as	Budget-Actual
	Total	Date	a Percent	Year to Date
	Budget	Actuals	of Budget	Remaining Balance
<b>Total Contracted Services</b>	101,773	95,123	93.47%	6,650
Rents & Financial				
Service Charges				
9110 Debit/Visa Charges	4,481	3,633	81.08%	848
<b>Total Service Charges</b>	4,481	3,633	81.08%	848
<b>Total Rents &amp; Financial</b>	4,481	3,633	81.08%	848
Long term debt - Principal & Interest				
L.T.D. Principal & Interest				
5610 Debt Interest	142,790	49,826	34.89%	92,964
5620 Debt Principal	432,525	133,000	30.75%	299,525
5630 Accrued Interest Transfer		2,636		-2,636
9265 Amortization of Debent. Comm.		159		-159
<b>Total L.T.D. Principal &amp; Interest</b>	575,315	185,621	32.26%	389,694
9600 Facility rental revenue(Intern	-29,000	-29,000	100.00%	
9610 Facility rental expenditures(I	26,300	26,300	100.00%	
<b>Total Internal Rental Expenditure(Revenue)</b>	-2,700	-2,700	100.00%	
Internal Transfers				
9630 Salaries/Ben. Internal Chgs				
9681 Snow Clearing - Expenditures		1,571		-1,571
9696 Depart. Overhead Allocations				
<b>Total Internal Transfers</b>		1,571		-1,571
<b>Total Internal Recoveries/Transfers</b>	-2,700	-1,129	41.81%	-1,571
<b>Total Expenditures</b>	4,243,539	3,807,343	89.72%	436,196
<b>Total Library Operating</b>	3,553,002	3,428,677	96.50%	124,325
<b>Total Library</b>	3,553,002	3,428,677	96.50%	124,325
<b>Total Library</b>	3,553,002	3,428,677	96.50%	124,325

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. Books, Office Supplies and Printing exceeded their budgets due to the addition of product/services to meet access to information needs, and higher than expected product costs due to inflation.
4. Finance has confirmed that premiums have increased over the amount budgeted. We can expect to be over budget by the end of 2022.
5. Courier delivery was switched from an external contractor to internal staff. Mileage budget has been affected and the 2023/2024 budget will reflect this change.
6. Programming Budget actuals will be offset by funds received from Friends of the Library
7. Public Relations budget is offset by revenues.
8. Annual Software Maintenance budget was exceeded due to the Evergreen upgrade.



**Corporation of the Town of Innisfil**  
**Budget to Actual Variance Report - Capital**  
For the period Ended December 2022  
**Library**

**5d.01.02**

	Carryover	2022	In-Year	Total	Actual	Expenditure	Service	
	from Prior	Budget	Approvals	Approved	Spent to	Still to	Bundle	
	Years	Approved	Granted	Budget	Date	Occur		
Library								
LIB27 HR Organizational Review	1,491			1,491		1,491	Lead & Manage	
LIB28 Strategic Plan	30,017			30,017	29,190	827	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	377	7,185	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	30,000	67,955		97,955	63,007	34,948	Lead & Manage	
LIB52 Replacement Furnishings	19,882	25,000		44,882	25,424	19,458	Community Spaces	
LIB55 Master Plan/Needs Assessment Study	22,051			22,051	20,840	1,211	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	
<b>Total Library</b>	991,294	92,955		1,084,249	138,838	945,411		
Strategic Projects (Managed by Library)								
ADM25 Innisfil Engage: Community Engagement	24,523			24,523	5,704	18,819	Lead & Manage	
ADM44 Innisfil's 200-year Anniversary	4,946			4,946	4,454	492	Arts & Leisure	
<b>Total Strategic Projects (Managed by Library)</b>	29,469			29,469	10,158	19,311		
<b>Total Library</b>	1,020,763	92,955		1,113,718	148,996	964,722		

## Municipal Council Report

### January 11, 2023 Council Meeting

- [Watch the meeting](#)
- During the Open Forum, Council received a presentation regarding the County of Simcoe Municipal Comprehensive Review from a consultant representing construction company, Pratt Homes.
- Deputy Mayor Fowler shared that the County Council is reviewing the proposed County Council budget.
- Mayor Dollin announced that volunteers are being sought for the Heritage Committee and Audit Committee.
- Council appointed the following public members to the Innisfil Accessibility Advisory Committee:
  - Hilary Mallett
  - John Gray
  - Kim Bos
  - Rod Boynton
  - Carol Anne Browning
  - Dana Donaldson
  - Diane Sykes
  - Karen Brown
- The Economic Development team will prepare a renewed partnership agreement with Toronto Metropolitan University to deliver the DMZ program. [Read the report.](#)
- Councillor Grace Constantine was appointed as the Town of Innisfil representative on the Museum on the Boyne Advisory Committee.
- Council discussed and approved the request for additional funds for RDS287, roundabout construction near Friday Harbour.
- Staff action tracking list - link to website
- Council approved comments from Town of Innisfil on the Municipal Comprehensive Review to the Environmental Registry of Ontario. [Read the report.](#) This review helps the province to identify settlement areas in Innisfil for future growth, and to ensure that Innisfil provides appropriate feedback.
  - Council amended to include comments to accelerate the Cookstown Bypass.
- Mayor Dollin [thanked](#) ideaLAB & Library Staff for creating the new name plates for Council chambers

### January 18, 2023 Special Council Meeting - Innisfil Beach Park

- [Watch the meeting](#)
- Meeting was for information and public consultation purposes, with no decision making at this time.

## Municipal Council Report

### January 25, 2023 Special Council Meeting - Budget Deliberations

- [Watch the meeting](#)
- A special motion was passed to rename the Lefroy South-Innisfil Community Centre to honour the memory of South Simcoe Police Constable Morgan Russell, who along with Constable Devon Northrup, lost their lives in the line of duty.
- Council received presentations from a number of service areas related to the draft 2023-2024 Budget. Presentations were received from:
  - South Simcoe Police Board
  - Innisfil Public Library Board
  - Planning and Growth (By-Law, Building Permit, Economic Development, Engineering Services, and Planning Services)
  - Innisfil Transit
  - Conservation Authorities
  - Health & Wellness and People & Talent
  - Corporate Management
  - CAO's Office & Corporate Communications
- [Watch](#) the Library Board presentation and discussion
  - Deputy Mayor Fowler moved, seconded by Councillor Saunders to include the change requests presented by the Library Board into the 2023/2024 budget.
  - The motion was carried.

### January 27, 2023 Special Council Meeting - Budget Deliberations

- [Watch the meeting.](#)
- Budget deliberations and presentations continued with the following service areas discussed:
  - Innisfil Fire & Rescue Services
  - Operations (Facilities, Parks)
  - Sports & Recreation
  - Stormwater Management
  - Roads and Transportation Network
  - Fleet Management
  - Citizen Services & Requests (Customer Service, Clerks Service)
  - Corporate Finance
  - Legal Services
  - IT Management
- After receiving all presentations, and making adjustments to budget numbers, Council reviewed the potential impact to the tax levy and further deliberation. [Watch the deliberations.](#)



## Municipal Council Report

- The intention of this deliberation is to direct staff to develop a final budget for approval at the February 8th Council meeting.
  - Council further discusses proposed Library Board change requests. [Watch here.](#)
  - Moved by Deputy Mayor Fowler, seconded by Councillor Zanella that the FT Community Librarian, EDI be moved to the 2024 operating budget and that the Senior Services Librarian not be included in the 2023/2024 operating budget.
  - Board Chair Anne Smith was made available at this time to answer questions. No questions were asked at that time.
  - The motion was carried.

### News from the Community

- ['We can't just sit back': Local food banks outline 2023 needs](#)
- [Warmer-than-normal weather delays ice fishing season](#)
- [Youth Haven's annual Boxes of Hope campaign raises over \\$72K](#)
- [Local author pens 'Love Letters to Water: An Anthology'](#)
- ['An opportunity': Here's how a local bus route could come to Innisfil](#)
- ['A fitting legacy': Innisfil renaming arena after late Const. Morgan Russell](#)
- [Older adult recreation programs expanding at YMCA Simcoe/Muskoka](#)
- [Innisfil town hall flags at half-staff to mark former Mississauga mayor Hazel McCallion's death](#)
- ['There's a lot of service we can do': Innisfil Lions Club marks 50th anniversary](#)
- ['A cosy place': Moon Café and Craft Beer opens in Innisfil's Alcona](#)
- [Residents, council give feedback on Innisfil Beach Park concepts, staff to return later with final proposal](#)
- ['Proud to be able to give back': Cove Cafe donates more than \\$1K to Innisfil's community fridges](#)

### A Focus on Black History Month:

#### Important Reads from the Simcoe County Black Community

- [I came here for a safer life](#)
- ['Allyship isn't a one-off event': 5 ways to support Black inclusion in Simcoe County](#)
- ['Increase awareness and engagement': Should more be done to celebrate Black History Month in New Tecumseth?](#)
- [There remains a reluctance to accept the validity of Canada's history from the Black perspective](#)
- ['The system itself is rooted in systemic racism': Barrie's UPlift Black founder reflects on death of man at hands of Memphis police](#)
- ['It's not the Orillia we knew from decades back': Changing the conversations about diversity](#)
- ['Keep going with our mandate': Barrie Anti-Racism Task Force launches official website](#)

## JHSC Meeting Agenda

**MEETING DATE:** Thursday December 8, 2022

**TIME:** 1:00PM

**LOCATION:** Ops Meeting Room 2 and Teams

**CO-CHAIRS:** Richard Rivet, Ken Schuyler

**MINUTES:** Jennifer Sheremeto

**ATTENDANCE** Jennifer Sheremeto, Richard Rivet, Ken Schuyler, Paul Tomaszewski, Francesca Figliuzzi,

**REGRETS** Jennifer Miyasaki, Nick Ayres

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Jennifer S	- Time – opened	- Meeting started at 1:02pm
2.	<u>Workplace Inspections</u>	Jennifer S	Roundtable discussions.	<p><b>Richard</b> – Raised the question of inspections of the Rizzardo Centre and asked what areas of this building are we committed to inspecting. Discussion continued and it was confirmed that we need to continue to inspect the Lobby, Kitchen &amp; Community Room, HVAC rom and common areas, and the top floor south corner. <b>ACTION</b> - It was suggested that the new Health &amp; Safety Partner along with an inspector reach out to Kaitlyn Magri and Tamman Alrfae to confirm our contract with tenants, and liability, and what we must inspect. <b>ACTION</b> – all inspectors on the JHSC need IT access to this building to the areas we need to inspect (eg.HVAC rooms).</p> <p>The inspection at 8000 Yonge Street found some chairs blocking an emergency exit. This will be removed asap. <b>ACTION</b> - Francesca stated she will connect with Laura Thompson, the Economic Development Manager to confirm that the tenants keep this area clear at all times.</p> <p>The electrical room at Churchill Community Centre was cluttered and packed with items near the panel. <b>ACTION</b> - This area has to be cleared asap and have a 3-foot clearance around it at all times. Richard R will follow up and ensure this is the case.</p> <p>The Knox Community Centre was fine with the exception of a few bulbs burnt out that will be addressed. <b>ACTION</b> – install new light bulbs.</p> <p><b>Jennifer M</b> – <i>Note: Jennifer S shared Jennifer M's note while she is away.</i> The inspections of all 4 Library branches were completed on December 1 &amp; 2. Some minor infractions were remedied, SDS inspection completed without issue. The only item to be resolved is Churchill branch – The logged</p>

				<p>inspection in MOAR shows infractions. There remains PPE, First Aid Kit, Fire Extinguishers, OHSA handbook and previous inspections. The JHSC Board has been dismantled. Recommendation that Churchill is not logged in MOAR but actual inspections still take place. <b>ACTION</b> – it was suggested we inspect this location until further notice and connect with Purchasing on the cleaning contract for the building.</p> <p><b>Nick</b> – Not in attendance. Not provided. <b>ACTION</b> – if attendance at meeting in not possible for a member please email in advance of the meeting an update on workplace inspection completed to keep the JHSC informed.</p> <p><b>Paul</b> – stated a few housekeeping items needed addressing in Fleet Services that are logged under MOAR inspections. A cover for a wall plugs needs to be installed and will be looked at asap.</p>
3.	<u>Workplace Incidents &amp; Accidents</u>	Jennifer S	1. Nothing new to report	- Great news nothing to report!
4.	<u>Budget</u>	Jennifer S & Francesca F	<ol style="list-style-type: none"> <li>Budget for 2023 – training of new Unifor reps.</li> <li>Health &amp; Safety BBQ plans</li> </ol>	<ul style="list-style-type: none"> <li>Francesca stated that the budget will be similar in amount to last year and will be presented to Council in January with approval in February. This budget will include the JHSC Level 1 and 2 training for our new committee members Sierra Warren and Kristi Williams.</li> <li>Richard brought forward the discussion on planning for a JHSC BBQ in June once the students are hired for the summer. Possible date could be June 15. <b>ACTION</b> – it was suggested that the committee reach out to the EGG and Employee Recognition Task Force, and CAO's Office to coordinate efforts and possibly sharing of cost for the BBQ. This BBQ will kick off summer, welcome our summer students, and ensure health &amp; safety stay top of mind for all staff.</li> </ul>
5.	<u>Round Table JHSC Miscellaneous Items</u>	All Members	<ol style="list-style-type: none"> <li>2 Unifor Positions filled – Jennifer</li> <li>Update on Health &amp; Safety Partner - Francesca</li> </ol>	<ul style="list-style-type: none"> <li>Jennifer S shared with the committee that 2 new Unifor committee members were selected to join the JHSC. Sierra Warren and Kristi Williams will join the committee at our next meeting in January 2023. Sierra works at the Operations Centre as Operations Logistics Coordinator, and Kristi Williams works at Town Hall as Senior Administrative Assistant Engineering.</li> <li>Francesca stated that interviews were occurring for a new Corporate Health &amp; Safety Partner with some hopeful applicants. She will provide an update to the committee once a new Partner is hired.</li> <li>Francesca brought forward the idea of having a Steering Report on a regular basis to be provided to Senior Management. The details of this report will be discussed further with the new Partner and the JHSC. <b>ACTION</b> – it was suggested that a report be prepared in January 2023 recapping the accomplishments of 2022. It could be 1-3 pages showing highlights of the Year in Review.</li> <li>Jennifer stated that she has the stickers for the Ladder inspection ID program at her desk. The MOAR module is</li> </ul>

				ready to go and be implemented. <b>ACTION</b> – Jennifer S, Paul T, and Richard R stated they will work on this for Operations and Fleet starting in January.
6.	<u>Meeting Dates</u>	Jennifer S	- 2023 Meeting dates	<ul style="list-style-type: none"> <li>- A new meeting schedule is attached. Meetings may change based on circumstances.</li> <li>- Next meeting scheduled for <b>January 19 at 1pm</b> at the Operations Centre. Members may attend via Teams if they cannot attend in person.</li> </ul>
7.	Close Meeting	Jennifer S	- Time enter of meeting closed.	- Meeting closed at 2:10pm.



## JHSC Meeting Agenda

**MEETING DATE:** Thursday January 19, 2023

**TIME:** 1:00PM

**LOCATION:** Ops Meeting Room 2 and Teams

**CO-CHAIRS:** Richard Rivet, Ken Schuyler

**MINUTES:** Jennifer Sheremeto

**ATTENDANCE** Jennifer Sheremeto, Richard Rivet, Ken Schuyler, Paul Tomaszewski, Jennifer Miyasaki, Nick Ayres, Sierra Warren

**REGRETS** Kristi Williams

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Jennifer S	- Time – opened	- Meeting started at 1:01pm
2.	<u>Approval of Previous Minutes</u>	Jennifer S	<a href="#">2022.12.08 JHSC Meeting Minutes (Desktop, Web, Mobile)</a>	<ul style="list-style-type: none"> <li>- Jennifer Miyasaki motioned to approve the minutes of the previous meeting.</li> <li>- Second by Paul Tomaszewski.</li> <li>- All in favour. Passed.</li> </ul>
3.	<u>JHSC members</u>	Jennifer S	<a href="#">01.13.23 JHSC Members January 2023 - Copy (Desktop, Web, Mobile)</a>	<ul style="list-style-type: none"> <li>- Jennifer welcomed Sierra and Kristi to the committee. Both new members are Unifor staff worker reps, and we encourage all staff to reach out to them if you have any health and safety questions or concerns down the road.</li> <li>- We look forward to meeting our new Health &amp; Safety Partner at the next meeting in February.</li> </ul>
4.	<u>Workplace Inspections WHIMIS LOTO</u>	Jennifer S	Roundtable discussions.	<p><b>Richard</b> – The fobs are now working at the Rizzardo centre for staff to complete their inspections again. There was a noted fire extinguisher behind a couch that was removed and put in the appropriate location.</p> <p>The electrical panel at Churchill location was cleared with a 3-foot clearance around it.</p> <p>The burnt-out bulbs in the Knox facility were replaced.</p> <p>The emergency exit at 8000 Yonge Street was cleared of all items blocking the doorway.</p> <p><b>Jennifer M</b> – completed all library inspections on January 9th. There have been no incidents or issues noted. The library staff are taking a proactive approach to incidents</p>



				<p>involving patrons of the library, establishing what the boundaries and responsibilities are for staff with respect to providing first aid assistance. This also applies to incidents that happen offsite, when those involved enter the library seeking first aid. This is especially timely with the new Town Square and skating trail now open and located next to the Lakeshore Branch of the library.</p> <p><b>Nick</b> – completed all inspections on January 18. Concerns were noted in YMCA space at IRC in the upstairs HVAC storage room where parts of the HVAC have been spray painted.</p> <p>There are questions regarding Town Square and some of the deficiencies that still need to be addressed. Mainly around the common area where the lunchroom is located. As well, the Zamboni storage space needs to be addressed for inspections for it is unlike any location we currently have. We may need better signage where the swing gate is to stop people from going on the roof. The rain barrels are not catching water properly and need to be addressed as to where they are draining too for it may become a slip hazard.</p> <p>A report has been submitted to the supervisor regarding all matters of concern.</p> <p>Jennifer M asked if support is needed for the Grand Opening on January 27. Nick will find out.</p> <p>All other buildings inspected were good with no issues of concerns.</p> <p><b>Paul</b> – noted that there are two small outstanding open MOAR cases for Fleet that will likely be closed this coming week. Once addresses a plug cover for a wall socket and the second is the clean up of the Small Engine Room in Fleet.</p> <p><b>ACTION</b> – for training purposes Kristi and Sierra will attend with Richard during the next round of inspections for Rizzardo, Town Hall, 8000 Yonge Street, Knox, and Churchill.</p> <p><b>ACTION</b> – IT needs to be contacted to obtain another IPAD for the new inspectors to use. This would have been an extra iPad left when Tim left the corporation.</p>
5.	<u>SOP's Corporate Policies</u>	Jennifer S	Any updates for discussion?	Nothing to report.
6.	<u>Workplace Incidents &amp; Accidents</u>	Jennifer S	1. Nothing new to report	Great news nothing to report!
7.	<u>Budget &amp; Training</u>	Jennifer S & Francesca F	1. Budget Updates 2. JHSC member Level 1 & 2 Training	Nothing to report.

8.	<u>JHSC Other Business</u>	All Members	1.	<ul style="list-style-type: none"> <li>- Nick asked if the tamper proof stickers on the First Aid kits were still being implemented. They are not. All inspectors should review the kits in their facilities to ensure there is always adequate supplies.</li> <li>- Nick asked if we have the authority when doing inspections to write up contractors who may be doing work for the YMCA in an unsafe manner or posing a hazard in the various buildings. <b>ACTION</b> – Nick to reach out to Nikki to ask Tamman our obligation for this from a health and safety perspective.</li> </ul>
9.	<u>ACTION ITEMS Follow up</u>	Jennifer S	Review of Action items from December 8, 2022, meeting minutes.	<ul style="list-style-type: none"> <li>- All Action items were reviewed, and updates provided above.</li> </ul>
10.	<u>Meeting Dates</u>	Jennifer S	<ul style="list-style-type: none"> <li>- 2023 Meeting dates</li> <li>- <a href="#">12.12.2022 JHSC 2023 meeting schedule (Desktop, Web, Mobile)</a></li> </ul>	<ul style="list-style-type: none"> <li>- A new meeting schedule is attached. Meetings may change based on circumstances.</li> <li>- Next meeting scheduled for <b>February 9 at 1:30pm</b> at the Operations Centre. Members may attend via Teams if they cannot attend in person.</li> </ul>
11.	Close Meeting	Jennifer S	<ul style="list-style-type: none"> <li>- Time enter of meeting closed.</li> </ul>	<ul style="list-style-type: none"> <li>- Meeting closed at 1:48pm.</li> </ul>

# Policy Changes Summary

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- 8a. BOARD – Purposes and Duties of the Board Policy #B-2023-01**
- This is a new policy outlining the purposes and duties of the Board
- 8b. BOARD – Policy Development Policy #B-2023-02**
- Minor wording changes and updates
  - Appendix updated to 2023-2026
- 8c. BOARD – Procedural By-Law #B-2023-03**
- Minor wording changes and updates
  - Terms of Reference for Finance Committee reformatted and updated
  - Terms of Reference created for Truth and Reconciliation Committee
  - Guidelines for Ad-Hoc Committees
- 8d. BOARD – Statement of Authority Policy #B-2023-04**
- No material changes; just for review and approval



**SUBJECT: BOARD - PURPOSES AND DUTIES OF THE BOARD POLICY**

**Policy No: B-2023-01 DRAFT**

**Date: February 27, 2023**

**Review Date: February 2027**

**Pages: 3**

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## **PURPOSE**

The purpose of the Library Board is to govern the affairs of the public library in service to the community. This policy sets out the work of the Library Board and the ways in which the Library Board achieves its purpose.

## **POLICY**

### **Application**

This policy applies to all Innisfil Public Library Board Members, also known as Public Library Trustees.

### **Purpose of the Library Board**

The Library Board oversees the development of a comprehensive and efficient public library service by:

- a) Developing and expressing the Library Board's philosophy and values.
- b) Articulating mission, service priorities and long-term strategy.
- c) Setting policies on governance and service.
- d) Planning for further library development.
- e) Delegating authority to the Chief Executive Officer (CEO) for management of library operations.
- f) Providing direction to the CEO through board motions, policies, and plans.
- g) Providing feedback to the CEO through a performance appraisal process.
- h) Securing the financial resources to achieve the intended results.
- i) Exercising financial control.
- j) Advocating for library service.
- k) Evaluating results and assessing outcomes and impact.

## **Duties of the Entire Board**

The Library Board governs effectively by:

- a) Setting an annual Library Board agenda that reflects current goals and strategic issues.
- b) Working proactively and making decisions that focus on the library's future and place in the community representing the interests of the community.
- c) Providing opportunities for board development and training.
- d) Working effectively as a team.
- e) Working collaboratively with the library CEO and the Town Council.
- f) Evaluating the board's performance.
- g) Engaging the community in determining responsive and dynamic library service.
- h) Behaving with integrity.

## **Duties of Individual Board Members**

The Library Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual board members. While an individual board member has several responsibilities, outside of a meeting of the Library Board they have no authority to make decisions.

1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole.
2. Individual members of the Library Board are responsible for exercising a **Duty of Diligence** as follows:
  - a) Be informed of legislation under which the library exists, board bylaws, mission, vision and values.
  - b) Be informed about the activities of the library and the community and issues that affect the library.
  - c) Be prepared for all board meetings.
  - d) Attend board meetings regularly, contribute from personal and professional experience, and use meeting time productively.

3. Individual members of the Library Board are responsible for exercising a **Duty of Loyalty**, as follows:
  - a) Adhere to the regulations of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M50;
  - b) Act in the interest of the library members and community over and above other interest group involvement, membership on other boards, council or personal interest.
  - c) Speak with “one voice” once a decision is reached and a resolution is passed by the Library Board.
  - d) Represent the library positively to the community.
4. Individual members of the Library Board are responsible for exercising a **Duty of Care**, as follows:
  - a) Promote a high level of library service.
  - b) Consider information gathered in preparation for decision-making.
  - c) Offer personal perspective and opinions on issues that are subject to Library Board discussion and decisions.
  - d) Show respect for the opinions of others.
  - e) Assume no authority to make decisions outside of board meetings.
  - f) Know and respect the distinction in the roles of the Library Board regarding governance and the employees, management and operations.
  - g) Refrain from individually directing the CEO and the employees.
  - h) Respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information.
  - i) Resist censorship of library materials by groups or individuals.

**Related Documents:**

Board – Statement of Authority  
Board – Code of Ethics  
Board – Policy Development  
Board – Planning  
Board – Board Advocacy  
Board – Delegation of Authority to the CEO  
*Municipal Conflict of Interest Act, R.S.O. 1990, c. M50*

Approved by the Innisfil Public Library Board, February 27, 2023  
Motion Number: 2023.XX





**SUBJECT:** BOARD - POLICY DEVELOPMENT POLICY

**Policy No:** B-2023-02 **DRAFT**

**Date:** February 27, 2023

**Review Date:** February 2027

**Pages:** 12 (*including appendix*)

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## **PURPOSE**

This policy provides guidelines to enable the Innisfil Public Library Board to fulfill its responsibility in the area of policy development and monitoring.

## **POLICY**

### **Application**

This policy applies to all members of the current Innisfil Public Library Board as they carry out the duties and responsibilities attached to the position of Board Member, as per the Board's current Procedural By-Law Policy.

### **General**

In accordance with the ***Public Libraries Act, R.S.O. 1990, c. P44***, s. 3(3), the Innisfil Public Library is under the management and control of the Library Board. The Library Board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the Library and provide direction to the library board and employees. Board members, employees, volunteers and agents are responsible for knowing, understanding, and complying with Innisfil Public Library policies.

One of the most important duties of the Board is to provide the necessary framework for all of the operations and priorities of the Library through a full complement of appropriate policies.

## **Guidelines**

### **Section 1: Types of Policies**

The Board develops and maintains different types of policies:

- Foundation policies which record the Board's decisions on vision, mission, and values;
- Board By-Laws which establish the organizational structure of the Board and how it does business;
- Governance policies which define the responsibilities and regulate the work of the Board;
- Operational policies which regulate the services and day-to-day operations of the Library;
- Human Resources policies which guide relations with the Staff;
- Employment policies which provide direction to Staff;
- Policies which have been developed specifically to meet legislated requirements;
- The library policy documents will include policies related to volunteers and to fundraising.

### **Section 2: Responsibilities**

The Board will:

- Establish a schedule to review existing policies (see *Appendix 1*), which will be integrated into the Board agenda. This schedule will be based on the most recent edition of the *Ontario Public Library Guidelines*, which currently specifies a four-year review period, with some exceptions beyond the Library's control, such as legislated policy creation;
- Ensure that policies comply with the *Public Libraries Act*, any applicable municipal by-laws and all provincial and federal legislation;
- Ensure that new policies are developed as required in response to new legislation and changes in service levels.

### **Section 3: Policy Approval**

The Board will:

- Receive all new and/or revised policies as part of the Board Package;
- Move to approve all policies, both new and revised, at a duly constituted Board meeting.

#### **Section 4: Policy Distribution**

All policies should be documented in a standard format. They will include the descriptive title, date of approval and the applicable motion number, the date of the next review, and will be assigned a unique policy number.

The Board will:

- Ensure that approved policies are included in the *Innisfil Public Library Policy Manual* and are accessible to all Board Members and Staff, including posting on the website as appropriate.

#### **Section 5: Policy Consolidation and Rescission**

- a) **Consolidation:** Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones.
- b) **Rescission:** As necessary, a policy may be removed from the suite of Innisfil Public Library policies, through a motion at a duly constituted Board meeting.

#### **Related Documents:**

**Public Libraries Act**, R.S.O.1990, c. P44

#### **Appendix 1 – IPL Policy Review Schedule 2023 to 2026**

Approved by the Innisfil Public Library Board, February 27, 2023  
Motion Number: 2023.XX

Supersedes Policy #B-2019-03, approved February 19, 2019, Motion #2019.15; and Policy #B-2014-15, approved June 16, 2014, Motion #2014.51

**Appendix #1**  
**Proposed Policy Review Schedule for 2023 to 2026**

<b>Suggested Meeting Date</b>	<b>Policy Number</b>	<b>Policy Name</b>	<b>Notes</b>
<b>2023</b>			
February	<b>B-2023-XX</b>	<b>BOARD</b> – Purposes and Duties of the Board	NEW
	<b>B-2019-03</b>	<b>BOARD</b> – Policy Development Policy	
	<b>B-2020-01</b>	<b>BOARD</b> – Procedural By-Law Policy	
	<b>B-2019-01</b>	<b>BOARD</b> – Statement of Authority Policy	
March	<b>E-2019-07</b>	<b>EMPLOYMENT</b> – Active Lifestyle Policy	
	<b>E-2019-09</b>	<b>EMPLOYMENT</b> – Reporting Absenteeism and/or Lateness Policy	
	<b>E-2022-29</b>	<b>EMPLOYMENT</b> – COVID-19 Safety Policy	To be reviewed every 3 months until further notice
April	<b>E-2018-03</b>	<b>EMPLOYMENT</b> – Self Funded Leave Policy	
	2018-16	Purchasing Policy (add alternative dispute as an appendix)	
May	2019-13	Canada's Anti-Spam Legislation Compliance Policy	
	<b>E-2019-12</b>	<b>EMPLOYMENT</b> – Hours of Work and Overtime Policy	
	<b>E- 2022-24</b>	<b>EMPLOYMENT</b> – Respectful Workplace, Harassment & Violence Prevention Policy	Reviewed annually
	<b>E-2019-14</b>	<b>EMPLOYMENT</b> – Mileage Policy	
June	<b>A-2019-16</b>	<b>ACCESSIBILITY</b> – Integrated Accessibility Standards –	

		Regulation #191/11 (AODA 2005) Policy	
	E-2020-20	<b>EMPLOYMENT – Working Alone</b> Policy	
	E-2020-17	<b>EMPLOYMENT – Social Media</b> Policy	
	2019-05	Records Management Policy	
	E-2022-29	<b>EMPLOYMENT – COVID-19</b> Safety Policy	To be reviewed every 3 months until further notice
September	E-2019-19	<b>EMPLOYMENT – Employee</b> Benefits Policy	
	E-2019-18	<b>EMPLOYMENT – Health &amp; Safety</b> Policy	
	E-2019-15	<b>EMPLOYMENT - Police Record</b> (Background) Checks for Staff/Volunteers Policy	
	E-2022-29	<b>EMPLOYMENT – COVID-19</b> Safety Policy	To be reviewed every 3 months until further notice
October	E-2019-20	<b>EMPLOYMENT – Staff Code of</b> Conduct Policy	
	2022-27	Health & Safety Policy	Reviewed annually after H & S Statement is signed by the Town CAO
	E-2023-XX	<b>EMPLOYMENT – Substance</b> Abuse Prevention Policy	NEW
November	E-2019-22	<b>EMPLOYMENT – Wireless &amp;</b> Mobile Communication Devices Policy	
	2023-XX	Indigenous Awareness and Respect Policy	NEW
December	2019-21	Internet Service Policy	
	2019-23	Video Surveillance Policy	
	E-2022-29	<b>EMPLOYMENT – COVID-19</b> Safety Policy	To be reviewed every 3 months until further notice

2024			
January	2020-02	Advertising Policy for Library Signs	
	2020-03	Community Information & Display Policy	
February	E-2020-05	<b>EMPLOYMENT</b> – Dress Code Policy	
	E-2020-06	<b>EMPLOYMENT</b> – Professional and Association Memberships Policy	
	E-2020-07	<b>EMPLOYMENT</b> – Recognition of Life Events Policy	
	E-2020-08	<b>EMPLOYMENT</b> – Staff Recognition Policy	
March	2020-09	Piano Use Policy	
	E-2020-10	<b>EMPLOYMENT</b> – Education, Training & Development (Including Reimbursement of Expenses) Policy	
	E-2022-29	<b>EMPLOYMENT</b> – COVID-19 Safety Policy	To be reviewed every 3 months until further notice
May	2020-11	Confidentiality and the Protection of Privacy Policy	
	2020-12	Local History Policy	
	E- 2022-24	<b>EMPLOYMENT</b> – Respectful Workplace, Harassment & Violence Prevention Policy	Reviewed annually
June	2020-14	Resource Sharing Policy	
	2020-15	Home Library Service Policy (Formerly Home Bound Service Policy)	
	2020-16	Borrowing Policy	
	E-2022-29	<b>EMPLOYMENT</b> – COVID-19 Safety Policy	To be reviewed every 3 months until further notice



September	2020-18	Book Club Policy	
	2020-22	Safety, Security & Emergencies in the Library	
	2020-23	Rules of Conduct	
	<b>E-2022-29</b>	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
October	2020-25	Art Display Policy	
	2020-26	Children's Services Policy	
	2020-27	Tangible Assets Policy	
	2020-28	Youth Services Policy	
	2022-27	Health & Safety Policy	Reviewed annually after H & S Statement is signed by the Town CAO
November	2020-29	Emergency Lockdown Policy	
	2020-30	Fair Trade Policy	
	<b>E-2020-31</b>	<b>EMPLOYMENT – Recruitment &amp; Selection Policy</b>	
	2020-32	Service Outlets and Hours Policy	
December	<b>B-2020-35</b>	<b>BOARD – Planning Policy</b>	
	<b>E-2022-29</b>	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
<b>2025</b>			
January	<b>B-2021-01</b>	<b>BOARD – Honoraria Policy</b>	
	<b>E-2021-02</b>	<b>EMPLOYMENT – Carpool Management Policy</b>	
	2021-03	Exam Proctoring Policy	
February	<b>B-2021-04</b>	<b>BOARD – Advocacy Policy</b>	
	2021-05	Media Lab Policy	

	2021-06	Donations, Sponsorship & Fundraising Policy	
March	2021-07	Collections Management Policy	
	<b>E-2021-08</b>	<b>EMPLOYMENT - Inclement Weather Policy</b>	
	2021-10	HackLAB Policy	
	2021-11	Strategic Partnership Policy	
	<b>E-2022-29</b>	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
April	2021-12	Volunteer Policy	
	<b>E-2021-13</b>	<b>EMPLOYMENT – Accommodation and Return to Work Policy</b>	
May	<b>E- 2022-24</b>	<b>EMPLOYMENT – Respectful Workplace, Harassment &amp; Violence Prevention Policy</b>	Reviewed annually
June	<b>E-2022-29</b>	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
September	2021-16	Facility Security Policy	
	<b>E-2022-29</b>	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
October	<b>E-2021-17</b>	<b>EMPLOYMENT – Added Responsibility Pay Policy</b>	
	2021-18	Information Services Policy	
	2022-27	Health & Safety Policy	Reviewed annually after H & S Statement is signed by the Town CAO
November	<b>E-2021-19</b>	<b>EMPLOYMENT – Electronic Communications Policy</b>	
	2021-20	Community Social Media Policy	

December	2021-22	Bed Bug Prevention and Containment Policy	
	2021-23	Sustainable Housekeeping Policy	
	2021-24	Multi-Year Budget Policy	
	E-2022-29	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
<b>2026</b>			
January	E-2022-01	<b>EMPLOYMENT – Corrective Action Policy</b>	
	E-2022-02	<b>EMPLOYMENT – Paid Holidays Policy</b>	
February	E-2022-04	<b>EMPLOYMENT - Library Non-Union Salary Administration Policy</b>	
	2022-05	The Library and Political Elections Policy	
March	E-2022-06	<b>EMPLOYMENT – Scent-Free Policy</b>	
	B-2022-07	<b>BOARD – Delegation of Authority to the CEO Policy</b>	
	B-2022-09	<b>BOARD – Vision, Mission Statement, Values and Commitment to Service Policy</b>	
	E-2022-29	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
April	E-2022-11	<b>EMPLOYMENT – Vacation Policy</b>	
	E-2022-12	<b>EMPLOYMENT – Leave of Absence Policy</b>	
	E-2022-13	<b>EMPLOYMENT – Remote/Hybrid Work Policy</b>	
May	E-2022-14	<b>EMPLOYMENT – Conflict of Interest Policy</b>	
	E-2022-15	<b>EMPLOYMENT – Cash Handling Policy</b>	
	2022-16	Information Technology Policy	

	E-2022-17	<b>EMPLOYMENT – Equity, Diversity &amp; Inclusion Policy</b>	
	E-2022-18	<b>EMPLOYMENT – Disconnecting from Work Policy</b>	
June	2022-19	Website Policy	
	E-2022-20	<b>EMPLOYMENT - Performance Management &amp; Development Policy</b>	
	2022-21	Program Policy	
	E-2022-29	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
September	E- 2022-24	<b>EMPLOYMENT – Respectful Workplace, Harassment &amp; Violence Prevention Policy</b>	Reviewed annually
	2022-25	Room Rental Policy	
	2022-26	<b>EMPLOYMENT – Electronic Monitoring Policy</b>	
October	2022-27	Health and Safety Policy	Reviewed annually after H & S Statement is signed by the Town CAO
October	2022-28	Musculoskeletal Disorder (MSD) Prevention Policy	
December	E-2022-29	<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
<b>2027</b>			
February		<b>BOARD – Purposes and Duties of the Board</b>	
		<b>BOARD – Policy Development Policy</b>	
		<b>BOARD – Procedural By-Law Policy</b>	
		<b>BOARD – Statement of Authority Policy</b>	

March		<b>EMPLOYMENT – Active Lifestyle Policy</b>	
		<b>EMPLOYMENT – Reporting Absenteeism and/or Lateness Policy</b>	
		<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
April		<b>EMPLOYMENT – Self Funded Leave Policy</b>	
		Purchasing Policy (add alternative dispute as an appendix)	
May		Canada's Anti-Spam Legislation Compliance Policy	
		<b>EMPLOYMENT – Hours of Work and Overtime Policy</b>	
		<b>EMPLOYMENT – Respectful Workplace, Harassment &amp; Violence Prevention Policy</b>	Reviewed annually
		<b>EMPLOYMENT – Mileage Policy</b>	
June		<b>ACCESSIBILITY – Integrated Accessibility Standards – Regulation #191/11 (AODA 2005) Policy</b>	
		<b>EMPLOYMENT – Working Alone Policy</b>	
		<b>EMPLOYMENT – Social Media Policy</b>	
		Records Management Policy	
		<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
September		<b>EMPLOYMENT – Employee Benefits Policy</b>	
		<b>EMPLOYMENT – Health &amp; Safety Policy</b>	
		<b>EMPLOYMENT - Police Record (Background) Checks for Staff/Volunteers Policy</b>	

		<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice
October		<b>EMPLOYMENT – Staff Code of Conduct Policy</b>	
		Health & Safety Policy	Reviewed annually after H & S Statement is signed by the Town CAO
		<b>EMPLOYMENT – Substance Abuse Prevention Policy</b>	
November		<b>EMPLOYMENT – Wireless &amp; Mobile Communication Devices Policy</b>	
		Indigenous Awareness and Respect Policy	
December		Internet Service Policy	
		Video Surveillance Policy	
		<b>EMPLOYMENT – COVID-19 Safety Policy</b>	To be reviewed every 3 months until further notice





**SUBJECT: BOARD - PROCEDURAL BY-LAW POLICY**

**Policy No: B-2023-03 DRAFT**

**Date: February 27, 2023**

**Review Date: February 2027**

**Pages: 31**

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## **PURPOSE**

The purpose of this policy is to outline the procedures, which the Innisfil Public Library Board will follow while conducting the business of the Library.

## **POLICY**

### **Application**

This policy applies to the Innisfil Public Library Board.

Procedural by-law document is attached.

Approved by Innisfil Public Library Board, on February 27, 2023,  
Motion Number: 2023.XX

Supersedes Policy #B-2020-01, approved January 20, 2020, Motion #2020.06;  
Policy#B-2019-04, approved March 18, 2019, Motion #2019.25; Policy #B-2015-15, approved November 16, 2015, Motion #2015.91; & Policy #B-2012-02, approved February 21, 2012, Motion #2012.21; &  
Policy #2005-06, approved March 14, 2005, Motion #2005.12; &  
Policy #2004-13, approved December 13, 2004, Motion #2004.62.

***INNISFIL PUBLIC LIBRARY BOARD  
PROCEDURAL BY-LAW  
Amended February 21, 2023***

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Anne Smith  
Board Chair

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Erin Scuccimarri  
Secretary

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Date

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Date

First presented for Review: February 27, 2023

Final Approval Date: February 27, 2023

Motion #: 2023.XX

File in: Board Manual, By-Laws File, Policy Manual, Added to Website

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## **DEFINITIONS**

**Abstain** means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.

**Acclamation** means a unanimous election to office without the need for a vote, where only one candidate is nominated and agrees to stand.

**Ad-Hoc Committee** means a special purpose committee of limited duration, appointed by the Board to consider a specific matter and which is dissolved automatically upon submitting its final report to the Board, unless otherwise directed by the Board.

**Adjourn** means to end the meeting.

**Agenda** means the written order of business to be considered at a meeting.

**Amendment** means a formal proposal to change the words of a pending motion.

**Board** means The Innisfil Public Library Board.

**Casting Vote** means a single vote (usually the prerogative of the Chair) that decides an issue when the vote has resulted in a tie.

**CEO** means the Chief Executive Officer of the Board.

**Chair for the Purpose of the Board** means the Chair of the Board; for purposes of meetings, the person who presides over a meeting of the Board.

**Committee** means any committee, task force or work group appointed by the Board.

**Committee of the Whole** means the entire Board meeting acting as a committee. Committees are intended to facilitate discussion by using less strict rules than those applicable to a Board meeting. The Board shall meet as a Committee of the Whole when the Board members present, by motion, determine that matters under consideration should be discussed more informally, under conditions of freedom approximating those of a committee.

**Consent List** means a section of the regular meeting agenda, containing a list of items with recommendations as to their disposition, all of which may be adopted by one motion of the Board, but any of which may be transferred to the Regular Agenda for consideration upon the request of a member.

**Council** means The Council of the Corporation of The Town of Innisfil.

**Delegation** means a person or group of persons who address The Board on behalf of an individual or a group for the purpose of making a presentation to The Board.

**Ex-Officio Member** means that they are a member by virtue of their office and thus would not otherwise be a member. They have all the rights of a member unless otherwise stated.

**First Meeting** means the first meeting of the Board in a calendar year and after a municipal election; the first meeting of the new Board following the appointment of all Members by Council.

**Floor, (On the)** means the current subject of debate.

**Floor, (To Have the)** means to have the right to speak without interruptions except on a Matter of Privilege or a Point of Order.

**In-Camera** means in private, a meeting, or portion thereof, closed to the public in accordance with Section 239 of the Municipal Act, 2001 and Section 6.10 of this By-Law. Only Board Members, the Chief Executive Officer and persons authorized by them may be present at an in-camera meeting.

**Library** means the Innisfil Public Library Board.

**Member** means a member of the Innisfil Public Library Board.

**Minutes** means the legal record of the Board's, or a committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.

**Motion** means a formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.

**Move** means to formally propose a motion or amendment.

**Mover** means the person who proposes a motion or amendment.

**Notice of Motion** means formal, advance, advice to the Board that a Member proposes to move a motion at a future meeting. It usually includes the wording of the proposed motion.

**Objection** means a way for a Member to express disagreement with a proposed course of action or ruling by the Chair.

**Order** means behaviour in a meeting, which allows Members to conduct business without disruption.



**Order Paper** means Agenda.

**Order, (Call a Member to)** means a way for the Chair to point out to a Member that they have broken the rules or is speaking out of turn.

**Order, (Call the Meeting to)** means an announcement by the Chair to indicate that they are about to start the meeting. Also, a way for the Chair to enforce discipline on the meeting after a rule has been broken.

**Order, (Point of)** means a way for a Member to draw attention to a breach of the rules.

**P.L.A.** - Public Libraries Act, R.S.O. 1990, c. P.44

**Point of Order** means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of the Board or a Board Committee.

**Point of Personal Privilege** means a matter that a Member considers to impugn their integrity or that of the Board or a Board Committee.

**Precedence** means the order in which motions and amendments are discussed and voted on.

**Quorum** means the minimum number of Members who must be present at a meeting to make the proceedings valid.

**Recess** means a break during a meeting.

**Recorded Vote** means a vote in which each Member is asked individually and publicly to announce their vote for or against the motion. A way for a Member to protect themselves legally by having their vote against a motion recorded in the Minutes. A recorded vote must be requested immediately before the start of voting.

**Rescind** means to revoke a previous decision.

**Resolution** means a motion that has been moved, seconded and carried.

**Ruling** means a decision by the Chair on a procedural point. May be appealed by any Member, in which case the ruling is immediately put to a vote without debate.

**Second, Second** means to formally endorse a motion or amendment immediately after it has been moved; the person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that they agree that it should be considered.

**Secretary** means the Secretary of the Board or delegate.

**Show of Hands** means the usual way of voting. Those for and those against the motion are asked in turn to raise their right hands. The hands are counted, the result announced, and the motion declared either carried or lost.

**Simple Majority** means one more than half.

**Tie Vote** means an equal number of votes for and against a motion.

**Time Limit** means the maximum time allowed for a speech by an individual Member, set by the Chair. The time previously established to adjourn the meeting may be extended by motion to do so.

**Treasurer** means the Chief Financial Officer of the Board.

**Two-Thirds Majority** means two-thirds, or the closest whole number that is greater than two-thirds.

**Unparliamentary** means words or expressions, which are disrespectful, abusive or offensive language; includes swearing and derogatory and racial remarks. Words or expressions which make unsubstantiated charges that a Member is being dishonest or attribute false or undeclared motives to a Member.

**Vice-Chair** means the Vice-Chair of the Board.

**Voting** (*P.L.A. - Section 16(6)*)

See also term "Show of hands". *"The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative."*

## **1. GENERAL**

### **1.1 The Board** (*Public Libraries Act*)

The Innisfil Public Library Board, hereafter referred to as The Board, is established under the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended.

### **1.2 Head Office**

The Head Office of The Board shall be located at 967 Innisfil Beach Road, Innisfil, Ontario, L9S 1V3.

### **1.3 Interpretation**

The provisions of the By-Law shall be interpreted in accordance with the definitions.

### **1.4 Purpose** (*Public Libraries Act*)

The purpose of The Board is to provide public library services to the residents of Innisfil, as set out in the *Ontario Public Libraries Act* and as further defined by Board policies and the Town of Innisfil By-Laws and resolutions of Council.

### **1.5 Objectives**

The Board will provide a comprehensive, efficient, accountable and affordable public library service that reflects the unique needs of the Town of Innisfil.

### **1.6 Regulations**

The following rules and regulations of the Board as outlined in this document, shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers.

### **1.7 Reference**

Where possible, references to applicable Acts, motions or procedures have been made. The following reference materials were used and are indicated throughout the document. The actual wording has been identified in quotations and italics:

- *The Public Libraries Act, R.S.O., 1990, Chapter P.44, as amended, (P.L.A.);*
- *The Municipal Conflict of Interest Act;*
- *Robert's Rules of Order, Newly Revised, 11th Edition;*
- Town of Innisfil current Procedural By-Law;
- The Board's own Policies.

## **2. BOARD COMPOSITION**

### **2.1 Number of Members** (*P.L.A. - Section 9(1)*)

The Town of Innisfil approved the composition of the Library Board pursuant to the Public Libraries Act, R.S.O., 1990, Chapter P.44 and appoints Members by resolution at one of the first meetings of each new Council.

The Innisfil Public Library Board is composed of nine (9) members consisting of:

- two (2) Members of Council,
- seven (7) approved by the Municipal Council from the public at large.

### **2.2 Appointments**

The Town of Innisfil Council appoints all members to the Library Board.

### **2.3 Eligibility/Qualifications** (*P.L.A. - Section 10(1)*)

*"A person is qualified to be appointed as a member of the library board if the applicant:*

- a) is at least eighteen years old;*
- b) is a permanent resident of Canada;*
- c) is, in the case of a public library board, a resident of the municipality for which the board is established;*
- d) is not employed by the board or by the municipality."*

### **2.4 Term of Appointment** (*P.L.A. - Section 10(3)*)

*"A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms."*

### **2.5 Resignations/Vacancies** (*P.L.A. - Section 12*)

*"Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days."*

### **2.6 Disqualification** (*P.L.A. - Section 13 and Section 10(1)*)

*"If a board member:*

- is convicted of an indictable offence;*
- becomes incapacitated;*
- is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;*
- ceases to be qualified for membership under clause 10 (1) (c);" – see 2.3 above "or*
- otherwise forfeits their seat,*

*The member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly."*

### **3. DUTIES AND RESPONSIBILITIES OF THE BOARD**

#### **3.1 The Board of Directors**

The Library Board works within the Public Libraries Act, R.S.O. 1990. The Board establishes policies to direct the operations of the Innisfil Public Library, in accordance with its purpose and objectives. The Board employs a CEO, who in turn administers the Library under the guidance of those policies.

Responsibilities of the Board of Directors are categorized by the following actions:

#### **3.2 Policies**

- The Board will determine and adopt written policies to govern the operation and programs of the Library. Such policies should include but are not limited to those dealing with personnel, public service, materials selection, and financial authorities.
- The Board will develop a policy review plan to ensure that policies are updated on a regular basis.

#### **3.3 Planning**

- The Board will formulate the goals of the Library and approve plan(s) for meeting the Library's goals. The Board will participate in the development and approval of the Library's Strategic Plan and Master Plan. These Plans will be considered living documents and will be evaluated and revised on a regular basis. Knowledge of the Town's demographic patterns will be essential.
- The Board will seek to understand the program needs of the Library in relation to the community. This will be facilitated through regular surveys to determine community needs for programs and services.

#### **3.4 Advocacy**

- Members will actively advocate on behalf of the Library at community events, Council meetings and at every opportunity.
- The Board will establish, support and participate in planned programs to meet community needs.
- The Board will understand the role of Municipal Council in library service and communicate to the Mayor and Council the value and requirements of library service.
- The Board will understand local and other laws affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies.
- The Board will be aware of the activities of regional, provincial, and national library organizations.

### **3.5 Funding**

- In accordance with the Public Libraries Act, section 24(1), the Board shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board. This submission will outline the Library's annual operating budget and capital forecast.
- The Board will seek diversified sources of revenue such as grants and fundraising, in support of library service enhancements.
- The Chair and the Vice-Chair/First Vice-Chair shall have signing authority on the Library's bank account.

### **3.6 Reporting**

- The Board will ensure that accurate public records are kept on file at the Library and with appropriate local, provincial, or national bodies.
- The Board will be legally responsible for the Library to Town Council.
- The Board will report regularly to governing officials and the general public.
- The Board will evaluate the performance of the Library annually.

### **3.7 Board-related Duties and Responsibilities of the Chief Executive Officer (CEO)**

In accordance with the Public Libraries Act, section 15(2), the library board appoints the CEO who shall attend all board meetings.

The library board delegates the authority for management and operations of services to the CEO.

As a non-voting officer of the library board, the CEO:

- a) acts as the secretary/ treasurer to the library board
- b) does not vote on board business
- c) sits ex-officio on any committees of the library board and acts as a resource person or delegate
- d) assists and supports the Library Board at the presentation of the library estimates before the council
- e) reports directly to the Library Board on the affairs of the library and makes recommendations they consider necessary
- f) interprets and communicates the board's decisions to the staff



## **4. OFFICERS OF THE BOARD**

The Officers of the Board shall be the Chair, Vice-chair(s), the Secretary, and Treasurer. The CEO, appointed by the Board, shall carry the title of CEO of the Innisfil Public Library Board carrying on business as Innisfil ideaLAB & Library. At the first or inaugural meeting of the Board in a new term, or upon appointment of a new Board, whichever is later, the Board shall select from amongst its Members, a Chair and Vice-chair(s) for a four year period ending in December of the fourth year consistent with Council as per the Public Libraries Act.

### **4.1 Election of Officers**

The Board will follow an election procedure with parliamentary rules to elect its officers by accepting nominations (and acceptances to stand) from the floor, closing nominations, then voting to elect from that proposed slate of officers.

### **4.2 Chair of the Board (P.L.A. - Section 14(3))**

*“A board shall elect one of its members as chair at its first meeting in a new term.”* A Chair of the Board will hold office for a term concurrent with the term of the appointing council, or until a successor is appointed and may be reappointed for one or more further terms. The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair.

The Chair shall:

- a) Preside at all meetings of the Board, preserve order, and decide all questions of order subject to appeal to the Board;
- b) Set the agenda for all meetings of the Board in consultation with the CEO;
- c) Conduct Board meetings in accordance with the *Public Libraries Act* and other relevant legislation within the rules of procedure adopted by the Board;
- d) In the event that a decision must be made without specific authority of the Board, inform the Board of the decision and the reason(s) necessitating it at the next regular Board meeting;
- e) Serve as an ex-officio member of all Board committees;
- f) Act as one of the authorized signing officers of all documents pertaining to Board business;
- g) Represent the Board at public or private meetings for the purpose of conducting, promoting or completing the business of the Board;
- h) Advise the Vice Chair(s) if, for any reason, the Chair is temporarily unable to perform these functions;
- i) Act as the spokesperson of the Board. Board members expressing individual comments or personal opinions should clearly identify such remarks as personal and not those of the Board as a whole. Board members interaction with the public, press or other entities must recognize

- the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions;
- j) Be entitled to vote on any question before the Board. *“Any question on which there is an equality of votes shall be deemed to be negative.”* (P.L.A. - Section 16(6));
  - k) Provide orientation for the new Board members, with the assistance of the CEO;
  - l) Initiate the process for the CEO’s annual performance review, as defined by the Board.

#### **4.3 Vice-Chair**

The Vice-Chair shall act in the absence of the Chair.

One or two Vice-Chairs may be elected. The Vice-Chair will hold office for a term concurrent with the term of the appointing council, or until a successor is appointed and may be reappointed for one or more further terms. The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term.

The Vice-Chair shall:

- a) Presides at Board meetings if the Chair is absent from the meeting, for any periods during which the Chair is present at the meeting but temporarily leaves the chair, and/or for the discussion of any item in which the Chair has declared a pecuniary interest.
- b) Performs the remaining duties of the Chair, if for any reason the Chair is unable to perform them.

#### **4.4 Executive Committee**

The Executive Committee consists of the Chair of the Board, Vice-Chair(s) of the Board, the Chair of the Finance Committee, and the CEO, which:

- a) May determine matters of an emergency nature provided actions taken are communicated to the Board; and
- b) May be authorized by motion of the Board to act for the Board from time to time.

However, matters so determined under (a) and (b) shall be ratified by the Board at its next regular or special meeting.

#### **4.5 Secretary of the Board (P.L.A. - Section 15(3), 15(5))**

*“A board shall appoint a secretary who shall,*

- (a) conduct the board’s official correspondence; and*
- (b) keep minutes of every meeting of the board.*

*The same person may be both the secretary and the treasurer, and the chief executive officer appointed under Section 15, subsection (2) may be the secretary and may be the treasurer.”*

The CEO will act as Secretary of the Board and may delegate some or all of the functions of the Secretary of the Board to Library employees who may, in turn, designate other Library employees to perform some of the functions of the Secretary.

The Secretary shall:

- a) Maintain the Board’s By-Laws, policies, minutes, correspondence, list of members, meeting schedules and other official records;
- b) Advise the Chair on meeting procedures;
- c) Facilitate meeting arrangements;
- d) Keep minutes of every Board and Committee meeting;
- e) Give notice of Board and Committee meetings;
- f) In the absence of the Chair and Vice-Chair, call the meeting to order and conduct the immediate election of an Acting Chair.

The Secretary or their designate will be present at all meetings of the Board and its Committees.

#### **4.6 Treasurer of the Board (P.L.A. - Section 15(4), 15(5))**

*“A board shall appoint a treasurer who shall,*

- a) receive and account for all the board’s money;*
- b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;*
- c) deposit all money received on the board’s behalf to the credit of that account or accounts; and*
- d) disburse the money as the board directs.*

*The same person may be both the secretary and the treasurer, and the chief executive officer appointed under Section 15, subsection (2) may be the secretary and may be the treasurer.”*

The CEO will act as Treasurer of the Board.

The Treasurer shall:

- a) Receive and keep safe all Library revenues following best accounting practices;
- b) Keep financial accounts for all funds of the Library;

- c) Open bank accounts, deposit money into those accounts;
- d) Disburse funds as required by provincial and federal legislation, Town and Library By-Laws, and Board resolutions;
- e) Prepare and present monthly reports of receipts and expenditures;
- f) Prepare the annual financial report and budgets for Board approval;
- g) Disburse copies of the annual report of the auditor to the Board; and
- h) Authorize payment of accounts and salaries within the amount approved under the budget, or by resolution of the Board.

## **5. COMMITTEES OF THE BOARD**

### **5.1 Duties of Committees**

The purpose of committees is to facilitate the business of the Board. Committees shall operate within the Terms of Reference established and approved by the Board.

### **5.2 Types of Committees**

The Board will strike committees in its areas of interest. Each committee will develop Terms of Reference to guide their work. To ensure that the Terms of Reference maintain their relevance, the Staff Liaison and the Committee may review the Terms of Reference as required. Any changes to these Terms of Reference must be approved by the Library.

#### Standing Committees

- Finance Committee
- Truth and Reconciliation Committee

#### Ad-Hoc Committees

As required, ad-hoc committees may be established by a motion of the Board to deal with matters before the Board. An ad-hoc committee may have any number of members who are interested in the issue at hand. Ad-hoc committees will report recommendations to the Board. Upon completion of its assignment, an ad-hoc committee shall be discharged by motion of the Board. The Board may recommend that an Ad-Hoc committee become a Standing Committee if it is determined that the work of the Committee must continue on an ongoing basis.

### **5.3 Election of Committee Chair**

The Chair of a Board Committee is appointed by the Committee.

### **5.4 Membership**

As defined by the Board. The Chair of the Board is ex-officio.

### **5.5 Meetings**

Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.

### **5.6 Committee Proceedings**

The CEO shall be the Secretary of all committees and shall appoint a recording secretary as necessary.

### **5.7 Report to the Board**

The Chair of the Committee, or in the Chair's absence, another member of the committee shall report to the Board as required.

## **6. BOARD MEETINGS**

### **6.1 Meetings**

All Board meetings shall be open to the public; subject to provisions in subsections 6.9 and 6.10 of this policy.

### **6.2 First Meeting of the Board in a New Term (P.L.A. - Section 14(1))**

The first meeting of the Board in a new term shall be called by the CEO of the Innisfil Public Library Board provided that the new Council has passed a by-law appointing the members of the Library Board. At the first meeting of the Board, the CEO will call the meeting to order and oversee the elections until the Chair is elected, or in the Chair's absence, until a Vice-Chair is elected, at which time, the newly elected Board Chair or Vice-Chair, as applicable, will assume control of the meeting.

### **6.3 Schedule of Meetings (P.L.A. - Section 16(1))**

As per the Act, the Board will hold a minimum of seven regular meetings each year, but will strive to hold ten regular meetings each year. The schedule of dates for Board meetings for the year will be provided to members at the beginning of each year, and may include more than the minimum number of meetings.

### **6.4 When Meeting Day is a Holiday**

Where the day fixed for the meeting of the Board is a public or civic holiday or federal/provincial or municipal election day, the Board shall meet at a location and time as the Chair determines.

### **6.5 Special Meetings (P.L.A. – Section 16 (2))**

*“The chair or any two members of a board may summon a special meeting of the board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called”,* which shall be the sole business transacted at the meeting.

## **6.6 Notification of Meetings**

The notice shall be in the form of a written agenda accompanied by its supporting documents. This package is prepared by the CEO, in consultation with the Chair of the Board. Any Board member wishing to place an item on the agenda may make a request to do so through the Chair or CEO no later than ten days prior to the meetings. Such requests shall then be considered at the Chair of the Board's discretion.

No item not included in the Agenda can be introduced at the meeting without the unanimous consent of members present.

Minutes of the previous regular meeting and any special meetings shall be provided to the members in the same manner as the agenda. The package shall be available by the Thursday preceding the upcoming Board meeting.

Immediately following, the package shall be available for the appropriate Library Staff and the agenda posted for the public. Lack of receipt of the notice of a regular or special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

## **6.7 Attendance (*P.L.A. - Section 13(c)*)**

Members shall notify the Secretary or designate if they are not able to attend the regular board meeting. Attendance of members at meetings shall be recorded. Any member absent from meetings of the Board for three consecutive months without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned, and the Board shall notify the Council that the seat has become vacant.

Board members may attend Library Board meetings remotely where viable.

- a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
- b) A member of the Library Board or a committee may attend, participate and vote at an open or closed meeting remotely.
- c) Members who wish to attend a meeting remotely must give notice two hours before the commencement of the meeting to the Secretary so that the equipment can be made ready.
- d) Meeting minutes will reflect that a member is participating remotely.
- e) The Vice-Chair may chair the meeting when the Chair of the Library Board attends the meeting remotely, as needed.
- f) Quorum applies to the members attending in person and remotely.

## **6.8 Conflict of Interest**

Members of the Board are subject to the Municipal Conflict of Interest Act and shall refrain from discussing and voting on any matter which is of a direct or indirect pecuniary interest to themselves, their family members or their employers. An official declaration shall be made by the member during the Agenda Review, and recorded in the minutes. If the discussion takes place in a

closed meeting, the Member must leave the meeting for the duration of the discussion. Declarations of conflict of interest made in public must also specify the general nature of the interest declared.

## **6.9 Delegations**

Individuals or groups wishing to appear before the Library Board shall advise the Secretary of the Board in writing in accordance with Section 9 of this policy.

## **6.10 In-Camera (P.L.A. - Section 16(4))**

At a regular Board meeting, the Board may move “in-camera” by adopting a resolution in an open meeting to authorize the Board to meet in closed session. The resolution shall contain the general nature of the matters to be considered in the closed session and must be adopted by a majority of Board members present.

The Chair should call for Disclosure of Pecuniary Interest and announce the general nature of the meeting once the agenda for the closed session is presented. No motions are permitted “in-camera”. A motion to move back into public session for the purpose of adopting any recommendations must be made at the end of the closed session. Upon returning from the “in-camera” session, the Board shall “Rise and Report”. At that point, the Board may move and consider any motions emanating from the closed session.

Subjects which may be discussed at properly constituted closed meetings of the Board are contained in Section 16.1 (4), entitled **Closed meetings** of the *Public Libraries Act - Section 16.1 (4)*:

- a) *the security of the property of the board;*
- b) *personal matters about an identifiable individual;*
- c) *a proposed or pending acquisition or disposition of land by the board;*
- d) *labour relations or employee negotiations;*
- e) *litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
- f) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- g) *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).*

*“A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the board or committee of the board is the head of an institution for the purposes of that Act. 2002, c. 17, Sched. C, s. 24 (5).”*

## **6.11 Workshops**

At a meeting open to the public, the Board may decide to convene an informal gathering of its members and designate a time and place for this gathering, the general purpose or purposes for which the “workshop” is to be held, and that no other matters may be considered by the assembly. No motion, resolutions, bylaw,



debate, agreement in principle, consensus, straw-vote, report, recommendations or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at this assembly.

All members of the Board are entitled to attend the workshop together with designated staff and/or consultants retained by the Board or the Town, but the Board, in deciding to convene the workshop, may decide to exclude the public. (*Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1)*).

The Board shall, at the commencement of a workshop, designate a person to make notes describing in general terms each subject matter dealt with at the workshop, which will be maintained as a public record.

A workshop or assembly shall not be deemed to be a meeting of the Board and shall not be subject to the rules and regulations applicable to meetings contained in the Procedural By-Law.

#### **6.12 Quorum** (*P.L.A. - Section 16(5)*)

At all Board meetings, *“a majority of the board”* must be present to establish a quorum for regular business. If there is no quorum, the meeting may continue as a Committee of the Whole, but any resolutions must be ratified at a subsequent Board meeting.

#### **6.13 Voting** (*P.L.A. - Section 16 (6)*)

Voting is carried out by a show of hands, unless otherwise indicated. *“The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative.”*

#### **6.14 Procedure for Meetings**

The Chair will preside over all meetings of the Board, maintain order, decide whether motions are in order, and rule on all procedural matters. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside over that meeting or until the arrival of the Chair. If both the Chair and the Vice-Chair are not present within fifteen (15) minutes after the time for the meeting to begin, the Secretary will call the meeting to order and will preside over the election of an Acting Chair. If both the Chair and the Vice-Chair are absent from a Board meeting or are unable to take the chair, the Board will appoint an Acting Chair from among the Members present. The Secretary will conduct the election. While presiding, the Acting Chair will have all the rights, duties and responsibilities of the Chair. The CEO shall designate a recording secretary for meetings.

#### **6.15 Rules of Order**

A copy of the most recent edition of *Robert’s Rules of Order* shall be available at all library meetings.

- All decisions will be made on the basis of motions.

- To make a motion, a member must obtain the floor first.
- Every motion must be seconded by another member.
- A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.
- After members debate the motion the Chair puts the question (puts it to a vote) and announces the result of the vote.
- A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.

#### **6.16 Conduct of the Chair**

The Chair will:

- Call the meeting to order;
- Determine the presence of a quorum;
- Announce in proper sequence the business that comes before the Board;
- Maintain a list of Members who have signaled the Chair that they wish to speak or ask questions;
- Recognize Members in the order in which they signaled that they wished to speak or ask questions;
- State and put to a vote all questions that legitimately come before the Board as motions, announcing the outcome;
- Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;
- Expedite business;
- Decide all questions of order;
- Respond to inquiries of members relating to parliamentary procedure bearing on the business of the Board;
- Declare the meeting adjourned when the Board so votes.

Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. A Member may not speak more than twice on an issue without a board resolution. The Chair will not put any matter to the vote, nor will any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. If the Chair rules that a question is properly one of privilege and admissible, it must be dealt with immediately. The Chair's rulings on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.

If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment. The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all Members.

#### **6.17 Conduct of Members** (*P.L.A. - Section 16.1(3)*)

A member will be courteous and will not engage in any action, which disturbs the meeting.

A Member will not:

- Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder;
- Make any noise or disturbance that prevents Members from being able to participate in the meeting;
- Interrupt a Member who is speaking, except to raise a Matter of Privilege or a Point of Order;
- Disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or on the interpretation of the rules of the Board.

A Member who wishes to speak will signal the Chair by a raised hand, and will wait for recognition by the Chair. All remarks and questions, including questions intended for another Member or staff, will be addressed to the Chair.

The Chair may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others.

As per the *Public Libraries Act, 16.1 (3) 2002, c. 17, Sched. C, s. 24 (5)*,  
*"The board chair may expel any person for improper conduct at a meeting"*

The Chair may exclude a Member from the meeting who has been given a warning but continues to disregard the Chair's rulings by the following process:

- The Chair shall without debate put the question, "Should the Member be ordered to leave their seat for the duration of the meeting?"
- If the Board votes in the affirmative, the Chair will order the Member to leave their seat for the duration of the meeting;
- If the Member apologizes, the Chair, with the approval of the Board, may permit them to resume their seat.

#### **6.18 Conduct of the Public (*P.L.A. - Section 16.1 (3)*)**

Members of the public attending Board meetings will be courteous, will follow the Library's Code of Conduct and will not engage in any action that disturbs the meeting including:

- Make any noise or disturbance that prevents members from being able to participate in the meeting;
- Address the Board without a prior appointment, or without the permission of the Board at the meeting;
- Display signs or placards; unauthorized audio or video recording of any part of the meeting;
- Use unparliamentary or offensive language. "The board chair may exclude any person from a meeting for improper conduct."

The Chair may expel any person for improper conduct at a meeting as per the *Public Libraries Act*.

### **7. MINUTES AND AGENDAS**

#### **7.1 Distribution**

Board agendas and minutes are public information and will be made available to the public. Copies of all approved regular Board and Committee minutes are retained on file in administration for reference by Members or the public. Minutes of all meetings and motions presented are numbered and indexed by the Secretary to facilitate ready reference.

#### **7.2 Regular Board Meeting Minutes**

Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to Board members before the next meeting. Additions or corrections are brought to the following full Board meeting for adoption in the minutes.

#### **7.3 Committee Minutes**

Minutes of Committee meetings are recorded by the appointed recording secretary or a member of the committee as appointed in the Committee's Terms of Reference.

Committee support staff will liaise with the Chair of the Committee to prepare the agenda for each meeting. Staff will attend the meeting, take notes and circulate minutes following each meeting to Committee members for accuracy prior to the next month's meeting.

#### **7.4 New Business**

At the beginning of any regular meeting the Chair of the Board may announce additional items to be added to the agenda.

### **8. REVIEW AND AMENDMENTS TO BY-LAWS**

#### **8.1 Conflict, In the Event of**

In the event of a conflict between this By-Law and the provision of either the *Public Libraries Act* or an applicable By-Law of the Town of Innisfil, the provisions of the *Public Libraries Act* or the Town of Innisfil By-Law shall prevail to the extent of any conflict.

#### **8.2 Review**

Revisions to any of the guiding authorities (*Public Libraries Act*, *Robert's Rules of Order*, Town of Innisfil By-Laws) will necessitate a review of the Board By-Laws.

#### **8.3 Amendments**

Amendments to the By-Laws require a two-thirds vote by the membership, based on thirty (30) days notification. The By-Laws or amendments to the By-Laws are effective at the time of approval by Board motion.

### **9. DELEGATIONS TO THE BOARD**

#### **9.1 Citizen Request to Present**

A written request to make a presentation to the Board must be submitted to the Chair, through the CEO, at least ten (10) days in advance of a Board meeting and include the name of the presenter, topic of the presentation, background details, handout materials (if any) and contact information.

The request may be mailed, faxed or emailed.

#### **9.2 Permission to Participate**

The Board Chair will determine whether the request will be added to a Board agenda.

The person/group requesting an audience with the Board will be informed of the Chair's decision and will be given details of the time and location of the meeting.

#### **9.3 The Presentation**

The presenter will have ten minutes to address the Board unless the time limit is extended by the Board at the meeting.

When a Citizens' group or association appears as a delegation, one spokesperson must be selected to make the presentation.

The following information must be provided by the spokesperson:

- Name of spokesperson (and name of group or association if applicable) and topic of presentation;
- The purpose of the presentation;
- The solution or action being sought;
- The reason(s) for the request.

The Chair in consultation with the Secretary may waive the above requirements if, in the Chair's opinion, there were extenuating circumstances or the presentation would no longer be relevant if made at another meeting.

Any person making a presentation to the Board shall:

- only speak on the subject(s) for which they have received approval;
- obey the rules of procedure and any decision of the Chair;
- refrain from using offensive language;
- refrain from speaking disrespectfully of another person.

Failure to abide by these rules is grounds for the Chair to conclude or curtail a presentation. The Chair may curtail any delegation or any questions of a delegation and, where the Chair rules that the delegation is concluded, the person or persons shall immediately withdraw.

Any written or verbal submissions made before the Board will form part of the public record and the names of persons appearing at Delegations will appear in the minutes of the meeting that will be posted publicly.

Library Board members may ask for clarification after the presentation.

The presenter should understand that the Board will consider the presentation based on its own policies already created. The Board may not be able to make an immediate decision regarding the issue because it might need an opportunity to research the topic or because current Board policies do not address the issue being presented.

#### **9.4 Board Follow-Up**

The presenter will be sent a follow-up report summarizing the Board's decision regarding the issue.

## **APPENDIX A**

<b>Innisfil Public Library Board Committee: Finance Committee TERMS OF REFERENCE</b>	
1.0 Authority	<p>The Finance Committee is established by the Innisfil Public Library Board to provide oversight on financial matters.</p> <p>The IPL Board acts in accordance with the Public Libraries Act, R.S.O. 1990, c P.44.</p>
2.0 Role and Purpose	<p>As a Finance Committee, the purpose is to monitor significant financial planning, management and reporting matters of the Library, make recommendations and deliver reports to the Board, and serve as the Board's Audit Committee.</p> <p>As an Audit Committee, the purpose is to assist the Board in the provision of effective library services by reviewing the administrative systems regarding financial accounting, reporting, internal controls, safeguarding of corporate assets, compliance with legal, ethical and regulatory requirements and the efficient and effective use of resources.</p>
3.0 Mandate	<p>To serve as a communication link between the Board and Management, and as required, the Town Finance Staff, and the External Auditor, and to facilitate an impartial, objective review of management practices for both internal and external functions.</p>
4.0 Scope of Work	<p>The Finance Committee shall be responsible for reviewing, and making recommendations and/or delivering reports to the Board in the following areas:</p> <ol style="list-style-type: none"><li>1. Review of all financial statements, annual statements, and interim statements and shall report thereon to the Library Board for consideration and approval.</li><li>2. Review of the operating and capital budgets and make recommendations to the Library Board for approval.</li><li>3. Develop and recommend appropriate policies, procedures and internal controls to ensure sound financial policies and practices are in place and recommend revisions as required to policies such as the Committee Terms of Reference and</li></ol>



	financial policies to assist the Library Board in fulfilling its oversight responsibilities.
5.0 Composition	<p>The Committee shall be comprised of:</p> <ul style="list-style-type: none"> <li>• A minimum of three (3) voting members selected by the Board;</li> <li>• The Board Chair (ex-officio); and</li> <li>• Staff (non-voting members - CEO or any resource persons whose contributions are deemed to be relevant by the Committee).</li> </ul>
6.0 Term	The term of the Committee will be concurrent with the term of the Board.
7.0 Committee Chair	The Finance Committee shall appoint a Committee Chair from among their elected members who shall be responsible for conducting the meetings of the Committee in accordance with the Public Libraries Act, R.S.O. 1990, c P.44., the Board's current procedural by-law, and <i>Robert's Rules of Order</i> . The Chair shall endorse any Committee Report prior to its presentation to the Board.
8.0 Meetings	<p>The Finance Committee will meet at least twice annually, with additional meetings at the call of the Chair in order to properly discharge its responsibilities as set out in these Terms of Reference. Quorum at each meeting shall be a majority of members. The CEO or designate will prepare an agenda and all necessary materials and distribute to members as required. Minutes will be taken at each meeting and presented at the next regular Committee meeting.</p> <p>There is no remuneration for attendance at Committee meetings.</p>
9.0	The terms of reference may be amended, varied, or modified in writing after consultation and agreement by the Committee members and ratified by the IPL Board.

## APPENDIX B

<b>Innisfil Public Library Board Committee: Truth &amp; Reconciliation Committee</b> <b>TERMS OF REFERENCE</b>	
1.0 Authority	<p>The Truth &amp; Reconciliation Committee (TRC) is established by the Innisfil Public Library Board to make recommendations to the Board with respect to the calls to action as set out by the Truth and Reconciliation Commission.</p> <p>The IPL Board acts in accordance with the Public Libraries Act, R.S.O. 1990, c P.44.</p>
2.0 Role and Purpose	<p>The Truth &amp; Reconciliation Committee (TRC) is a Library Board Standing Committee whose purpose is to review and make recommendations on the 94 Calls to Action published in December 2015 by the Truth and Reconciliation Commission.</p> <p>This Committee is formed with the understanding that Libraries are among the most highly utilized and trusted public 'gathering spaces' in a community and, therefore their reach is substantial. A two-pronged approach by training Library staff internally, while at the same time creating outward-facing public awareness and learning opportunities for Innisfil residents, creates impact. The Library Board recognizes the critical nature of this work and is committed to positive change in First Nations, Metis and Inuit relations.</p>
3.0 Mandate	<p>To serve as a communication link between the Board and Management, and as required, external partners, to facilitate an impartial, objective review of management practices for both internal and external functions.</p>
4.0 Scope of Work	<ul style="list-style-type: none"><li>• The Truth &amp; Reconciliation Committee is responsible for reviewing, and making recommendations and/or delivering reports to the Board in the following areas:<ol style="list-style-type: none"><li>1. Identify the Truth and Reconciliation Commission's Calls to Action that apply to the Library and review this list annually.</li><li>2. Prioritize the Calls to Action recommendations for the Library, taking into account capacity, budget, and other priorities.</li><li>3. Advocate for the Calls to Action recommendations contained within the TRC Report.</li></ol></li></ul>

	<ol style="list-style-type: none"> <li>4. Remain current on all matters that relate to the Library's support for the 94 Calls to Action.</li> <li>5. Recommend direction and priorities to the Board on matters relating to Truth and Reconciliation and act in a review and advisory capacity.</li> <li>6. Promote and heighten awareness of Truth and Reconciliation within the Community.</li> <li>7. Seek opportunities to partner with local First Nations, act as an ally and amplify their voice.</li> <li>8. Create a Truth &amp; Reconciliation Report Card to share with Innisfil residents outlining the Library's annual actions that align with the TRC recommendations.</li> </ol> <ul style="list-style-type: none"> <li>•</li> </ul>
5.0 Composition	<p>The Committee shall be comprised of:</p> <ul style="list-style-type: none"> <li>• A minimum of three (3) voting members selected by the Board;</li> <li>• The Board Chair (ex-officio); and</li> <li>• Staff (non-voting members - CEO or any resource persons whose contributions are deemed to be relevant by the Committee).</li> </ul>
6.0 Term	<p>The term of the Committee will be concurrent with the term of the Board.</p>
7.0 Committee Chair	<p>The TRC shall appoint a Committee Chair from among their elected members who shall be responsible for conducting the meetings of the Committee in accordance with the Public Libraries Act, R.S.O. 1990, c P.44., the Board's current procedural by-law, and <i>Robert's Rules of Order</i>. The Chair shall endorse any Committee Report prior to its presentation to the Board.</p>
8.0 Meetings	<p>The TRC will meet at least four times annually, with additional meetings at the call of the Chair in order to properly discharge its responsibilities as set out in these Terms of Reference. Quorum at each meeting shall be a majority of members. The CEO or designate will prepare an agenda and all necessary materials and distribute to members as required. Minutes will be taken at each meeting and presented at the next regular Committee meeting.</p> <p>There is no remuneration for attendance at Committee meetings.</p>

9.0	The terms of reference may be amended, varied, or modified in writing after consultation and agreement by the Committee members and ratified by the IPL Board.
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## APPENDIX C

<b>Innisfil Public Library Board Ad-Hoc-Committees GUIDELINES</b>	
1.0 Authority	<p>Board Ad-Hoc Committees will be established by the Innisfil Public Library Board to make recommendations to the Board based on their specific mandates and Terms of Reference.</p> <p>The IPL Board acts in accordance with the Public Libraries Act, R.S.O. 1990, c P.44.</p>
2.0 Purpose	<p>The Innisfil Public Library Board may appoint Ad-Hoc Committees to further the work of the Board. This policy ensures that the Board establishes Terms of Reference and specific duties for each of these Ad-Hoc Committees as the need arises.</p>
3.0 Guidelines	<p>Ad-Hoc Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.</p> <p>Ad-Hoc Committees operate for defined periods of time and have a specific purpose which must be defined in written Terms of Reference.</p> <p>Ad-Hoc Committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole.</p> <p>An Ad-Hoc Committee established by the Board may include non-Board members.</p> <p>Ad-Hoc Committee meetings may be called by the chair of the Ad-Hoc Committee or by a majority of the members of an Ad-Hoc Committee. Minutes of such meetings shall be prepared and submitted to the Board, if so stipulated in the Terms of Reference for that Ad-Hoc Committee.</p> <p>Ad-Hoc Committees shall not supervise or direct staff.</p>



**SUBJECT: BOARD – STATEMENT OF AUTHORITY POLICY**

**Policy No: B-2023-04 DRAFT**

**Date: February 27, 2023**

**Review Date: February 2027**

**Pages: 2**

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## **PURPOSE**

The Innisfil Public Library Board bears legal responsibility for the Library by ensuring that it operates in accordance with the ***Public Libraries Act***, R.S.O. 1990, c P.44. The purpose of this policy is to define the legal authority of the Board.

## **POLICY**

### **Application**

This policy applies to The Innisfil Public Library and its Board.

### **Guidelines**

1. In accordance with the ***Public Libraries Act***, s. 3(1), the Council of the Corporation of the Township of Innisfil established the Innisfil Public Library Board by the adoption of municipal by-law #70-30 on December 8, 1970.
2. Furthermore, Bill 177, *An Act respecting the Amalgamation of certain Municipalities in the County of Simcoe*, received Royal Assent on June 28<sup>th</sup>, 1990 and under Section 32, allowed for the establishment of the Innisfil Public Library Board for the Town of Innisfil.
3. In accordance with the ***Public Libraries Act***, s.3 (3), the Innisfil Public Library shall be under the management and control of the Innisfil Public Library Board, which is a corporation.

Approved by the Innisfil Public Library Board, February 27, 2023  
Motion Number: 2023.XX

Supersedes Policy #B-2019-01, approved February 19, 2019, Motion # 2019.09;  
and Policy #B-2015-02, approved February 17, 2015, Motion #2015.14; & Policy  
#B-2011-29, approved November 21, 2011, Motion #2011.78