

**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Monday, March 20, 2023 – 7:00 p.m.
Lakeshore Branch – Community Room**

1. Call to Order
 - Land Acknowledgement Statement
2. Approval of Agenda (copy & motion)

[Motion #2023. – THAT the agenda of the March 20, 2023 meeting be approved as presented.]

3. Declaration of Interest
None at time of agenda creation
4. Delegations to the Board
 - a) ROI Study – Kimberly Silk and Rahul Sabu Joseph, Brightsail Research
 - b) Digital Media Lab Tour – Rachel Martin
5. Consent Agenda (motion)
 - a) Approval of Previous Minutes (copy)
Recommendation
THAT the February 27, 2023 Board Meeting Minutes be approved as presented.
 - b) Correspondence (copy)
Recommendation
THAT Correspondence Items 5b.01.01 to 5b.04.01 for March 20, 2023 be received.
 - c) CEO Reports (copy)
Recommendation
THAT the CEO Report 5c.01.01 for February 2023 be received.
 - d) Financial Reports (copy)
Recommendation
THAT the Financial Report 5d.01.01 February 2023 be received.

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) Donation Reserves (copy & motion)

[Motion #2023. - THAT the 2022 unspent library donations in the amount of \$7,719.02 be allocated to the Library's Donation Reserve Account.]

- b) Committee Appointments
• Truth & Reconciliation Committee
• Fundraising Committee
- c) Annual Report to Council – April 26, 2023

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

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

- d) Staff Report: LIB-02-2023 Tik Tok Privacy, Security and Misinformation (copy & motion)

[Motion #2023. THAT the Staff Report: LIB-02-2023 Tik Tok Privacy, Security and Misinformation be received.]

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

[Motion #2023. THAT the minutes of the JHSC February 9, 2023 meeting be received.]

8. Policy
a) **BOARD** – Code of Ethics Policy #B-2023-05 (copy & motion)

[Motion #2023. THAT the BOARD – Code of Ethics Policy #B-2023-05 be approved as presented.]

- b) **EMPLOYMENT** – Paid Holidays Policy #2023-06 (copy & motion)

[Motion #2023. THAT the EMPLOYMENT – Paid Holidays Policy #2023-06 be approved as presented.]

- c) **EMPLOYMENT** – Active Lifestyle Policy #2023-07 (copy & motion)

[Motion #2023. THAT the EMPLOYMENT – Active Lifestyle Policy #2023-07 be approved as presented.]

9. Strategic Issues
None at time of agenda creation
10. New Business
 - a) Bank Account Signing Officers (copy & motion *to be distributed at meeting*)

[Motion #2023.____ THAT the Board approves the required Corporate Resolution as provided by TD Canada Trust on Form 592014 (1021) A, which designates the Library's Board Chair, Board Vice-Chair, CEO and Manager, Digital Services as signing officers of the Innisfil Public Library Board's Bank Account.]

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 March 20, 2023

5b.01.01	<i>Narcity</i> , February 23, 2023, article entitled <i>The Toronto Public Library Just Got a Good Sanctuary Full of 'Challenged or Banned' Stories</i> , written by Madeline Forsyth, Associate Editor, Narcity Canada's Ontario Desk	(copy)
5b.02.01	<i>CBC News</i> , January 23, 2023, article entitled <i>Greater Sudbury Public Library says Increased Budget Would Ensure Continued Level of Service</i> , written by Sam Juric, CBC	(copy)
5b.03.01	<i>Bloomberg City Lab</i> , October 26, 2022, article entitled <i>Libraries Can Unite a Lonely, Divided Nation</i> , written by Richard Florida and Brooks Rainwater	(copy)
5b.04.01	<i>CP24</i> , March 14, 2023, report (with accompanying video) entitled <i>Libraries Ask for Ontario-Wide Digital System to Ensure Equal Access to Materials</i> by The Canadian Press Ontario libraries ask for provincial digital system to ensure equal access to materials CP24.com	(copy & link)

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

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

Staff in Attendance: Erin Scuccimarri, Jennifer Miyasaki

Regrets: Barb Baguley, Susan Baues

1. CALL TO ORDER

- The meeting was called to order at 7:01 p.m.
- Land Acknowledgement Statement was delivered by the Board Chair

2. APPROVAL OF AGENDA

The agenda was amended to include an election for Vice-Chair (“Acting” Chair) of the Board.

Motion #2023.08

Moved by: Raj Grover
Seconded by: Rob Saunders

THAT the agenda of the February 27, 2023, meeting be approved as presented and amended.

CARRIED.

Election of Vice Chair

The Board Chair advised that the Vice Chair (“Acting Chair”) elected in the January 2023 meeting would be stepping down.

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

3. DISCLOSURES OF INTEREST

There were no disclosures of interest.

4. DELEGATIONS TO THE BOARD

- a) Home Library Service and Assistive Devices – Library Services Staff
- Members of the Library Services team shared a presentation outlining our senior-focused services and programs.
 - Staff shared good-news stories of customer experiences in our spaces.
 - A copy of the presentation will be shared with the Board after the meeting.

5. CONSENT AGENDA

- The CEO highlighted items from the CEO Report, including recent events, grants received and current programs running in our spaces; items of note were the Seepe Walters Short Story Contest Awards, the grand opening of Town Square, and the Seniors Community Grant presentation, attended by IPL Board Chair Smith, Minister for Seniors and Accessibility, Raymond Cho and Barrie-Innisfil MPP, Andrea Khanjin.

Motion #2023.09

Moved by: Jennifer Richardson
Seconded by: Rob Nicol

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

CARRIED.

6. BUSINESS ARISING

- a) 2023/2024 Capital and Operating Budgets (motion)

Motion #2023.10

Moved by: Rob Saunders
Seconded by: Rhonda Flanagan

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.

CARRIED.

Motion #2023.11**Moved by:** Jennifer Richardson**Seconded by:** Sue Bennett

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.

CARRIED.**7. REPORTS**

a) Municipal Council Report

- A report was shared with the package
- No additions by Councillors Richardson or Saunders

b) Library Board Report

- The CEO provided information on this addition to the agenda; this item replaces the previously named "Board Advocacy Report" and the section for Professional Development
- Members shared good news stories about the Library
- Suggestions were made for partnerships with other service clubs to reach a broader audience
- Positive feedback shared from attendees at the OLA Superconference
- Chair Smith advised that the Innisfil Community Foundation is doing a polar bear dip at Friday Harbour to fundraise for RVH

c) Health & Safety Update

- The JHSC Minutes were provided in package

Motion #2023.12**Moved by:** Cynthia Gordon**Seconded by:** Sue Bennett

THAT the minutes of the JHSC December 8, 2022 and January 19, 2023 meetings be received.

CARRIED.

8. POLICY

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

Motion #2023.13

Moved by: Rhonda Flanagan
Seconded by: Jennifer Richardson

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

CARRIED.

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

Motion #2023.14

Moved by: Sue Bennett
Seconded by: Rob Saunders

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

CARRIED.

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

Motion #2023.15

Moved by: Rhonda Flanagan
Seconded by: Rob Nicol

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

CARRIED.

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

Motion #2023.16

Moved by: Jennifer Richardson
Seconded by: Sue Bennett

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

CARRIED.

9. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

10. NEW BUSINESS

a) Committees

- Chair Smith outlined the ad hoc committees that will be struck in addition to the standing committees; CEO Evaluation, Fundraising, Annual Report to Council
- The standing committees, as per the approved Board - Procedural By-Law Policy are: The Finance Committee and the Truth and Reconciliation Committee; terms of reference for these committees were updated and added as appendices to the Board-Procedural By-Law, along with guidelines for Ad-Hoc Committees

11. COMMENTS AND ANNOUNCEMENTS

a) Calendar of Events

- Link to Library offerings was provided in the agenda

12. IN CAMERA

No In Camera

13. ADJOURNMENT

Motion #2023.17

Moved by: Sue Bennett

THAT the meeting be adjourned at 8:21 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on

Monday, March 20, 2023 at 7:00 p.m.

Innisfil Public Library & ideaLAB –Lakeshore Branch

Anne Smith, Board Chair

Erin Scuccimarri, Secretary

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The Toronto Public Library Just Got A Book Sanctuary Full Of 'Challenged Or Banned' Stories

The library aims to "defend intellectual freedom."

Madeline Forsyth

Ontario Associate Editor
 Feb 23, 2023, 12:58 PM

Updated

[This story was fact-checked](#)



Book Sanctuary at Toronto Public Library. Right: 1984 by George Orwell.

[Toronto Public Library](#), [Hamdi Bendali](#) | [Dreamstime](#)

0 comments

You can now find "challenged or banned" books at the [Toronto Public Library](#). In commemoration of Freedom to Read Week, the TPL announced yesterday that it is joining the Book Sanctuary Movement and will offer a collection of 50 adult, teen and children's books that have come under scrutiny and even been [removed from a public library or school](#).

The movement was initially started by the Chicago Public Library in 2022 and addresses the "increasing intellectual freedom challenges on a wide range of issues" faced by [libraries](#).

The TPL aims to "protect and defend Torontonians' rights to freely access a broad range of diverse materials" and has declared its 100 branches and online spaces as book sanctuaries.

A permanent Book Sanctuary can be found on the fourth floor of the Toronto Reference Library. The library will continue to add titles over time, so there will be new material to read.

Some of the controversial books include *Atonement*, *The Perks of Being a Wallflower*, *Of Mice and Men*, *1984*, *The Kite Runner*, *The Hunger Games*, and *The Glass Castle*. A full list of books can be found on the [library website](#).

In addition to the book collection, the TPL is launching new versions of its On Civil Society programming with a focus on intellectual freedom topics. You can join talks such as *Libraries as Defenders of Open Society* and *Left is Not Woke*.

In a [press release](#), the TPL stated that "intellectual freedom is the right to read, seek information, and speak freely as protected in the Canadian Charter of Rights and Freedoms, and is a core public library value."

It also noted that while intellectual freedom challenges have been on the rise in the United States, "there are some disturbing trends emerging in Canada" and that "challenges are coming from all sides of the political and social spectrum."



Madeline Forsyth

Ontario Associate Editor

Madeline Forsyth is an Associate Editor for Narcity Canada's Ontario Desk focused on Toronto restaurants and is based in Toronto, Ontario.

Sudbury

Greater Sudbury Public Library says increased budget would ensure continued level of service

Library is asking for a 7.4% budget increase for 2023

CBC News · Posted: Jan 23, 2023 12:06 PM EST | Last Updated: January 23



In its proposed budget for 2023 to council, the library asked the city for nearly \$10 million. That's up 7.4 per cent from last year. (Sam Juric/CBC)



The Greater Sudbury Public Library says its striving to deliver a stream of service, from lending books to access to social services, but inflation is posing a challenge.

In its proposed budget for 2023 to council, the library asked the city for nearly \$10 million. That's up 7.4 per cent from last year.

Brian Harding is the CEO and chief librarian with the Sudbury Library. He says the city is the main source of money for the library.

"The increases we do have to our budget, it's the cost to continue doing the same business. To continue to deliver the same service levels because we know those costs continue to increase," Harding said.

“It's vital to support the sustainability of our local public libraries and the services that they provide.”

— Dina Stevens, Federation of Ontario Public Libraries

Libraries receive part of their funding from the province. Along with taxpayer dollars, the library estimates it will receive about \$413,000 from the Ontario government.

However, the Federation of Ontario Public Libraries says the Ontario government hasn't increased its public library grant for the last 25 years.

- [Thunder Bay administration proposes 'difficult' city budget as rising costs cause strain](#)
- [Alberta's rural library systems plead for more provincial funds as inflation erodes budgets](#)

Dina Stevens is the executive officer of the Federation of Ontario Public Libraries. She says inflation has caused the the provincial grant to have less impact.

"While 20 years ago that particular envelope of money would have been six per cent of a library's funding, it's depreciated to about two per cent. So we've actually lost the value of

those funds," Stevens said.



Brian Harding is the CEO and chief librarian with the Greater Sudbury Public Library. (Roger Corriveau/CBC)

"It's vital to support the sustainability of our local public libraries and the services that they provide," she said.

Harding said that even if the proposed budget increase is approved, the Sudbury library will have to find money elsewhere.

The Sault Ste. Marie Public Library will be presenting its proposed budget to city council Monday night. It's asking for an increase of 4.3 per cent.

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CityLab
Culture

Libraries Can Unite a Lonely, Divided Nation

The time has come for a “Great Reknitting” across America. The country’s most egalitarian institutions — its public libraries — are a crucial place to start.



A palace for the people. *Photographer: Drew Angerer/Getty Images North America*

By Richard Florida and Brooks Rainwater

October 26, 2022 at 8:00 a.m. EDT

Even as the Covid-19 pandemic shifts to more of an endemic, it continues to eat away at the connective fibers that bind our society together. As with so many things, Covid accelerated an existing trend:

America was in the throes of a crisis of loneliness well before the pandemic struck. Today nearly 40 million Americans live alone, representing almost 30% of all US households – up from 9% in 1950. The rise of remote work, the shift away from cities to more far-flung exurbs, and many other trends have combined to worsen America’s loneliness epidemic. The effects are visible in everything from the rise in substance abuse and mental health challenges to the surge in crime and disorder in cities across the country.

To recover from this epidemic of isolation, America needs to reknit its frayed social fabric. Many institutions can play a role in this “Great Reknitting,” from schools and churches to businesses and voluntary associations. But there’s one institution that has long bolstered communities in an open and democratic way: America’s libraries. As the industrialist and great patron of public libraries Andrew Carnegie famously put it more than a century ago, “A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert.” His words ring true today.

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Elon Musk’s Planned Texas Fiefdom Is a Billionaire Tradition

Libraries are so much more than storehouses for books. They are crucial pieces of social infrastructure. When we talk about infrastructure, we typically mean the built structures and utilities – like roads, bridges, subways and sewer systems – that underpin our communities. Social infrastructure, as the sociologist Eric Klinenberg defines it, is the kind of infrastructure that facilitates human connections, interaction and civic engagement – places like parks, playgrounds, swimming pools, museums – and, of course, libraries.

Libraries have an important role to play in reknitting the human connections that are being lost to remote work. The share of people who work primarily from home has risen from roughly 6% in 2019 to 18% in 2021, according to recent data from the US Census’ American Community Survey. Stanford University economist Nicholas Bloom and his colleagues estimate that roughly 20% of workdays will be done remotely in the future. But surveys by Adam Ozimek, a leading analyst of remote work, have found that nearly a quarter of those who work from home actually spend part of their working time

outside their home offices in coworking spaces, coffee shops, the homes of friends or colleagues, and, yes, libraries.

More than this, libraries provide services and connective fiber to a wide range of people of across genders, races, ages and income levels, housed and unhoused alike. One can sit quietly in a corner and read a book or a magazine, but libraries offer so much more – the chance to interact with someone from outside your social bubble, take in a controversial exhibit that makes you think, or join a public meeting. What other institution can offer storytime for children, entrepreneurial services and financial literacy for adults, programs ranging from author talks to musical acts, and a place to work remotely or get on a Zoom call with people from across the world?

Perhaps even more significant is the role libraries play in spurring human creativity and lifelong learning. We know this personally. One of us, Brooks Rainwater, grew up in a small beach town in Florida where cities and the wider world seemed far away. But knowledge of what was going on in the world was right there at the Satellite Beach Public Library, and he devoured it. Richard Florida's most influential learning experiences occurred not in classrooms but in libraries. As a young child in elementary school in North Arlington, New Jersey, he read through the school library's modest collection before moving onto the public library. Every Saturday, his father would drive him to the Newark Public Library, where he would spend hours perusing the stacks, igniting his curiosity about cities and urbanism.

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Libraries today are being designed and redesigned with these connective functions in mind. Take the case of Washington DC's newly renovated Martin Luther King Jr. Memorial Library. For decades, the modernist masterpiece designed by Ludwig Mies van der Rohe in 1972 was essentially a beautiful shell, with an aging and unwelcoming interior designed simply to house books. Since the renovations led by DC Library Executive Director Richard Reyes-Gavilan and designed by Mecanoo and OTJ Architects

were completed, its newly built cafe, high-ceilinged reading room, makerspace , auditorium, amazing rooftop space, and meeting rooms large and small have been drawing countless people in.

Helsinki's Central Library is yet another example. This forward-leaning space, which shares a courtyard with the Finnish Parliament House, was “built to serve as a kind of citizenship factory,” as CityLab's David Dudley has put it. Helsinki residents can enjoy the public space outside or take advantage of the myriad services on offer on its ground floor. Tommi Laitio, the former executive director of Helsinki's department of culture and leisure and currently a Bloomberg Center for Public Innovation fellow at Johns Hopkins University, told an interviewer from Bloomberg Cities Network that his primary focus was to listen to residents – especially those whose voices were rarely heard – and understand how public spaces like libraries could better serve them.

As Albert Einstein is reported to have said, “The only thing that you absolutely have to know is the location of the library.” Those words ring ever truer today.

– *Richard Florida is University Professor at the University of Toronto's Rotman School of Management and School of Cities. Brooks Rainwater is president and CEO of the Urban Libraries Council.*

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Libraries ask for Ontario-wide digital system to ensure equal access to materials

The Canadian Press, Staff

Published Tuesday, March 14, 2023 6:30AM EDT

Last Updated Tuesday, March 14, 2023 6:30AM EDT

Ontario's libraries are asking the government to create a provincewide digital public library, to ensure residents in smaller municipalities have the same access to materials as people in large, urban centres.

Libraries are mostly funded by municipalities, so each library system has to purchase their own material, said Dina Stevens, executive director of the Federation of Ontario Public Libraries.

"Many Ontario public libraries, particularly in smaller and First Nation communities, struggle to afford and cannot provide those high-quality resources and ebooks that people in their communities need," she said.

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"These e-resources are really expensive, especially when they're purchased on that patchwork, library-by-library basis. So we think something like the ODPL, the Ontario Digital Public Library would be hugely beneficial for smaller urban centres and our rural and northern municipalities, and, of course, our First Nations public libraries."

Ebooks cost three times as much as print books, Stevens said.

"E-resources are extremely expensive, per copy of ebook," she said.

"Since the pandemic we've had a huge increase in need from our communities and demand from our communities for e-resources, ebooks."

Those resources aren't just the latest bestseller novels, Stevens said, rather they include language-learning resources, audio books for kids, and skills training programs for people working on a mid-career change.

The former Liberal government promised to create an Ontario Digital Public Library -- though that came mere days before the start of the 2018 election campaign that gutted the party -- and similar systems exist in other provinces. Creating one for Ontario would cost the province \$9.4 million per year, Stevens estimates.

Jessica Horne, the assistant to the Cochrane Public Library's CEO, told a legislative pre-budget committee that smaller libraries such as hers are part of a consortium that allows for bulk purchasing, but that idea needs to be expanded.

"We then share all those books with all the libraries that are participating in the bulk purchase," she said.

"So 300 libraries only have access to one James Patterson ebook. They're very expensive."

Libraries are also asking that their provincial funding not be cut. The level of funding has been frozen for more than 25 years, but the libraries are not asking for an increase, just that the level be maintained.

The Public Library Operating Grant that comes from the province makes up a small portion of their budgets, but is critical to support operations, broadband connectivity and pay equity, Stevens said.

The Progressive Conservative government in 2019 cut funding to library services, though not the libraries themselves, affecting inter-library loan services.

A spokesperson for Tourism, Culture and Sport Minister Neil Lumsden said Ontario's libraries are a key pillar in building strong, vibrant communities.

"The increase in digital technology and products has also transformed how Ontarians access information and services," Alan Sakach wrote in a statement.

"The province is providing \$27 million to the public library sector through a range of programs including supports for modernization, including broadband upgrades, public internet access and digital services."

This report by The Canadian Press was first published March 14, 2023.

PHOTOS

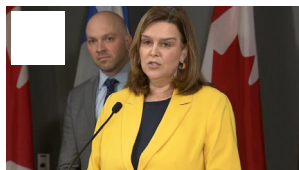


Ontario's libraries are asking the government to create a provincewide digital public library, to ensure residents in smaller municipalities have the same access to materials as people in large, urban centres. A woman looks at an e-reader in Toronto, Monday, March 13, 2023. THE CANADIAN PRESS/Graeme Roy

TOP VIDEOS



TPS provide update on murder investigation



City provides updated 2023 housing plan



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LOCAL NEWS



Toronto police announce \$50,000 reward in 2022 North York murder

Woman, 26, dies in hospital after double stabbing in Oshawa over the weekend

NEW YRP still searching for suspect in 2017 mob-linked killings in Vaughan and Hamilton

WORLD NEWS



Facebook parent Meta slashes another 10,000 jobs

European markets mixed, Asian shares fall amid bank worries

North Korea launches 2 missiles to sea as allies hold drills

REAL ESTATE NEWS



These are the Ontario communities that are expected to see the biggest home price declines

Toronto-area home prices down 18% from last February, sales halved: board

Canadian commercial real estate investment could reach high of \$59B in 2023: CBRE

SPORTS NEWS



Canada's Aaliyah Edwards looks to build on breakout season by winning NCAA title

Olympic men's ski cross champion Brady Leman to retire

Auger-Aliassime through to fourth round at Indian Wells with tough win over Cerundolo

ENTERTAINMENT NEWS



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Topless protestor crashes Junos, as Weeknd wins 5th award with album of the year

Inside the Dolby: What you didn't see on TV on Oscars night

LIFESTYLE NEWS



Facebook parent Meta slashes another 10,000 jobs

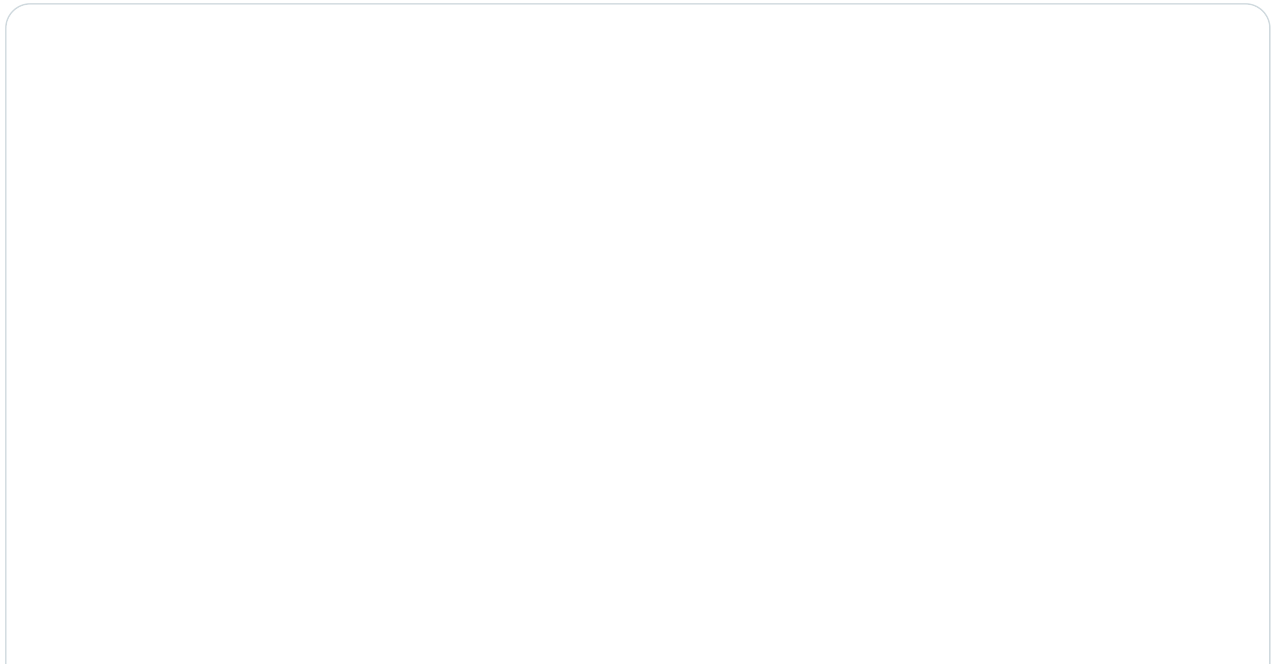
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TTC launches new safety reporting measures for riders, employees

People who take and operate the TTC now have more ways to report safety or security concerns.



4



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FEB 2023 CEO REPORT



CELEBRATING BLACK HISTORY MONTH

A Mosaic of Black Culture

Hosted at the Library, and presented by Making Change, the event Mosaic of Black Culture: the Afro-Caribbean Canadian Experience included an interactive Black History discussion led by Debbie Opoku-Mulder, and traditional Caribbean music performed live by D'Jango Pan Fyah. Making Change is a not-for-profit organization with the goal to spark broad community interest and foster conversations around inclusion and diversity, with a focus on Black cultures, Black communities and issues around anti-Black racism. The Mosaic of Black Culture event was presented at multiple locations throughout February, with the Innisfil ideaLAB & Library being the first stop.

Over 75 attendees of all ages participated, making this an exciting intergenerational event! The event began with Making Change speaker Debbie Opoku-Mulder giving a talk about the history and presence of anti-Black racism in Canada, using language and slides that were appropriate for all ages. Following her presentation, she welcomed D'Jango Pan Fyah, a well known steel pan performer to the stage. D'Jango also shared some of the history behind the steel pan as an instrument, noting its culturally relevant history--then he gave an exciting steel pan performance. By the end, many attendees were clapping and singing along. After the main performance, there was a mini-steel pan craft available for the youngsters, and participants of all ages were welcomed to the stage to test out their steel pan skills with D'Jango. All attendees had a great time engaging with some aspect of the show.

After the event, Debbie followed up to say, "Thank you so much! I have to say, Innisfil really spoiled us". There were numerous instances of positive media coverage for the event, outlined in Appendix A.



Left: Debbie Opoku-Mulder speaks, Right: D'Jango Pan Fyah on the steel pan.



Resource Guide for Genealogy of Black Ancestors

Conducting genealogical research on Black and African-Canadian/American ancestors has historically been a challenge in both Canada and the United States due to scant record-keeping. Those trying to track down their ancestors often hit a “brick wall” due to the legacy of slavery; enslaved people rarely, if ever, had their full or even partial names included in the more traditional sources of genealogical information such as census reports, and Black people were rarely able or allowed to create their own records. Moreover, the post-emancipation prevalence of institutional racism and prejudiced policies create additional barriers to finding information because these records were often not well-maintained or may never have been created in the first place.

Despite some improvements in more recent history, the inadequacy of earlier record-keeping continues to be an issue. As a result, the Innisfil ideaLAB & Library has created [this guide](#) to in-house resources that may assist beginners and experienced researchers alike to find their Black and African-American ancestors in Ontario, in Canada, and in the United States. The Library’s webpage for [Local History and Genealogy](#) also features a list of some key online resources that can be accessed, not only by patrons, but anyone who may need extra guidance. We will strive to keep this list continuously updated as new resources appear, and ensure that any relevant new guides and books are added to the collection.

Open UP opportunities to strengthen connection & engagement with our community


INNISFIL'S WINTER WEEKENDS


Breakfast with Council

Council hosted a community event at the Innisfil Recreational Complex. The Library participated at the event by distributing two hundred Better Libraries, Better World re-useable bags. Each bag contained the monthly brochure, a Better Libraries, Better World window cling, a Why it Matters information card, and an Ice Hut Art postcard. Frisbees with the Innisfil ideaLAB & Library logo were used as prizes at some of the games on-site.

Breakfast was prepared by Library Board Council Representative Councillor Rob Saunders and Library Board Council Representative Councillor Jennifer Richardson was in attendance as well making sure everyone got their photo taken in the photo booth. Council Members, MP Brassard and MPP Khanjin all sported white aprons with designs printed in the HackLAB. The event was well attended with many familiar Library families' faces.



 Above, left to right: Library Staff with Councillor Saunders, Staff with Councillor Richardson, and a community member enjoying Library swag.

 Library Staff handed out Better Libraries, Better World tote bags.

Gyotaku Fish Printing with Ice Hut Artist, Tamara Benoit



Printmaker and Ice Hut Art artist, Tamara Benoit invited the community to explore the historical and cultural qualities of Gyotaku, (gyo = fish, taku = rubbing) the traditional Japanese method of printing fish. Gyotaku, originated in Japan, developed from the need to record the exact size of a trophy catch and it has since evolved into a beautiful art form. The event attracted both children and adults with everyone taking home their very own fish print. Using speedball printing ink, washi paper and both rubber and real fish, visitors were guided through the process, from inking to how to press to the reveal. One family followed up with Staff to share that their new youngest print maker had to video call their grandparents in Vancouver to share their experience and show off their print. One of the prints will soon be found in Barrie at Johnny's Fresh Fish & Seafood as they supplied fresh fish for printing.



Winter Weekends Success

Over the course of Winter Weekends, Library Staff noted an increase in attendance at Library programs that were advertised in the Winter Weekends brochure. We were delighted to support this new event series for the community, creating opportunities for connection and engagement.

Build UP our reputation as a trusted community asset

COLLECTION PROMOTION

Studies show that more than 70% (71-75%) of Library visitors select books by browsing. The Library can facilitate access to its collections by capitalizing on this behaviour by making it easier for customers to discover books that might otherwise be hidden in the stacks by increasing the number of items displayed face out. Library Staff continue to develop topic or genre-specific displays to increase discoverability by visitors browsing our collections.

Black History Month

Displays featuring books about Black history and the Black experience, as well as those by Black authors were displayed at all branches throughout the month. Staff created several related book lists, including ones aimed at [children](#), [youth](#), and [adults](#).



Freedom to Read Week

Communications Staff shared information about [Freedom to Read Week](#), which ran from February 19 to 25. During that week public libraries highlight the censorship of specific titles in order to draw attention to the issue of attempts, both failed and successful, at limiting intellectual freedom through blocking access to books. In addition to social media posts, a [book list](#) was created to make it easier for residents to find titles that are commonly the subject of book bans.

RESISTING BOOK BANS

Book bans and challenges have risen dramatically in the last few years, and are coming from highly organized and well-funded groups now, whereas in the past they were from individuals residing in a given community. In order to ensure the Innisfil ideaLAB & Library is prepared to respond to challenges to the content of its collection, whether from individual residents or organized groups, Library Staff have been participating in training sessions. Sessions highlight key cases in the United States, however challenges have also been on the rise in Canada. These training sessions describe practical strategies and approaches public and school libraries can take to respond.

To learn more about book bans and intellectual freedom additional resources are available here:

Webinars (free):

[Book Bans: You Are Not Alone](#)
[Why You Can't Have Social Justice Without Intellectual Freedom](#) - Dr. Emily Knox

Websites:

[Centre for Free Expression](#)
[Freedom to Read Canada](#)
[PEN America - Book Bans](#)
[United Against Book Bans](#)

Book Bans: You Are Not Alone

The Manager of Library Services and Collection Services, and the Collection Services Librarian attended a virtual presentation “Book Bans: You Are Not Alone”, hosted by the vendor Bibliotheca. The session featured expert speakers from the fields of librarianship, research, and freedom of expression, and provided a number of practical strategies for addressing attempts to ban books.

There were two key takeaways from this session. The first is to take a thoughtful, measured approach when dealing with individuals with legitimate concerns about the Library’s collection. One speaker pointed out that librarians must not position themselves as the enemy to the individuals, and should be prepared to engage in thoughtful discussion with people rather than becoming defensive. The second is that the organized groups targeting libraries are not local, and can be highly aggressive in their approach - even targeting staff on a personal level through social media. Having well-crafted, robust policies is the best way to prepare for dealing with this situation.

Book Bans: A Crash Course in Defending Intellectual Freedom

Presented by Library Journal, expert librarians provided in-depth information on how to ensure Collection Development, Circulation/Borrowing, Social Media, and Patron Behaviour (Code of Conduct) Policies will support Staff when challenges to collection content are brought forward. This session was attended by the Library Services Supervisor and the Manager of Library Services and Collection Services.

Key takeaways for this session:

- Collection Development Policy must be clear and specific about how Requests for Reconsideration of materials will be handled
 - Specify process and timelines for responding
 - Set limits on who can submit a Request for Reconsideration (such as residents)
- Collection Development Policies should be reviewed annually
- Library should prepare a plan for responding publicly to challenges to the collection, particularly if there is an aggressive social media campaign

You Can’t Have Social Justice without Intellectual Freedom

The Manager of Library Services and Collection Services attended this session, presented by [Dr. Emily Knox](#). She focused on the need to stand firm against all challenges to intellectual freedom, and noted that libraries and schools are the new front in the war on culture. The rise in book bans is strongly tied to the rise in authoritarianism, and the attempt to control access to information that enables individuals to think critically and freely.

Key takeaways:

- It is naive to think challenges will not be brought forward in any community
- [Article 19 of the Universal Declaration of Human Rights](#) declares intellectual freedom as a right
- Libraries must be prepared to protect access to information

Raise UP the Library's identity as an innovative hub

CREATIVE MAKING & DISCOVERY

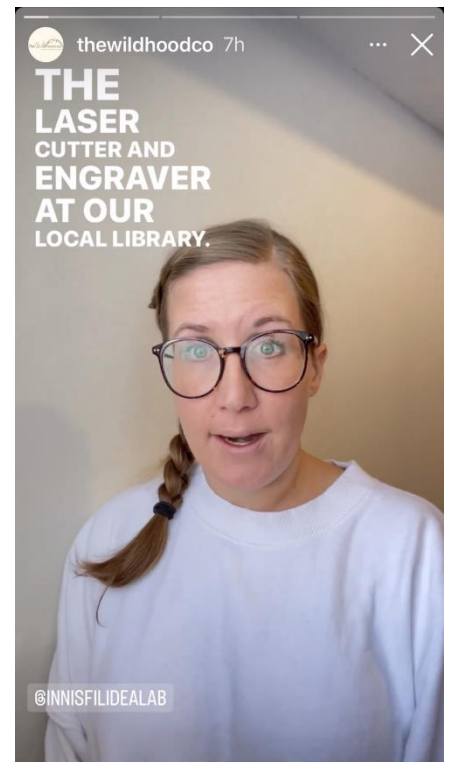
Building Knowledge through Project-based Learning

The Creative Making and Discovery team continues to offer multi-part Tinkershop topics that allow more time and space for deeper and broader project-based learning. While accessing multiple pieces of HackLAB equipment over seven weeks, participants use the Tinkershops theme to guide their creativity in designing projects, while also learning to meet each of the machine's design formatting requirements. Building on the knowledge gained from previous week's lesson, Tinkershop participants further strengthen the confidence in using the right tools for the ideas that they want to realize. The MediaLAB continues to be a site for by-appointment learning and independent project work. Recently an Innisfil resident booked the use of the green screen video stage in order to conduct a remote, live audition to compete for a new position.

HackLAB Tools Build Entrepreneurial Skills

This month, a HackLAB power-user announced via social media that the skills learned and honed using the Library's HackLAB, have given her the ability to expand her own business, [The Wildhood Co.](#) Access to the laser cutter through the Library allowed her to leverage Tinkershops and the expertise of Library Staff, to experiment and learn while growing her business. She shared her journey in a recent Instagram story. She will now be able to increase access to technology and increase production for her business.

"For those who don't know, up until now I have been using the laser cutter and engraver at our local library. And if you live in [Innisfil] you should definitely check it out. The Innisfil ideaLAB & Library. They have a whole HackLAB there with a laser cutter, an embroidery machine, a Cricut. They have a whole MediaLAB with a green screen and I think they have a 3D printer as well. They offer lots of technical support and also Tinkershops that you can sign up for all ages. It's pretty incredible that we have this in our community and I think a lot of people don't realize that it's there. It's been such a blessing because it's let me dip my toes in the water and kind of figure things out without the huge overhead of purchasing my own machine. I've been able to test out ideas and also it's given me the time to research machines because there's so many out there now.... And my exciting news is that I'm currently in the midst of purchasing my first laser cutter."



OPPORTUNITIES FOR CULTURAL EXPLORATION

February Blues with the Barrie Jazz & Blues Festival

The Lakeshore Branch was the site of a “Jazzical” concert performance with renowned pianist Danny McErlain. Accompanied by Peter Telford on acoustic bass and Kevin Dempsey on drums, McErlain performed a mix of jazz and classical favourites. Throughout the afternoon, approximately 60-80 patrons enjoyed the concert. Kids and adults alike sat and listened to the smooth jazz. Some left and came back with friends. The lively music enriched the Library space, and people delighted in the entertainment. Customers visiting the Library for regular use were delighted to stumble upon a live musical performance and many were happy to sit and listen for a while. This partnership with the Barrie Jazz and Blues festival helps build community, and promote awareness of the arts and culture in and around the community.





Light UP pathways to personal & professional growth

Lifelong Learning & Literacy Based Programming

Book Clubs

In February, the Cookstown Book Club gathered to discuss the Black History Month title, *How Beautiful We Were* by Imbolo Mbue, which was a surprising hit with those who attended! Although Mbue's book is a fictional look at an African village at the mercy of an American oil corporation's development, we were able to compare it with so many instances of corporate greed and corrupt politicians happening in North America and the world. We also outlined how it reflected the colonial legacy visible in many African countries today, and how that continues to affect the people who live there. The group also found Mbue's writing style to be interesting and easy to follow despite a number of character perspectives. Everyone was hoping for a happy ending, but felt the ending was more realistic. One member said she read the book in four days and it was her favourite so far! It's nice that we can have such dynamic discussions with our group. Also in February, the Lakeshore Book Club read *Harlem Shuffle* by Colson Whitehead and enjoyed a vibrant discussion, while the Stroud Book Club was unfortunately postponed due to weather.

Crafting for Humanity

This month, a diverse mix of participants joined Crafting for Humanity programs including adults and teens, as well as experienced and beginner crocheters. During the February 8th session, a variety of patterns were available, and we chatted about how different crafters feel more comfortable with different styles, whether crocheting in the round or row by row. We also talked about how there are different ways to hold the hook and keep tension in the yarn, and how to find a way that was comfortable. The sessions have revealed a variety of learning styles - some learn better by watching someone's hands, while another would learn from reading a pattern. The sessions continue to offer many different options for learning. As always, it is really great to see the more experienced in the group helping out our beginners, and taking a leadership role while sharing tips and tricks. Throughout the month of February, Crafting for Humanity saw a steady increase in interest, with sessions running at full capacity all month.

Children's Programming

We have been seeing an increase in attendance for our Drop-in Family Storytime programming this past month. These storytimes are offered at each of the three branches on different mornings, Wednesdays at Cookstown, Fridays at Stroud, and Saturdays at Lakeshore. Cookstown storytime has consistently seen an average of 25 participants each week, Stroud storytime has grown to an average of 22 participants each week, and Lakeshore storytimes have doubled in size from an average of 20 participants, to over 40 each week. These storytimes offer library families flexibility, as there is no need to register beforehand. Many of the caregivers have shared with Staff that they enjoy and appreciate being able to include Library storytimes in their weekly routine, and how their little ones will practice and repeat storytime songs and rhymes at home.

Teen Programming

In February, we were able to offer a new program for teens called After the Bell. This program offers teens a space to learn new skills, meet peers in the community, and earn community service hours. The first weeks included learning mindfulness and meditation techniques to help with stress and anxiety, as well as creating mood boards as both a creative outlet and to visualize their hopes for the future.

We also had a great turnout of teens for the Safe Independent Choices Workshop put on by the Elizabeth Fry Society at the Lakeshore branch on February 25th. Teens were able to earn five hours of community service hours while learning how to build strong emotional and social skills, and the confidence to make safe and healthy decisions. Topics covered included social and internet safety, independence, healthy choices, healthy relationships, and human trafficking. We received a lot of positive feedback from participants and caregivers, saying the information was shared in a caring, and age appropriate manner, and participants shared that they learned lots of useful things in an engaging way.



Teens participated in creating Mood Boards; building opportunities for self expression.

STAFF DEVELOPMENT & TRAINING

Ontario Library Association Super Conference

The Ontario Library Association Super Conference (OLASC) is Canada's largest continuing education event in librarianship. The OLASC was held as a virtual event once again, however the addition of institutional memberships allowed for nearly all of the Library Staff and Board to attend one or more sessions. The recorded sessions are made available for continued learning. Staff attended engaging presentations on a variety of topics. Highlights include:

- **“How to be a Disability Ally”** presented by Wilfrid Laurier University. Key takeaways were about reframing how we think about disability as something we can see or that is obvious. There are many invisible disabilities and we should never make assumptions. For example, a person in our spaces with a dog that is identified as a service animal, but the owner doesn't seem to have any noticeable disabilities. This person could need the animal for PTSD, epilepsy, or many other “invisible” disabilities.
- **“Every Child Deserves a Place with Us: Sensory Storytimes and Sensory Kits”** presented by London Public Library. This presentation reaffirmed some of our common practices in our preschool programming and storytimes, like the importance of a visual schedule, sensory activities, incorporating music and movement with egg shakers, dancing scarves, and the parachute. It also provided further research into the benefits of sensory storytimes and provided resources for other activities and supplies we could utilize in children's programming and possible lendable kits.
- **“Metadata Best Practices For Trans And Gender Diverse Resources”** presented by Osgoode Hall Law Library provided practical advice and current best practices for identifying and cataloguing resources about or by transgender and gender diverse individuals. Libraries in general are examining and interrogating old cataloguing standards and subject headings that include outdated and harmful language with the aim of using more inclusive and appropriate terms.
- **“Why YA Books Featuring Rural LGBTQ2IA* Teens Matter For All Readers”** was an engaging session with four authors of LGBTQ2IA+ young adult (YA) fiction, where the settings of their novels take place in more rural locations. This session highlighted that queer-identifying people live everywhere, not just large cities, and it is important to showcase these communities too. This is especially relevant to Innisfil, considering its rural and suburban characteristics. The session also included recommendations of titles that would be beneficial additions to the Library's collection.

Innisfil ideaLAB & Library Staff and Board Share their Expertise

In addition to Staff attending the OLA Super Conference, a number of Library Staff and Board members presented to the Library community on a variety of topics.

- **“Public Libraries: Municipal And County Tensions And Challenges – A Case Study”** saw the CEO joined by other County Library CEOs to discuss the dissolution of the Simcoe County Library Cooperative as a result of the Regional Government Review initiated by the provincial government.
- **“Advocacy W/ Attitude: Advocacy In The Age Of Big Data & Analytics”** was presented by the Manager of Programming & Outreach in partnership with the Federation of Ontario Public Libraries to discuss ways libraries can use data as tools for advocacy.

- **“Library Boards Supporting Diversity And Inclusion”** Library Board member Barb Baguley shared the experiences and best practices developed by the Innisfil Public Library Board related to equity, diversity and inclusion.

Ontario Library Association Announces 2023 Board of Directors

The Ontario Library Association (OLA) is a centre of excellence for the library and information sector, with more than 5,000 members who work in public, school, academic and special libraries. OLA members advocate for the right of individuals to have free and equitable access to information. Our members research, develop and participate in educational programs designed to provide exemplary library services OLA consists of seven divisions that represent the diversity of the library and information communities. The OLA Board consists of an executive committee, as well as presidents and vice presidents who represent each division. Innisfil ideaLAB & Library Community Librarian, Max Lupo, was elected president of the Ontario Library Information Technology Association (OLITA) and sits on the OLA Board of Directors.

Winners of the Angus Mowat Award of Excellence for Butterfly Rearing Program

On February 2nd, 2023, the Innisfil ideaLAB & Library was awarded the Angus Mowat Award of Excellence for its innovative and popular Monarch Butterfly Rearing Program. The Ontario Public Library Service Awards were presented at the Ontario Library Association Super Conference by Government of Ontario Ministry of Tourism, Culture and Sport. CEO, Erin Scuccimarri, was on-hand to receive the award on behalf of the ideaLAB & Library presented by Laura Smith, Parliamentary Assistant to Neil Lumsden, the Minister of Tourism, Culture and Sport.

The Angus Mowat Award of Excellence recognizes a commitment to excellence in the delivery of public library service; these services can be old or new and can be ongoing. The Innisfil ideaLAB & Library began a Monarch Butterfly Rearing Program in 2019, after planting pollinator gardens at its Cookstown and Lakeshore branches. Both gardens are registered as official Monarch Waystations. The response from the public was overwhelming, and reinforced the need for hands-on engagement around nature and conservation issues.



APPENDIX A:

Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Feb. 2, 2023	Barrie 360	Warming centers have opened in Innisfil
Feb. 2, 2023	Simcoe.com	‘An incredible space’: Innisfil’s new town square officially opens
Feb. 3, 2023	Simcoe.com	Warming centres open in Simcoe County for the unsheltered community
Feb. 3, 2023	CTV News	Welcoming people in during the storm
Feb. 3, 2023	Simcoe.com	Eat breakfast with Town Council, visit fair as Innisfil Winter Weekends continue
Feb. 8, 2023	Simcoe.com	Innisfil hosting open house on stormwater and flooding plan
Feb. 9, 2023	Simcoe.com	‘Celebrating Diversity’: Innisfil Library hosting Mosaic of Black Culture event
Feb. 9, 2023	Simcoe.com	Making Change bringing interactive events to Simcoe County, Barrie during Black History Month
Feb. 9, 2023	Barrie 360	‘Fiscally Responsible,’ says Mayor, as Innisfil Council passes two-year budget
Feb. 10, 2023	Simcoe.com	5 events happening at Innisfil ideaLAB & Library in February

Feb. 12, 2023	Barrie Today	Innisfil library wins award for monarch butterfly program
Feb. 15, 2023	CTV News Barrie	Mosaic of Black Culture Innisfil
Feb. 16, 2023	Simcoe.com	‘This is not enough’: Affordability crisis hits small business owners, residents of Innisfil
Feb. 16, 2023	Barrie Today	Mosaic of Black Culture making change throughout the region
Feb. 22, 2023	Simcoe.com	‘Residents are asked to be patient’: Innisfil warns snow clearing will be slower than usual amid winter storm
Feb. 24, 2023	CTV News	Program at Innisfil library teaching new skills that help the most vulnerable
Feb. 24, 2023	Simcoe.com	‘Residents are asked to be patient’: Snow clearing continues as Innisfil ends Significant Weather Event
Feb. 24, 2023	Bradford Today	‘Engaging and educational activities’ on tap for March Break
Feb. 26, 2023	Simcoe.com	5 events happening at Innisfil IdeaLAB & Library in March
Feb. 27, 2023	Simcoe.com	‘A reason to get up in the morning’: Innisfil funding new librarian position to expand programs for older adults
Feb. 28, 2023	Simcoe.com	‘Temporarily out of order’: Troy Scott Community Fridge in Cookstown is broken, will be replaced

Facebook Insights (February 1 to 28, 2023)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,664 (Followers) 3,043 Page Likes	57 during this period	1,187 engagements (975 reactions, 108 shares, 104 comments)	Posts earned 19.4K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):
Date, 2022 3.7K Reach



Twitter Insights (February 1 to 28, 2023)

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,538	35 during this period	35 engagements (22 likes, 4 retweets, 9 quote tweets, 0 reply) 27 Mentions	6.9K impressions over this period (number of times users saw our tweets)

Top Organic Post (based on reach):

Top Tweet **earned 657 impressions**

Top Tweet earned 657 impressions

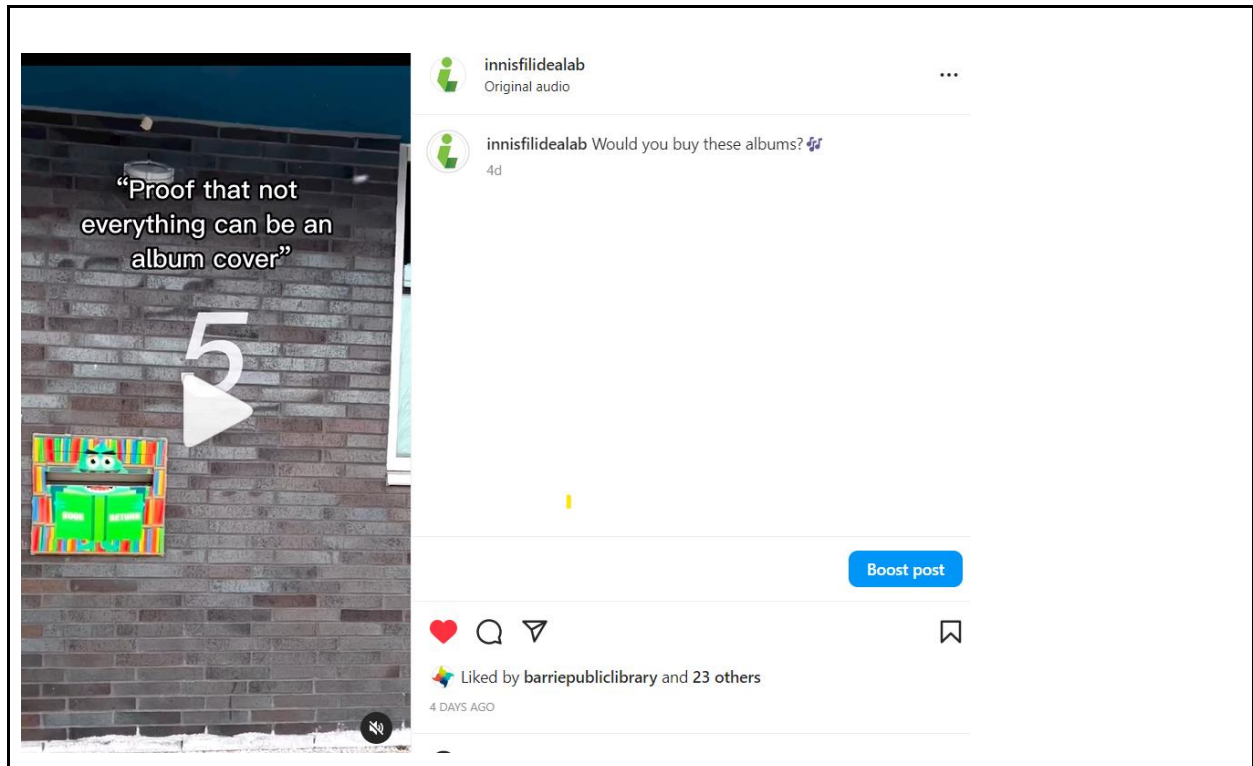
Finding out about your ancestors can be an exciting experience, but did you know that **#BlackCanadians** face many additional barriers when tracing their genealogy? Our **#Library** has developed a list of online resources to help overcome these barriers: bit.ly/3ljh8Ec

#BHM pic.twitter.com/MupSu1NCpc



Instagram Insights (February 1 to 28, 2023)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
1,863 (+25)	43 during this period	1,728 accounts reached. 739 likes.	11 comments in total on content posted during this period
<p>Top Post (based on engagement): Feb. 6, 2023 492 Reach</p> <div> <div> <p>innisfilidealab</p> <p>Show your #Library some love this February by sharing why the library makes your world better!</p> <p>You will find conversation hearts available at each branch where you can share why you #loveyourlibrary.</p> <p>If you can't make it in branch, you can share your love here: innisfilidealab.ca/love-your-library/</p> <p>3w</p> <p>View insights</p> <p>Boost post</p> <p>Liked by barriepubliclibrary and 48 others</p> <p>FEBRUARY 6</p> </div> </div>			
<p>Top Reel (based on engagement): Feb. 25, 2023 683 Reach</p>			





Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February 2023
Library

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	2023	Year to	YTD Actual as	Budget-Actual
	Total	Date	a Percent	Year to Date
	Budget	Actuals	of Budget	Remaining
Library				
Library Operating				
Revenue				
Registration & Facility Fees				
Facility Rental				
4438 Hall Rental	-10,000	0	0.00%	-10,000
Total Facility Rental	-10,000	0	0.00%	-10,000
Registration Fees				
4464 Programming	-23,000	0	0.00%	-23,000
Total Registration Fees	-23,000	0	0.00%	-23,000
Total Registration & Facility Fees	-33,000	0	0.00%	-33,000
User Fees, Licences and Fines				
User Fees				
4447 Misc. Revenue	-30,000	0	0.00%	-30,000
4490 Photocopy Etc.	-7,500	0	0.00%	-7,500
4491 Books	-2,800	0	0.00%	-2,800
4492 ideaSHOP sales	-2,000	0	0.00%	-2,000
Total User Fees	-42,300	0	0.00%	-42,300
Total User Fees, Licences and Fines	-42,300	0	0.00%	-42,300
Other				
Government Grants				
4100 Grants - Ontario	-45,922	0	0.00%	-45,922
Total Government Grants	-45,922	0	0.00%	-45,922
Total Other	-45,922	0	0.00%	-45,922
Transfer from Reserve & Reserve Funds				
Contributions from Obligatory RF				
492507 Oblig.RF-Library DCA	-166,961	-84,398	50.55%	-82,563
492515 Oblig.RF-Parks Indoor DCA	-12,143	-6,138	50.55%	-6,005
Total Contributions from Obligatory RF	-179,104	-90,536	50.55%	-88,568
Total Transfer from Reserve & Reserve Funds	-179,104	-90,536	50.55%	-88,568
Total Revenue	-300,326	-90,536	30.15%	-209,790
Expenditures				
Wages & Benefits				
Wages & Benefits Permanent				
5010 Salaries - (FT)	2,053,948	263,318	12.82%	1,790,630
5100 Benefits (FT)	610,952	78,997	12.93%	531,955
Total Wages & Benefits Permanent	2,664,900	342,315	12.85%	2,322,585
Wages & Benefits Non-Permanent				
5011 Salaries - (PT)	330,869	83,716	25.30%	247,153
5102 Benefits (PT)	78,524	9,586	12.21%	68,938
Total Wages & Benefits Non-Permanent	409,394	93,302	22.79%	316,092
Total Wages & Benefits	3,074,294	435,617	14.17%	2,638,677
Materials & Supplies				
Facility/Park Maintenance				



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February 2023
Library

	2023	Year to	YTD Actual as	Budget-Actual
	Total	Date	a Percent	Year to Date
	Budget	Actuals	of Budget	Remaining
7080 Cleaning Supplies	9,000	394	4.38%	8,606
7180 Facility/Parks Maintenance	57,603	3,317	5.76%	54,286
Total Facility/Park Maintenance	66,603	3,711	5.57%	62,892
Advertising & Publicity				
7020 Advertising & Publicity	8,865	14	0.16%	8,851
Total Advertising & Publicity	8,865	14	0.16%	8,851
Clothing				
5210 Clothing/PPE	675	0	0.00%	675
Total Clothing	675	0	0.00%	675
Education, Seminars & Memberships				
5230 Education & Development	20,000	385	1.93%	19,615
7300 Prof. Dues & Memberships	2,993	50	1.67%	2,943
Total Education, Seminars & Memberships	22,993	435	1.89%	22,558
Equipment Maintenance				
7140 Equipment Maintenance	2,200	0	0.00%	2,200
Total Equipment Maintenance	2,200	0	0.00%	2,200
Fuel				
7200 Fuel	1,846	0	0.00%	1,846
Total Fuel	1,846			1,846
Office, Printing & Postage				
7360 Office Supplies	9,296	2,239	24.09%	7,057
7400 Photocopy	10,000	265	2.65%	9,735
7440 Postage	1,000	6	0.60%	994
7460 Printing	7,240	0	0.00%	7,240
Total Office, Printing & Postage	27,536	2,510	9.12%	25,026
Insurance				
7220 Insurance	54,247	7,514	13.85%	46,733
Total Insurance	54,247	7,514	13.85%	46,733
Materials				
7029 Electronic Collections	108,525	5,322	4.90%	103,203
7041 Physical Collections	132,000	14,005	10.61%	117,995
7280 Material	22,000	2,617	11.90%	19,383
7283 Technology Supplies	19,500	0	0.00%	19,500
7284 ideaSHOP Supplies	500	0	0.00%	500
Total Materials	282,525	21,944	7.77%	260,581
Other Expenses				
5120 Board&Committee /Non-payroll	4,000	0	0.00%	4,000
7320 Mileage	9,858	787	7.98%	9,071
7389 Culture Engagement	32,500	500	1.54%	32,000
7470 Programming - Children	14,260	1,312	9.20%	12,948
7545 Project Expense	0	585	0.00%	-585
Total Other Expenses	60,618	3,184	5.25%	57,434
Public Relations				
7485 Public Relations	7,503	637	8.49%	6,866



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February 2023
Library

	2023	Year to	YTD Actual as	Budget-Actual
	Total	Date	a Percent	Year to Date
	Budget	Actuals	of Budget	Remaining
Total Public Relations	7,503	637	8.49%	6,866
Purchased Services				
7380 Purchased Services	751	0	0.00%	751
Total Purchased Services	751			751
Software Maintenance and Licencing				
7580 Software Annual Maint. Fees	50,752	0	0.00%	50,752
Total Software Maintenance and Licencing	50,752	0	0.00%	50,752
Total Materials & Supplies	587,114	39,949	6.80%	547,165
Utilities				
Telephone and Utilities				
7600 Telephone	11,063	152	1.37%	10,911
7660 Utilities - Hydro	65,627	5,032	7.67%	60,595
7680 Utilities - Natural Gas	16,797	2,661	15.84%	14,136
7700 Utilities - Water/Sewer	6,798	619	9.11%	6,179
Total Telephone and Utilities	100,285	8,464	8.44%	91,821
Total Utilities	100,285	8,464	8.44%	91,821
Contracted Services				
Audit Fees				
8080 Audit	5,241	0	0.00%	5,241
Total Audit Fees	5,241	0	0.00%	5,241
Cleaning Contract				
8185 Cleaning Contract	39,720	0	0.00%	39,720
Total Cleaning Contract	39,720	0	0.00%	39,720
Contracts				
8250 Contracts - Labour	3,133	0	0.00%	3,133
8290 Contracts	10,888	0	0.00%	10,888
8325 Contracts - Grass Cutting	1,992	0	0.00%	1,992
8850 Snow Removal	36,091	5,563	15.41%	30,528
Total Contracts	52,104	5,563	10.68%	46,541
Total Contracted Services	97,065	5,563	5.73%	91,502
Rents & Financial				
Service Charges				
9110 Debit/Visa Charges	4,481	0	0.00%	4,481
Total Service Charges	4,481	0	0.00%	4,481
Total Rents & Financial	4,481	0	0.00%	4,481
Long term debt - Principal & Interest				
L.T.D. Principal & Interest				
5610 Debt Interest	46,104	24,036	52.13%	22,068
5620 Debt Principal	133,000	66,500	50.00%	66,500
Total L.T.D. Principal & Interest	179,104	90,536	50.55%	88,568
Total Long term debt - Principal & Interest	179,104	90,536	50.55%	88,568
Internal Recoveries/Transfers				
Internal Rental Expenditure(Revenue)				
9600 Facility rental revenue(Intern	-29,000	0	0.00%	-29,000



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February 2023
Library

	2023	Year to	YTD Actual as	Budget-Actual
	Total	Date	a Percent	Year to Date
	Budget	Actuals	of Budget	Remaining
9610 Facility rental expenditures(I	26,300	0	0.00%	26,300
Total Internal Rental Expenditure(Revenue)	-2,700	0	0.00%	-2,700
Internal Transfers				
9681 Snow Clearing - Expenditures	2,500	0	0.00%	2,500
Total Internal Transfers	2,500	0		2,500
Total Internal Recoveries/Transfers	-200	0	0.00%	-200
Total Expenditures	4,042,143	580,129	14.35%	3,462,014
Total Library Operating	3,741,817	489,593	13.08%	3,252,224
Total Library	3,741,817	489,593	13.08%	3,252,224
Total Library	3,741,817	489,593	13.08%	3,252,224

Reconciliation of Innisfil Public Library (IPL)					
Donations Reserves and Bank Account as at December 31, 2022					
Innisfil Public Library Donation Reserves & Bank Account					
	IPL Donations	Town Account Donations	Total	2022 Donation Reserve Activity	
Library Donation Reserve Balance as of December 31, 2021				\$84,116.76	
2022 Donations Deposited to IPL Bank Account	\$6,765.36		\$6,765.36	\$90,882.12	
2022 Donations from IPL Bank Account - Spent	-\$100.00		-\$100.00	\$90,782.12	
2022 Donations Deposited to Town Bank Account		\$1,053.66	\$1,053.66	\$91,835.78	
2022 Donations from Town Bank Account - Spent				\$91,835.78	
				\$91,835.78	
Total Unspent 2022 Donations to be Transferred to Library Donation Reserve via Board Motion	\$6,665.36	\$1,053.66	\$7,719.02		
Library Donation Reserve Balance as at December 31, 2022				\$91,835.78	
Motion #2023. __ - THAT the 2022 unspent library donations in the amount of \$7719.02 be allocated to the Library's Donation Reserve Account					

Municipal Council Report

February 8, 2023 Council Meeting

- [Watch the meeting](#)
- Council received a presentation from RVH that included an overview of the RVH north and south campus and how they will be creating sustainable health care for Innisfil and the surrounding communities.
- Council reviewed and discussed the [2023 and 2024 Final Operating & Capital Budgets](#)
- Councillor Richardson, seconded by Councillor Saunders provided a motion - *That the Full Time Community Library, EDI be moved to the 2024 Operating Budget; and 2. That the Seniors Services Librarian be included in the last quarter of the 2024 Operating Budget.* [Watch the discussion.](#) The motion was carried.
- The Operating and Capital Budgets for 2023-2024 were approved.
- Council discussed [DSR-013-23 Bill 23, More Homes Built Fast Act, 2022](#) Staff was directed to undertake a review of the planning approvals process and the Town's "Pre-Consultation and Complete Application Submission Requirements", and report back to Council in Q2 2023.
- Water and Wastewater rates were approved, with a 5% increase effective from April 1, 2023.

February 15, 2023 Special Council - Planning Public Meeting

- [Watch the meeting.](#)
- A Public Planning Meeting was held for information and public consultation purposes, with no decisions being made, on two planning applications.
 - [DSR-021-23 Zoning By-law Amendment Application - 1417 6th Line - Pdf](#)
 - [DSR-022-21 Zoning By-law Amendment Application - 2125 Raynor Court - Pdf](#)

February 22, 2023 Council Meeting

- [Watch the meeting.](#)
- Council received a presentation from MPAC 101 as an overview of the services of the Municipal Property Assessment Corporation and how property tax is calculated. [Watch the presentation.](#)
- [Watch the update](#) from the Innisfil Community Foundation Board
- Council authorized Statutory Holidays and Dates Observed for 2023 (Including New Year's Day 2024), and Seasonal Closures as well as authorizing the flexibility where an employee observes a religious holiday (or culture significance) other than Good Friday, Easter Monday, and Christmas Day, to substitute any of these holidays in order to observe a holiday within their own religious faith. [Read the staff report.](#)
- Discussion took place about the Giant Rocking Horse located currently at Spring tree Farm and Council directed Staff to investigate options, including potential costs, for repairing and moving the Giant Rocking Horse to an appropriate area on the Town Campus before responding to Spring Tree Farm about the Town's first right of refusal, to be reported back by the April 26, 2023 Council meeting. In the [Staff Report](#), Staff recommended that TOI does not have the resources to relocate and maintain the rocking horse and that Spring Tree Farms be directed to dispose of the item as they saw fit.

Municipal Council Report

- Council received an [Economic Development Strategic Plan](#).
- Council endorsed a recommendation from the Town of Bradford West Gwillimbury regarding Federal Funding for the Lake Simcoe Freshwater Action Plan.
- Mayor Dollin congratulated Innisfil ideaLAB & Library on winning the Angus Mowat Award of Excellence for the Monarch Butterfly Rearing Program

News from the Community

- ['Going backwards': What could Bill 23 mean for Innisfil?](#)
- [Innisfil renames community centre honouring fallen police officer](#)
- [Innisfil OKs 2023-24 budget with tax increases of 5.25%, 4.95%](#)
- ['Residents are asked to be patient': Innisfil warns snow clearing will be slower than usual amid winter storm](#)
- [Innisfil man's 28-foot whale sculpture captivates community](#)
- [Innisfil homeowners to face more than 5% tax hike this year](#)
- [3 boys, 3 girls arrested for damaging public washrooms in Innisfil](#)
- [MPAC official busts myths around property assessment](#)
- [Innisfil expands business accelerator program](#)
- [Innisfil councillors say nay to disposing of 'landmark'](#)
- [True honour': Innisfil Farmers' Market named Market of the Year](#)

Innisfil Public Library Board
Multi-Year Accessibility Plan Edition #3 – 2022-2026
2022 Annual Status/Progress Review Report

The *Accessibility for Ontarians with Disabilities Act (AODA) 2005* imposes a legal duty on organizations to achieve accessibility. The *Act* provides the framework for the development of provincial regulations in accessibility. Effective July 1st, 2016, *Ontario Regulation 429/07 -Accessibility Standards for Customer Service*, and *Ontario Regulation 191/11 - Integrated Accessibility Standards (Information and Communication, Employment, Transportation and Design of Public Spaces)*, were consolidated into a single *Integrated Accessibility Standards Regulation* through amendments contained in *Ontario Regulation 165/16*. The Innisfil Public Library Board meets the obligations set out in the *Act* and the accompanying regulations, in partnership with the Town of Innisfil, as a large public sector employer.

The Innisfil Public Library Board establishes and implements practices and procedures that respect the dignity and independence of persons with disabilities. The Board is committed to ensuring that each employee, volunteer and customer receives equitable treatment with respect to employment and services without discrimination, and receives accommodation where required, in a timely manner, *to the point of undue hardship* and in accordance with the *Ontario Human Rights Code* and the *AODA* and its regulations. Accessibility is the provision of flexibility to accommodate needs and preferences, and refers to the design of products, devices, services, or environments for people who experience disabilities. It can also be understood as a set of solutions that empower the greatest number of people to participate in the activities in question in the most effective ways possible.

Since the publication of the Plan's first edition (December 2012), the Innisfil Public Library Board has been actively pursuing the requirements of the legislation in partnership with the Town of Innisfil. The plan was reviewed, updated and re-written as required in 2022. This update will provide a 2022 Annual Review of the **Board's Multi-Year Accessibility Plan Edition #3 2022-2026**.

A. Customer Service

The Innisfil Public Library Board is committed to providing accessible customer service to people with disabilities. This means that we will provide goods and services with the same high quality and timeliness to all who visit and use the Library.

Requirement	Compliance Date	Status
Develop and implement Accessible Customer Service Policies, Procedures and Practices.	January 1, 2010	Completed. <i>Accessible Customer Service Policy</i> created in 2009. This policy was merged in 2016, with the <i>Accessibility - Integrated Accessibility Standards - Regulation 191/11 Policy</i> .
Provide Accessible Customer Service Training to applicable individuals as per the legislation.	January 1, 2010	Completed for current personnel. Library continues to provide training to new hires, volunteers, etc.
Ensure third parties providing services on behalf of the Library or who are involved in the development of policies or procedures receive Accessible Customer Service Training.	January 1, 2010	Completed/Ongoing. Library continues to provide training as required. (e.g. Innisfil Public Library Board members).

B. Information and Communications

The Innisfil Public Library Board is committed to making our information and communications accessible to people with disabilities.

Requirement	Compliance Date	Status
Development of Integrated Accessibility Standard Policies.	January 1, 2013	Completed. Developed <i>Integrated Accessibility Policy</i> and the <i>Meeting the Requirements of the AODA Regulations Policy</i> , which includes a <i>Statement of Organizational Commitment to meet Accessibility Needs of Persons with Disabilities</i> . The Library's <i>Integrated Accessibility Policy</i> has been re-written to include all the components of the <i>Accessible Customer Service Policy</i> , pursuant to the amendments contained in Ontario Regulation 165/16.
Create a Multi-Year Accessibility Plan, which outlines strategies to address barriers and meet requirements of the AODA. Post the Plan on the Library's website and review every five years.	January 1, 2013	Completed. Developed the Third Edition of the Library's Multi-Year Accessibility Plan in 2022; it is posted on the Library's website; and was provided to the <i>Innisfil Accessibility Advisory Committee (IAAC)</i> for review and comment.
Prepare an <i>Annual Status Report</i> on the progress of the Multi-Year Accessibility Plan. Post the status update on the Library's website.	Annually in January	Ongoing. Incorporated into annual business reporting processes to the Board. Following the annual status update, the plan is posted on the Library's website.
Emergency Procedures, Plans or Public Safety Information will be provided upon request in an accessible format or with communication support, as soon as is practicable.	January 1, 2012	Ongoing. Will be provided as requested in the appropriate format.

New Internet sites and content to meet WCAG (Web Content Accessibility Guidelines) 2.0 - Level A standards.	January 1, 2014	Ongoing. Website Committee has been established to review and implement required changes. Current website is compliant.
All Internet sites and content to meet WCAG 2.0 - Level AA standards.	January 1, 2021	Ongoing. Work continues to ensure this standard is met.
Public Libraries are to provide access to or arrange for the provision of access to accessible materials where they exist, and Public Libraries are to make information about the availability of accessible materials publicly available, in an accessible format or with appropriate communication supports, upon request.	January 1, 2013	Completed. Availability of accessible materials on the Library's website and print materials is provided and Staff members are always expected to, upon request, provide information regarding accessible materials that exist in an accessible format or with appropriate communication supports. Policies are regularly reviewed and amended as required.
An Accessible Feedback Process is to be developed and implemented and made public.	January 1, 2014	Completed. Feedback process was implemented with the development of the initial <i>Accessible Customer Service Policy</i> in 2009.
Accessible formats and communication supports are to be provided upon request, in a timely manner and at no additional cost above the regular fee charged. Staff is required to consult with the person with a disability to determine the most appropriate format. The Public must be notified of the availability of accessible formats and communication supports.	January 1, 2015	Completed. Policies and procedures are reviewed regularly to ensure that accessibility requirements are met. Staff is aware of this requirement and conduct 'reference interviews' to ensure that all customers' needs are understood. This information is available on the Library's website.

C. Employment

The Innisfil Public Library Board is committed to fair and accessible employment practices.

Requirement	Compliance Date	Status
Recruitment General - Notify employees and the public that accessible accommodations are available for applicants with disabilities during the recruitment process upon request.	January 1, 2014	Completed. An accessibility tagline is added to all job advertisements, advising applicants of the availability of accommodations during the recruitment process.
Recruitment (Assessment or Selection Stage) - Notify short-listed applicants, that accommodations related to materials or processes are available upon request. Consult with the applicant to determine the most appropriate accommodation.	January 1, 2014	Completed. Library Recruitment, Assessment and Selection policies and processes have been updated to ensure compliance with all applicable legislation. Applicants who are selected to proceed to the interview stage are advised of the availability of accommodations during the recruitment process. Applicants must meet the bona fide occupational requirement.
When making offers of employment, the Library must notify the successful applicant of its policies for accommodating employees with disabilities.	January 1, 2014	Completed. Current offer letters to notify the successful applicant of the Library's policies for accommodating employees with disabilities. Successful applicants are informed during the verbal job offer of the Library's policies for accommodating employees with disabilities.
Employers are required to inform all employees of their policies for supporting employees with disabilities. This includes their policies on providing employment-related accommodations that take into account the accessibility needs of employees with disabilities.	January 1, 2014	Completed. The Library, coordinates with the Town of Innisfil, to create a Modified Work Program and developed a well-established practice for the application of that program. An update on the AODA and ASR will be provided to all current employees using our traditional communications channels. All new employees will receive the information as

		part of their offer and enrolment process. Managers are informed of the program and AODA components through training.
Upon request, employers are required to consult with employees with disabilities to determine which accessible formats and/or communications supports they require. This requirement applies to information that employees with disabilities need to perform their jobs effectively.	January 1, 2014	Completed. Current practice is to respond to the unique requests for information from individual employees in a way that meets all of their needs, including those for accessible formats. To date all Modified Work Plans and their implementation have been individualized and customized to suit each employee's particular circumstances.
Employers are required to prepare for emergency situations by providing employees with disabilities, with individualized workplace emergency response information if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	January 1, 2012	Completed. Initially, all employees were advised of this component using the Library's traditional communications channels. Subsequently, it became part of the orientation process. Employees who have self-identified as requiring emergency response assistance or information are asked to meet with Library Administration to develop an appropriate individualized evacuation and emergency response plan.
Employers shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	January 1, 2014	Completed. Library Modified Work Plans are established in conjunction with the Town as required. The processes include detailed documentation for all individual accommodation plans and a Library <i>Early & Safe Return to Work</i> program, which includes written details and descriptions of the individual accommodation. All information gathered and used in this process is protected in accordance with <i>MFIPPA</i> and other applicable legislation.

Employers are required to develop Return-to-Work Processes that document the steps they will take to help employees to return to work when they have been absent because of a disability and who will need some form of disability-related accommodation to return to work.	January 1, 2014	Completed. Library Modified Work Plans are established in conjunction with the Town as required. The processes include detailed documentation for all individual accommodation plans and a Library <i>Early & Safe Return to Work</i> program, which includes written details and descriptions of the individual accommodation, as per the Library's <i>Accommodation & Return to Work Policy</i> . All information gathered and used in this process is protected in accordance with <i>MFIPPA</i> and other applicable legislation.
Employers that have performance management processes in place are required to consider the accessibility needs of employees with disabilities in these processes.	January 1, 2014	Ongoing. Employees whose performance may be impacted by a possible disability will be referred to Library Administration who can assist in arranging an assessment and the development of an action plan if appropriate to do so. Information will be included in Manager Training. The <i>EMPLOYMENT - Accommodation and Return to Work Policy</i> has been in place since January 2014.
When employers provide career development and advancement opportunities to their employees, they must take into account the individual accommodation plans that are in place for their employees with disabilities.	January 1, 2014	Ongoing. Ensure through policy and procedure that individual accommodation plans are taken into account when career development and advancement opportunities are provided to employees. Policy is in place.
Employers that use redeployment are required to take into account the accessibility needs of employees with disabilities. This includes reviewing individual accommodation plans when moving employees with disabilities to other jobs within their organizations.	January 1, 2014.	Ongoing. Ensure the Modified Work Plan and <i>Early & Safe Return to Work Program</i> meet this requirement. Policy is in place.

D. Procurement

The Innisfil Public Library Board is committed to accessible procurement processes.

Requirement	Compliance Date	Status
Incorporate accessibility criteria and features into the purchasing or acquiring of goods, services and facilities where practicable.	January 1, 2013	Completed. Accessibility requirements are included in the 'Purchasing Policy' (current version was updated in 2018). Accessibility Compliance Certificate required for proponent's submissions.

E. Self-Service Kiosks

The Innisfil Public Library Board is committed to incorporating accessibility features and considering accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

Requirement	Compliance Date	Status
The Library shall have regard for the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	January 1, 2014	Ongoing. Past purchases of self-service kiosks have required the inclusion of accessibility features, which will continue to be a determining factor in future purchases.

F. Training

The Innisfil Public Library Board is committed to providing training in the requirements of Ontario's accessibility laws and The Ontario Human Rights Code as it applies to people with disabilities.

Requirement	Compliance Date	Status
Training on the requirements of the <i>Integrated Accessibility Standards</i> and the <i>Ontario Human Rights Code</i> , to be provided to Staff, Volunteers and other third parties, if they provide goods, services or facilities on behalf of the Library or are involved in the development of corporate policies.	January 1, 2014	Completed/Ongoing. Training on the specific elements of the IASR , which are applicable to the Library and the Ontario Human Rights Legislation has been provided as required and will continue to be provided to all new hires.

G. Design of Public Spaces

Requirement	Compliance Date	Status
Innisfil Public Library Board will meet accessibility laws when building or making major changes to public spaces.	January 1, 2014	<p>Ongoing. The Cookstown and Lakeshore Branches were built according to accessibility requirements and reviewed by the <i>Innisfil Accessible Advisory Committee</i>. The three branches open to the public are accessible. In the Fall of 2016, accessible door operators were added to three doors in the Lakeshore and Cookstown branches. In 2018, accessible door operators were added to another door in Lakeshore. All future renovations or building projects will be guided by accessibility standards.</p> <p>In 2021, the Library purchased a number of assistive technologies that would support members of the community requiring assistance to better access our spaces, resources and</p>

		<p>services. These supports include a DAISY player and CD player for patrons with print disabilities, laptops, tablets, Kobo readers, magnification software, assistive listening systems, light therapy lamps, bookstands for hands-free reading, large-print keyboards, a robot-pet for seniors programming, and lendable maker-space equipment enabling seniors to craft and make their own creations in the safety and comfort of their own homes. Wi-Fi hotspots were acquired to provide low-income seniors with access to the Internet from home.</p> <p>In 2022, an accessible pollinator garden was installed at the Lakeshore Branch main entrance thanks to a grant from the TD Friends of the Environment Foundation. This element will ensure that residents of all abilities will be able to engage with nature, the outdoors and our related programming in these spaces.</p>
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Received by Innisfil Public Library Board, February 27, 2023, Motion #2023._



INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO. LIB-02-2023

DATE: March 20, 2023

TO: Innisfil Public Library Board

FROM: Kathryn Schoutsen, Manager Engagement and Community Development

SUBJECT: TikTok Privacy, Security and Misinformation

RECOMMENDATION:

THAT Staff Report LIB-02-2023 TikTok Privacy, Security and Misinformation dated March 20, 2023 be received as information.

BACKGROUND:

TikTok is a social media application for making and sharing short videos, and has quickly grown in popularity. The Library began using TikTok in April of 2022 as another form of social media engagement, however we have discontinued the use of TikTok as of March 2023.

In March 2023, the Federal government banned the app from government employee devices citing privacy concerns. Similar bans have been enacted in the United States and across the European Union. The Communications Security Establishment (CSE) Canadian Centre for Cyber Security has initiated an investigation into whether TikTok and its China-based parent company ByteDance are complying with Canadian privacy laws.

ANALYSIS/CONSIDERATION:

Privacy Concerns

While most social media applications gather and store user data, the amount of user data TikTok gathers, and how transparent it is about what it collects, has raised significant concern from cybersecurity experts. The Communications Security Establishment (CSE) Canadian Centre for Cyber Security has advised caution for Canadians in selecting which apps have access to their data, and Canadians with commercially sensitive information on their devices should be especially cautious when granting access to their devices. While TikTok and ByteDance insist no user information is stored in mainland China and that it does not provide user data to the Chinese government, there are numerous studies

STAFF REPORT #LIB-02-2023 – TIKTOK PRIVACY, SECURITY AND MISINFORMATION

indicating that the amount of data collected by the app on its users is very broad and the details of the data sharing are buried in dense, confusing language in its terms of service.

Library's Role in Connecting Customers with Reliable Information

A recent report by NewsGuard, a journalism and technology tool that tracks online information, shared that when TikTok users search for information on top news stories nearly 20% of the videos presented contain misinformation.

Libraries play an important role in combatting misinformation by providing access to accurate, reliable and diverse information. The Innisfil ideaLAB & Library, is committed to this role as outlined in our Strategic Plan. Under the pillar “build up our reputation as a trusted community asset”, we pledge to combat fake news with factual information and stimulate critical inquiry. The Library works towards this goal by curating reliable resources, teaching information literacy, providing diverse perspectives, and collaborating with other organizations to connect our community with the accurate and reliable information they need.

Efficacy of TikTok as a Tool for Engagement

The Library TikTok account has over 1000 followers; however, 58% of the followers are based in the United States. The rise of #bookTok (user accounts aimed solely at recommending books) have grown so much in popularity that authors and genres can thank TikTok influencers for their rise in popularity. Notable examples include author Colleen Hoover.

While the TikTok algorithm offers more organic growth potential than any other major social platform, it is primarily consumer-focused and driven, making it difficult for consistent branding. There is no control over the videos shown before or after the Library's videos creating additional difficulties in targeting specific audiences. Further, the TikTok algorithm does not take the location of the Library into account when it shows our content to users. It means that many of our most engaged followers may live outside our service area. An account may have a huge, highly engaged TikTok following without any measurable marketing results. Indeed, some of the most engaged followers of our TikTok content are other libraries.

Video storytelling remains an important tool that can tell Library stories in a meaningful and engaging way, and supplements the content on our other major social media platforms. TikTok's video creation tools are robust and popular, however Instagram Reels can be similarly used for video content and is more easily targeted to residents of our community. For the most effective use of TikTok, experts recommend posting to the platform 3-4 times per day; an unrealistic goal for Library Staff to achieve. The trade-off between the time it takes to research, develop and create compelling content for the platform has not demonstrated a positive return on investment given the untargeted, global nature of the app.

STAFF REPORT #LIB-02-2023 – TIKTOK PRIVACY, SECURITY AND MISINFORMATION

Connecting with Youth

TikTok is by far one of the most popular social media platforms with young people. However, an account's popularity with a young demographic has not translated to popularity with that young demographic in our local region. There is no indication that the Library's TikTok account has led to meaningful engagement with Innisfil's youth. Our most successful engagement stems from making personal connections with the youth that walk through our doors. The new teen program "After the Bell" was launched in February and will continue to build relationships. We also have high involvement with our teen volunteer program including "Teen Book Reviews". The Library continues to seek new and meaningful opportunities to engage with Innisfil's youth.

FINANCIAL CONSIDERATIONS:

There are no financial considerations associated with this report.

CONCLUSION:

The use of TikTok for Library marketing and communications purposes could expose our employees and community members to potential security threats and cyber attacks. Libraries are widely known as trusted community resources, and library accounts on TikTok could unintentionally position the platform as a reliable source of information, when it is well-known that misinformation is rampant on the platform and can pose significant risks to individuals or communities. The Library has decided to discontinue the use of our TikTok account and instead focus on growing and using our remaining social media platforms: Facebook, Instagram, Twitter and LinkedIn. We will continue to responsibly explore new platforms for engagement with our community and make the best and most informed decisions for use with the information that is available.

PREPARED BY:

Kathryn Schoutsen
Manager of Engagement & Community Development

APPROVED BY:

Erin Scuccimarri
CEO

**JHSC Meeting Agenda**

MEETING DATE: Thursday February 9, 2023

TIME: 1:30PM

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, Kristi Williams, Jennifer Sheremeto, Francesca Figliuzzi, Eric Chudzinski

REGRETS

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Jennifer S	- Time – opened	- Meeting started at 1:37pm.
2.	<u>Approval of Previous Minutes</u>	Jennifer S	2023.01.19 JHSC Meeting Minutes (Desktop , Web , Mobile)	<ul style="list-style-type: none">- Richard Rivet motioned to approve the minutes of the previous meeting.- Second by Paul Tomaszewski.- All in favour. Passed.
3.	<u>JHSC members</u>	Jennifer S	02.09.23 JHSC Members February 2023 (Desktop , Web , Mobile)	<ul style="list-style-type: none">- Introductions were made around the table of all members to Eric. Eric shared his professional work experiences and shared some health and safety matters.- Jennifer Sheremeto brought forward that we must discuss further the agenda and who will chair the meetings moving forward. In the past it has been the Health & Safety Partner.
4.	<u>Workplace Inspections</u> <u>WHIMIS</u> <u>LOTO</u>	Jennifer S	Roundtable discussions.	<p>Richard – The Rizzardo Centre inspections went well with no infractions to report. All previous issues and concerns have been addressed.</p> <p>Jennifer M – Inspections for February are complete, and all libraries are in good standing. Churchill has been closed but inspections of the building will continue. No deficiencies to report.</p> <p>Nick – Town Square has some deficiencies that still need to be addressed. These deficiencies have been brought forward to the supervisor and Director of Operations. The YMCA has some ongoing issues with some shared spaces at the IRC. Perhaps we consider reaching out to our legal team with regards to the contract and legal agreement in place with the</p>

				<p>YMCA and understand the terms and responsibilities of the shared spaces to better manage correction of future deficiencies.</p> <p>Paul – Fleet inspections were good this month with no deficiencies to report. The small engine room and electrical plate has been fixed. We have been keeping on top of the mechanics to ensure that items such as spray, fluids, cleaners, etc....are put away back in the storage cabinet after use.</p> <p>Kristi – Has completed her first round of inspections at Town Hall with the help of Richard.</p> <p>Sierra - Inspected Town Hall with the help of Richard and Kristi. Provided some input on the finding of what they discovered. No major deficiencies to report.</p> <p>ACTION – Eric asked that we provide him with a list of who is doing what inspections in what facilities and when. Jennifer S and Jennifer M will work on creating a current list of inspection locations.</p> <p>The Ladder SOP is waiting for Nicole Bowman confirmation and sign off.</p> <p>ACTION – Please add Centennial Park to the inspection list.</p>
5.	<u>SOP's Corporate Policies</u>	Jennifer S	Any updates for discussion?	<p>The JHSC is ready to roll out the Ladder labelling program in MOAR. Everything is ready and members need to start putting the stickers on ladders. The Ladder SOP will be updated accordingly.</p> <p>Sierra noted that the SOP Master list is looking good. Around 40 SOP's need to be signed off by Nicole. There are approximately 11 that need to be transferred over to the new format in MFiles.</p> <p>Francesca noted that PT is working on reviewing and renewing the annual Corporate Respectful Workplace Policy. They will engage committee for comments and review in the coming months.</p>
6.	<u>Workplace Incidents & Accidents</u>	Jennifer S		<p>Eric noted that there has been some incidents regarding staff running into bollards at the Operations yard with Town vehicles. There has been a follow up on this with all staff involved.</p> <p>There has been a recent incident of a slip and fall on Feb.9 with no details released as of meeting time.</p> <p>Eric noted a minor incident of staff working from home and hurting their toe while running up the stairs. This raised some questions regarding the Hybrid work policy and the protocols for when a staff hurts themselves during work hours while working from home. If it happens during work time it needs to be reported, especially if medical treatment was sought where depending on the circumstances could become a WSIB claim.</p>

				Eric noted that of a Town vehicle incident of a driver that had a chunk of ice fly off the roof of a transport truck and hit the windshield and roof of the vehicle. The vehicle was written off. Fortunately, the staff members were ok with no injury.
7.	<u>Budget & Training</u>	Jennifer S & Francesca F	<ol style="list-style-type: none"> 1. Budget Updates 2. JHSC member Level 1 & 2 Training 	<ul style="list-style-type: none"> - Francesca stated that the Corporate 2023 & 2024 Budget was approved last night at Council. - The JHSC budget is \$6500 for 2023. - The Fire JHSC will be used from a different fund allocation. - Budget will need to be used, in part, for the recertification of existing members and the two new members who must be fully certified with Level 1 and 2 and other JHSC related initiatives/etc.
8.	<u>JHSC Other Business</u>	All Members	<ol style="list-style-type: none"> 1. Jennifer S – agenda and minutes 2. Spring BBQ 	<ul style="list-style-type: none"> - June 15 is the proposed JHSC BBQ. JHSC to meet with CAO Office and other committees will work together on delivering a successful event. - Richard mentioned that we should consider streamlining the Joint & Health Boards soon to ensure material is current and still relevant. - Eric asked if he could get a list of locations of all JHSC boards for all facilities.
9.	<u>ACTION ITEMS Follow up</u>	Jennifer S	Review of Action items from January 19 2023, meeting minutes.	<ul style="list-style-type: none"> - All Action items were reviewed, and updates provided above.
10.	<u>Meeting Dates</u>	Jennifer S	<ul style="list-style-type: none"> - 2023 Meeting dates - 12.12.2022 JHSC 2023 meeting schedule (Desktop, Web, Mobile) 	<ul style="list-style-type: none"> - Next meeting scheduled for March 16 at 1:00pm at the Operations Centre. Members may attend via Teams if they cannot attend in person.
11.	Close Meeting	Jennifer S	<ul style="list-style-type: none"> - Time enter of meeting closed. 	<ul style="list-style-type: none"> - Meeting closed at 2:43pm.

Policy Changes Summary

8a. BOARD – Code of Ethics Policy #B-2023-05

- Updated wording to be consistent with the BOARD – Purposes and Duties of the Board Policy
- Updates/revisions to ensure best practices in the following areas:
 - Serving the Community
 - Respect
 - Board Meetings
 - Use of Library Property and Resources
 - Public Servants
 - Privacy and Confidential Information
 - Conflict Of Interest
 - Improper Use of Influence
 - Political Neutrality
 - Gifts
 - Lobbying
 - Accountability
- To be consistent with the Town's policy, the monetary value of gifts of hospitality has been changed from under \$100 to under \$75 (the total value of gifts of hospitality from one source should not exceed \$150.00 per calendar year).

8b. EMPLOYMENT – Paid Holidays Policy #B-2023-06

- To be consistent with the Town's policy and to support our commitment to equity, diversity and inclusion, this policy has been amended to allow staff to substitute a day of personal significance for a recognized paid/statutory holiday

8c. EMPLOYMENT – Active Lifestyle Policy #B-2023-07

- Minor wording changes



SUBJECT: BOARD - CODE OF ETHICS POLICY

Policy No: B-2023-05

Date: March 20, 2023

Review Date: March 2027

Pages: 4

PURPOSE

The Board upholds the Innisfil ideaLAB & Library's mission to spark ideas to ignite a creative and dynamic community. Innisfil Public Library Board Members understand that Members have been entrusted with caring for one of the Town of Innisfil's most cherished civic institutions.

As such, the primary goal of a Public Library Board Member is to ensure that the public has access to the highest quality library service possible. To this end, Library Board Members should observe ethical standards with truth, integrity and honour. This commitment includes the proper use of authority, appropriate decorum in group and individual behaviour and respect for others and their contributions to the Innisfil ideaLAB & Library (the Library). This policy outlines the standards and their application.

POLICY

Application

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

Guidelines

1. Loyalty and Unity

It is expected that all Innisfil Public Library Trustees will:

- Act in the interests of the library members and the community, serving the community, over and above other interest group involvement, membership on other boards and/or personal interests.
- Express individual viewpoints but work harmoniously with the Board towards consensus as much as possible.
- Speak with “one voice” once a decision is reached and a resolution is passed by the Board.
- Respect Board authority since individuals may not act on behalf of the Board unless specifically designated by the Board. This includes interaction with the public or the media.
- Refrain from individually directing the CEO or the Staff.
- Not use Library facilities, equipment, supplies, services (including staff services), or any other resources for election campaign or campaign-related activities.
- Not use a position of authority at the Library to compel use of staff or volunteers to engage in partisan political activities.

Additional Code of Conduct for Library Board Chair

It is expected that the Board Chair will:

- Assume no authority to make decisions outside the Board-dictated mandate.
- Assume no authority to speak for the Board on issues not yet decided.

2. Financial Accountability

Board Members must avoid any conflict of interest with respect to their fiduciary responsibility by adhering to the regulations of the Municipal Conflict of Interest Act (R.S.O. 1990, Chapter M.50 [2])

It is expected that all Innisfil Public Library Trustees will:

- Avoid situations where personal advantage or financial benefits may be gained.
- Not use “inside information” in personal or private business.
- Avoid using the position to obtain employment for self, family or friends.
- Withdraw from the Board if seeking employment with the library.
- Only use Library facilities, equipment, supplies, services or other resources for the business of the Library.
- Not accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence.

Exceptions:

- Small gifts (cards or edibles, such as chocolates or cookies)
- Advertising material (calendars, scratch pads, pens, t-shirts)

- Any hospitality or gift that has a monetary value under \$75 (the total value of gifts of hospitality from one source should not exceed \$150.00 per calendar year).

3. Professional Accountability

It is expected that all Innisfil Public Library Trustees will:

- Respect the agenda and abide by Board decisions on rules of order.
- Attend regularly and inform appropriate persons about expected absences before meetings.
- Deal promptly as a Board with lack of interest, poor attendance, and/or disregard of policy on the part of any individual member.
- Be prepared for all Board and committee meetings and use meeting time productively.
- Consider short and long-term effects of decisions.

Additional Code of Conduct for the Board Chair

It is expected that the Board Chair will:

- Ensure that all issues belonging to Board governance are brought to the Board for consideration and that all relevant material is available.
- Keep deliberation fair, open, thorough, but also efficient, timely, orderly, and to the point.

4. Personal Accountability

Within the framework of the legislative and policy requirements of the Ontario Human Rights Code, and the Workplace Harassment and Discrimination and the Prevention of Workplace Violence Policies, members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment.

It is expected that all Innisfil Public Library Trustees will:

- Treat others in a courteous, dignified and fair manner, ensuring that they do not speak in a manner that is discriminatory in nature based on an individual's age, colour, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex, or sexual orientation.
- Encourage and respect diversity of viewpoints and skills.
- Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial and national library organizations.
- Support intellectual freedom in the selection of library materials.

- Respect the privacy of others and will not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their position within the Library. Members will maintain this obligation even after leaving the Board.
- Eliminate and avoid situations where their words and/or actions might inadvertently tarnish the reputation of the Library, Library Staff and/or the Town, Town Council and Town Staff.

Related Documents:

Board – Purposes and Duties of the Board Policy

Municipal Act (Part V.1)

Municipal Conflict of Interest Act c. M50

Approved by the Innisfil Public Library Board, March 20, 2023

Motion Number: 2023.XX

Supersedes Policy #B-2019-02, approved February 19, 2019, Motion #2019-09; and Policy #B-2015-13, approved October 19, 2015, Motion #2015.81; & Policy #B-2011-25, approved November 21, 2011, Motion #2011.74; & Policy #2001-18, approved November 12, 2001, Motion #2011.53; & Revised Code of Ethics, adopted March 11, 1996, Motion #96.13.



SUBJECT: EMPLOYMENT – PAID HOLIDAYS POLICY

Policy No.: E-2023-06

Date: March 20, 2023

Review Date: March 2027

Pages: 3

PURPOSE

The purpose of this policy is to provide guidelines for specified paid holidays as they relate to Innisfil ideaLAB & Library Staff.

Application

This policy applies to all Innisfil ideaLAB & Library Staff, unless otherwise indicated.

POLICY

General

The Ontario *Employment Standards Act* establishes the minimum statutory holidays for employment purposes that all employees are entitled to observe: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

Additionally, the Library Board provides the following days as paid holidays: Easter Monday, the Civic Holiday, and two "Float Days" in place of opening library branches on National Day for Truth and Reconciliation and Remembrance Day.

The Library is committed to principles of equity, diversity and inclusion in the workplace and is therefore mindful of religious and culturally significant dates observed by Staff which are not specifically included within this policy. In order to accommodate the diverse needs of all employees, the Library offers Staff the opportunity to select days of personal significance in substitution for the recognized paid holidays.

Approval will be at the discretion of the CEO and subject to operational requirements.

Guidelines

1. When Christmas Eve falls on a day when the Library is scheduled to be open, each permanent Full-Time employee shall be entitled to one half (1/2) day holiday on Christmas Eve day.
2. When any of the Library's recognized paid holidays fall on a Saturday or Sunday, and is not declared or proclaimed as being observed on some other day, the holiday will be observed on the Friday or Monday.
3. Staff shall not be eligible for holiday pay if they fail to work their last regularly scheduled shift before the holiday and their first regularly scheduled shift after the holiday, without reasonable cause. This provision shall not apply if the employee is absent from work with permission. Similarly, this provision shall not apply if Staff fail to report for work due to illness.
4. Statutory holiday pay will be provided to Staff in accordance with the provisions and formula for payment as set out in the *Employment Standards Act*.
5. If Staff are called in to work for emergency reasons on any of the above listed paid holidays, they shall be compensated at a rate of double time, in addition to receiving Stat Pay. Part-Time Staff may request pay or time off in lieu. Full-Time Staff may bank time off in lieu at a rate of double time to be used during the calendar year in which it was accrued.
6. Staff who wish to substitute a statutory or civic holiday in order to observe a religious holiday or date of cultural significance shall submit a request to their manager, to be approved by the CEO. Staff working the standard statutory holiday would work their shift at their regular rate of pay and would be entitled to a paid day off on the date of the alternate religious holiday (or cultural significant) day. The substitute holiday must occur within the same calendar year.

Related Policies:

Accommodation and Return to Work Policy

Equity, Diversity and Inclusion Policy

Flexible Work Arrangement Policy

Approved by the Innisfil Public Library Board, March 20, 2023,
Motion Number: 2023.XX

Supersedes Policy #E-2022-02, approved January 17, 2022, Motion #2022-08; and Policy #E-2021-09, approved March 15, 2021, Motion #2021.30; policy #E-2017-10, approved March 20, 2017, Motion #2017.30 & Policy #E-2016-01, approved January 18, 2016, Motion #2016.08; & #E-2011-21, approved November 21, 2011, Motion #2011.70 & Section 8 of the Town's Employee By-Law #038-06 appended to Policy Number 2006-20, approved June 12, 2006.



SUBJECT: EMPLOYMENT – ACTIVE LIFESTYLE POLICY

Policy No: E-2023-07

Date: March 20, 2023

Review Date: March 2027

Pages: 4 (including appendix)

PURPOSE

To provide guidelines for the eligibility of the Innisfil Public Library Board and Staff for preferential YMCA user fees in order to demonstrate the Library Board's commitment to health and wellness.

POLICY

Application

This policy applies to The Innisfil Public Library Board and all Library employees.

Guidelines

The Library Board and Town of Innisfil are committed to health and wellness. The Town has strengthened this commitment through a partnership with the YMCA, which has established guidelines for the eligibility and parameters for Staff participation in an active lifestyle program through a discounted membership at the YMCA.

The Innisfil Public Library Board and all Library employees have been included within the scope of the Town of Innisfil Corporate Policy #CP.12-07-12 (see *Appendix #1*), as revised on March 13, 2019. Accordingly, the Library has adopted the Town of Innisfil's Corporate Policy #CP.12-07-12, as revised on March 13, 2019, with the exception that the Library's Administration staff will assume the responsibilities as indicated under *Section 4 – Responsibility*.

Responsibility

Library Administration is responsible for:

- The overall implementation and monitoring of this policy as it relates to The Library Board and Staff;
- Providing documentation to The Library Board and Staff confirming their employment and eligibility under this policy;
- Confirming with the YMCA, the individuals who are no longer eligible under this policy, as their employment or Board membership has ended.
- Employees interested in participating in this program as per the policy, are required to:
 - Request documentation from Library Administration confirming their employment and eligibility under this policy;
 - Co-ordinate directly with the YMCA to set up the membership;
 - Provide the YMCA with the required documentation (as requested and/or when required by the YMCA) to continue participation.

Appendix #1

Town of Innisfil Corporate Policy #CP.12-07-12, revised March 13, 2019

Approved by the Innisfil Public Library Board, March 20, 2023,
Motion Number: 2023.XX

Supersedes Policy #E-2019-07, approved April 15, 2019, Motion # 2019.34

TOWN OF INNISFIL CORPORATE POLICY

POLICY: <i>Active Lifestyle Policy</i>	COUNCIL APPROVAL DATE: July 25, 2007 – Committee of the Whole Rec.: CW-246.07 CW Report Adopted by Council Res. No.: CR-346.07 – August 8, 2007
POLICY NO.: CP.12-07-12	REVISED DATE: March 13, 2019 Council Res. No.: 2019.03.13-CR-01

1. PURPOSE:

The purpose of this Active Lifestyle Policy is in support of the Town's commitment to health and wellness through partnership with the YMCA in establishing guidelines for the eligibility and parameters to participate in an active lifestyle program through a discounted membership at the YMCA. The policy also forms part of the Town's Health & Wellness program.

2. SCOPE/APPLICATION:

This Policy applies to all Town of Innisfil employees, including full-time, part-time, seasonal, student and contract staff, including Members of Council and Volunteer Firefighters. In addition, members of affiliated organizations and local board staff (i.e. ideaLAB & Library, InnPower, InnServices, South Simcoe Police Services) are covered within the scope of this policy, and subject to their own policies.

3. EXPECTATIONS

There are no exceptions to this policy. Eligibility under the Active Lifestyle policy will discontinue upon conclusion of employment.

4. RESPONSIBILITY

The People & Talent Department is responsible for:

- the overall implementation and monitoring of the Active Lifestyle Policy,
- providing documentation to staff confirming their employment and eligibility under the policy,
- confirming with the YMCA individuals no longer eligible under the policy upon end of employment,
- working collaboratively with the YMCA on communicating and promoting the policy.

Employees interested in participating under this policy are required to:

- request documentation from the People & Talent team confirming their employment and eligibility under the policy,

- coordinate directly with the YMCA in setting up their membership,
- providing YMCA with the required documentation (as requested and/or when required by the YMCA) to continue participation

5. POLICY STATEMENT

Through partnership with the YMCA and in support of employee health and wellness and active lifestyle, all Town employees, affiliated organization staff and local board staff will be eligible for a discounted rate in the form of a forty (40%) percent discounted YMCA membership, on select memberships. Specifically, By-Law No 060-07, Section 6k reflects that

“The YMCA and the Town will co-operate to joint establish and offer a preferential user fee system for the staff of the Town, local boards and wholly owned corporate subsidiaries of the Town (collectively, the “Town staff”), together with family members of Town staff, as part of the programming offered by the YMCA and the YMCA Facility.”

The discounted rates will apply to the YMCA membership rates on select membership packages (including family memberships). The offer applies only to membership rates and excludes any applicable fees/costs associated with joining, any other fees established by the YMCA and all other services and programs offered by the YMCA. All rates/fees are established by the YMCA and the YMCA reserves the right to alter rates as required. Town employees are subject to all rate adjustments as implemented by the YMCA. The YMCA may choose to offer other discounted opportunities to Town staff at their discretion.

The YMCA will continue to review the discounted rate from time to time to ensure there is not resulting in financial difficulty to the YMCA.

To participate in the offerings under this policy, employees will be required to submit documentation that confirms their active employment directly to the YMCA.