

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING AGENDA  
REVISED  
Monday, September 18, 2023 – 7:00 p.m.  
Lakeshore Library – Community Room**

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

***[Motion #2023. – THAT the agenda of the September 18, 2023 meeting be approved as presented.]***

3. Declaration of Pecuniary Interest  
*None at time of agenda creation*
4. Delegations to the Board  
*2022 Unaudited Financial Statements – Audrey Webb and Jana Abrams*

**Consent Agenda**

5. Approval of Previous Minutes (copy)
6. Correspondence (copy)
7. Reports for Information
  - a) CEO Report (copy)
  - b) Municipal Council Report (copy & information sharing)
  - c) Library Board Report (information sharing)
  - d) Board Committee Reports (copy & information sharing)
    - i. Finance Committee – LIB-2023-07 Q2 2023 Financial Results
    - ii. Fundraising Committee
    - iii. Truth & Reconciliation Committee
  - e) Health & Safety Update (copy)

***Consent Recommendation***

***[Motion #2023. – THAT the consent agenda items 5a.01.01 to 7e.02.01, and the recommendations contained therein be approved as presented.]***



## Agenda

### 8. Reports for Action

- a) Staff Report LIB-08-2023 Decolonization of the First Nations of Simcoe County Website

***[Motion #2023. – THAT the Staff Report LIB-08-2023 Decolonization of the First Nations of Simcoe County Website be received and the recommendations contained therein be approved as presented.]***

- b) Staff Report LIB-09-2023 Innisfil Community Foundation Agreement

***[Motion #2023. – THAT the Staff Report LIB-09-2023 Innisfil Community Foundation Agreement be received and the recommendations contained therein be approved as presented.]***

### 9. Business Arising

- a) Operating Surplus (motion)

***[Motion #2023. THAT the 2022 operating surplus in the amount of \$79,015.00 be moved from the 2022 operating surplus to the Library Computer Reserves account.]***

### 10. Policies

- a) **OPERATING & TECHNOLOGY** – Health and Safety Policy #2023-18  
(copy & motion)
- b) **EMPLOYMENT** – Employee Benefits Policy #E-2023-19  
(copy & motion)
- c) **EMPLOYMENT** – Police Record (Background) Checks for Staff & Volunteers Policy #E-2023-20  
(copy & motion)



- d) **EMPLOYMENT –** Illness & Injury Prevention Policy #E-2023-21  
(copy & motion)
- e) Repeal **EMPLOYMENT -** COVID-19 Safety Policy #E-2022-29  
(copy & motion)

### **Recommendation**

***[Motion #2023. – THAT the OPERATING & TECHNOLOGY – Health and Safety Policy #2023-18, the EMPLOYMENT – Employee Benefits Policy #E-2023-19, the EMPLOYMENT – Police Record (Background) Checks for Staff & Volunteers Policy #E-2023-20, and the EMPLOYMENT – Illness & Injury Prevention Policy #E-2023-21 be approved as presented;  
AND FURTHER THAT the EMPLOYMENT – COVID-19 Safety Policy #E-2022-29 be repealed.]***

- 11. Strategic Issues  
*None at time of agenda creation*
- 12. New Business  
*None at time of Agenda Creation*
- 13. Comments and Announcements
  - a) Calendar of Events (link)  
<https://innisfil.bibliocommons.com/events/search/index>
- 14. In Camera

### **Recommendation**

- a) Consideration of a resolution to Hold a Closed Session Meeting as provided for under the *Municipal Act*, 2001, as amended, the *Public Libraries Act*, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2023-03.



***[Motion #2023. - THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board’s Procedural By-Law Policy #B-2023-03 to deal with:***

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

***[Motion #2023. – THAT the Board now rise and report on the “In Camera” Session and resume the regular Board meeting.]***

15. Adjournment

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



### CORRESPONDENCE LIST for September 18, 2023

6a.01.01	Thank You letter from Alcona Glen Elementary School graduating class of 2023 to all sponsors that contributed items for their graduation celebration	(copy)
6a.02.01	<i>Samara Centre for Democracy</i> , January 30, 2019, article entitled <i>Investing In Canadians' Civic Literacy: An Answer to Fake News and Disinformation</i>	(copy)
6a.03.01	<i>CTV News</i> , July 2, 2023, article entitled <i>Children Who Start Reading for Pleasure Early Has Better Academics, Mental Health As Teens: Study</i> , written by Michael Lee	(copy)
6a.04.01	<i>The Toronto Star</i> , September 9, 2023, article entitled <i>Everything, to Everyone, All at Once: How Libraries Ended Up on the Front Line of Toronto's Urban Crisis</i> , written by Victoria Gibson, Affordable Housing Reporter and Omar Mosleh, Staff Reporter	(copy)
6a.05.01	<i>The Washington Post</i> , August 7, 2023, article entitled <i>Welcome to the Discipline Center, It Used to be a Library</i> , written by Alexandra Petri	(copy)
6a.06.01	<i>The Washington Post</i> , July 25, 2023, article entitled <i>Public Libraries are the Latest Front in Culture War Battle Over Books</i> , written by Gregory S. Schneider	(copy)

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, June 19, 2023 – 7:00 p.m.  
Lakeshore Library – Community Room**

**In Attendance:** Anne Smith, Rob Nicol, Councillor Jennifer Richardson, Councillor Robert Saunders, Barb Baguley, Sue Bennett, Rhonda Flanagan, Cynthia Gordon, Raj Grover  
**Staff in Attendance:** Erin Scuccimarri, Jennifer Miyasaki, Megan Legg, Mandy Pethick, Kathryn Schoutsen  
**Regrets:** None

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**1. CALL TO ORDER**

- The meeting was called to order at 7:00 p.m.
- The Board Chair delivered the Land Acknowledgement Statement.

**2. APPROVAL OF AGENDA**

**Motion #2023.51**

**Moved by:** Jennifer Richardson  
**Seconded by:** Cynthia Gordon

THAT the agenda of the June 19, 2023, meeting be approved as presented.

**CARRIED.**

**3. DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**4. DELEGATIONS TO THE BOARD**

a) Intellectual Freedom and Our Library – Leadership Team

- The CEO and members of our Leadership Team provided a presentation on Intellectual Freedom as it relates to our collections, programs, communications and social media.
- Relevant policies, practices and procedures were reviewed.
- Slide presentation and relevant links will be shared with the Board.

**5. CONSENT AGENDA**

- The CEO highlighted the changes at Cookstown Branch, which were referred to in the CEO Report
- Also noted was that our summer students have started; the CEO encouraged the Board to introduce themselves to the new staff members the next time they are in branch.

- Also noted by the CEO: We received email correspondence after the agenda package went out; the sender requested their email correspondence be reflected in the Board meeting minutes; their request was that Drag Queen Story Time be cancelled.

**Motion #2023.52**

**Moved by:** Sue Bennett  
**Seconded by:** Rhonda Flanagan

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

**CARRIED.**

**6. BUSINESS ARISING**

a) Donation Reserves

**Motion #2023.53**

**Moved by:** Rob Saunders  
**Seconded by:** Rob Nicol

THAT the Board delegates the CEO to approve purchases from the Donation Reserve up to a limit of \$10,000 and will report on these expenses in the following monthly CEO Report. Expenses greater than \$10,000 will require Board approval.

**CARRIED.**

**7. REPORTS**

a) Municipal Council Report

- A report was shared with the package
- No additions to the report in the meeting

b) Library Board Report

- Members did a roundtable; items shared included:
  - Seeing a child getting their first library card;
  - Members attended various Neighbourhood nights – events were well attended;
  - For the Lion's Club: Teen darts and Bingo events; a senior dance is being planned;
  - Mayor's Golf Tournament was June 19, 2023;
  - Chair Smith is now on the FOPL Board;
  - Raj Grover was appointed to the RVH Board;
  - Week of Welcome events went well; the CEO is now a member of the Local Immigration Partnership Council.

c) Board Committee Reports

- Fundraising Committee
  - The Committee met for a kickoff meeting on May 31, 2023.
  - Rhonda Flanagan was appointed Committee Chair.
  - Committee is exploring fundraising ideas
  - In process of obtaining Tip Tap for donations

d) Health & Safety Update

**Motion #2023.54**

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

THAT the minutes of the JHSC May 18, 2023 meeting be received.

**CARRIED.**

e) Library Trends Report LIB-06-2023

- The CEO provided further context of the report.

**Motion #2023.55**

**Moved by:** Raj Grover  
**Seconded by:** Rob Nicol

THAT the Library Trends Report LIB-06-2023 be received as presented.

**CARRIED.**

**8. POLICY**

a) **ACCESSIBILITY** – Integrated Access Standards Policy #A-2023-14

**Motion #2023.56**

**Moved by:** Rhonda Flanagan  
**Seconded by:** Jennifer Richardson

THAT the ACCESSIBILITY – Integrated Access Standards Policy #A-2023-14 be approved as presented.

**CARRIED.**

- b) **EMPLOYMENT** – Social Media Policy #E-2023-15

**Motion #2023.57**

**Moved by:** Sue Bennett

**Seconded by:** Raj Grover

THAT the EMPLOYMENT – Social Media Policy #E-2023-15  
be approved as presented.

**CARRIED.**

- c) **EMPLOYMENT** – Hours of Work and Overtime Policy #E-2023-16

**Motion #2023.58**

**Moved by:** Barb Baguley

**Seconded by:** Rob Saunders

THAT the EMPLOYMENT – Hours of Work and Overtime Policy #E-2023-16  
be approved as presented.

**CARRIED.**

- d) **EMPLOYMENT** – Working Alone Policy #E-2023-17

**Motion #2023.59**

**Moved by:** Rhonda Flanagan

**Seconded by:** Rob Nicol

THAT the EMPLOYMENT – Working Alone Policy #E-2023-17  
be approved as presented.

**CARRIED.**

**9. STRATEGIC ISSUES**

There were no Strategic Issues to discuss this month.

**10. NEW BUSINESS**

No new business

**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 #2023.60**  
**Moved by:**

Barb Baguley

THAT the meeting be adjourned at 9:01p.m.

**CARRIED.**

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

The next Library Board meeting will be held on  
**Monday, September 18, 2023 at 7:00 p.m.**  
**Innisfil Public Library & ideaLAB – Lakeshore Branch – Community Room**

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**Anne Smith, Board Chair**

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**Erin Scuccimarri, Secretary**



**We could not express enough gratitude for your generosity.  
You have been an incredible benefit to our team and we are  
so grateful for your kindness. Our appreciation is immeasurable  
for your contribution and for your trust in us on our mission  
to successfully bring this opportunity to the  
Alcona Glen graduating class of 2023.  
Thank all the many other parents and contributors as well.**

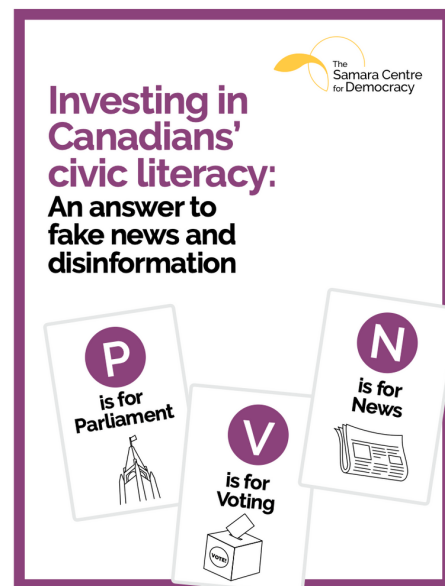
Fork and Plate	Amanda Pelley
C8'z Productions inc.	Lesley Hamilton
Sobeys	Helen Vieira
Rod Gas station	Krystal Buckley
Petro	Melissa Claus Lucknow
Miss Jennie Performing arts studio	Jessica Harrison
Dominos pizza	Amber Ciarafoni
Innisfil ideaLAB & Library	Maryah Capri
St. Louis Bar & Grill	Vikki Sharpe
Susan Pestill	Courtney Meenick



January 30, 2019

# Investing in Canadians' Civic Literacy: An answer to fake news and disinformation

Research



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Democracy asks a lot of citizens: it requires them to evaluate and choose among complex options, while still caring as much about the process of decision-making as its outcomes. In a world of distractions—some innocent and some malevolent—democracy asks citizens to get involved in our country's messy yet vital processes of governance. It's not getting any easier.

In the aftermath of the 2016 US presidential election, we have become more aware of the challenges to democracy that the information age

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brings. We are overwhelmed by huge and unmediated flows of information. Some of that information, moreover, is produced by actors intent on spreading disinformation and undermining the legitimacy of our democratic institutions.

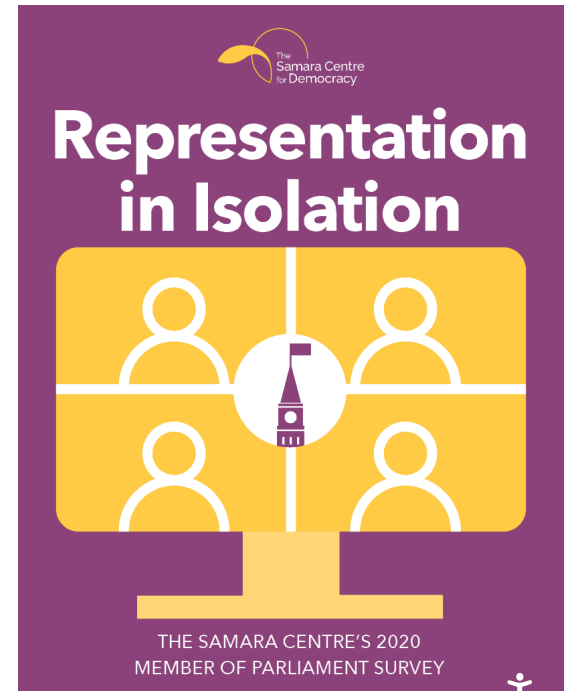
Those challenges, and the approaching 2019 Canadian federal election, have generated lots of discussion about cyber security, the regulation of social media, and the state of media generally—that is, how to manage the supply of information to citizens. But this conversation ultimately concludes that the Internet cannot be fully regulated. Accordingly, Canadian governments and civil society should not overlook the most critically important resource available: the ability of voters themselves to process information.

The only reliable, evergreen safeguard to the threats that confront us now and in the future is an engaged, informed, discerning, and resilient democratic public. We need collective and comprehensive action to foster civic literacy: the individual-level tools, skills, and knowledge that make democracy work.

At the moment, civic literacy rates are unevenly distributed among Canadians. Citizens with higher socioeconomic status, who have things like more wealth

## Cheering or Jeering? Members of Parliament Open Up About Civility in the House of Commons

*January 15, 2016*



## Representation in Isolation: Member of Parliament Survey 2020

*September 21, 2020*

and better education, tend to have higher levels of civic literacy. They have higher levels of democratic participation as well.

Additionally, there is a large and potentially growing gap between older and younger Canadians in levels of civic literacy and political attentiveness. Still other concerns have emerged recently. The decline of traditional media and the rise of social media have resulted in an increase in bad information that citizens must filter. They must ensure the information they receive and rely upon is trustworthy. They must be their own educators, editors, and fact checkers. They must play those roles in a fast-changing informational and political environment.

And it's even harder when the information is deliberately misleading, polarizing, or designed to divide. Canadian citizens are up to the challenge, but they need support.

Civic literacy isn't just the domain of in-school "civic education." It used to be taught and fostered in families, places of worship, social groups, and workplaces. But for many, those sources have become fractured. Indeed, social groups, community groups, and schools can be hesitant to teach civic literacy today for fear of being criticized as being too "political" or "biased." As such, Canada

may be too reliant as a society on the expectation that in-school civic education can successfully equip Canadians to be civically literate for all aspects of life. In fact, civic literacy requires many access points to knowledge and skill building, especially outside of primary and secondary school. However, there are real obstacles to realizing this vision.

For community groups that want to offer civic literacy outside of school settings, the risks are high: they are concerned about increasing the division between their members or being accused of advocacy. Additionally, they have a very difficult time funding civic literacy programs, as funding often comes and goes with individual leaders of foundations and governments.

The program landscape for building civic literacy is also scattered. Too few initiatives—whether public or private—focus squarely on the complex challenges associated with helping citizens to become and remain civically literate. Projects often appear and then disappear due to lack of financial and institutional support and seldom get a rigorous evaluation before they wrap up. This makes it difficult to develop a strong body of evidence for what actually works.

Our civic literacy deficit is not a new

problem, but there is new urgency to fix it. This is a shared project. Canada's non-partisan civil society should take the lead on programming, but there is a critical role for governments to play—to ensure civic education happens in the first place, is sustained, reaches the communities that need it, and is founded in evidence.

**This report:**

- **Clarifies what civic literacy is and does;**
- **Makes the case for why action on civic literacy is so important;**
- **Explains how difficult it is to measure civic literacy and how levels of civic literacy are not evenly distributed across the population;**
- **Presents some of the challenges to teaching civic literacy and how unevenly it is taught outside of school; and**
- **Discusses how to proceed, and the need for greater investment from government.**

## **Recommendations**

**1. Innovation and funding:** Civic literacy, which equips citizens to hold their government to account, is properly the work of a non-partisan civil society. But the federal government can financially support a more civically literate Canada,

while keeping distance from the programming itself.

Given how little we know about what works in bettering civic literacy, the first step for the federal government would be to create an initiative and fund to identify and develop effective programs. The initiative, which could be administered by Canadian Heritage, would invite applications from not-for-profits, public institutions, schools, and perhaps media organizations. Rather than dispensing program funds for one-off projects, the federal government should use the program to:

- Experiment with community-led approaches to building civic literacy;
- Evaluate the impact and outcomes of those approaches using robust methods and evidence; and
- Scale up and promote promising practices.

Decisions about what programs get funded should involve both expertise inside and outside of government, and use clear criteria that can continue to take new evidence into account as it emerges. Programs that prove their effectiveness could subsequently receive more stable and long-term funding.

The federal government's ongoing commitment and involvement would

ensure that civic literacy programming:

- Happens in the first place;
- Is sustained;
- Is based in evidence; and
- Is reaching all the communities it should.

**2. Measurement:** Due to a range of both practical and theoretical concerns, there is no single set of measures for civic literacy. This is obviously a significant problem for any systematic effort to improve the overall level of civic literacy in the country, especially in the long term.

New effort should be directed toward targeted and long-term measurement, particularly as it relates to program efficacy. Developing a clear picture of how civically literate Canadians are, and looking at the effectiveness of specific programs, would require innovative measurement on multiple scales and levels.

This could include surveys designed to measure political knowledge over time and in different groups of Canadians, to research comparable measures of critical political thinking and judgement, and to study how well Canadians at large understand the ways in which they can influence government decision-making.

It would also be important to show how civic literacy affects a person's ability to succeed as an advocate for a cause, and to feel efficacious in their political lives.

In addition to the measurement of Canadians generally, we also need to measure differences between those who have experienced programs and those who haven't, so that we can evaluate specific efforts to improve civic literacy, and expand the ones that prove most effective.

Convening and information exchange: If civic literacy programming providers are to benefit from the work of others, governments will need to support greater connections between government, researchers and, most importantly, the organizations actively delivering civic literacy programming. Working together would advance and solidify democratic practice in Canada in several ways:

- First, it would allow for information sharing among actors working on distinct but related elements of civic literacy. That sharing would encourage the development of best practices, spur cross-pollination of ideas, and reduce duplication of effort.
- Second, civic literacy providers would be better positioned to identify areas of comparative strength and

weakness in Canada's existing support for civic literacy, and to develop strategies to address the most significant gaps in Canadian civic practice and other related issues.

- Third, providers could nurture and maintain ongoing relationships with policymakers—both with leaders responsible for articulating any necessary legislative changes, and with civil servants tasked with monitoring various democratic challenges and funding efforts to counter them. Members of such a community would be more able to provide policymakers with a definitive account of problems and potential solutions. They would also be able to take a more active role in subsequent policy design, implementation, and evaluation.

**3. Designing national action:** The federal government can choose from a number of approaches to accomplish those three objectives, from creating a new national agency for civic literacy (as is the case in Germany—see box on page 14 of the report), to simply scaling up the existing activities scattered across departments and agencies. There is no single path forward.

But there are advantages to creating a national home for civic literacy. Doing so



would signal a strong commitment, ensure ongoing programming, and support more sophisticated research and evaluation. If designed well, a national agency for civic literacy could also guarantee non-partisanship and make collaboration possible. To repeat, civic education must be a shared responsibility of multiple levels of government.

Therefore, in designing action on civic literacy, the federal government could take inspiration from existing Canadian models to facilitate exchange, collaboration, and evaluation. For example, the Canadian Institute for Health Information (CIHI) is a not-for-profit organization established to support federal-provincial-territorial efforts to improve healthcare outcomes. Provincial and territorial governments participate in governance, creating an environment of strong collaboration across governments — which may be necessary, if in-school civic literacy is part of the agency's mandate.

Another model could be an entity founded with a one-time endowment from the federal government or multiple levels of government, as is the case with the Institute for Research on Public Policy or the Global Centre for Pluralism. These are arms-length non-profits, not government agencies. Ideally, the design would achieve

participation from government at multiple levels while the agency remains fundamentally independent from government.

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### Who Cares About Toronto's By-Election?

*June 26, 2023*



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*June 20*

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LIFESTYLE News

## Children who start reading for pleasure early had better academics, mental health as teens: study



A recent study has found a strong link between reading at a young age and school performance and well-being in adolescence. (Pexels)

**Michael Lee**

CTVNews.ca Writer

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**Updated** July 2, 2023 1:56 p.m. EDT

Published July 2, 2023 12:13 p.m. EDT

Researchers say children who start reading for pleasure early in life could end up with better test scores and mental health outcomes as teenagers.

A study published on June 28 in the journal [Psychological Medicine](#) found a strong link between reading an optimal amount of 12 hours a week and improved performance on cognitive tests later in adolescence.

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- [Teens' brains aged faster during the first year of the pandemic, study says, and stress may be to blame](#)

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- [Cambridge: Reading for pleasure early in childhood linked to better cognitive performance](#)
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The study, conducted by researchers at the universities of Cambridge and Warwick in the United Kingdom, as well as Fudan University in Shanghai, China, involved data from more than 10,000 young adolescents in the United States.

They say the study shows for the first time the "important relationships" between reading for pleasure early and cognitive development and mental well-being.

"Reading isn't just a pleasurable experience — it's widely accepted that it inspires thinking and creativity, increases empathy and reduces stress," Barbara Sahakian, a professor in the department of psychiatry at the University of Cambridge, [said in a news release](#).

"But on top of this, we found significant evidence that it's linked to important developmental factors in children, improving their cognition, mental health and brain structure, which are cornerstones for future learning and well-being."

Jianfeng Feng, a professor at Fudan University and the University of Warwick, said parents are encouraged "to do their best to awaken the joy of reading in their children at an early age."

"Done right, this will not only give them pleasure and enjoyment, but will also help their development and encourage long-term reading habits, which may also prove beneficial into adult life," Feng said.

## METHODS

The researchers used data from 10,243 participants from the [Adolescent Brain and Cognitive Development study](#), described as the largest long-term study of brain development and child health in the U.S.

Forty-eight per cent of the participants had little experience reading for pleasure, the researchers said, or did not start until later in childhood, while the other half spent between three and 10 years reading for pleasure.

About 47.5 per cent of the participants were female and the rest were male. None had been diagnosed with autism spectrum disorder or schizophrenia, while 9.1 per cent met the criteria for an ADHD diagnosis.

Using clinical interviews, cognitive tests, mental and behavioural assessments, and brain scans, the researchers compared those who started reading between two and nine years of age to those who started later or not at all.

The team says it also controlled for factors such as socio-economic status.

## EARLY READING CONNECTED TO BETTER SCHOOL PERFORMANCE, FEWER BEHAVIOURAL PROBLEMS

The results showed a positive link between reading for pleasure early in life and test scores in verbal learning, memory and speech development, and school performance as adolescents.

The same children showed fewer signs of stress and depression, improved attention, fewer behavioural problems, less screen time and longer sleep, the study says. The findings appeared to be consistent for both males and females.

Brain scans also showed that adolescents who started reading early had "moderately" larger brain area and volume, including in regions important for cognitive function.

The researchers found no additional benefits for participants who read for pleasure beyond 12 hours per week, which could be due to more time spent sedentary and less time playing sports or engaging in social activities, the study says.

"Furthermore, taking into account of the impact that the COVID-19 pandemic and lockdowns had on young children's cognitive development, RfP (reading for pleasure)-related activities may help mitigate the negative effects of the pandemic and lockdowns on their emotion, cognition and education," the researchers write.

GTA

# Everything, to everyone, all at once: How libraries ended up on the front line of Toronto's urban crisis

When homelessness rises, barriers to mental health-care persist, and social supports thin, the myriad issues facing Canada's cities inevitably show up in one of the last truly public spaces.

By Victoria Gibson Affordable Housing Reporter, Omar Mosleh Staff Reporter

Sep 9, 2023

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Article was updated Sep 9, 2023





As the city's woes have grown ever-deeper, the library has faced questions about its own limits, with only so many resources at its disposal.

Richard Lautens / Toronto Star

On a drizzly summer afternoon, the patrons of Toronto's Lillian H. Smith library were consumed in their own private worlds.

Under the protective curl of its arched entrance, a man in slippers leaned wearily against the bronze gryphons that flank the door like gargoyles. Inside, an older man carefully studied a newspaper, while a younger woman tucked her knees to her chest to read a children's book and staff buzzed throughout the first-floor stacks. A seated man meanwhile battled with himself, whipping his neck around and scratching his arms erratically as he streamed a video aloud.

This day, like any other, visitors came in to study, use the internet or find refuge from the weather — and whatever the request, the library aimed to accommodate. Beyond its shelves of paperbacks, hardcovers, DVDs and reference materials, this downtown branch offers a pay phone on the ground level and, out of more

recent necessity, crisis workers upstairs. Pamphlets point to support for newcomers, directions to shelters and details of food banks.

Here, in one of Toronto's few genuine public spaces — one that's free to enter and that doesn't mind if you stay for hours — is an institution trying its best to fill the city's cracks.

It's on the front lines of the housing crisis, as hundreds are turned away daily from shelters and many seek refuge from extreme weather in library branches. As street drugs have become increasingly toxic, library workers have learned to administer overdose-reversing naloxone. And libraries across the city are seeing, and trying to respond to, the aching reality of people battling serious mental illness without adequate — or affordable — access to mental-health care.

“Those are the types of things you wouldn't necessarily think about in libraries,” said Brandon Haynes, president of the 2,100-member Toronto Public Library Workers Union.

But this is the reality of Toronto today, where unchecked social problems are spilling across public spaces. As the city struggles with shelter capacity, hundreds have taken refuge in its emergency rooms. While demand for supportive housing has fallen short, one mental health hospital has seen patients stuck in in-patient wards — at times, for years — unable to be discharged. So the library, too, has wound up responding — by necessity — to evolving crises.



Brandon Haynes, president of the Toronto Public Library workers' union, says the TPL has adapted to what's needed of it, moving beyond people's conception of a library like the North York Central branch as 'a nice quiet space where you can come in and read books all day.'

Andrew Francis Wallace / Toronto Star

As the city's woes have grown ever-deeper, the library has faced questions about its own limits, with only so many resources at its disposal — such as a single social worker across all 100 branches. New efforts like the crisis worker program are currently relying on philanthropy rather than public funding. Staff are feeling the pressure as other drop-in spaces have thinned, and the library's rate of violence and other incidents has been climbing.

"The best thing about the library is that it's open and accessible to everybody — but it's also a challenge, because we can't do everything," Haynes cautioned. An ideal library, in his view, is a place where everyone gets the assistance they need — but that has become an increasingly difficult task.

"Whatever happens in the community trickles over into the library."

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No two libraries, by design, are identical; they respond to the needs of their communities. On the same afternoon that users of the Lillian branch felt ensconced in their own quiet worlds, Toronto's Thorncliffe library was boisterous, with dozens of kids and teens clustered around crafting tables, browsing the internet or embroiled in video games. A trio of boys burst through the doors, carrying a soccer ball as they beelined for the information desk.

This is one of two dozen Toronto libraries designated as a youth hub, but canvass the city and you'll see programs vary; in 15 branches, targeted to areas with more newcomers, the library works with agencies to make immigration settlement workers available. A little more than half of branches hand out PRESTO cards; in three locations, you can borrow musical instruments. And for those navigating the job market in a post-pandemic world, the library has started creating space for video interviews, starting with its Malvern and North York Central branches.

"I think historically, or maybe stereotypically, people would see the library as a nice quiet space where you can come in and read books all day," Haynes said. But the library, in his view, adapted

and evolved to the gaps around it, like offering job search help in recession years.

In an unequal city, the library — like other public institutions — also sees acute needs cluster.

Especially downtown, the library can be a critical resource for people weathering homelessness, at a time when shelters are regularly squeezed to capacity. (In July, for example, an average of 239.1 people per day were turned away after calling Toronto's central shelter intake team.) That day, in the Lillian branch, a man accompanied by several bags of possessions sat quietly by the window, seemingly trying to be unobtrusive while sipping from a small cup of takeaway soup.

Greg Cook, a downtown outreach worker, said for all his years working in Toronto, the library has been a critical refuge for those with nowhere else to go — but as the cost of living continued to climb faster than incomes, that need has only grown. That included people who needed to access public bathrooms, or students for whom textbooks were prohibitively pricey.

There are vanishingly few options today where someone can go and simply exist without paying, Cook said. “Where are people meeting who are different incomes, different races, different cultural backgrounds if not in places like libraries and public parks?” he asked.

But it isn't always easy. Sometimes, a person dealing with any number of challenges will arrive in the library in crisis, and it can spill over into conflict with library staff or other patrons.





The Lillian H. Smith library is on the front lines of the housing crisis, as hundreds are turned away daily from shelters and many seek refuge from extreme weather.

Richard Lautens / Toronto Star

Take Lillian, for example. The library's own statistics show the downtown branch — located on College Street near Spadina Avenue — is among the hardest hit by what the library categorizes as “incidents,” which can range from harassing or threatening behaviour to injuries, overdoses and violent or disruptive behaviour. In reports and interviews, the library cautions against blaming all incidents on any one group, noting that while someone may lash out at staff while dealing with a mental health crisis, so might a patron irate over book fines.

“Most folks who are coming in use our resources — computers, study rooms, magazines, bathrooms — quietly, and you would never know that they're experiencing a vulnerability,” said Amanda French, the library's manager of social development.



Amanda French, Toronto Public Library's manager of social development, said most people who use the library's resources are quiet. "You would never know that they're experiencing a vulnerability," she said.

Andrew Francis Wallace / Toronto Star

Still, the library's data shows that areas dealing with other social challenges tend to see higher incident rates. And the problem has been growing. Where the library system overall recorded 6.47 incidents per 100,000 visits in 2005, that rose to more than 35 incidents per 100,000 visits by 2021.

Where only a small portion of incidents are violent — 2.88 of the 35.74 incidents per 100,000 visits in 2021, for example — the rate of violence has been steadily increasing, and persisted despite fewer visits during COVID-19. Like other social services, the library has found its role more challenging post-pandemic, as drop-in options for vulnerable people seem more sparse.

"I think the library is just very much an extension of what's being felt across all agencies," French said. "Our colleagues in housing, in shelters ... they are getting rocked over there. You're feeling that same pressure here: that's economical, that's mental health, that's lack of housing. It's just these huge, broad issues that we're dealing with as a society and as a city."

Indeed, as shelters have seen more violence in recent years, the surge has been attributed to factors like crowding, inadequate mental health-care and the opioid crisis. To the average Torontonians, these forces are likely most palpable in public

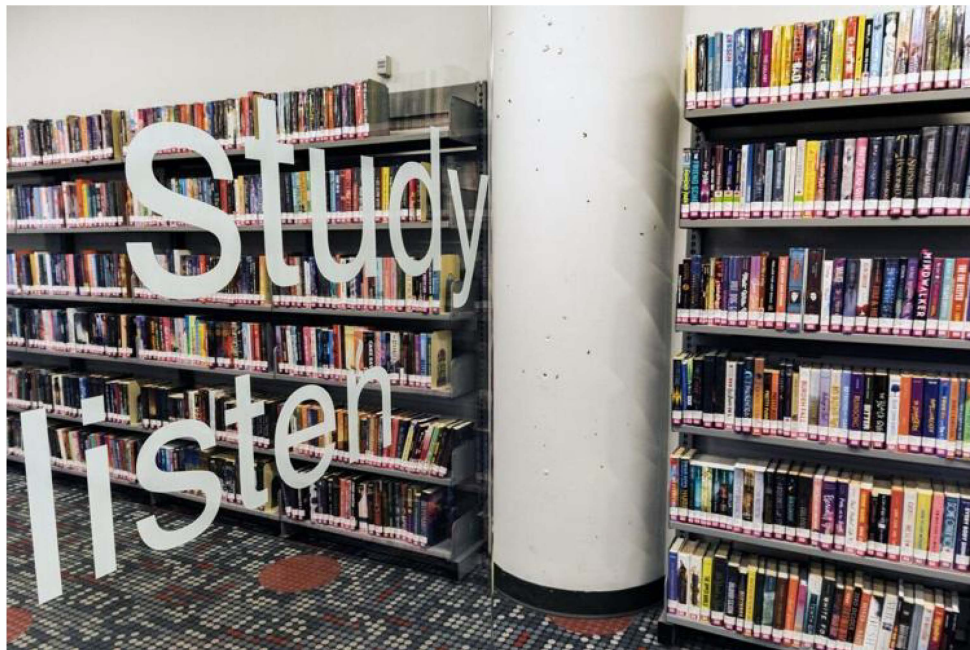
spaces. “When the city is doing well, you can feel it,” said Councillor Gord Perks, who until recently sat on the library board.

“And when the city is struggling? You can feel it inside a library branch.”

Library workers did their best to help anyone who came through the door, Haynes said — a group that includes not only librarians, but assistants, branch heads, service specialists and pages. But he’s been troubled by some of the stories he’s been hearing lately. In the worst cases, the union has recorded incidents of staff spit on, scratched or even punched by visitors.

“The bottom line is that staff have to be safe. They have to go home in one piece, psychologically and physically, in order to keep everyone else safe,” he said.

Brian Daly, director of Human Resources for the library, described patrons — in the more severe cases — hurling slurs, throwing chairs or pushing over computers. But addressing the problem, in his view, wasn’t as simple as tightening security. “We want to be very, very careful that we don’t create a militarized environment in libraries where people feel people are watching over them.”



The written word, and those seeking it, are not the sole focus at the TPL’s North York Central branch and elsewhere.

Andrew Francis Wallace / Toronto Star

This is the crossroads the library found itself facing in the fall of 2021. That October, the library board was considering a request for more security guards when the discussion pivoted to a trickier question: were there other ways to respond to the issues library staff were seeing?

That question sparked a monthlong review, which pulled together library leadership, the union, board members and community groups to answer a central question. How should the library respond to serious problems — such as violence against its staff — while ensuring it did not become a less accessible institution, putting barriers in front of vulnerable people?

It led to an extensive report, which detailed the frustration workers had been harbouring for some time. Staff felt stretched thin, the report said, as the union reported staff shortages were leading to higher rates of absenteeism. While branches relied on community partnerships, the report noted those organizations also battled with underfunding and capacity limits. And it highlighted internal struggles and limitations such as the single social worker employed by the library.

French said that worker was never intended to assist the public — rather, they were an internal resource for staff, who could assist in processes like referrals. Knowing the library wouldn't be able to hire enough social workers to meet the needs of its patrons, French saw it as their best option. "We are not social workers, we're not experts. So why would we take that on?"

To Perks, one takeaway from the review was that the library was being asked to address problems beyond its scope. "Library staff in the city of Toronto are very skilled in being one of the key front-line services that's open to everybody, but the size and complexity of this increased need was beyond what the library was set up to be able to do," he said.

The report reflected this very concern, noting the library's role in addressing Toronto's social issues had been expanding as other local programs were either unavailable or overextended. With that, it warned that libraries did face a risk of becoming hot spots for tensions or conflict.

Still, embedded in the report was a caution that the library needed to stay an accessible space for anyone. To Perks, it was a remarkable response. "There were incidents of people acting out and real conflict in the library that had been going on for a while



— and we didn't just put police on overtime into every branch. We actually thought about how to, in a real way, build safety," Perks said. "We have a duty of care to our employees, but we also have a duty of care to vulnerable patrons — and how do we meet both of those?"

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Thousands of kilometres west of Toronto, Edmonton has been grappling with these same questions for more than a decade. The first Canadian library to employ its own social workers back in 2011 — having taken inspiration from the San Francisco Public Library — the Edmonton Public Library is known in library circles as a place that embraces its broader community role.

At the downtown Stanley A. Milner branch, that means serving as much as a refuge for people without shelter as a place to borrow a book. "That brings both the joy and the beauty of public libraries, and that brings the biggest challenges," said library system CEO Pilar Martinez.



Edmonton Public Library CEO Pilar Martinez.

Michel Feist / Edmonton Public Library

Today, the branch offers three full-time social workers, who can be dispatched to other nearby branches as needed. Like in Toronto, the Edmonton branch relies on community partnerships with agencies like Boyle Street Community Services, which maintains an outreach team to help de-escalate security incidents and respond to incidents like overdoses in the library.

The social workers can connect people with subsidized housing, or help with obtaining new ID cards. They provide referrals to other agencies if a patron is dealing with domestic violence, food insecurity or health issues, and can help someone get to appointments. But sometimes, their social workers are simply providing a listening ear.

That was a powerful draw. Charlene Johnson, one of the downtown location's social workers, knows some people come in simply "knowing they're going to be heard," noting that unless someone was causing a real disturbance or fell asleep, the workers leave patrons undisturbed.

But despite the decade-plus of ironing out its system, Edmonton has also been struggling since the pandemic, Martinez said. In 2022, safety incidents were up 22 per cent compared to 2019, and up to this point of 2023, they're up 35 per cent compared to pre-pandemic numbers.

So the Edmonton library system, too, is now tasked with finding a path forward that balances the library's ideals as a community hub with putting too much pressure on its staff.

"We absolutely want to be part of the solution. I think what's happening now, though, some of the things are beyond our scope," Martinez cautioned.

And it's a refrain she's hearing across the map — from colleagues in Calgary, Saskatoon and Toronto. "What you see in public libraries is really mirroring what's happening in our society."

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Back in Toronto, last year's safety review concluded that a wide slate of actions was needed, with security in branches being just one component of a much broader strategy. There needed to be better training for staff in areas like crisis prevention, it said, but also other professionals brought in to lighten the load on library workers. The recommendations included participating in a citywide crisis pilot that provided an alternative to police enforcement, as well as new library-specific pilots to bring in community health and social workers.

This July, the library began rolling out a pilot project in four downtown branches, concentrating especially on Lillian and the reference library. Working with the Gerstein Crisis Centre, it offers low-barrier mental health and crisis support inside the building — and French has high hopes.

Where library workers' role ends at the door, she said the Gerstein workers could, for example, walk with a patron to a coffee shop to de-escalate a situation. That in-depth assistance was already paying off, French said, citing cases of refugees assisted in finding shelter or people connected with medical care. In some cases, Daly said it has also made it possible to consider rescinding library bans — applied when a patron violates conduct rules — earlier than expected.

But crisis workers aren't available all the time, with the Lillian branch advertising 11 a.m. to 7 p.m. hours on Tuesdays and Thursdays, plus every other Saturday from 9 a.m. to 4 p.m. And in a financially strapped city, these kinds of initiatives — at the library and elsewhere — often rely on private donations rather than public funding, at least in their infancy.

Where the pilot is funded via the library foundation, French said the idea is to eventually show its outcomes to city hall in a bid for longer-term money. "The challenge these days, as you know, is the severe funding challenges and lack of funding from other levels of government."

Overall, she sees the program as one that recognizes the library cannot be everything for everyone. "We're trying to build our capacity to be the resource that people want us to be, which is everything," French said. "We're not going to be, and that's OK. I think we just need to find a way to fill that need, and to respond to that need, without trying to become that person."

Looking to the library's future, Haynes sees it now — as ever before — as a resource.

"There are so many challenges the city is facing, and the library is a great place to visit to get help," he said. While he doesn't see them as able to fill every gap, his hope is to see the institution focus on basic values — creating a space that is as safe as it is welcoming.

"A perfect library is a place where everyone gets the help they need."

Victoria Gibson is a Toronto-based reporter for the Star covering affordable housing. Reach her via email: [victoriagibson@thestar.ca](mailto:victoriagibson@thestar.ca)



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# Opinion Welcome to the discipline center. It used to be a library.



By [Alexandra Petri](#)

Columnist | [+ Follow](#)

August 7, 2023 at 6:30 a.m. EDT

*“School plan in Houston to repurpose libraries into discipline centers draws fire”*

— [USA Today headline, July 28](#)

This was not always a place of punishment. People used to come here on purpose. Students, like yourself. Back then, it was called a library.

These things on the shelves gathering dust were once prized. Sometimes, they were arranged by a special code called Dewey Decimal. They were passed excitedly from hand to hand, and we were proud that a place where you could go and receive a book existed. These shelves hold books that speak of the destruction of libraries as a tragedy. (Once, there was a place called Alexandria, and we still regret its loss centuries later. That was before we knew better.)

There was a time when people came here on purpose: to read, to get recommendations of what to read next, to walk through the rows of bookcases and stare greedy-eyed at all the books they hadn't read yet. (Books are the things on the shelves in the plastic sleeves.)

Libraries used to be places we revered. They made us feel civilized, as though we had arrived at a point where we could have nice things — not just some people but everyone. Where you didn't have to pay to access all the knowledge in the world. Where you could tell the keepers of these volumes, people called librarians, about the kinds of things that interested you, and they would hand you a book about it. That was just one of myriad things they did, but it was maybe the one they loved most.

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Beast? No, there isn't a beast here. Libraries used to be for everyone, not just those who had been cursed and turned into beasts and were trying to impress bookish girls from the village with a thrilling display of reading material.

Reading? Oh, yes, of course. Reading is what we used to do to get information — from these books. We used to sit down and stare at these squiggly lines and use them to put information and make pictures in our brains! Find things in them that remind us of ourselves, or things that we have never encountered before and may never again! And also, in the course of this process, the book would be given a little stamp. It used to be encouraged.

When we filled these places with books, we were not saying, “Every book on these shelves is magnificent!” We were saying, “Isn’t it magnificent that there are so many books on these shelves, and people can decide what they think of them for themselves?” That is why the books here are wrapped in plastic sleeves, as though they’re precious and we want to protect them from ourselves. That was before we started thinking instead that we needed to be protected from them. We used to treasure them. We used to make a point of demanding that they be brought back on time so that other people could read them!

We think differently now. That was before, back when we were less careless of the nice things we had, before we had so aggressively begun cutting off our noses to spite our faces. (This is an expression you would have found in the books here; it means punishing yourself because you have forgotten how many things are part of yourself, like closing your libraries to serve no particular purpose.)

Sometimes, we get sick of having too many nice things. Or, sometimes, people forget how nice, gentle things are much harder to put back than they are to remove. So we get treeless, hot-concrete streets; and we beat our libraries into discipline centers; and the world gets worse and uglier; and it will be so much harder to repair than it would be simply to let it alone. This place used to be nicer. The books say so. (Did you ever hear about plowshares? The books say we used them to cultivate. We used them to make things grow. We used them to live peacefully and pleasantly together.)

This place where you’re sitting now was not always a place of punishment. But now it’s a place of punishment, and you are not the only one being punished here. We are all being punished.

# Public libraries are the latest front in culture war battle over books



By [Gregory S. Schneider](#)

July 25, 2023 at 6:00 a.m. EDT

FRONT ROYAL, Va. — Melody Hotek watched the library board room filling up and knew she was in for a tough night. Soon every seat was taken and people lined the walls, some 120 in total, with two sheriff's deputies on hand for any trouble.

“This is quite a crowd, and I am nervous,” Hotek said into the microphone as she convened her first meeting as chairwoman of the Samuels Public Library trustees. In the two years she'd been a member of the board, the 70-year-old grandmother was used to quiet sessions with zero spectators.

Now the crowd was buzzing and jittery. A few months earlier, a handful of residents had begun demanding the removal of certain books in the children's section of Warren County's only public library. Most of the titles involved LGBTQ+ themes. Powered by support from conservative media, the group persuaded the county's Board of Supervisors in June to withhold 75 percent of the library's funding until something was done to address the complaints.

At the July 10 trustees meeting where Hotek began her term as chairwoman, residents on both sides of the issue had turned out to see how the library would respond. The clock was ticking. Samuels Public Library had only enough money to operate through September unless it could persuade the county to release the rest.

The situation in Front Royal, about 70 miles west of Washington at the northern end of the Shenandoah Valley, marks an escalation of book wars in Virginia and across the country. In recent years, clashes over whether to ban books — part of a national movement of parental grievance against cultural change in education — have largely played out in school libraries in [Texas](#), [Florida](#), [Georgia](#), [Pennsylvania](#) and Virginia. Now the issue is spreading to public libraries, too.

In Virginia, the Pamunkey Regional Library outside Richmond has faced challenges from residents who want to remove or restrict books they consider sexually explicit. The Hanover County Board of Supervisors, which supplies most of the library's budget, has appointed two library critics to the regional board and is debating funding cuts. In Appomattox County near Lynchburg, supervisors fired a library board member last month over a gay pride display. And in Botetourt County outside Roanoke, community members began flooding the local library with requests to remove books, but the county's Board of Supervisors recently passed a resolution in support of the library.

"Seeing it jump into the public library from schools ... was sort of staggering," said Lisa Varga, executive director of the Virginia Library Association. Public libraries serve a broad function in society, she said — they assist job hunters and new English speakers, help grandparents digitize family photos, give kids a safe place to hang out on a summer day.

"The public library's ability to provide resources that cater to every member of the community is just part of our core values," Varga said, "and these are under question right now."

Not just under question. In Front Royal, the library's opponents accuse it of terrible violations of the social order, of sexualizing and brainwashing children. Bearing the brunt of the anger is the library's staff and its 15-member, all-volunteer Board of Trustees, who include a retired Air Force general, a lawyer, an accountant, parents, grandparents, churchgoers and home-schoolers.

At the recent meeting, as anger boiled over in the crowd and one speaker furiously thrust his hand toward the face of a woman who had been heckling him, Hotek pleaded for calm.

"We're all neighbors," she said. "And this is our community, so let's be kind to each other. Please."

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Exactly what set off the issue in Front Royal is unclear.

By one account, as told in a publication of the conservative Family Research Council, a woman's 4-year-old grandson visited the library earlier this year and saw a sexually explicit book in the children's section that the grandmother found appalling.

That story could not be corroborated; the person who described it in the FRC publication, Thomas Hinnant, declined to answer questions from a Washington Post reporter. The library's supporters insist the tale is apocryphal.

Hotek said she first got word about trouble in February, when a county supervisor alerted her that local resident Mark Egger was raising complaints. Egger, 67, a piano teacher, said in an interview that he believes there is a national trend of books related to gay and transgender issues being aimed at children and decided to take a look at Samuels.



“I knew these books were coming into the library, and I just hadn’t had time to research it. I finally got the time back at the end of January,” Egger said. He added that he knows about the industry from having owned a bookstore years ago. “It’s been a huge push from the publishers and the librarians to get these books in — books that say a boy can become a girl and a girl can become a boy.”

His family wasn’t directly exposed to the books — Egger said he has lived in Front Royal 32 years and has five grown children and seven grandchildren, though most do not live in the area. But Egger views the topics as inherently wrong.

“I wasn’t focusing on anything but books that had sexual perversity in it ... and books that promoted the lie of transgenderism,” he said.

In April, he filed formal complaints against three titles — “I Am Jazz,” a picture book about Jazz Jennings, a trans woman who writes she was “born with a girl’s brain in a boy’s body”; “This Is Why They Hate Us,” a young adult novel about a bisexual Latino boy; and “Ana on the Edge,” about a figure skater coming to terms with gender identity.

Egger was soon joined by fellow worshipers from his local Catholic church. A conservative religious community has grown in Front Royal in recent years, with nearby Christendom College and several home-schooling groups as focal points. The town is also a haven for outdoorsy free spirits — it’s a gateway to the Appalachian Trail, Skyline Drive and Shenandoah River rafting — and cultures sometimes clash, such as a few years ago when the town lifted a long-standing ban on tarot cards.

In May, a website called Clean Up Samuels Library began rallying residents to what it said was an urgent cause.

“Christ told us to be ‘cunning as serpents, and innocent as doves,’” an early version of the site said, inviting concerned residents to a “Beer, Babysitting, and Cleaning Up the Samuels Library” event in a local park. “Right now, innocence is under attack at our local Samuels Library. Explicitly pornographic ‘young adult’ books, as well as books that promote fetishes such as the LGBTQ+ ideology have been found in the children’s and young adults sections of the library.”

The site provided instructions for signing up for a library card and filling out forms to object to individual books. After the event in the park, book “reconsideration” requests began flooding into the library — 590 in the month of May. The previous month saw seven requests.

Each request takes three to four weeks to process, as staffers read the books and follow a protocol of checking them against national reviews and library policies, Samuels Public Library Director Michelle Ross said. Any appeal of the library’s decision would take another four weeks.

“We’re still working on those initial seven” complaints, she said.

Swamping librarians with multiple reconsideration requests is a new phenomenon in Virginia, said Varga, the state library association president, who is watching Front Royal closely. “Having an event to fill out as many forms as possible paralyzes all other library services,” Varga said.

The requests targeted 134 books and were filed by 53 individuals. In dozens of complaint forms obtained by a library supporter through the Freedom of Information Act and shared with The Post, almost all filers said they had not read the books, only summaries. The overwhelming majority of the complaints reviewed by The Post singled out LGBTQ+ themes as the reason for removal.

“Our library should not be carrying ANY material about LGBT,” one form read. Another listed “homosexual content” as the reason for removal; “LGBT lifestyle,” said another; “abnormal sexuality treated like it’s normal”; and on and on.

The organizers of Clean Up Samuels Library are not identified on the website. Egger disputed that the movement is any kind of formal group, but said it’s far bigger than many realize. “There’s literally thousands of people on our side,” he said. In interviews with conservative media, Hinnant has served as a spokesman.

“What these folks have been pushing in our library is absolutely disgusting,” Hinnant told Brian Kilmeade last month on Fox News. “We’re going to seize this library and give it back to the people and back to the parents through community action.”

When approached by a Post reporter outside the library after the recent trustees meeting, Hinnant declined to elaborate. “I don’t talk to the fake news,” he said as a reporter from the Breitbart website took video of the exchange. When asked about the Clean Up Samuels Library group, Hinnant said his only comment was that “I’m a community organizer; I don’t have official association with any organization.”

From February through May, Hinnant had an official role with the political campaign of Delores Oates, a member of the Warren County Board of Supervisors who is running for a House of Delegates seat as a Republican. She paid him \$20,000 in consulting fees. Oates did not respond to requests for comment.

The Board of Supervisors confronted the issue for the first time on June 6, when the Clean Up Samuels crowd turned out in force for a public hearing. By then the library’s defenders had begun to coalesce, and both sides spoke for hours in a fiery session that ended near midnight.

Samuels Public Library is a private nonprofit, so the county supervisors have no say over the library trustees. But they do have power over its budget; the county contributes at least 80 percent of the library’s operating funds, or some \$1 million per year. A week after that June public hearing, the board approved a county budget for the fiscal year beginning July 1 and took a surprise 4-1 vote to release only 25 percent of the library’s funding.

The rest would be held in reserve until September, to see how the library would respond to the concerns.

The budget vote was “a huge victory,” Clean Up Samuels Library posted on its website. “We thank the Lord for all the blessings He has given us thus far.”

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Sydney Patton, an organizer of the rival group Save Samuels Library, said she has volunteered at the library for years. “Some people call me the ‘goth librarian,’” she joked, in reference to her penchant for black lipstick and clothes.

“During covid, the library helped me keep my sanity,” said Patton, 38, who has worked in cybersecurity and belongs to a local LGBTQ+ collective.

She sees the anti-book crusade as a political tactic, noting that numerous local candidates for state office used the June supervisors meeting to hand out campaign literature. “This isn’t actually a thing about caring about children; it’s to rile up the base, and we’re being used as a pawn,” Patton said. “This has divided our community. It’s hate. It’s toxic.”

The books in the library are there to speak to the most vulnerable children, she said — those confused about their identities who might have nowhere to turn and don’t understand their own feelings. Seeing themselves reflected in a book could be life-affirming, she said.

No one is forcing any child to read them, Patton added — and, in fact, children under 12 are required to be accompanied by an adult while in the library. Her group has amassed more than 18,400 signatures on a [Change.org petition](#) to defend the library’s policies.

“Knowledge is power,” said Stevi Hubbard, 43, a local Realtor, parent and supporter of the library. “I have a right to raise my child my way. This is a public library.” She wore a shirt that said, “Censored speech is not free speech — hold fast.”

The American Civil Liberties Union of Virginia is monitoring such cases around the state, said policy and legislative counsel Breanna Diaz. “What has essentially been a national trend has become a trend in Virginia, as well,” she said.

Its roots in the state go back about two years, Diaz said. Gov. Glenn Youngkin (R) was elected in 2021 after a campaign built on the slogan “Parents Matter” that drew energy from a conservative backlash against local school boards. Republicans also won control of the House of Delegates that year, lending momentum to the ideological shift.

In 2022, the General Assembly took up Senate Bill 656, requiring the state to develop model policies for local school systems to notify parents of any sexually explicit materials used in classrooms and creating a mechanism for their child to opt out. Two Democratic senators from conservative districts joined all Republicans in the Senate to pass the bill, which cleared the Republican-controlled House on a party-line vote and was signed into law by Youngkin.

The policy is having a “chilling effect” on library-related issues around the state, Diaz said. “Pro-book-ban individuals and organizations are emboldened by this law to now extend it into public libraries,” she said.

Which, on a Monday night in July, engulfed the meeting room at Samuels Public Library in Front Royal.

Though both sides had arrived primed for battle, the rules of the library trustees imposed limitations: only five speakers total, for three minutes each.

Shouting broke out as soon as one of the book opponents tried to divide her time with another speaker. It reached a fever pitch when Egger took the microphone. He wanted extra time. He argued with hecklers. He slammed the American Library Association for removing the name of “Little House on the Prairie” author Laura Ingalls Wilder from its children’s book award because she wasn’t “woke enough.”

“Maybe if her book was called ‘The Little Transgender Fairy on the Prairie,’ they would have kept her name on the award,” he said, to laughter and angry shouts that were equally thunderous.

Resident Tina Johnson, 49, followed, saying she had spent 20 years working with children as a behavioral therapist. She pointed out that banned books disproportionately feature minorities and marginalized people.

“Banning books is not about books. Banning books is about people,” she said. “It’s about telling some children in our community their family is perverse and unwelcome. ... Samuels is just one library, in our little county, but it is the front line, as is every library being targeted right now by systematic attacks on the First Amendment.”

Soon it was time for action, and the library board rolled out several steps in response to the public controversy.

Ross, the library director, had prepared a plan to implement two new kinds of library cards — one for young children allowing them to check out only juvenile books, the other for children up to age 16 allowing them to check out young adult books. The cards would not be required for those age groups, but parents could opt in.

In addition, the library would create a “new adult” section for books aimed at ages 16 through college, making it easier for parents to keep younger children away from mature themes. The board also voted to spend a total of \$25,000 — out of contributed funds, not taxpayer money — to hire legal counsel and a public relations adviser to handle the controversy.

But when it came to three specific books objected to by Egger — the first of the wave of objections to reach the final stage of the process — the board was making few changes. It agreed to move “This Is Why They Hate Us” to the “new adult” section as part of the reorganization but declined to make any changes for the other two books.

Library staff members argued that the books all are well-reviewed and meet established criteria that govern how books are chosen. Two board members dissented.

“I think Samuels Library is a great library,” one of them, trustee Pete Walker, said before voting against the books. “But I’ll admit I have some concerns about how we’re handling this controversy. I believe it’s wrong to sexualize our children.”

Egger was so livid over the final vote that a deputy had to ask him to quiet down. Egger walked out to the lobby, where he said the library's system for reviewing books was rigged against ever taking objections seriously. And the introduction of restrictive library cards?

"It's just a diversion," he said.

The bigger question remained whether those actions would be enough to get the Board of Supervisors to release funding.

One supervisor, Jerome K. "Jay" Butler, attended the meeting and said afterward that he was encouraged.

"I think they're taking steps in the right direction," he said. "We'll just have to see. I'll talk to the other board members and see what their consensus is."

None of the other four supervisors responded to The Post's requests for comment. Oates, the supervisor who is running for the House of Delegates seat, posted an essay to an online Catholic civic group that said the library was still out of line.

"I support the removal of pornographic literature and severing ties with the ALA," Oates wrote. Most of the library board "should be replaced by new members who care about the well-being of children. ... We set an example for the rest of the country to follow — residents using their political power to demand accountability from government officials taking cues from the radical left."

So the fate of Samuels Public Library remains up in the air as the September deadline looms.

"I think we're optimistic that they'll put our funding back," Hotek, the trustee chairwoman, said in an interview. "We're making good compromises that are good for the parents and good for the community."

But moving books around will have to be enough. Banning them — removing books that the library's trained professionals have determined to be in the interest of even a small number of people in the community — that can't happen, Hotek said.

"I have no agenda," she said. "I'm a grandmother of nine. I go in with my children and my grandchildren, and when they pick out books we look at them before they check them out. This is what parents do."



# JUN 2023 CEO REPORT





## Speak UP for diversity & inclusion

### CELEBRATE PRIDE

#### "Love is Love" Library Card

This June the Library introduced our special edition "Love is Love" Library cards, which demonstrates our unwavering dedication to creating a 2SLGBTQ+ positive space in our community. By obtaining a "Love is Love" card, individuals can proudly demonstrate their support for the 2SLGBTQ+ community and our commitment to fostering an inclusive environment. In addition to offering these special edition cards for free, we are providing an option for residents to replace a lost card or upgrade to the new design for a nominal fee of \$5. The proceeds from these transactions will be directed towards enhancing our 2SLGBTQ+ programming at the Library, allowing us to further support and engage with the community throughout the year.

*Shelly Skinner of UPlift Black shows off the Pride Card at the Pride Flag rising at Innisfil Town Hall.*



#### Curated Booklists

Pride Month is celebrated in June every year to honour the 1969 Stonewall Uprising in Manhattan. The riot began in the early hours of June 28th when police raided a Gay Club in Greenwich Village. This sparked a six day clash between the police and the community and it was a turning point in the Gay Liberation Movement.



Our Staff featured booklists and displays to highlight the remarkable works of queer authors, characters and experiences. These collections encompass a wide range of genres and perspectives, and provide an opportunity for readers to explore and appreciate the diverse experiences and voices within the 2SLGBTQ+ community.

- [YA Books to Celebrate Pride Month](#)
- [Children's Books for Pride Month](#)
- [Pride Month](#)



## CELEBRATE NATIONAL INDIGENOUS HISTORY MONTH

### Mural takes Centre Stage at Lakeshore Branch

The Lakeshore Branch proudly features an extraordinary mural by local artist April Paul. Paul is a Maliseet/Cree Native Indigenous artist hailing from New Brunswick. Passionate about sharing her cultural heritage, she dedicated herself to teaching Native art in the school system before obtaining her degree in Fine Arts at St. Thomas University. April Paul's artistic accomplishments span various mediums, including beadwork, design and development, and paintings. When the opportunity arose to paint a mural for the Lakeshore Branch, April eagerly enlisted the help of a few students. April incorporated elements of nature and animals, recognizing Pride season, along with her own background, capturing the essence of her heritage in the form of a dream catcher. The mural stands as a testament to the Library's commitment to inclusivity, diversity, and the celebration of local artists and their invaluable contributions to our community.

*April Paul shares the inspiration behind the mural with CTV Barrie, as students paint in the background.*





## SIMCOE COUNTY WEEK OF WELCOME

### Welcoming Innisfil's Newcomers

The County of Simcoe ran its first annual Week of Welcome event. Welcome Weeks are a Canada-wide initiative focused on celebrating communities that are striving to be more welcoming places for all, including immigrants. Events aim to recognize the people, places and values that ensure everyone feels welcome and a sense of belonging in their local community. Hosted at the Lakeshore Branch, Innisfil's event created a welcoming platform for newcomers in the community. The highlight of the event was a Community Services Fair, where various organizations showcased their offerings and provided valuable information to attendees. Additionally, an Entrepreneur Panel was conducted highlighting the needs and challenges faced by newcomers. Panel members shared their journey to establishing themselves in the community. The event fostered a sense of inclusivity and provided newcomers with essential resources and connections, promoting their integration and success in the County of Simcoe.

Week of Welcome is a partnership between the County of Simcoe Local Immigration Partnership and member municipalities. Funding has been provided by Canada's Ministry of Immigration, Refugees and Citizenship Canada.



 Visitors attend the Newcomer entrepreneur panel featuring DMZ Innisfil Coordinator Morteza Gharaee from the Town of Innisfil, Olumakinde Bolarinwa and Titilayo Akinsanmi from 9Round Fitness, and Sarah Sekalala from Siika Foods.

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

### EDUCATION AND OUTREACH

#### Outreach to Local School

The Library continued our visits to local school end of year events, from the Killarney Beach Party and Sunnybrae Fun Fair, to the St Francis Spring Fling and Innisfil Central Community Event. These events attracted between 150 to 400 people to each school. They are a great way to share information with families about programs and services available at the Library, as well as get kids excited about the Summer Reading Club. For both families familiar with the Library and those new to the area, Staff were able to answer questions about summer programs and special events in Innisfil, like Neighbourhood Nights and Fresh Air Flicks. Teachers and Principals also shared how much they appreciated the Library taking part in their school events.

#### Cookstown WingDing

The Library tables at WingDing saw hundreds of people stopping by to browse the used book sale, peruse items from the ideaSHOP and to learn more about the Library services. Nearly \$1000 in sales were recorded.

#### Innisfil's OnionFest

Despite off and on rain showers, Library Staff made some great connections with visitors at OnionFest! Children were kept entertained painting fish for the community art project while caregivers were able to learn about programs and resources available at the Library. Visitors of all ages were interested in painting fish as well, and once one adult asked about painting one, more joined in after learning that it was not a child-only activity.

*Library Staff set up community engaged art and Library info at OnionFest.*





## A SWEET SUCCESS

### Tim Hortons' Smile Cookie Campaign

The Innisfil ideaLab & Library and Essa Public Library have received a generous donation as part of the Tim Hortons Smile Cookie campaign. Thanks to the incredible support, an impressive sum of \$15,619.52 was collected through cookie sales. The amount is shared between the Library systems, each receiving \$7,809.76. The moneys received will contribute to enhancing the libraries' offerings and the implementation of innovative initiatives. We extend our deepest gratitude to Tim Hortons and the generous, dedicated store owners for their commitment to supporting local libraries, as well as the community for supporting the campaign.

*Mayor Dollin poses with a smile cookie*



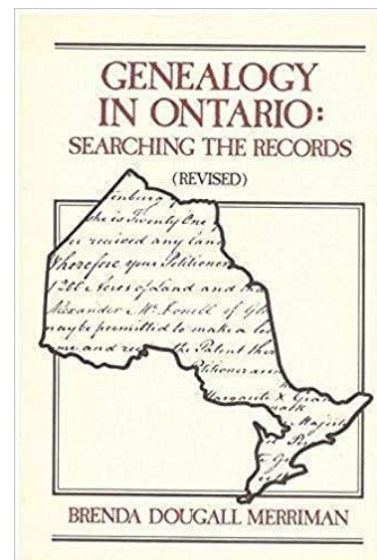
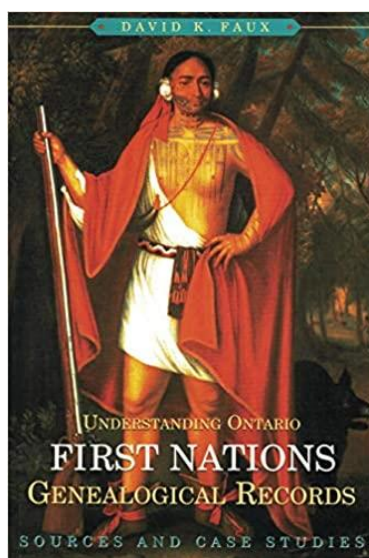
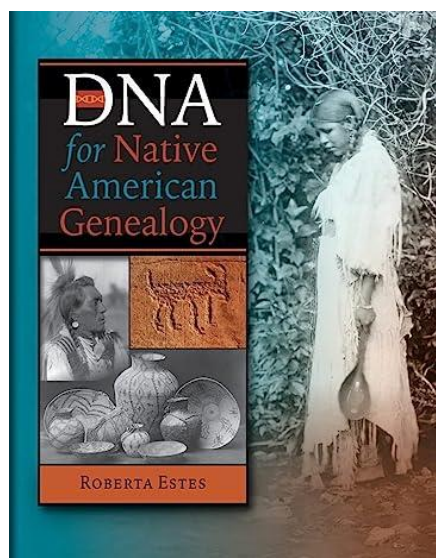
## **Build UP** our reputation as a trusted community asset

### DECOLONIZING GENEALOGY

#### Indigenous Genealogy Resource Guide

Genealogical research is always a challenge, and gaps in the historical record create frequent roadblocks. This is, however, only one of the many additional barriers facing those who wish to trace their Indigenous ancestry. Having to conduct research through structures of record-keeping and definitions of ethnicity created by colonial administrations that could not accommodate Indigenous naming practices, language and writing systems, and ideas of kinship can be an overwhelming task. Moreover, the borders drawn by colonial powers throughout North America were made with no regard for Indigenous territories or migration patterns, and continue to divide many groups between provinces, states, and even across national lines today. This is in addition to countless racist policies such as the involuntary relocation of entire populations to reserves; the loss of culture, traditions, language, and forced names changes conducted in the residential school system; and the intentional breaking of familial ties during the [Sixties Scoop](#) and through discriminatory practices like [birth alerts](#).

In order to help break down some of these barriers and in honour of Indigenous History Month, the Special Collections Librarian has created [this guide](#) to provide resources that may assist beginners and experienced researchers alike to trace their Indigenous ancestry in Ontario and across Canada. Like the guide created in February for conducting Black genealogy, the Library's webpage for [Local History and Genealogy](#) also features a list of some key online resources that can be accessed by anyone who may need extra guidance. We will strive to keep this guide continuously updated as new resources appear, and ensure that any relevant new books are added to the collection.





## EXPERT ADVICE FOR YOUNG READERS

### Book Bag Program Thriving

The Library offers a Book Bag program with three different options. Family Book Bags include a selection of 10-15 books based on the child's age and interests provided, and can also include craft kits, brochures, or rhyme booklets. Child Care Book Bags are offered to home and licensed Child Care Centres in Innisfil and can include a selection of up to 30 books each month with a variety of Board books, Easy Reader books, and Picture books. Our most popular is the Classroom Book Bags, which are a free service offered to all teachers who live or work in Innisfil. Teachers provide the grade level and topic, and up to 30 books are checked out to them for a month.

In 2022, Library staff prepared 67 Family Book Bags, averaging 5.5 per month, with most being requested in September and January. So far this year, staff have completed 28 Family Book Bags, for children from six month olds to teenagers; dealing with topics from sports and science to adoption, friendship and getting ready for school. At the height of the pandemic, with curbside pick-up, the Library prepared 214 Family Book bags in 2021.

In the 2022-2023 school year, Library staff have prepared 43 Classroom Book Bags for grades from Kindergarten to Grade 8, compared to 40 Classroom Book Bags in 2021-2022, up from 22 Classroom book bags in the 2020-2021 school year. Teachers who request book bags often request multiple throughout the school year and let us know how the extra resources have helped their students with a specific inquiry theme or how they loved the variety of read-alouds we found for their topic.



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

### COMMUNITY HACKLAB & MEDIALAB PROJECTS



#### Custom Vinyl Wraps

Library customers continue to find new and innovative ways to use the equipment in the hackLAB to create personalized projects. Throughout the month of June, one customer approached staff with a unique project. He was hoping to use the Roland BN-20 (Print & Cut) to create a custom vinyl wrap for his refurbished go-cart. After attending a Tinkershop to develop an understanding of Inkscape, our vector design software, he was able to import the specific design elements he was looking for and add them together to create a custom image. Library Staff were then able to help him size his designs to each piece of the go-cart to create the wrap. Once completed, the customer shared before and after photos, noting *"It turned out so well and looks exactly like I'd hoped. I just wanted to say thanks for making the stickers and spending the time to teach me the skills I needed for this project."*



#### Dropping Beats in the MediaLAB

Local artist Terrance Paul recently discovered the tools and recording space available at the Library.

Tucked in the corner of the Lakeshore branch, the MediaLAB has the tools available for music recording and mixing, audio and video productions as well as video and photo editing.

*Terrance gave the Library a shout-out across his social media platforms.*



**Terrance CA Paul is at Innisfil Idealab & Library.**

11h · Innisfil · 🌐

Studio session was a huge success!

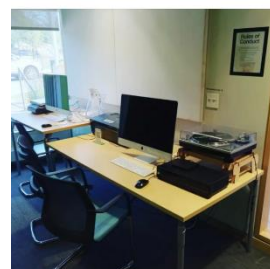
-

Shout out to [@innisfilidealab](#) for the wicked studio !

-

New single dropping tomorrow 🎧

[@switchamusik](#) presents:... See more





## SPECIAL EVENTS @ THE LIBRARY

### Barrie Jazz & Blues Festival

The Library was delighted to provide a venue once again for the Barrie Jazz and Blues Festival. The Cookstown Branch hosted a spectacular performance by the talented Huronia Hot Strings along with Floyd Hall on clarinet/sax and Valerie Sellander on violin. Their captivating melodies and energetic performance enchanted the audience, creating an unforgettable experience. The band's impeccable musicianship and passionate delivery truly demonstrated the essence of jazz and blues. This successful event has confirmed the Library's reputation as a cultural hub bringing a vibrant and electrifying afternoon to the Cookstown Community.

### Garden Tea Party with the Innisfil Seed Library

What happens when the Innisfil Seed Library brings a collection of herbs, ready to be planted, and the Library provides an assortment of tea & snacks? Why, a Garden Tea Party, of course! On an overcast day in June, we had a fabulous time with many new and familiar faces, all chatting and making new friends throughout the event. Connections and conversations were the theme for the day; a table of 3 gardeners who seemed to be chatting like old friends, but it turned out that they all just met that day! Individuals also started up conversations on different ways to garden and what types of vegetables, flowers, herbs and more they were growing.

The Innisfil Seed Library kicked the morning off by helping participants choose and plant herbs in our raised containers, planting an assortment of different plants. With the garden taken care of, participants played a round of gardening trivia, while we set up the tea and snacks.

The event gave us many opportunities to share more about our related programs, and many individuals were intrigued by our wonderful Pollinator Gardens, the Seed Library and our Library of Things! Most didn't know that they could borrow gardening tools with their Library card and found this resource to be helpful. Furthermore, while talking about our pollinator gardens, one individual was very excited that they could come back and look at the different plants growing in our gardens and the monarch butterflies that will be at our different branches.



## Sandycove Acres Art Club: Art on the Patio

On the first Saturday in June, about 15 members of the Sandycove Acres Art Club set up on easels and table displays to show and sell their work. The range of creativity and skill was quite impressive to see, with some stunning examples of watercolour paintings, pencil drawings, as well as oil and acrylics. One member, who had only recently joined the club, was previously a gallery owner in Cookstown, and he was very happy to have a new opportunity to share his work.



*Many of the artists sold small works, with a few selling larger paintings. The event was a great way for the artists to come together for a communal project, and share their talents with our community.*







## Light UP pathways to personal & professional growth

### EXPLORE MORE

#### TD Summer Reading Club Storywalk @ the Rotary Trail

June brings the installation of the TD Summer Reading Club Storywalk on the Innisfil Rotary Trail, in collaboration with TD Summer Reading Club and the Town of Innisfil. This innovative initiative invites community members to embark on a delightful literary adventure during the summer of 2023. As you meander along the picturesque Innisfil Rotary Trail, you can immerse yourself in the enchanting pages of "Treasure" by Mireille Messier and Irene Luxbacher, available in both English and French. With the convenience of a QR code, you can even listen to the story while enjoying the scenic beauty of the trail. This engaging and accessible Storywalk adds a touch of magic to our summer activities and reinforces our commitment to fostering a love for reading among children and families in Innisfil.

### LIFELONG LEARNING FROM STROLLERS TO SENIORS

#### Teen Programming

The teen-focused program, After the Bell, which first began in February of this year, has engaged quite a following of teens on Friday afternoons. The program offers a variety of activities, from painting and crafting, to learning board games that are available to be borrowed from the Library. The program provides a place for teens to gather and learn something new and meet and converse with their peers. Some of the more reserved participants have engaged more with the group as they attend more programs and get to know the others. Many of the participants have also started staying after the program to help tidy up and share with the programmer how much fun they had been having. While this program will be on pause for the summer, participants were encouraged to fill out volunteer forms for our summer programs.

Teens exploring  
their creativity  
with painting.



## Children's Programming

Our Preschool Programs have consistently drawn a remarkable turnout, with registration reaching maximum capacity. We are pleased to see families actively engaging with us by promptly informing us if they are unable to attend a particular week, enabling us to extend the invitation to the next family on the waitlist. Caregivers themselves express the significance of these Library programs in their family's weekly routine. These programs go beyond merely providing reading materials and songs; they also foster social interactions for both children and parents. This month, we had the opportunity to showcase the rich tapestry of Indigenous voices by featuring books and artwork created by Indigenous authors and illustrators in our registered Preschool Programs and Drop-in Family Storytimes. Additionally, we were delighted to share a [birch bark basket craft](#) by an Algonquin Artist, Simon Brascoupé, through the National Arts Centre website.



Craft time at  
Time for  
Twos.

A great assortment of Indigenous  
stories for kids and families are  
available in branch and [online](#).





## All About Wildlife Photography with Jason George

Jason George, local wildlife photographer and author, visited us to share his work, and give practical tips to those wanting to take their own wildlife photographs. Jason set-up a large display including wildlife photos he had taken and a giant teddy bear. The presentation was interactive and entertaining, covering his adventures in the wild, taking photos along the way. It was filled with great stories and jokes. A grandmother and her grandkids who attended had lots of great questions for Jason. Another participant was thrilled with the program saying that it was such a "professional" presentation, "so entertaining," and that Jason's enthusiasm for what he does really came across.

A display of nature and wildlife photos by Innisfil's seniors is planned for this fall. Jason's presentation and enthusiasm for nature photography inspired participants to take and share their own photos.



## Lakeside Retirement Outreach Visit: Watercolour Painting

Outreach visits to Lakeside Retirement have become a staple for the Adult Programming team. Bringing engaging activities and opportunities for residents to connect with each other and the community are important highlights of these visits. Residents are highly engaged and eager to share stories with Staff, including a gentleman who shared that he used to work at a library as a page when he was younger. After set up, a few of participants came to visit Staff early because they were excited to see what they were going to be painting. There was a great mix of familiar faces and new participants with a range of skill levels and experience with water colour painting. Staff led the group in painting water colour sunsets, and participants shared unique interpretations adding their own personalized touches.

*"I always enjoy when the Library comes to visit because we always have smiles on our faces and bring in joy!"*

One thing that really stood out during this program was the skills that participants learned and how their confidence improved as time went on during the program. At first, for some participants, watercolour painting was a little intimidating, but as they became more comfortable their confidence went up and embraced their creativity. They also learned painting skills such as which brush to use for which type of design or look they were going for, how much water they needed to add to their paint or brush to create more vibrant or softer looks.

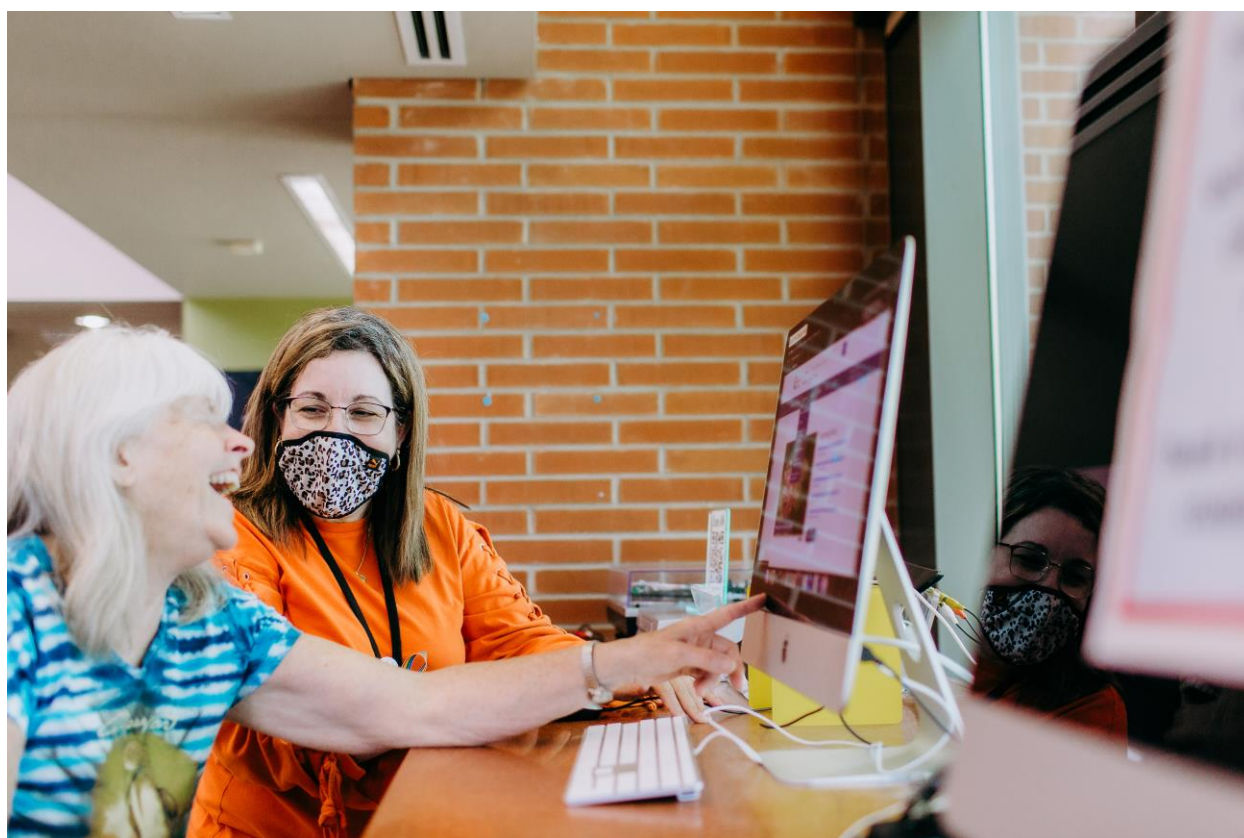
## Confidently Computing: LinkedIn Learning

Significant learning milestones were achieved during this class as participants embarked on a journey to enhance their digital literacy. *Confidently Computing* often begins with a welcoming discussion with participants to better understand their needs and goals. The majority expressed a desire to keep pace with the rapidly advancing technology and improve their overall digital literacy skills. With this in mind, we introduced the group to one of the Library's newest databases, [LinkedIn Learning](#). Learning focused on efficient navigation of the resource as well as highlighting the abundance of topics available. The participants exhibited great enthusiasm, raising thought-provoking inquiries that sparked engaging discussions on topics such as artificial intelligence and fraud prevention. Subsequently, they were encouraged to access and explore the database using their mobile devices, thereby gaining hands-on experience.

*Positive feedback from the program underscores the rewarding nature of creating a meaningful and positive impact on individuals' lives.*

*"Who do I talk to about how amazing this Library is? I just finished a program and it was so wonderful, staff are so patient, I learned so much!"*

*"I can't believe the stuff that this Library does, I am so amazed. It's the best Library in Ontario!"*



## APPENDIX A:

### Level UP! Communications Insights

#### Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
June 1, 2023	CTV Barrie <a href="#">iHeartRadio</a>	<a href="#">Innisfil Library uses 'Yarn Bombing' to raise awareness for deaf-blindness</a>
June 1, 2023	Simcoe.com	<a href="#">Deafblind awareness month</a>
June 2, 2023	Simcoe.com	<a href="#">'Draws attention': Yarnbombing at Innisfil IdeaLAB and Library showcases Deafblind awareness month</a>
June 2, 2023	Simcoe.com	<a href="#">5 Things to do at the Innisfil IdeaLAB and Library in June</a>
June 2, 2023	Innisfil Today	<a href="#">Innisfil Library celebrating Pride season</a>
June 2, 2023	CTV Barrie	<a href="#">Innisfil Library celebrates Pride season with several family events</a>
June 2, 2023	Simcoe.com	<a href="#">'Love is love': 5 things said during the Town of Innisfil's Pride flag raising ceremony</a>
June 3, 2023	Innisfil Today	<a href="#">Fire inspector touches on hot topics with Innisfil Rotarians</a>
June 5, 2023	Innisfil Today	<a href="#">Neighbourhood Nights takes over Town Square tonight in Ward 3</a>

June 6, 2023	Barrie Today	<a href="#">Smile Cookie campaign raises \$15K for Innisfil, Essa libraries</a>
June 6, 2023	Innisfil Today	<a href="#">Neighbourhood Nights hits in Ward 5 tonight at Leonard's Beach</a>
June 6, 2023	Simcoe.com	<a href="#">Special Pride Month 'Love is Love' Library cards available in Innisfil</a>
June 9, 2023	Innisfil Today	<a href="#">Town, county hosting Week of Welcome for newcomers</a>
June 12, 2023	Simcoe.com	<a href="#">'Grassroots support' growing for Troy Scott Community Fridges in Innisfil</a>
June 19, 2023	Innisfil Today	<a href="#">Neighbourhood Nights takes over The Wheel on Thursday at Sandycove</a>
June 20, 2023	Innisfil Today	<a href="#">Summer events on tap at Innisfil ideaLAB</a>
June 23, 2023	Simcoe.com	<a href="#">Book it to the Library — 7 things happening at the IdeaLAB this summer</a>
June 23, 2023	Innisfil Today <a href="#">Bradford Today</a>	<a href="#">Fresh Air Flicks returns to big screen in Innisfil this summer</a>
June 28, 2023	CTV Barrie	<a href="#">Celebration Mural</a>



## Facebook Insights (June 1 to 30, 2023)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,618 (Followers) 3,115 Page Likes	69 during this period	726 engagements (653 reactions, 48 shares, 25 comments)	Posts earned 13.3K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

**Date, June 21, 2023 2.5K Reach**



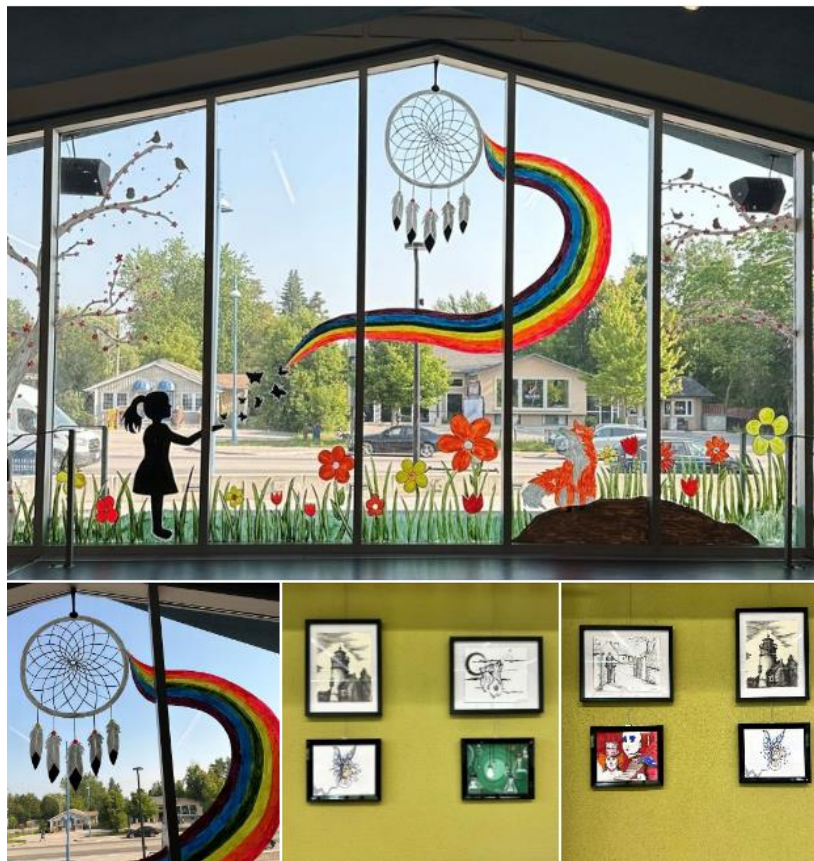
Innisfil Idealab & Library

Published by Hootsuite · June 21 at 2:00 PM · 🌐

[April Paul Creative Native Arts & Crafts](#) is Maliseet/Cree First Nation and is a local artist. Her artwork consists of paintings, ink drawings and beading.

You can see some of her artwork currently on display in our [#Cookstown](#) Branch, as well as her window painting going up at our Lakeshore Branch!

[#IndigenousHistoryMonth](#)



## Twitter Insights (June 1 to 30, 2023)

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,533	42 during this period	81 engagements (67 likes, 11 retweets, 3 quote tweets, 0 reply)  10 Mentions	7.1K impressions over this period (number of times users saw our tweets)
<p>Top Organic Post (based on reach):  <b>Top Tweet</b> earned 1205 impressions</p> <p><b>Top Tweet</b> earned 1,205 impressions</p> <p>Join us on June 28 at 8pm for a gripping chat with award-winning <b>#author</b> <b>@TananariveDue</b> about her prolific body of works!</p> <p>Register and view more Author Talks here:  <a href="https://libraryc.org/innisfilidealab">libraryc.org/innisfilidealab</a>  <a href="https://pic.twitter.com/ruRhWJ8Uym">pic.twitter.com/ruRhWJ8Uym</a></p> <div>   </div> <p>4 17</p>			




## Instagram Insights (June 1 to 30, 2023)


FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
1,983	56 during this period	2,587 accounts reached.  1270 likes.	30 comments in total on content posted during this period


**Top Post (based on engagement):** June 15, 2023 - 838 Reach





**Top Reel (based on engagement): June 14, 2023 - 942 Reach**





**innisfilidealab**  
stringsfromparis • Headlines - Drake (strings version) SFP

**innisfilidealab** Happy #pridemonth 🏳️‍🌈 🏳️‍🌈 Grab your #loveislove library card and know that the library is a safe and inclusive space for all ❤️





  
#innisfil #innisfillibrary #publiclibrary #pride #librarycard #pridecard #library #librarylife #librarylove #safeplace #innisfilidealab  
2w


**erinscuc** ❤️ ❤️ ❤️  
2w 1 like Reply


**affastudio** Totally want one!!!  
2w 1 like Reply

**mary.416** Are these still available? @innisfilidealab  
6d Reply

[View insights](#)[Boost post](#)



 Liked by townofinnisfil and 86 others  
JUNE 14

 Add a comment... Post

# JUL 2023 CEO REPORT





# **Speak UP** for diversity & inclusion


## INCLUSIVE STORYTIME

With Drag Queens Jemm Doshay and Queenie Zadahl

We had a great turn out for Drag Queen Storytime with participants of all ages; from tiny babies with their caregivers to grandparents and seniors. The Library hosts Drag Queen Storytime as part of our commitment to promoting inclusivity, diversity, and literacy. This event is the third Drag Queen Storytime hosted by the Library and helps to create a safe and welcoming space where children can engage with storytelling while celebrating different identities and expressions. There has been a marked rise in anti-2SLGBTQ+ hate within our community over the past year. Although the Library received some negative comments prior to the event, complaints tended to be based on unfounded biases, misunderstandings, or intentional misrepresentations. The audience was filled with supportive community members, including Board and Council members, many sporting rainbows on pins or clothing in support of the 2SLGBTQ+ community.

Jemm Doshay and Queenie Zadahl were entertaining and compassionate storytellers, interweaving the fun stories with humor and positive messages of acceptance of self and others. They were thrilled to be gifted a copy of *The Hips on the Drag Queen Go Swish, Swish, Swish* by Lil Miss Hot Mess from the Library, as they had a hard time finding a copy to purchase for their personal Drag Queen Storytime library. The energetic story was included in their performance with Queenie leading the whole group in the actions. After storytime, the Queens answered audience questions and posed for pictures with attendees. Library Staff distributed the Pride Craft kits and colouring pages so attendees could continue to have meaningful conversations about inclusion and acceptance after the event.



 Families engaged in the lively stories.

There was one protester, located outside of the Library. The protester was respectful of Library rules and law enforcement. Families and participants visiting the Library felt safe and unbothered. As the Queens continue to try combat the misinformation about their performance art, they were able to share a brief conversation with the protester. Library Staff worked with the Queens and partners at the South Simcoe Police to develop a safety plan prior to the event. Jemm and Queenie expressed appreciation for the safety plan and the police presence given the negative climate surrounding Drag Queen storytimes. Many of the families that attended were vocal in their support of the program, thanking both the Library and the Queens. Participants expressed how much they appreciated the message behind the stories they read as well as how much fun the event was for all. Drag Queen Storytime helps foster a sense of community, acceptance, and understanding among children and their families. It also aligns with our mission to provide educational and enriching experiences for the community. Our programs are a core part of the Library's mission and are developed to promote universal and equitable access to a broad range of knowledge, experiences, information and ideas.



*"Thank you! You and your team organized a wonderful event! I'm so happy that my daughter is growing up in an inclusive, welcoming community"*

*"Thanks for suggesting we go to storytime. I enjoyed it! I think the Queens made it fun for both parents and kids."*






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

### THE VALUE OF SOCIAL SERVICE PARTNERSHIPS

#### Staff Presentation to the Rotary Club of Innisfil


The Library Services Supervisor attended a meeting of the Rotary Club of Innisfil to share an overview of the various social service organizations that serve Innisfil residents through the Library's spaces, and explained the need for the services to be provided locally. Innisfil does not have Social Service offices or even a walk-in clinic. The Library is continuously cultivating relationships with Social Services from Barrie, Bradford, and Alliston. These organizations use Library spaces to see clients, primarily at the Lakeshore Branch, but some visit Stroud and Cookstown as well.

#### Story of Impact



This summer, a Library Staff member noticed there was a young man in need outside the Lakeshore Branch before the Library. Staff members engaged him in conversation, encouraging him to approach her or other staff at the Library for help if he needed it. Shortly afterwards, he approached the Library Services Supervisor, explaining that he is homeless, did not have money or a cell phone. She showed him the Community Fridge and mentioned that [SHIFT](#) would be at the branch later that day. SHIFT provides programming, as well as safe, respectful, and welcoming overnight accommodations, meals and supports to those experiencing or at-risk of experiencing homelessness and/or food insecurity in South Simcoe. Their outreach program provides people in need with supplies such as clothes, food, hygiene products, and even tents. The young man met with SHIFT outreach workers and was able to get a tent and other supplies.

That evening, Environment Canada issued a tornado warning and the young man was still at the Library. Staff were concerned about the dangers that being outside in these weather conditions posed for him, and checked all of the shelters in the area for space. Unfortunately, all area shelters were full and Staff seemed to be out of options. Staff contacted the Library Services Supervisor, who advised Staff to contact the South Simcoe Police Services because they are able to provide resources for emergency housing. A police officer picked up the young man and took him to emergency housing in Barrie or York Region. Recently, this individual came back into the Lakeshore Branch again. He reported that he now has a place to stay and is looking for a job. Staff offered to assist with his resume, and when informed that he already had one but could not afford printing, they printed it free of charge. This story is one of many that Library Staff can share both about the growing complexity of issues facing our community and the extraordinary lengths to which Library Staff are going to ensure that vulnerable community members are cared for and can access the resources they need.





## COMMUNITY OUTREACH

### Innisfil Farmer's Market - Community Services Day

Library staff attended the Farmers Market Community Services Day to promote Library events and activities throughout the summer and to encourage visitors to participate in a community art project by painting a laser cut fish. 108 fish were artfully painted and personalized with names and community members were excited to learn that fish will be added to a community art ice hut during this year's MakerFEST. Additionally, the process of crafting the fish using our laser cutter sparked engaging conversations about our HackLAB, stimulating discussions about its space, equipment, and the possibilities it offers for innovation and creation. Library Staff participated in games and competitions with fellow community members that ranged from ladder ball and corn hole to pie-eating. The ideaLAB & Library Team took home the first prize trophy for the competitive corn hole match.



Visitors to the Library booth show off their fish.

## Meeting Seniors Where They Are

July was full of outreach opportunities dedicated to seniors and older adults. Library Staff visited Lakeside Retirement Home with a crafty afternoon, making custom tote bags using the HackLAB's portable heat press. We know that not all residents of Lakeside are able to visit the Library on a regular basis, so these visits are an important opportunity to connect with isolated seniors; and help them feel more connected and engaged with our community. Our Summer Students returned to Lakeside for a butterfly visit to bring our popular *Monarch Butterfly Rearing program*. This program also encouraged curiosity about nature, and educated the participants about conservation issues in their neighbourhood. The visit included a station with some of our baby caterpillars, our interactive microscopes, stickers and colouring sheets. Additionally, a butterfly painting craft was provided. As a result of this visit, the Lakeside community have planned to attend a butterfly release and tour the pollinator gardens at the Library.

We introduced a new program in partnership with Sandycove Acres: *Matinee Movie Monday*. The group viewed *The Theory of Everything*, streaming from the Library's [Kanopy App](#) and the Library supplied snacks and drinks. The film highlighted the true story of one of the world's greatest living minds, astrophysicist Stephen Hawking, who was diagnosed with ALS at age 21. With just a Library card, Kanopy lets you stream thousands of movies, including documentaries, independent films, and content catered for kids to your computer or mobile device. An amazing feature of this service is that they allow the Library the public performance rights for any of the films on the service.

Staff continued regular visits with YMCA Silver Club to make more tote bags, and for this visit we also invited the group to make buttons with our button maker.

Members of YMCA Silver Club enjoyed experimenting with the button maker, Cricut and heat press.





## Build UP our reputation as a trusted community asset

### PERSONALIZED READING RECOMMENDATIONS

#### Your Next Great Read

The Collection Services and Communications departments worked together to develop a new readers' advisory service to help readers find new authors and titles. *Your Next Great Read* allows readers to send a request to an individual staff member for reading recommendations based on their interests and needs. The request is sent via an online form, and customers can also view book lists curated by Staff based on their genre and subject area expertise. See the [Next Great Read webpage](#) for more details.



Related to the service, a new merchandising program was created that features materials selected by individual staff members. Each month, at each branch, a different Staff member selects titles and fills a display cart. This expands on the popular *Staff Picks* program, and has proven to be quite successful. There have been numerous comments from customers about how much they enjoy seeing what each staff member recommends.



*Programmer, Sarah, shares some of her favourite reads.*

### PLANNING FOR GROWTH

#### Library of Things

The members of the Library of Things committee developed new procedures and guidelines for this collection. They have been assessing the condition of items and determining which ones are at the end of their usable life and need to be replaced. Next steps will be to add new types of devices based on the priorities set out in the Library of Things Strategy.

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

### SUMMER SPECIAL GUESTS

#### Scientists in School

We tuned in virtually from the Lakeshore boardroom to our special guest presenter from Scientists in Schools for the Do It Like DaVinci program. Scientists in Schools reached out to offer this program that received funding through the Innisfil Community Foundation, and provided each participant with a craft bag of materials and walked everyone through the hands-on STEM workshop. Two Staff members facilitated the experiments and crafts, following the guest scientist's clear instructions and participants' inquiries. The projects included colouring on different textures with different mediums, exploring with food colouring and salt, building catapults and structures, as well as learning a bit about DaVinci's life, art, and inventions.





## Magician Scott Dietrich and Mrs. Galaxy Canada

We had a great turnout for a magic show and book reading by Magician Scott Dietrich and Mrs. Galaxy Canada. It was an interactive show, with audience members getting to learn how to perform their own magic trick, as well as take pictures with the special guests. Families shared with library staff how much fun their little ones had at the magic show, and how much they appreciate all the low cost and free programs that the library offers, especially during the summer.



## Wilderness Betty

Wilderness Betty performed two free family concerts at both the Lakeshore branch and the Cookstown branch on Saturday, June 29th. Many families who attended Drop-in Storytime walked over to the stage area together and were joined by many more families for the concert. Wilderness Betty was super engaging and brought instruments for the crowd to play and sing along with. Even those not in the immediate vicinity of the stage could enjoy the nature-inspired folk-music throughout the library. While the Cookstown concert did not have as many participants, everyone at both locations left with smiles on their faces and humming some new tunes!



## SPECIAL EVENTS @ THE LIBRARY

### The Living Library - Get to Know Your Neighbour

This July we launched a program series titled The Living Library - Get to Know Your Neighbour. The series invites a variety of special guests for one-on-one conversations about their life experiences. Participants have the opportunity to ask the 'Living Book' any questions that are on their mind about their topic and area of expertise. Session one introduced the community to TV Broadcaster and Breast Cancer Survivor, Jayne Pritchard, and Crisis Management Negotiator, Al Gilchrist. Each participant had a chance to spend about 20-25 minutes with each Living Book, speed-dating style, and while they were waiting for their turn, they enjoyed refreshments and mingled with one another. A couple of participants let us know how much they loved the program and how they thought it was such a great idea. There was also positive reviews from our special guests; Jayne Pritchard shared that it was a great concept and she was so happy to be a part of it.

Session two welcomed Reiki Master, Joanne Love, and RVH Indigenous Patient Navigator, Gwen Beaver. The intimate one-on-one conversations allow participants to build meaningful relationships with people in their community through shared stories and life experiences, and help combat misinformation and biases in the community. During one interaction, we heard participants exchanging numbers to keep in touch and chat outside of the program. Participants were able to talk about their interests, jobs, families, library programs they enjoy and more. After the program we had a lot of positive feedback, with many looking for more opportunities to hear about the special guests and their expertise. Throughout the different sessions participants had a wonderful experience getting to know Gwen and Joanne. In conversations with Gwen she was able to discuss not only what she does as an Indigenous Patient navigator, but also what this title means to her, and her background. She was also able to touch upon the Every Child Matters movement and how it impacts her as an Indigenous community leader.



*Participants learning from "Human Book" Gwen Beaver.*





## Light UP pathways to personal & professional growth

### SOCIAL PROGRAMS FOR SENIORS AND COMMUNITY

#### Sociable Seniors

Sociable Seniors continues to be a popular and fully registered program, with a number of creative sessions. At the beginning of the month, a full class came to make their very own DIY Terrarium. Everyone's terrariums turned out beautifully and each participant was able to create something different. One of the most important aspects of this program is the social connections that it fosters. Once participants were done assembling their terrariums, they stayed and connected with one another discussing a variety of topics, including: travel, their personal HackLAB projects, crocheting, and more.



Rosalind Crawford, of the Sandycove Acres Art Club, joined the group to lead a painting workshop. Rosalind was given a professional fee for her time, thanks to the New Horizons for Seniors grant. Participants learned to create a landscape painting using brushes, sponges and acrylic paint. Art workshops have been incredibly popular, with customers commenting that she “was so excited when she saw this program being offered and has been looking forward to coming to this program for a few weeks.”



*Paint workshops have been incredibly popular with this demographic.*

The New Horizons grant supported a program with memoir writer Reva Nelson. During this session Reva took time to learn more about each participant and what interested them in learning about memoir writing. Participants shared deeply personal reasons for joining this program including one member admitting that remembering things was becoming more difficult and she wanted to learn how best to capture her memories before they are lost to her. Another participant hoped to write a memoir for her grandchildren; sharing stories and memories of her experiences and life lessons as a child, teen, adult, and now as their grandmother. The session highlighted tools and tips for memoir-writing and included a hands-on activity where participants picked items out of a bag and then wrote a memory that came from this item.



## About the New Horizons for Seniors Grant

The Library received funding from the [New Horizons for Seniors Program](#) in late March of this year. It supports the expansion of library programming and services for Seniors, including intergenerational programming, participation and inclusion programming, and outreach opportunities. Through the funding, the Library is also engaging seniors to share their expertise in various topics through library programs, and compensating them for their time. Library staff have recruited Seniors to participate in an Older Adults Advisory Council to inform the future of library programs and services, as well as to create leadership and volunteer opportunities for seniors.

The library's grant application highlighted the community needs assessment data that indicated that social isolation is a top concern among Innisfil seniors, with 16% of adults 55+ years of age living in Simcoe County experience social isolation. Grant funds will support increased service to this community over the grant period, from April 2023 through March 2024.

## STAFFING

### Library Services

A part-time Library Services Assistant left her position and the Library at the end of July. In order to fill this gap, a part-time staff member in the Communications department has taken on a six-month contract for additional hours.

#### 5c.01.01 *CEO's Report for July 2023*

## APPENDIX A:

### Level UP! Communications Insights

#### Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
July 4, 2023	CTV Barrie	<a href="#">Innisfil Storytime</a>
July 8, 2023	Innisfil Today	<a href="#">The Innisfil Lions Club donates \$5,000 to local charities and organizations</a>
July 9, 2023	Innisfil Today	<a href="#">Neighbourhood Nights continue in Ward 1 on Monday, July 10</a>
July 12, 2023	Innisfil Today	<a href="#">Neighbourhood Nights rolls into Ward 7 on Wednesday</a>
July 12, 2023	Innisfil Today	<a href="#">'It is OK just to be yourself,' says drag-queen performer</a>
July 26, 2023	Innisfil Today	<a href="#">Cooling Centres open in Innisfil amid heat warning</a>
July 26, 2023	Barrie 360	<a href="#">Cooling Centres open in Barrie, Orillia and Innisfil</a>
July 28, 2023	Simcoe.com	<a href="#">Heat warning continues for Barrie, Orillia, Simcoe County area, ending Saturday</a>



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


FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,645 (Followers) 3,131 Page Likes	58 during this period	946 engagements (744 reactions, 90 shares, 112 comments)	Posts earned 37.6K impressions over this period (number of times our posts have entered a person's screen)

Top Boosted Post (based on reach):

**Date: July 10, 2023 8.6K Reach**

Get ready for an unforgettable concert experience that will have everyone dancing, singing, and smiling from ear to ear!

Join talented Canadian singer-songwriter Bet Smith for a fun-filled, nature-infused performance for children! Wilderness Betty uses rhyme, rhythm, and melody to deliver educational concerts that spark curiosity and inspire children to explore the great outdoors.

 July 29... See more





Top Organic Post (based on reach):

**Date: July 5, 2023 5K Reach**

📖🔍 We're hiring! Join our library team as a Library Services Assistant and be a part of fostering knowledge, community, and the love for books!

If you're passionate about literature, enjoy helping others, and thrive in a dynamic environment, this opportunity is for you! Join us in creating a welcoming space where learning and discovery thrive.

Apply now: [innisfilidealab.ca/employment-volunteering/](https://innisfilidealab.ca/employment-volunteering/)



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

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,529	37 during this period	19 engagements (13 likes, 2 retweets, 3 quote tweets, 1 reply)  5 Mentions	4K impressions over this period (number of times users saw our tweets)

Top Organic Post (based on reach):

Top Tweet **earned 812 impressions**

**Top Tweet** earned 812 impressions

⚠️ The Innisfil ideaLAB & Library's Lakeshore ([#Alcona](#)) parking lot will be closed for line painting on Monday, July 3 at 6pm. If you're planning a trip to [#Innisfil](#) Town Square, on-street parking is available.  
[pic.twitter.com/1DBylAAIv0](https://pic.twitter.com/1DBylAAIv0)




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


FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
1,999	52 during this period	8,878 accounts reached. 890 likes.	14 comments in total on content posted during this period



### Top Post (based on engagement): July 16, 2023 907 Reach







Top Reel (based on engagement): July 11, 2023 993 Reach




**innisfilidealab**  
Original audio

**innisfilidealab** Have you read a book that makes you cry just thinking about it? 🥲  
 #innisfil #innisfillibrary #publiclibrary #sadbooks #books #reader #readersofinstagram #reading #librarybooks #booklover  
3w

[View insights](#)[Boost post](#)



 Liked by **cd.fineart** and 66 others  
JULY 11



# AUG 2023 CEO REPORT





## ACCESSIBILITY MATTERS

### Assistive Devices in the hackLAB

Several years ago, hackLAB Staff assisted a teenage wheelchair user in designing a more ergonomic knob for her wheelchair's controller stick. They collaborated closely with the teen and her family to create and 3D print a new knob that would be both more comfortable and functional. The custom-designed ball shape was 3D printed using a flexible rubber filament, ensuring it fit snugly over the thin, metal controller stick. Recently, the customer returned to the hackLAB because the original model they had created had worn down and needed replacement. The customer was supported in updating the design to 3D print a mold that was then filled with cast silicone rubber. This not only resolved the immediate issue but also ensured that she could easily replicate the project in the future. The resulting rubber copies are expected to be far more robust than the original 3D printed prototype.

The hackLAB continues to enable individuals to access technology and resources to solve unique problems that might otherwise be costly or unattainable. These spaces empower people to be creative problem-solvers and provide opportunities for continuous innovation and improvement in their lives.

## DIVERSIFYING OUR COLLECTIONS

### Diversity Audit Update

As part of our ongoing commitment to equity, diversity, and inclusion, the Library conducts regular scans of its collection holdings. A Diversity Audit analyzes the Library's collection to determine the level of diversity represented. It is a way to track and ensure that the collection includes a wide variety of perspectives, experiences, and points of view. The goal of an audit is to see if the collection simultaneously represents its community while also providing a gateway so readers can learn about experiences outside of their own, which is essential to a well-balanced collection. Diversity Audits are [becoming more commonplace](#) in libraries as a means of collection assessment. In 2022, the Library completed its first diversity audit on its young adult fiction collection, and this year, the Library began conducting a Diversity Audit on the juvenile fiction collection. Currently the process is time-intensive and cannot be automated, however the project has demonstrated the need for this level of analysis.



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

### SUMMER OUTREACH HEATS UP

#### Neighbourhood Nights



The Library team participated in Neighbourhood Nights events in each of Innisfil's seven wards, connecting with individuals of all ages. Staff promoted various programs and initiatives including TD Summer Reading Club, Tinkershops, computer programs, tech help, and more. Participants were excited to learn about our summer events. Families participated in the community fish painting activity, organized as a community art project with the Ice Hut Art installation being completed at MakerFEST.

Through these events, Library staff were able to welcome new families to the community, providing them with information about the Library's engaging programs and spaces. One individual expressed their appreciation for the Seniors kits that brought joy and entertainment to homes during the pandemic – highlighting the ongoing impact of innovative Library services.



## Lefroy Family Fun Day

A new community event, Lefroy Family Fun Day, was organized by Pharmasave Lefroy, and Dentistry at Lefroy, in partnership with Rotary Club of Innisfil, Lions Club and Royal Canadian Legion Branch 547. The event aimed to provide affordable entertainment for the local, Lefroy community. Library Staff met new families, shared resources, and upcoming programs, and provided a new opportunity to explore what the Library has to offer. The event facilitated interactions among community members, fostering a sense of togetherness and community.

*Fish painting was another popular activity for Lefroy Family Fun Day.*



## Libraries United at the Barrie Fair

For the first time, the Library participated in an incredibly collaborative outreach opportunity at the Barrie Fair. The Library joined Essa Public Library and Barrie Public Library in the Kid's Barn on the Saturday morning of the Fair to provide joint programming opportunities. All three Libraries delivered a collaborative Storytime two days that day. The joint outreach opportunity was the perfect opportunity to share the "Better Libraries, Better World" messaging, with each Library donning their own coloured shirt with the "Better Libraries Better World" branding. It was so amazing to see the libraries come together. Many visitors were interested in upcoming fall programs and events and enjoyed getting hands-on with the Blue Bot robot that Staff were demonstrating. The event was so successful that Staff are planning additional collaborative storytime events with our library partners.



*Fun with  
Innisfil,  
Essa &  
Barrie.*



## Summer Camp Visits

In addition to all of our Summer Programs, our Children's team provided outreach to the Town of Innisfil's Camp Innisfil, Outdoor Adventure Camp, Camp Cookstown, and Innisfil Discovery Camp as well as the YMCA Camp at Alcona Glen and Treasure Garden Childcare Centre. Staff visited each of these camps in both July and August and brought storytimes, a variety of crafts and activities, and robots to learn to code with the campers. Simcoe Childcare Services visited the Lakeshore branch to learn about the Library. These visits are a great way for the Library to share resources and let families who might not have been to the Library in Innisfil know about programs and activities that the Library offers.

## SIGNATURE EVENTS

### Fresh Air Flicks

Thanks to generous sponsors, including Stroud Foodland, Tempo Flexible Packaging, and Cookstown Foodland, Fresh Air Flicks returned this summer. Hundreds of community members participated in the series of outdoor movie nights. Each sponsor offered unique experiences from free ice cream and games to having characters and an inflatable obstacle course. Sponsors also connected with neighbouring businesses in their communities to participate. Landmark Bus Lines and Ref's Pizza are two examples of businesses who joined these events.

The movie lineup for the 2023 series included:

- *Strange World* – Friday, July 7th at Innisfil Beach Park.
- *Puss in Boots: The Last Wish* – Friday, July 21st at Cookstown Library Field.
- *Holes* – Friday, August 4th at Innisfil Beach Park.
- *The Super Mario Bros. Movie* - Friday, August 25th at Stroud Arena.



Pre-show music was provided through local musicians The Fitzees and Patty McLaughlin as well as a visit from KoolFM. Library Staff provided activities highlighting tools in the hackLAB, laser cut themed movie characters and vinyl cut and print stickers. Barrie Film Festival provides the inflatable screen and an experienced team run the projector and sound. Partnership with the Town of Innisfil's Operation team is critical to the success of these events.



Enjoying the pre-show activities makes a visit to Fresh Air Flicks complete.

Movie-goers were encouraged to bring along non-perishable foods to donate to the Troy Scott Community Fridge. During the August events, participants could donate to the Library via the TipTap device. TipTap is a Canadian company that uses touchless technology for cashless transactions. It is a wireless payment receiver that allows for instant acceptance of contactless donations. Library Staff and Board Members encouraged donations and raised \$395 at the two events.

Fresh Air Flicks is a unique and well-loved community event for Innisfil residents. These gatherings bring people of all ages and backgrounds together and play a crucial role in fostering community bonds, forging connections among neighbors, and offering entertainment in our community that lacks traditional theaters.



## Teen Volunteers

Throughout the year the Library engages many local teens in opportunities to volunteer and earn credit towards their Community Service hours. This summer we had a dedicated group of ten teen volunteers that supported programming for 8 weeks. They would help with setting up the activities and crafts, as well as tidying up some of our messier science experiments and activities. Many of these volunteers also helped out with setting up and running activities at our Fresh Air Flicks events. Not only do these volunteer hours go towards the mandatory 40 hours of Community Service hours that they need to graduate high school, it also gives them experience with working with the community. Many of our volunteers share how much they appreciate these experiences and offer to volunteer at the Library throughout the school year.







## Build UP our reputation as a trusted community asset

### COLLECTIONS

#### Library of Things

Three new items were added to the Library of Things collection this month. Two Wi-Fi hotspots are now available for customers to borrow for one week at a time, providing those without internet access with free Wi-Fi service. This supports several goals in the Library's Strategic Plan, including enabling equal access to resources and the Library's digital spaces.

Two new learning tools were added that support language learning and access to text-based content. The [C-Pen LingoPen](#) (1 unit) is a handheld device that assists people with learning any of 8 languages: English, French, German, Italian, Russian, Spanish, Chinese, Arabic (Arabic is only supported for English-to-Arabic translation). Users have the option to either read the text on the screen, or listen to it as audio. The [C-Pen Exam Reader Pen](#) (1 unit) assists people with text-based learning disabilities. The Exam Reader is used to scan text in the selected language and listen to it as audio. It is not a translation tool, and instead supports readers with decoding and reading in the selected language. It will scan and display/download 20 languages, and read aloud in 10 languages: English, French, German, Italian, Spanish, Swedish, Danish, Dutch, Portuguese, and Russian.



*C-Pens ready  
to be borrowed.*



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

### SUMMER IN THE HACKLAB

#### Mini Makers & MakerKids

Mini Makers brought out the youngest hackLAB users this summer, with participants aged 4-6 years, learning about the laser cutter, vinyl cutter, 3D printer and sublimation printer. Over the course of 7 weeks, participants expanded on their skills and knowledge of the space through a variety of hands-on projects, such as Sublimation Water Bottles, Heat Transfer T-Shirts and Laser Cut Matching Games. These projects were specifically designed to promote the early learning of skills using Inkscape and Cricut Design Space, as well as basic digital literacy skills from opening and saving a document to manipulating a mouse. During the final week of the program, one parent commented, "At the beginning of this program, my daughter couldn't move a mouse and was just getting frustrated with the computer and now eight weeks later, she is telling me she can do it herself. She's able to move images around the screen, change their size and save her work! It's amazing what exposure to the makerspace can do". Another parent shared that her child has really embraced making in the hackLAB, sharing "Now when we see something in the store, it isn't I want that shirt or game, it's I wonder if I can make that at the Library. I love the creativity this space brings out!"



This program was extremely popular this summer with a full registration and attendance each week, as well as 30 kids on the waitlist. There continues to be a keen interest in getting younger kids involved in the hackLAB and learning to make and create using the wide range of technology available.

MakerKids, focused on children 7-10 years, also continues to be a hugely popular program at the Library. Each week participants learn the necessary skills to design a program from start to finish using the laser cutter, vinyl cutter, 3D printer or sublimation printer. These kids have truly come to embrace the space and are quick to ask questions, help with designs or welcome others into the space. This summer, 7-week sessions of MakerKids were offered with 2 programs at the Lakeshore Branch and 1 program at the Cookstown Branch. All programs had near perfect attendance all summer, with 69 kids on the waitlist.

With the high demand for maker programs aimed at younger children, staff will be exploring possible solutions to ensure that more children have the opportunity to participate within the confines of our current resources.



## Digital Connections

This summer we launched a new program designed to entice low-skill computer users to explore computers & technology. Each session of *Digital Connections* led participants through a useful creative project using digital design tools. Participants were introduced to the free design program, Canva, to make custom calendars. By the end of the session participants were able to use the basic tools of the program; adding text, images, graphics and more to a calendar template. Following the initial lesson some participants continued their learning on their own and created new projects including a self care to-do list and an inventory sheet.

## INSPIRING OUR COMMUNITY & INDUSTRY

### Mississauga Public Library visits the hackLAB

This month, Mississauga Public Library toured the Lakeshore Branch of the Library. They are currently undergoing an update to one of their larger branches, which will include a large makerspace and media area. After touring the branch, Library Staff took them into the mediaLAB and hackLAB to talk about equipment, programming and staffing for these spaces. Staff were able to highlight some important information about different pieces of equipment and software, as well as discuss different ways to engage with the surrounding community. Visiting Librarians shared how nice it was to connect with different makerspaces and staff working in similar environments as it helps to be able to troubleshoot issues, share knowledge and build a wider network of makerspaces.

### Enterprise Strategy & Business Planning

Town Staff from the Enterprise Strategy & Business Planning department joined Library Staff in the hackLAB to create some custom apparel using the embroidery machine. Using a .DST file, designed in Inkscape, Staff were able to help participants embroider the Town logo on 3/4 zip sweatshirts.

More than half this team joined the Town during the pandemic so this was their first time visiting the Library in person. They were excited to get their Library cards and be able to use such a wide range of services! At the end of the visit, they shared the following thanks with Library Staff: “Thank you so much for your help today. It was a cool experience watching how the embroidery machine works with our whole team. The shirts all look fantastic and we will be super proud to wear them”.



## CELEBRATING OUR ENVIRONMENT

### Drop-in Bike Repair with Firebird Community Cycle

Firebird Community Cycle is a not-for-profit group that promotes bicycle education and empowers people to learn how to fix their own bikes. They set up shop outside the Library on Innisfil Beach Road so that they would get the most visibility. A few people came by to get their bikes repaired. It was a beautiful day for this drop-in event. We made a great connection and hope to have them back again.

### Pollinator Garden Walk

Renowned native plant and gardening expert Lorraine Johnson led a public tour of the pollinator garden at the Lakeshore Branch. The garden was buzzing with thousands of insects as Lorraine took participants through the benefits of each species of native plant, explaining their value in the life cycle of native pollinating insects. She highlighted those that support specialized pollinators such as the Evening Primrose Sweat Bee which can only feed on the evening primrose plant.

Participants asked many questions about how to build a native habitat in their own gardens, and were able to purchase Lorraine's newest book, [A Garden for the Rusty-Patched Bumblebee](#), also available at the Library. Programs like these connect participants with ideas, resources and expertise, and allow people to draw connections between themselves and the world around them.







## Light UP pathways to personal & professional growth

### TD SUMMER READING CLUB

#### Over 5000 Books Read

The TD Summer Reading Club is Canada's biggest, bilingual summer reading program for kids of all ages, interests and abilities. This free Club is offered at more than 2,000 public libraries across Canada, as well as online. We offered a hybrid model for summer reading club where families were able to register for the program and report on their reading both in person at one of our Library branches, or online through our website. We had 401 children register this summer, and reported 5543 books read.

Club participants would report the amount of books they had read each week to Library staff, and were entered into a weekly draw for prizes ranging from Family passes to Wye Marsh or the Simcoe County Museum, to Barrie Colts Tickets or a Dream Parties Gift Certificate. Our grand prize was a 3 month family membership to the YMCA. The Summer Reading Club program is designed to build a lifelong love of reading and to combat learning loss for children over the summer months.



*Reading progress was reported each week to collect cool prizes and enter amazing draws.*

## CHILDREN'S SUMMER PROGRAM HIGHLIGHTS

### Preschool Programs

The popular preschool program, Ready Set School, focuses on developing the social and cognitive skills that get children ready and excited for school. Families share with Staff how much they appreciate including our preschool programming in their weekly routine and how much their little ones look forward to coming to the Library to participate.

Our Preschool Programs not only foster a lifelong love of reading for children, but provide a place for caregivers and families to connect and support each other. Beach Babies, a program designed for babies from 0-12 months and their caregivers, offers plenty of opportunities for these types of connections. Recently, parents and caregivers with children at different ages and abilities sparked an in depth discussion about milestones. The seasoned parents shared meaningful advice and the practical information that every child is different and it is common and normal for different children to reach these "average milestones" at different times. These programs, along with Tropical Twos and Fun in the Sun for Ones all had full registration of ten families for each program.

Drop-in Storytime remains a popular program for families unable to make the registered programs. They take place at our Lakeshore and Cookstown Branches weekly, and outdoor storytimes across Innisfil will continue into the fall. We had a wide variety of families join us for our storytimes, as well as a core group of regulars who would follow our storytimes to different locations each week.





## School Age Programs

The Library's school age programs encourage participants to explore a variety of topics and skills, providing a safe and encouraging space to learn and explore.

- Crafter's Corner and Outdoor Explorers encourage children between the ages of 7-10 to get creative with new arts, crafts, and activities each week at both the Lakeshore and Cookstown branches. One participant in Crafter's Corner shared, "I love painting; it lets me express myself and be creative!"
- For those looking to experiment and get messy with some STEAM activities (Science, Technology, Engineering, Art, and Math), our Junior Scientists and Mini Masterminds programs for 4-6 year olds and Mad Scientists for 7-10 year olds were able to make their own slime, build structures with unusual materials like marshmallows and toothpicks, and even experiment with tie-dye.
- Little Critters and Earthlings Crew brought participants outside to explore and experiment in nature, as well as learn about our pollinator gardens and Butterfly Rearing program.
- Tech Time for 7-10 year olds, Totally Tech for 10-13 year olds, and even Game Night utilized the robots and technology that we have at the Library to introduce and develop coding skills as well as educational apps like Tootastic and Kahoot!
- Our Summer Social program for all ages on Fridays used a combination of the activities and crafts from all of the other programs to allow participants to create and be social.
- We were also able to offer two Discover D&D programs in-person this summer, one at the Lakeshore branch and one at the Cookstown branch, after great success running the program virtually the previous summer. This collaborative, roleplaying storytelling experience had a dedicated group of creative participants, as there has been a resurgence of interest in the Dungeons & Dragons game.



## Something for the Swifties

The Library was able to offer a special craft program just for teens: Taylor Swift Friendship Bracelets: Library Version. It brought together a community of individuals with a common shared interest and created a space for strangers to become friends. Using an explosion of beads, colours and creativity, they worked on creating their own friendship bracelets. Song titles, song lyrics, and other Taylor Swift references were included in the Eras Tour friendship bracelets, all while listening to Taylor Swift music. Taylor Swift tote bags were also made with Staff heat pressing stickers made in the hackLAB that had song references, Taylor Swift photos and more, with each participant creating their own unique Taylor tote bag.



## Puppets Cool

Our final special guest in our summer lineup was Steve from *Puppets Cool*. He taught the group the difference between a puppet and a doll, as well as how famous puppets like Kermit the Frog and Cookie Monster are made and work. The kids had a blast making their own sock puppets with pipe cleaners and buttons, then practiced moving their puppet's mouth along with what they were saying. The kids were all showing off their puppets as they left the program, and a few parents shared how much fun their children had making their puppets.





## PROGRAM HIGHLIGHTS FOR ADULTS AND SENIORS

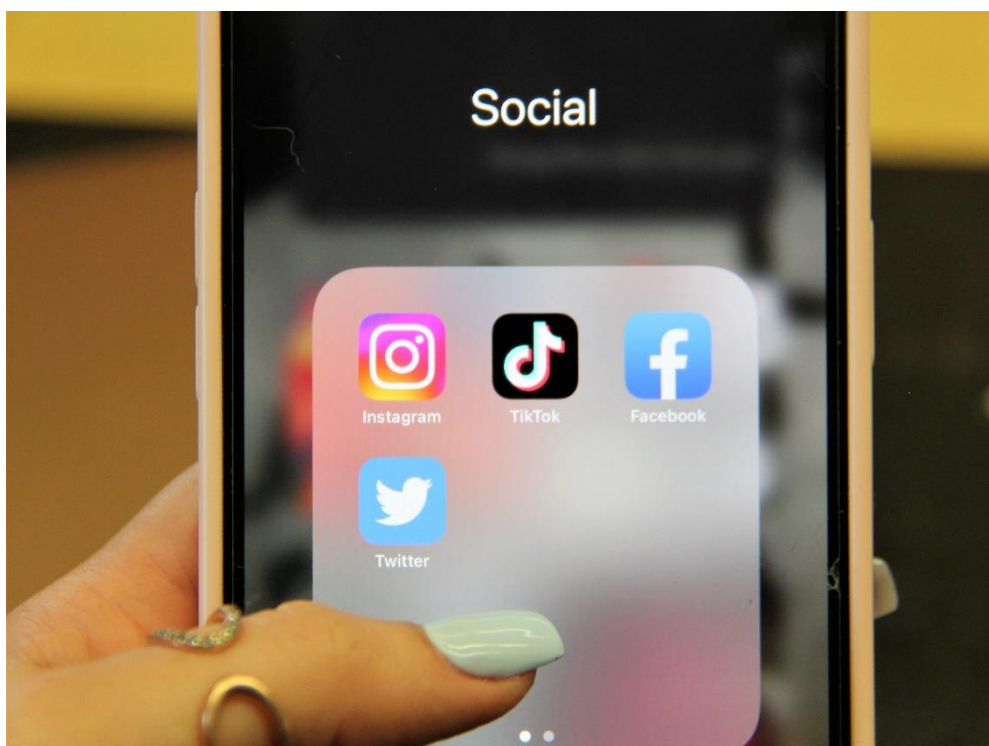
### Confidently Computing

#### **Sharing, Storing & Managing Photos**

Staff led Confidently Computing: Sharing, Storing & Managing Photos—a popular topic with a full class and a waitlist. The class explored the various ways to manage photos, including cloud-based storage options like Google Photos, Amazon Photos, and iCloud, as well as physical storage options like USB keys and photobooks. Whether it be quickly disappearing storage space, or the upcoming discontinuation of useful photo services, digging deep into a topic exposes challenges large and small for our older adults and their experience with technology. The session wrapped up with one participant sharing the photobook she started making of her trip with her long lost sister, nieces and nephews.

#### **Navigating the App Store and Finding Useful Apps**

Navigating the app store can be intimidating, but this session gave participants the right tools, tips and tricks to help make it easy. Using Library iPads, participants explored the basics of the App Store. After going through the basics and device safety, we used their personal devices to navigate the App Store. This was a great opportunity to apply their new knowledge on their own device. We were also able to show them how to download CloudLibrary. One participant commented how much these types of programs mean to her because it makes her feel more confident in her tech skills. Another participant said that she loves how much the library offers to seniors and how each staff member she meets at the Library is always so nice.



## APPENDIX A:

### Level UP! Communications Insights

#### Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Aug 9, 2023	Innisfil Today	<a href="#">Neighbourhood Nights set to make final stop this week in Ward 4</a>
Aug 10, 2023	Innisfil Today	<a href="#">Community partners rally to create Lefroy's Family Fun Day</a>
Aug 22, 2023	Bradford Today <a href="#">Innisfil Today</a>	<a href="#">Health unit offers new breastfeeding support group in Innisfil</a>

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

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,691 (Followers) Page Likes 3,165	55 during this period	976 engagements (781 reactions, 117 shares, 78 comments)	Posts earned 14.4K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

**Date, Aug 22, 2023 4.8K Reach**

Summer nights were made to cozy up for movie night! Join us this Friday, August 25 for our last [#FreshAirFlicks](#). We'll have activities starting at 7pm and The Super Mario Bros. Movie at dusk. 🍿



📍 Stroud-Innisfil Community Centre, 7883 Yonge Street

Thank you to our community partner, [Foodland Stroud](#) for making this possible!

We can't wait to see you there!



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

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,523	40 during this period	26 engagements (18 likes, 1 retweets, 6 quote tweets, 1 reply)  17 Mentions	6K impressions over this period (number of times users saw our tweets)

Top Organic Post (based on reach):

Top Tweet **earned 173 impressions**



### **Innisfil ideaLAB & Library @InnisfilideaLAB**

Join us at the Lakeshore Branch on Sept. 1 at 10am to learn some tips and strategies for using FamilySearch with Linda Hayward!

This workshop will provide an introduction to the Family History Center as you begin your genealogical research.

Learn more: <https://bit.ly/3KZqxuA>  
[pic.twitter.com/BzcpbLq10e](https://pic.twitter.com/BzcpbLq10e)



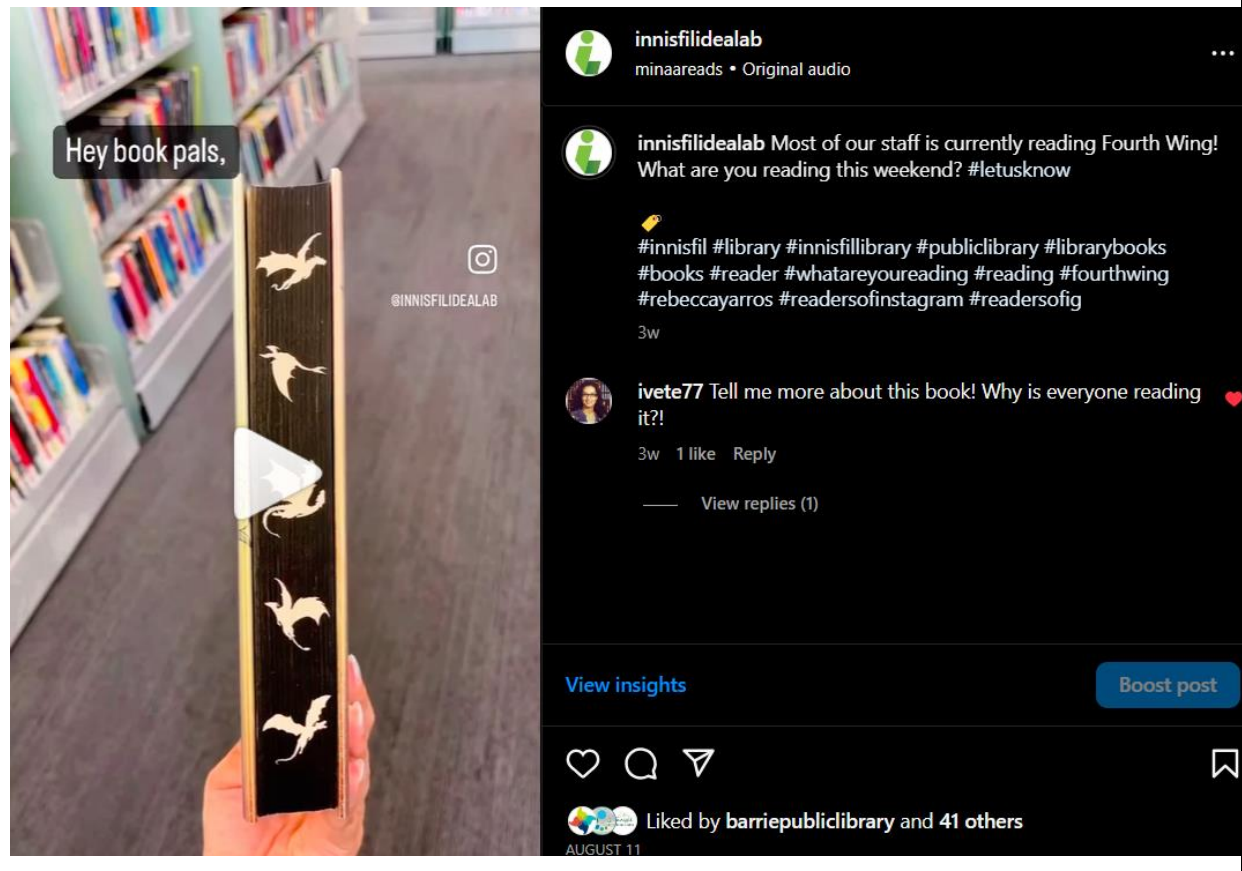
## Instagram Insights (Aug 1 to 31, 2023)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
2,029	56 during this period	2545 accounts reached. 1086 likes.	9 comments in total on content posted during this period

**Top Post (based on engagement):** Aug 3, 2023 580 Reach



**Top Reel (based on engagement): Aug 11, 2023 876 Reach**



## Municipal Council Report

### June 7, 2023 Special Council Meeting: AGM InnTerprises, InnPower, InnServices

- [Watch the meeting.](#)

### June 7, 2023 Council Meeting

- [Watch the meeting.](#)
- Pitch-in Committee delivered its annual report. They presented Carol Griffith with the 2023 Debbie Mills Civic Pride Award, and Councillor Richardson was presented with the Golden Broom for the most volunteers in their ward.
- Hemson Consulting delivered an update regarding [Development Charges Background Study Project Update - Draft Rates](#). Consultants provided an update on the eligible DC services, the development forecasts, capital project summaries, DC charge rates and rate comparisons and what has changed in the policy. Next steps will include the release of the DC Background Study in July and the statutory public meeting to be held on August 16. Council will then consider and adopt the DC Bylaw on September 27.
- Council adopted an updated flag and banner use policy.
- Council carried a motion to enter into a Memorandum of Understanding with the MTO regarding the Highway 400 / 6th Line Interchange.
- A motion was carried to direct Staff to review Refreshment Trailer ( food truck) policies and report back with the Economic Development Strategic Plan.

### June 21, 2023 Special Council Meeting

- [Watch the meeting.](#)
- Council held a special council meeting to undergo a strategic planning and visioning session led by StrategyCorp.

### June 28, 2023 Council Meeting

- [Watch the meeting.](#)
- Received a delegation from Re: Community Planning Permit Study (CPPS) Project Update. Community Planning Permit System (CPPS), is a land use planning tool able to streamline development approvals by combining zoning, site plan and minor variance processes and can reduce approval times to 45 days. CPPS is in use in Innisfil on shoreline permits and is going to be updated for processes across the municipality.
- The Development Charges Background Study recommended inclusion of a differentiated non-residential rate in the draft DCBS and the draft DC by-law is expected in July 2023.
- Town Staff assessed the Giant Rocking Horse at Spring Tree Farm and determined that it has deteriorated past the point of repair. Saving the Horse would essentially require a full rebuild, which comes at a significant cost. Council approved Staff's recommendation that the Town refrain from intervening in the fate of the Horse and leave the responsibility for its repair and disposal to Spring Tree Farm.
- Staff were directed to commence a Request for Proposal process to engage a consultant for the Ward Boundary and Council Composition Review. This review was initiated as part of the Municipal Elections Engagement Plan and will be overseen by the Ward Boundary Review Ad-Hoc Committee.

## Municipal Council Report

### News from the Community

- [Music in the Park adds two new locations](#)
- [Innisfil Historical Society frames the future with gift to town](#)
- [Neighbourhood Nights takes over The Wheel on Thursday at Sandycove](#)
- ['Love is love': 5 things said during the Town of Innisfil's Pride flag raising ceremony](#)
- [Hundreds of Muslim youths from Simcoe County area attend Islamic Youth Camp](#)
- ['It's fantastic': Matthews House Hospice in Alliston launches Memory Care and Dementia Day Program](#)
- ['He grew up playing hockey here in this very building': Signage unveiled at Morgan Russell Memorial Arena and Community Centre](#)
- ['Everyone is embraced': Permanent Pride flagpole unveiled at Innisfil Beach Park](#)
- ['We're in a crisis': Advocates welcome Eat Impact's expansion to Barrie, but food security concerns remain](#)
- ['Special day': County of Simcoe welcomes 38 new Canadians at citizenship ceremony](#)
- ['Grassroots support' growing for Troy Scott Community Fridges in Innisfil](#)
- [Road safety is a top priority': South Simcoe police expanding automated licence plate reader program](#)
- [Innisfil landscape architect honoured by Ontario Association of Landscape Architects](#)
- [Mayor's golf tournament raises \\$66,000 for Innisfil Community Foundation](#)
- [Entrepreneurs from around the world descend on Innisfil](#)
- [Province providing nearly \\$14K for seniors programs in Innisfil](#)

### News from the County and Province:

### Upper-tier Municipality Review

- ['A good thing': Bradford council seeks a review of Simcoe County](#)

### Affordable Housing

- The County of Simcoe has released its ninth annual report card, "Housing Our Future: 2022 Annual Report," to measure and evaluate the implementation of recommendations contained in its [10-year affordable housing and homelessness prevention strategy](#).
- [Full report here.](#)
- Highlights of the Housing Our Future: 2022 Annual Report include:
  - Creation of 244 new homes in 2022, exceeding the original target of 2,685 new affordable homes by 2024
  - Distribution of \$1.29 million in rent supplement/housing allowance subsidies
  - Distribution of \$91,000 in affordable homeownership down-payment supports
  - Direct funding of \$650,000 under the Municipal Secondary Suites program
  - Distribution of \$300,000 of federal and provincial Secondary Suites funding and



## Municipal Council Report

an additional \$200,000 to address urgent home repairs through the Ontario Renovates Program

- Provided \$376,724 in Housing Retention Program for eviction prevention
- Continued progress on affordable housing construction projects, including 130 units in Orillia and 50 units in Bradford West-Gwillimbury
- \$2.5 million in funding from the Province of Ontario towards the County's creation of 14 units of supportive housing at 77 Tiffin Street in Barrie for people experiencing mental health and addiction challenges, persons with disabilities, as well as those experiencing homelessness, with the Busby Centre and the Elizabeth Fry Society providing support services
- Supported adding six new modular supportive housing units at Lucy's Place in partnership with Redwood Park Communities, Busby Street Centre, Community Builders, and Northern Shield Development
- Completion of a four-bed addition to the transitional housing facility for youth operated by Home Horizon in Collingwood, developed with Provincial Social Services Relief (SSRF) funding

## Municipal Council Report

### No Council Meetings in the month of July

#### News from the Community

- [POSTCARD MEMORIES: Innisfil's first resort proved popular](#)
- [Beach Road Market lands in new location this weekend](#)
- [Assaults with weapons, robberies escalating in region: police](#)
- [My Seniors Hub hosting seniors dance in Innisfil](#)
- [Gallery: Sunshine and smiles at 6th annual community barbecue in Innisfil](#)
- [Town gets nearly \\$2M in OLG payment](#)
- [Violence increasing in schools, local trustee asks 'why?'](#)
- [Gallery: Community Services Day celebrated at Innisfil Farmers' Market](#)
- [Neighbourhood Nights rolls into Ward 7 on Wednesday](#)
- [Town eyes pre-consult development phase to manage province's deadlines](#)
- [Cycle Simcoe trail hub in Innisfil one of 17 marking milestone](#)
- ['We are nothing without our health': Ontario government pledges more than \\$10 million in new funding to Barrie's RVH](#)
- ['Poor air quality affects us all': Air quality and climate change are public health issues](#)
- [CTV: Innisfil Farmers' Market community day](#)
- [CTV: Troy Scott Community fridge](#)
- [CTV: Innisfil Neighbourhood Nights](#)

#### News from the County and Province:

- [BWG Library Strike](#)
- [Bradford library workers take strike action](#)
- [Bradford library workers hit the picket line: library shut down](#)

## Municipal Council Report

### August 9, 2023 Special Council Meeting

- A closed session meeting was held to discuss a federal grant opportunity.

### August 9, 2023 Council Meeting

- [Watch the meeting.](#)
- Council received a presentation from the Innisfil District Association “Update to New Council”
- Several staff reports were received for information sharing updates, including:
  - [DSR-108-23 2022 Development Charges Act Treasurer's Statement - Pdf](#)
  - [DSR-106-23 2023 Quarter 2 \(Q2\) Update - Pdf](#)
  - [DSR-110-23 Building Permits Issues - Quarter 2 \(Q2\) 2023 Update - Pdf](#)
- Correspondence was received from AMO to Premier Ford re: Municipal Codes of Conduct. The letter [recommends](#):
  - Updating municipal Codes of Conduct to account for workplace safety and harassment
  - Creating a flexible administrative penalty regime that can be adapted to the local economic and financial circumstances of municipalities across Ontario
  - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
  - Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Councillor Constantine provided a notice of motion for the September 13, 2023 Council meeting re: flood mitigation measures.
- Councillor Drodge provided a notice of motion for the September 13, 2023 Council meeting re: Limerick Street lighting project.

### August 16, 2023 Special Council Meeting

- A closed session meeting was held for educational purposes.
- Special Council meeting reconvened for the public consultation meeting re: development charges.
- [Watch the meeting.](#)
- Consultants from Hemson provided a presentation overview of the proposed Development Charges (DC) background study and proposed changes to the DC policy.
- The background study put together by Hemson plans out to 2031 for general services, such as parks or libraries, 2041 for water/wastewater needs 2051 for transportation, by when Innisfil is now predicted to house nearly 100,000 people and almost 25,000 jobs.
- Libraries are eligible to be funded through DCs from residential development only. The proposed policy and by-law will see a slight decrease in the amount of DCs allocated for Library Services. As can be seen in the screen capture from the presentation, below.

## Municipal Council Report

Original Sound for Musicians: Off

## Comparison of Current vs. Updated Calculate Town-wide Residential Rates



Service	Current Residential Charge / SDU	Calculated Residential Charge / SDU	Difference in Charge	
General Government	\$672	\$0	(\$672)	-100%
Library Board	\$2,648	\$2,464	(\$184)	-7%
Fire Services	\$2,052	\$2,965	\$913	44%
Police Services	\$719	\$847	\$128	18%
Parks And Recreation	\$16,282	\$18,227	\$1,945	12%
Services Related To A Highway: Public Works	\$972	\$1,848	\$876	90%
Municipal Fleet	\$1,518	\$2,139	\$621	41%
By-Law Services	\$0	\$18	\$18	0%
<b>Subtotal Town-Wide General Services</b>	<b>\$24,863</b>	<b>\$28,508</b>	<b>\$3,645</b>	<b>15%</b>
Services Related To A Highway: Roads And Related	\$23,540	\$25,173	\$1,633	7%
<b>Total Town-Wide Services</b>	<b>\$48,403</b>	<b>\$53,681</b>	<b>\$5,278</b>	<b>11%</b>

(1) Current rates as of April 1, 2023

(2) General Government is no longer an eligible service under the DCA

8

HEMSON

- Members of Council asked questions related to:
  - Expressed concerns that Innisfil's proposed rates are higher than neighboring municipalities. Could this impact in attracting business and industrial development to Innisfil?
  - Are we able to compare the revenue generated and associated costs from previous Development Charge rates exercises?
  - What tools would be available to the Town if estimated revenue and costs are not as projected?
  - Requested how the Industrial and Non-Industrial rates were determined?
  - Is there a potential for a decline in forecasted growth within the 5-year DC rate span?
  - Requested clarification on why electricity costs are not a DC-eligible charge when the Town owns it owns electricity distributor (InnPower). Are there alternative ways to fund these through Development Charges?
  - Requested clarification on where Bradford West Gwillimbury is on their Development Charges cycle.
  - Requested clarification if a developer can pay their development charges up front.
  - Requested clarification if specific Non-Industrial rates could be phased out longer than what the Province is requiring under the legislation.
  - Requested clarification if rates that are being proposed to be lowered can be phased in.
- No comments were received from the public consultation.
- Council reconvened into closed session.



# Municipal Council Report

## News from the Community

- [Innisfil's deputy mayor celebrates career award nomination](#)
- [Sandy Cove Acres donates to RVH Foundation's Keep Life Wild campaign](#)
- [Groups launch petition against Bradford Bypass](#)
- [Barrie-Innisfil area ranks lowest on Violent Crime Severity Index — again](#)
- [South Simcoe Theatre ready for its debut with Doors Open event](#)
- [Public quiet on Innisfil's new development charges bylaw](#)
- [Innisfil-based author is proud to offer third novel in series](#)
- [Mod home company wants to add 'attainable housing' in Cookstown](#)
- [Innisfil tech hub supporting entrepreneurs where they're at](#)
- [Innisfil Pride invite all to Pride Paddle & Picnic on Sunday](#)
- [New special-ed suite for Nantyr Shores among summer projects at Innisfil schools](#)
- [Innisfil taking residents' temperature on a dozen municipal facilities](#)
- ['We're hoping this will be our new home': Beach Road Market bringing monthly themed marketplace to new Innisfil Town Square](#)
- ['Here, everything feels much closer': Entrepreneur says leaving Toronto for Innisfil good for business](#)
- [Troy Scott legacy to help others lives on with multiple community fridges in Innisfil](#)

## News from the County:

- [Fierté Simcoe Pride rally 'shows that trans people are not alone'](#)
- **Bradford West Gwillimbury**
  - [Union, town offer up details behind stalled Bradford library talks](#)
  - [Ontario NDP leader lends support to Bradford's striking library workers](#)
  - [Bradford library, union head back to bargaining table](#)
  - [Uncertainty leads area councillor to call police on picketers — twice](#)
  - ['I'm angry': Striking Bradford library workers vow to keep fighting](#)
  - ['Totally untrue': Bradford mayor refutes library union claims](#)
  - [Arbitration won't solve Bradford library labour dispute: union](#)

## News from the Province

- [Ford expands strong mayor powers, pledges cash for housing targets](#)
- [3 Simcoe municipalities could get strong-mayor powers as part of Ford government's aggressive housing push](#)
- [Ontario government launching Building Faster Fund to help municipalities build homes](#)

## Upper-tier Municipality Review

- [Scrutiny by Ontario's regional facilitator welcome, says Simcoe County warden](#)



## INNISFIL PUBLIC COMMITTEE REPORT

**STAFF REPORT NO.:** LIB-07-2023

**DATE:** September 18, 2023

**TO:** Innisfil Public Library Board

**FROM:** Finance Committee

**SUBJECT:** 2023 Q2 Operating & Capital Update

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### **RECOMMENDATION:**

**That Committee Report LIB-09-2023 regarding the 2023 Q2 Update dated September 18, 2023 be received.**

### **Background:**

On February 8, 2023, through Staff Report DSR-018-23, Town Council approved the Library Board's 2023 Operating Budget in the amount of \$3,741,817, and the 2023 Capital Budget in the amount of \$350,915. Finalized Operating and Capital results to June 30, 2023, are included in this report.

### **Financial Results – Operating**

The Operating budget provides for expenses that cover day-to-day expenditures and activities including utilities, insurance, staff wages and benefits, program supplies, collections, and facility maintenance. It includes revenues expected to be received from fees, room rentals, grants, and other miscellaneous sources, as well as the contribution from the Town of Innisfil.

As of June 30, 2023, the total operating budget was at 63% of total budgeted revenues, and 46% of total budgeted expenses.

Appendix A provides a detailed financial report of the Q2 Operating Results.

## ***Overview of Revenues***

Registration & Facility Fees: Hall rentals are trending higher at 80% of total budgeted amount; registration fees are on target.

User Fees & Licenses: Trending slightly lower at 45% of budget.

Grants: In Q2 we received a \$25,000 federal grant from the New Horizon's for Seniors program. We also received the final payout of the provincial Senior's Community grant, which we were awarded in 2022.

\*Note – The only grant the Library has a budget for is the Provincial Operating Grant, which is a set amount each year and is typically received in Q3.

## ***Overview of Expenditures***

Wages & Benefits: Trending slightly lower at 46% of budgeted amount due to employee leaves and gapping dollars from unfilled positions.

Materials & Supplies: On target.

\*Note – Public Relations is typically over-spent and is offset by miscellaneous revenues.

Other Expenditures: Utilities slightly higher than budgeted; Contracts lower due to transactions that typically occur later in the calendar year; Rents & financials are on track.

Facility Related expenses: All facility expenditures are on track, with a larger variance at the Churchill location due to inactivity.

## **Financial Results – Capital**

The 2023 approved capital budget consists of funding requests for planned capital expenditures expected to occur in the upcoming years that are required to undertake or complete capital initiatives. In addition to the 2023 approved capital projects, the Library Board has carried over projects approved in previous years.

- Year to date spending for capital projects is \$154,216, related to projects LIB44, LIB5, LIB52, LIB68 and LIB67.
- Planned spending for Q3/Q4 is \$270,000, related to projects noted above as well as projects LIB4, LIB39, LIB37 and LIB65.

- Deferred projects due to staffing resources, coordination and alignment to other plans/activities/partners include LIB45 and LIB66.
- LIB42 deferred to 2025.

Appendix B provides a detailed financial report of the Q1 Capital Results.

**Financial Consideration:**

Staff will continue to monitor the operating and capital financial results to ensure that the year-end results are in-line with the approved budget. We do however recognize that the budget estimates are developed with the best information known at the time, and that there are numerous factors that can impact the final results. Accordingly, Staff will employ cost mitigating strategies when required, and will keep the Library Board's Finance Committee and the Library Board informed of progress through the financial quarterly reports.

**Conclusion:**

This report provides information to the Library Board regarding the operating and capital activities that occurred during the second quarter of 2023.

**PREPARED BY:**

Erin Scuccimarri, CEO

**APPROVED BY:**

Finance Committee: Anne Smith, Rob Nicol, Sue Bennett & Rhonda Flanagan





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

	Year to	YTD Actual as	2023	
	Date	a Percent	Total	Notes/Comments
	Actuals	of Budget	Budget	
Library Operating				
Library Fleet				
<b>Total Library Fleet</b>		0%	3,545	Vehicle to be purchased thru LIB66 Mobile Outreach Unit
Library Administration				
Revenue				
Opening (Surplus) Deficit				
Opening (Surplus) Deficit				
3100 Beginning Deficit(Surplus)			-1	2022 operating surplus to be posted
<b>Total Opening (Surplus) Deficit</b>			-1	
<b>Total Opening (Surplus) Deficit</b>			-1	
Registration & Facility Fees				
Facility Rental				
4438 Hall Rental	-8,035	80%	-10,000	
<b>Total Facility Rental</b>	-8,035	80%	-10,000	
Registration Fees				
4464 Programming	-12,091	53%	-23,000	
<b>Total Registration Fees</b>	-12,091	53%	-23,000	
<b>Total Registration &amp; Facility Fees</b>	-20,126	61%	-33,000	
User Fees, Licences and Fines				
User Fees				
4447 Misc. Revenue	-6,477	22%	-30,000	
4490 Photocopy Etc.	-6,090	81%	-7,500	
4491 Books	-2,837	101%	-2,800	
4492 ideaSHOP sales	-1,345	67%	-2,000	
<b>Total User Fees</b>	-16,749	40%	-42,300	
<b>Total User Fees, Licences and Fines</b>	-16,749	40%	-42,300	
Other				
Government Grants				
4100 Grants - Ontario	-2,633	6%	-45,921	Carryover from 2021 grants
4200 Grants - Federal	-26,000	0%		CTVIP offsets office exp
<b>Total Government Grants</b>	-28,633	62%	-45,921	
Other Revenue				
4760 Donations	-8,998			Tim Horton's Smile Cookie Campaign \$7.8K
<b>Total Other Revenue</b>	-8,998			\$1K lions
<b>Total Other</b>	-37,631	82%	-45,921	
<b>Total Revenue</b>	-74,506	61%	-121,222	
Expenditures				
Wages & Benefits				2 employees on maternity leave, 1 other on leave
<b>Total Wages &amp; Benefits</b>	1,411,926	46%	3,074,294	
Materials & Supplies				
Facility/Park Maintenance				
7080 Cleaning Supplies	2,237	25%	9,000	
7180 Facility/Parks Maintenance				
<b>Total Facility/Park Maintenance</b>	2,237	25%	9,000	
Advertising & Publicity				
7020 Advertising & Publicity	2,743	31%	8,865	
<b>Total Advertising &amp; Publicity</b>	2,743	31%	8,865	
Clothing				
5210 Clothing/PPE	0	0%	675	
<b>Total Clothing</b>		0%	675	
Education, Seminars & Memberships				
5230 Education & Development	11,172	56%	20,000	
7300 Prof. Dues & Memberships	3,176	106%	2,993	nothing further
<b>Total Education, Seminars &amp; Memberships</b>	14,348	62%	22,993	
Equipment Maintenance				



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

	Year to	YTD Actual as	2023	
	Date	a Percent	Total	Notes/Comments
	Actuals	of Budget	Budget	
7140 Equipment Maintenance	3,019	137%	2,200	Invoice - EPILOB laser tube replacement
<b>Total Equipment Maintenance</b>	3,019	137%	2,200	
Office, Printing & Postage				
7360 Office Supplies	5,563	60%	9,296	
7400 Photocopy	3,682	37%	10,000	
7440 Postage	498	50%	1,000	
7460 Printing	1,966	27%	7,240	
<b>Total Office, Printing &amp; Postage</b>	11,709	43%	27,536	
Materials				
7029 Electronic Collections	34,149	31%	108,525	
7041 Physical Collections	63,950	48%	132,000	
7280 Material	12,328	56%	22,000	
7283 Technology Supplies	15,307	78%	19,500	offset by programming revenue
7284 ideaSHOP Supplies	142	28%	500	
<b>Total Materials</b>	125,876	45%	282,525	
Other Expenses				
5120 Board&Committee /Non-payroll	1,950	49%	4,000	
7320 Mileage	3,804	39%	9,858	
7389 Culture Engagement	4,148	13%	32,500	
7470 Programming - Children	11,996	84%	14,260	
7545 Project Expense	6,102	0%		Grant \$ in deferred
<b>Total Other Expenses</b>	28,000	46%	60,618	
Public Relations				
7485 Public Relations	7,906	105%	7,503	Typically go overbudget, this is offset by misc revenues
<b>Total Public Relations</b>	7,906	105%	7,503	
Software Maintenance and Licencing				
7580 Software Annual Maint. Fees	39,061	77%	50,752	
<b>Total Software Maintenance and Licencing</b>	39,061	77%	50,752	
<b>Total Materials &amp; Supplies</b>	234,899	50%	472,667	
Utilities				
Telephone and Utilities				
7600 Telephone	2,033	58%	3,508	2 new cell phone purchases in Feb totaling \$1,255
<b>Total Telephone and Utilities</b>	2,033	58%	3,508	
<b>Total Utilities</b>	2,033	58%	3,508	
Contracted Services				
Audit Fees				
8080 Audit	2,646	50%	5,241	
<b>Total Audit Fees</b>	2,646	50%	5,241	
Contracts				
8250 Contracts - Labour	0		3,133	
8290 Contracts	637	6	10,888	Small scale consulting fees
<b>Total Contracts</b>	637	5%	14,021	
External Legal Costs				
8640 Legal	253			
<b>Total External Legal Costs</b>	253			
<b>Total Contracted Services</b>	3,536	18%	19,262	
Rents & Financial				
Service Charges				
9110 Debit/Visa Charges	1,833	41%	4,481	mthly avg
<b>Total Service Charges</b>	1,833	41%	4,481	
<b>Total Rents &amp; Financial</b>	1,833	41%	4,481	
<b>Total Expenditures</b>	1,654,227	46%	3,574,212	
<b>Total Library Administration</b>	1,579,721	46%	3,452,990	
Stroud Branch				
Expenditures				



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

	Year to	YTD Actual as	2023	
	Date	a Percent	Total	Notes/Comments
	Actuals	of Budget	Budget	
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	362	8%	4,550	
<b>Total Facility/Park Maintenance</b>	362	8%	4,550	
Insurance				
7220 Insurance	984	51%	1,926	
<b>Total Insurance</b>	984	51%	1,926	
<b>Total Materials &amp; Supplies</b>	1,346	21%	6,476	
Utilities				
Telephone and Utilities				
7600 Telephone	464	25%	1,855	
<b>Total Telephone and Utilities</b>	464	25%	1,855	
<b>Total Utilities</b>	464	25%	1,855	
Contracted Services				
Cleaning Contract				
8185 Cleaning Contract	5,210	58%	8,990	
<b>Total Cleaning Contract</b>	5,210	58%	8,990	
<b>Total Contracted Services</b>	5,210	58%	8,990	
Internal Recoveries/Transfers				
Internal Rental Expenditure(Revenue)				
9610 Facility rental expenditures(I	13,148	50%	26,300	
<b>Total Internal Rental Expenditure(Revenue)</b>	13,148	50%	26,300	
<b>Total Internal Recoveries/Transfers</b>	13,148	50	26,300	
<b>Total Expenditures</b>	20,168	46%	43,620	
<b>Total Stroud Branch</b>	20,168	46%	43,620	
Churchill Branch				
Expenditures				
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	930	37%	2,500	
<b>Total Facility/Park Maintenance</b>	930	37%	2,500	
Insurance				
7220 Insurance	1,482	47%	3,146	
<b>Total Insurance</b>	1,482	47%	3,146	
<b>Total Materials &amp; Supplies</b>	2,412	43%	5,646	
Utilities				
Telephone and Utilities				
7660 Utilities - Hydro	436	27%	1,632	
7680 Utilities - Natural Gas	921	61%	1,502	Enbridge gas Jan \$216, Feb \$169, Mar \$192
7700 Utilities - Water/Sewer	132	36%	370	
<b>Total Telephone and Utilities</b>	1,489	42%	3,504	
<b>Total Utilities</b>	1,489	42%	3,504	
Contracted Services				
Contracts				
8325 Contracts - Grass Cutting	0	0%	992	
8850 Snow Removal	0	0%	3,722	
<b>Total Contracts</b>		0%	4,714	
<b>Total Contracted Services</b>		0%	4,714	
Internal Recoveries/Transfers				
Internal Transfers				
9681 Snow Clearing - Expenditures	1,251	50%	2,500	Nov & Dec snow clearing (consistent formula across depts for Ops snow clearing)
<b>Total Internal Transfers</b>	1,251	50%	2,500	
<b>Total Internal Recoveries/Transfers</b>	1,251	50%	2,500	
<b>Total Expenditures</b>	5,152	31%	16,364	
<b>Total Churchill Branch</b>	5,152	31%	16,364	



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

	Year to	YTD Actual as	2023	
	Date	a Percent	Total	Notes/Comments
	Actuals	of Budget	Budget	
Cookstown Branch				
Revenue				
Transfer from Reserve & Reserve Funds				
Contributions from Obligatory RF				
492507 Oblig.RF-Library DCA	-84,398	51%	-166,961	on budget
492513 Oblig.RF-Parks Outdoor DCA	0	0%		
492515 Oblig.RF-Parks Indoor DCA	-6,138	51%	-12,143	on budget
<b>Total Contributions from Obligatory RF</b>	-90,536	51%	-179,104	
<b>Total Transfer from Reserve &amp; Reserve Funds</b>	-90,536	51%	-179,104	
<b>Total Revenue</b>	-90,536	51%	-179,104	
Expenditures				
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	7,057	35%	20,018	
<b>Total Facility/Park Maintenance</b>	7,057	35%	20,018	
Insurance				
7220 Insurance	6,562	42%	15,595	
<b>Total Insurance</b>	6,562	42%	15,595	
<b>Total Materials &amp; Supplies</b>	13,619	38%	35,613	
Utilities				
Telephone and Utilities				
7600 Telephone	585	29%	2,000	
7660 Utilities - Hydro	13,421	47%	28,500	
7680 Utilities - Natural Gas	803	32%	2,500	Enbridge gas Jan \$273, Feb \$246, Mar \$250
7700 Utilities - Water/Sewer	1,098	51%	2,138	
<b>Total Telephone and Utilities</b>	15,907	45%	35,138	
<b>Total Utilities</b>	15,907	45%	35,138	
Contracted Services				
Cleaning Contract				
8185 Cleaning Contract	6,513	49%	13,395	
<b>Total Cleaning Contract</b>	6,513	49%	13,395	
Contracts				
8850 Snow Removal	8,209	69%	11,942	Forest Ridget \$2,052/mth
<b>Total Contracts</b>	8,209	69%	11,942	
<b>Total Contracted Services</b>	14,722	58%	25,337	
Long term debt - Principal & Interest				
L.T.D. Principal & Interest				
5610 Debt Interest	24,036	52%	46,104	on budget
5620 Debt Principal	66,500	50%	133,000	on budget
5630 Accrued Interest Transfer	0	0%		
9265 Amortization of Debent. Comm.	0	0%		
<b>Total L.T.D. Principal &amp; Interest</b>	90,536	51%	179,104	
<b>Total Long term debt - Principal &amp; Interest</b>	90,536	51%	179,104	
Internal Recoveries/Transfers				
Internal Rental Expenditure(Revenue)				
9600 Facility rental revenue(Intern	-14,498	50%	-29,000	
<b>Total Internal Rental Expenditure(Revenue)</b>	-14,498	50%	-29,000	
Internal Transfers				
9696 Depart. Overhead Allocations	0	0%	0	
<b>Total Internal Transfers</b>		0%	0	
<b>Total Internal Recoveries/Transfers</b>	-14,498	50%	-29,000	
<b>Total Expenditures</b>	120,286	49%	246,192	
<b>Total Cookstown Branch</b>	29,750	44%	67,088	
Lakeshore Branch				
Expenditures				





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

	Year to	YTD Actual as	2023	
	Date	a Percent	Total	Notes/Comments
	Actuals	of Budget	Budget	
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	12,163	40%	30,535	
<b>Total Facility/Park Maintenance</b>	12,163	40%	30,535	
Insurance				
7220 Insurance	13,515	41%	32,632	
<b>Total Insurance</b>	13,515	41%	32,632	
<b>Total Materials &amp; Supplies</b>	25,678	41%	63,167	
Utilities				
Telephone and Utilities				
7600 Telephone	1,169	32%	3,700	
7660 Utilities - Hydro	13,237	37%	35,495	
7680 Utilities - Natural Gas	8,728	68%	12,795	Enbridge gas Jan \$2172, Feb \$2035, Mar \$1989
7700 Utilities - Water/Sewer	2,007	47%	4,290	
<b>Total Telephone and Utilities</b>	25,141	45%	56,280	
<b>Total Utilities</b>	25,141	45%	56,280	
Contracted Services				
Cleaning Contract				
8185 Cleaning Contract	6,565	38%	17,335	
<b>Total Cleaning Contract</b>	6,565	38%	17,335	
Contracts				
8325 Contracts - Grass Cutting			1,000	
8850 Snow Removal	14,043	69%	20,427	Forest Ridgert \$3,511/mth
<b>Total Contracts</b>	14,043	66%	21,427	
<b>Total Contracted Services</b>	20,608	53%	38,762	
<b>Total Expenditures</b>	71,427	45%	158,209	
<b>Total Lakeshore Branch</b>	71,427	45%	158,209	
<b>Total Library Operating</b>	1,706,218	46%	3,741,817	
<b>Total Library</b>	1,706,218	46%	3,741,817	



**Corporation of the Town of Innisfil**  
**Projected Spend to Actual Spent Variance Report - Capital**  
**For the Period Ended June 2023**  
**Capital**

	Carryover	2023	Total	Actual	Expenditure
	from Prior	Budget	Approved	Spent to	Still to
	Years	Approved	Budget	Date	Occur
Library					
Library					
LIB4 RFID	0	50,000	50,000		50,000
LIB37 Cookstown Facility Assessment & Repairs	112,298		112,298		112,298
LIB39 Job Evaluation/Job Description/Pay Equity	7,185		7,185		7,185
LIB42 Design / Preparation for idealAB & Library with Recreational Component in Lefroy	550,000		550,000		
LIB44 Organizational Review	40,000		40,000	30,719	9,281
LIB45 Updated Needs Assessment Study	40,000		40,000		40,000
LIB5 Electronic Equipment - All Branches	34,948	80,915	115,863	35,430	80,433
LIB52 Replacement Furnishings	19,458	30,000	49,458	27,792	21,666
LIB65 Marketing Kiosks	99,993		99,993		99,993
LIB66 Mobile Outreach Unit (InnMotion)	78,000		78,000		78,000
LIB68 Movable Meeting Space	0	90,000	90,000	39,048	50,952
LIB67 Space Planning	0	100,000	100,000	21,227	78,773
<b>Total Library</b>	<b>981,882</b>	<b>350,915</b>	<b>1,332,797</b>	<b>154,216</b>	<b>578,581</b>

Percentage of planned spend achieved at Q2

20%

**JHSC Meeting Agenda**

**MEETING DATE:** Thursday, June 22, 2023

**TIME:** 1:00PM

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

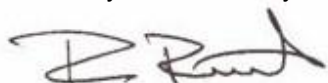
**CO-CHAIRS:** Management Co-Chair – Eric Chudzinski; Worker Co-Chair Richard Rivet

**MINUTES:** Jennifer Miyasaki

**ATTENDANCE** Eric Chudzinski, Jennifer Miyasaki, Richard Rivet, Jennifer Sheremeto, Paul Tomaszewski, Sierra Warren, Kristi Williams

**REGRETS** Nick Ayres, Ken Schuyler

**APPROVED MINUTES:**

  
Worker Member Co-Chair

  
Management Member Co-Chair

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	- Time – opened	- Meeting started at 1:04 p.m.
2.	<u>Approval of Previous Minutes</u>	Co-Chair	<a href="#">2023.05.18 JHSC Meeting Agenda Minutes Draft.docx</a> (Desktop, Web, Mobile)	- Jen S. motioned to approve the minutes of the previous meeting. - Seconded by Richard R. - All in favour; <b>Motion Carried.</b>
3.	<u>JHSC members</u>	Co-Chair	<a href="#">02.09.23 JHSC Members February 2023</a> (Desktop, Web, Mobile)	- No changes
4.	<u>Workplace Inspections WHIMIS LOTO</u>	Co-Chair	Roundtable discussions	<b>Richard</b> – Items missing from first aid kit; replenished items; everything else is good. <b>Jennifer M</b> – Previous deficiencies rectified; all inspections completed last week – no new deficiencies noted <b>Nick</b> – Absent <b>Paul</b> – Portable crane; having difficulty getting a response from repair company; no other issues to report

				<p><b>Jen S. –</b> Comfortable doing inspections moving forward; Will take over Rizzardo; determine if she will also do Parks/Camps <b>ACTION: Update Facilities List to reflect the changes</b></p> <p><b>Kristi –</b> Town Hall is outstanding</p> <p><b>Sierra -</b> Blinds are still down at Ec Dev; everything else was fine</p> <p><b>Eric –</b> Updates for Health &amp; Safety Boards at facilities; Eric will send out email for what it should look like</p>
5.	<u>SOP's Corporate Policies</u>	Co-Chair	Any updates for discussion?	<ul style="list-style-type: none"> <li>- Remote flail mower SOP is complete</li> <li>- Need to complete SOPs for Fleet</li> </ul>
6.	<u>Workplace Incidents &amp; Accidents</u>	Co-Chair	Report on last month's accidents (May 2023)	<ul style="list-style-type: none"> <li>- Only 2 incidents in May:               <ol style="list-style-type: none"> <li>1. Roads – a near miss/employee nearly struck by vehicle while finishing a paving job; need to ensure traffic plan protects the workers; ensure safety procedures are followed.</li> <li>2. Employee had a laceration to their finger; required stitches; no lost time – safety procedures will be reviewed with staff</li> </ol> </li> </ul>
7.	<u>Budget &amp; Training</u>	Co-Chair	1. Budget (status update) 2. Member Certifications	1. Budget is on track; BBQ was on budget 2. Dates provided to Kristi and Sierra for Certification Training
8.	<u>JHSC Other Business</u>	All Members	1. JHSC BBQ (event debrief) 2. Respectful Workplace Policy updates	1. Went well and received positive feedback from attendees; reviewed lessons learned 2. Going to Council in September; EC will confirm date
9.	<u>ACTION ITEMS Follow up</u>	Co-Chair	Review of Action items from May 18, 2023, meeting minutes.	<ul style="list-style-type: none"> <li>- <b>ACTION:</b> EC/RR Will review storage of wings and assess hazard/risk to staff; EC shared photos and discussed risks of how they are currently stored. <b>Request from manufacturer a written confirmation on storage practices for review by committee.</b></li> <li>- <b>ACTION:</b> Determine whose responsibility it is to replenish the kits – EC to confirm; Eric spoke with Nikki B. and confirmed that her team will ensure kits are replenished (for Operations/Parks); this action is now closed.</li> <li>- <b>ACTION:</b> Nick and Eric to work with Parks/Facilities Managers to determine purpose and requirements for CO/CO2 detectors at the IRC. – sensors require</li> </ul>



				upgrading; sensors will be inspected every 6 months – keep this action open until some sensors are replaced – Eric and Nick to follow up on this – keep this action open until confirmed complete – this has been completed – action is now closed.
10.	Close Meeting	Co-Chair	- Time enter of meeting closed.	- Meeting closed at 2:04 p.m.

## JHSC Meeting Agenda

**MEETING DATE:** Thursday, July 20, 2023

**TIME:** 1:00PM

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


**CO-CHAIRS:** Management Co-Chair – Eric Chudzinski; Worker Co-Chair Richard Rivet

**MINUTES:** Jennifer Miyasaki

**ATTENDANCE** Nick Ayres, Eric Chudzinski, Jennifer Miyasaki, Richard Rivet, Ken Schuyler, Paul Tomaszewski, Sierra Warren, Kristi Williams

**REGRETS** Jennifer Sheremeto

**APPROVED MINUTES:**



Worker member Co-Chair Signature



Management Co-Chair Signature

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	- Time – opened	- Meeting started at 1:02 p.m.
2.	<u>Approval of Previous Minutes</u>	Co-Chair	<a href="#">2023.06.22 JHSC Meeting Agenda Minutes Draft.docx</a> (Desktop, Web, Mobile)	- Richard R. motioned to approve the minutes of the previous meeting. - Seconded by Sierra W. - All in favour; <b>Motion Carried.</b>
3.	<u>JHSC members</u>	Co-Chair	<a href="#">02.09.23 JHSC Members February 2023</a> (Desktop, Web, Mobile)	- No changes
4.	<u>Workplace Inspections WHIMIS LOTO</u>	Co-Chair	Roundtable discussions	<b>Richard</b> – Went well; one item of note: signs for barricades not firmly adhered; could be a hazard (could cut a worker) issue was resolved on site.  <b>Jennifer M</b> – Inspected all four branches of the Library; minor deficiencies noted, but in process of, or already have been corrected.  <b>Nick</b> – Not completed – determining locations for Jen S. or other members to complete

				<p><b>Paul</b> – None completed yet, some housekeeping items; waiting on equipment; no major issues</p> <p><b>Jen S. – (absent – provided updates in advance)</b> Rizzardo Center – Completed inspection and found no deficiencies. Question: Should the Café kitchen be locked? It was not and may be cause for concern – anyone could access the space; <b>ACTION: Members who require help with inspections – please identify locations so Jen S. can plan to assist in August.</b></p> <p>Reviewed the facilities list and determined which locations could be given to Jen S. (or other members) to inspect; updated list to reflect changes.</p> <p><b>Kristi</b> – Town Hall will be completed next week</p> <p><b>Sierra</b> - Knock was fine; Churchill Community Center – a couple of floor obstructions in different rooms; Ec Dev blinds still down</p> <p><b>Eric</b> – Still need to confirm JHSC Board posting requirements</p>
5.	<u>SOP's Corporate Policies</u>	Co-Chair	Any updates for discussion?	<ul style="list-style-type: none"> <li>- Use of Fleet Shop SOP is new (doing work after hours in Fleet Shop)</li> <li>- <b>ACTION: SOP for chipper may require updates and retraining based on modifications. Review with Park management.</b></li> </ul>
6.	<u>Workplace Incidents &amp; Accidents</u>	Co-Chair	Report on last month's accidents (June 2023)	<ul style="list-style-type: none"> <li>- Jen M. advised that on July 18, 2023, a staff member at the Library had a trip and fall resulting in a fractured arm and bruised ribs; area was cordoned off and proper steps were taken with respect to MOL reporting; Jen M. and Paul T. will investigate scene and report back. For June 2023 there were 4 incidents reported; one was a minor allergic skin reaction to brush being removed – first aid given; the other 3 were vehicle incidents, no injuries to staff or damage to Town vehicles</li> </ul>
7.	<u>Budget &amp; Training</u>	Co-Chair	1. Budget (status update) 2. Member Certifications	1. Budget is on track 2. Jen S. completing her Certification Refresher course today; Kristi and Sierra will be completing their Part 2 in September and November respectively.

8.	<u>JHSC</u> <u>Other</u> <u>Business</u>	All Members		<ul style="list-style-type: none"> <li>- Glove manufacturer and supplier attended site to make glove recommendations for changing ice resurfacers blades, as well as anti-vibration gloves in fleet.</li> <li>- Eric will be taking parental leave from Sep to mid-Oct; Coverage being reviewed.</li> </ul>
9.	<u>ACTION</u> <u>ITEMS</u> <u>Follow up</u>	Co-Chair	Review of Action items from June 22, 2023 meeting minutes.	<ul style="list-style-type: none"> <li>- <b>ACTION:</b> EC/RR Will review storage of wings and assess hazard/risk to staff; EC shared photos and discussed risks of how they are currently stored. <b>Request from manufacturer a written confirmation on storage practices for review by committee.</b> – Eric to follow up on this item – Action still open</li> <li>- <b>ACTION:</b> Update Facilities List to reflect the changes - completed</li> </ul>
10.	Close Meeting	Co-Chair	- Time enter of meeting closed.	- Meeting closed at 1:49 p.m.





## INNISFIL PUBLIC LIBRARY STAFF REPORT

**STAFF REPORT NO.:** LIB-08-2023

**DATE:** September 18, 2023

**TO:** Innisfil Public Library Board

**FROM:** Kathryn Schoutsen, Manager of Engagement & Community Development

**SUBJECT:** Decolonization of the First Nations of Simcoe County Website

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### RECOMMENDATION:

1. That Staff Report LIB-08-2023 regarding Decolonization of the First Nations of Simcoe County Website dated September 18, 2023 be received; and
2. That the Board approves that staff will update the website with the assistance of Indigenous consultants to decolonize the resource.

### BACKGROUND:

In 2017 the Library initiated the process of updating an informational website entitled *Native People of Simcoe County*. This website had existed as a part of *Ibidnet (Innisfil Bradford Information Database)* – an earlier iteration of the historical database now known as *Our Stories Innisfil* – and provided an outline of the history of Indigenous peoples in southern Ontario. The text of this website, however, had not been updated to cover recent history, made use of outdated terminology, and public access had been disabled for a number of years.

The decision to update the website in 2017 was made as a response to widespread criticism of Canada 150 celebrations that focused exclusively on Canada's colonial

## **STAFF REPORT #LIB-08-2023 – Decolonization of the First Nations of Simcoe County Website**

history while failing to include thousands of years of Indigenous history. With few resources readily available online that addressed Indigenous history in the Simcoe County region, the Library saw a need to provide a resource that would be easily accessible to Innisfil's residents while also honouring the [Canada 150+](#) initiative.

The text of the original website was fully updated with the latest archaeological discoveries as well as more recent developments such as the [Idle No More](#) movement, the completion of the Truth and Reconciliation Commission's Final Report in 2015, and the national inquiry into Missing and Murdered Indigenous Women and Girls in 2016. The research and text, as well as several newly created maps and photos, were updated by Gordon Wright, a local genealogist and instructor at Georgian College.

The revised website was officially launched to the public in 2018 with links made readily available on the Library's website as well as the *Our Stories Innisfil* homepage. Sherry Lawson, a member of the Chippewas of Rama First Nation and a highly respected figure in the local First Nations community, agreed to review the contents of the website but was unable to complete her evaluation due to unexpected personal circumstances.

### **ANALYSIS/CONSIDERATION:**

The Library's Strategic Plan features the goal of Speaking Up for Diversity and Inclusion, which recognizes the need to "Amplify the voices of those that have been underrepresented" and to "Capture community memory to reflect our diversity and our Indigenous past, present, and future." By adopting a Land Acknowledgement Statement and committing to the process of reconciliation with Indigenous communities as outlined by the Truth and Reconciliation Commission of Canada (TRC) and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Library is well positioned to take tangible action. Moving forward, the Library recognizes that any project or event involving Indigenous people and Indigenous history should be collaborative and not extractive.

In the spirit of reconciliation and unlearning colonialism, the Manager of Engagement and Community Development, the Collection Services Librarian, and the Special Collections Librarian enrolled in a micro-credential course delivered by the School of Continuing Studies at OCAD University entitled "Beyond GLAM Land Acknowledgments: Activating Decolonization and Indigenization in Galleries, Libraries, Archives, and Museums". This course highlighted strategies for decolonizing texts, labels, terminology, and institutional practices, and encouraged thoughtful reflection on how institutions can use the findings of the TRC and UNDRIP to make changes to databases, research, and collections.

## **STAFF REPORT #LIB-08-2023 – Decolonization of the First Nations of Simcoe County Website**

As the course progressed, it became clear that the First Nations of Simcoe County website was an issue. Although it had been revived as a way to acknowledge and celebrate Indigenous history at a time when Canada's colonial history was being amplified, the text and imagery used in the site was produced entirely from a settler perspective. There was no input from any of the local First Nations communities, which only perpetuates colonial harms by preventing Indigenous voices from telling their own history.

Article 31(1) of UNDRIP states "Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions... They also have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions." Because the Indigenous history of Simcoe County is inextricably entwined with the cultural heritage and traditional knowledge of the Indigenous communities within the County, the members of those communities thus have a right to control what and how such history is recorded and shared.

Beyond GLAM Land Acknowledgments course instructors, Dr. Laura Phillips of Queen's University and Heather George, Executive Director of the Woodland Cultural Centre, concurred that Indigenous consultants should be hired to advise on how to proceed with the First Nations of Simcoe County website. They suggested contacting Skylee-Storm Hogan-Stacey of [Know History](#). Skylee-Storm is a published historian with expertise in residential schools history, Crown-Indigenous relations, and digital repatriation and accessibility and has previous experience with decolonizing the text of historical plaques made for Residential Schools.

In order to meet the goals laid out in the Library's strategic plan and to honour the Library's commitment to meaningful reconciliation with Indigenous communities, Staff recommend that this resource be updated to remove the colonial point of view and to centre the Indigenous perspective. It is recommended that the Library hires Indigenous consultant(s) with experience assessing historically based texts to evaluate the contents of the First Nations of Simcoe County website, recommend next steps, and work with Staff to decolonize this resource. Further, Staff recommend that the Indigenous communities be consulted in any future updates to the First Nations of Simcoe County Website.

Staff will submit a project proposal to Indigenous consultant(s) to better identify project scope and costs.

**FINANCIAL CONSIDERATIONS:**

Library Staff will seek quotes from Indigenous consultants on the estimated costs for this project. Costs will be managed within the Library's operating budget. If needed additional funding sources, such as grants, may be sought.

**CONCLUSION:**

Historically, Indigenous perspectives and voices have been marginalized, silenced, or misrepresented in colonial narratives. Decolonization seeks to rectify this by giving Indigenous communities the agency to tell their own stories, which are often passed down through oral traditions and other cultural practices. Updating and decolonizing the First Nations of Simcoe County Website will be a tangible example of the Library's commitment to truth, reconciliation, and justice for and with local Indigenous communities.

**PREPARED BY:**

Kate Zubczyk, Special Collections Librarian

Kathryn Schoutsen, Manager of Engagement & Community Development

Brooke Gardhouse, Collection Services Librarian

**APPROVED BY:**

Truth & Reconciliation Committee: Anne Smith, Wendy Van Straten & Cynthia Gordon

**REFERENCE MATERIAL:**

[Truth and Reconciliation Commission of Canada: Calls to Action](#)

[United Nations Declaration on the Rights of Indigenous Peoples](#)

[Innisfil ideaLAB & Library Strategic Plan](#)



## INNISFIL PUBLIC LIBRARY STAFF REPORT

**STAFF REPORT NO.** LIB-09-2023

**DATE:** September 18, 2023

**TO:** Innisfil Public Library Board

**FROM:** Erin Scuccimarri, CEO

**SUBJECT:** Innisfil Community Foundation Agreement

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### RECOMMENDATION:

1. That Staff Report LIB-09-2023 regarding a formal agreement with the Innisfil Community Foundation, dated September 18, 2023 be received; and
2. That the Board approves moving forward with a Donor-Advised Fund Agreement between the Library Board and the Innisfil Community Foundation.

### BACKGROUND:

Since their inception in 1993, the Friends of the Innisfil Public Library volunteer group initiated various fundraising initiatives each year, aimed at generating donor funds to support our Library programs and services. Unfortunately, after many years of operating, the Friends of the Innisfil Public Library dissolved in late 2021 due to low engagement and participation. Since that time, the Library has been able to accept donations from individuals and organizations; however, proactive and deliberate fundraising has not been able to take place.

Library Staff have begun the process of applying for Charitable Status through the Canada Revenue Agency, which is a very time consuming and lengthy process. In the meantime, the Library has initiated conversations with the Innisfil Community Foundation (ICF) regarding the possibility of engaging in a formal Donor-Advised Fund Agreement. This agreement would enable the ICF to create an *Innisfil ideaLAB & Library Fund*, which would allow the Library to develop a much more considered and functional fundraising strategy.

### ANALYSIS/CONSIDERATION:

The Innisfil ideaLAB & Library is currently not recognized as a charity or qualified donee. Historically the Library has received donations through the Friends of the Innisfil Public Library (registered charity) or through the Town (qualified donee). With the dissolution of the Friends of the Library, a new strategy is needed for fundraising, which would allow the Library to accept donations and issue tax receipts through Canada Helps. Although the Town is a qualified donee,



## **STAFF REPORT #LIB-09-2023 – Innisfil Community Foundation Agreement**

the perception of donating funds through this channel may not appeal to potential funders. Therefore, the Library has decided to move forward with applying for charitable status. The CRA lists over 120 public libraries in Ontario as having charitable status, with an additional 50 Friends of the Library groups. Staff will provide updates on the Library's application to be a registered charity as they arise.

In 2022, Library Staff connected with the Executive Director of the ICF to discuss the opportunity for partnership. Through the assistance of Blumbergs Professional Corporation, a law firm focused on charities, we determined that a possible solution would be to create a Donor-Advised Fund Agreement between the Library Board and the ICF. This agreement would enable the ICF to establish an *Innisfil ideaLAB & Library Fund*, which would provide the following benefits:

- Innisfil ideaLAB & Library Fund webpage, with examples of programs and services funded through donations;
- Selected donation amounts, which could be easily chosen and paid through the webpage;
- The ability to issue tax receipts directly through Canada Helps;
- Fundraising Committee will be able to develop more deliberate funding strategies, with an appropriate venue to collect donations; and
- A stronger partnership will be developed between the Library and the ICF.

After an agreement is developed, Library Staff will work with the ICF to develop a webpage and other appropriate communications to launch the *Innisfil ideaLAB & Library Fund*. Staff will also work with the ICF to determine how and when funds will be distributed from the ICF to the Library.

The ICF Board has reviewed the recommended agreement materials provided by Blumbergs Professional Corporation and have approved moving forward with a partnership with the Library Board.

### **FINANCIAL CONSIDERATION:**

Establishing an *Innisfil ideaLAB & Library Fund* through the ICF will lead to increased donations for value-added services and projects. Costs involved in the exploration of developing this partnership were managed through the operating budget.

### **OPTIONS/ALTERNATIVES:**

1. Request Staff explore alternative considerations and report back.

### **CONCLUSION:**

Partnering with the ICF to develop an *Innisfil ideaLAB & Library Fund* will allow the Library to begin collecting donations immediately, rather than waiting until the charitable status filing is complete. Through this fund, the Library will be able to launch fundraising campaigns, explore other giving opportunities, and learn more about the climate of giving in Innisfil. Not only will this partnership support Library services through increased donations, but will provide critical data for Staff and

***STAFF REPORT #LIB-09-2023 – Innisfil Community Foundation Agreement***

Board to develop a robust fundraising strategy. A proactive fundraising strategy is essential for the Library to enhance services, meet evolving community needs, and maintain a strong presence in the community. It will help the Library remain adaptable, resilient, and capable of fulfilling its mission as a vital community resource.

# Policy Changes Summary

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**10a.01.01 OPERATING & TECHNOLOGY – Health and Safety Policy #2023-18**

- Annual review, no major changes
- Updated Appendix 2 (Health & Safety Policy Statement)

**10b.01.01 EMPLOYMENT – Employee Benefits Policy #E-2023-19**

- Minor wording changes

**10c.01.01 EMPLOYMENT – Police Record (Background) Checks for Staff & Volunteers Policy #E-2023-20**

- Minor wording and formatting changes
- Addition of a link to the Annual Office Declaration Form to be completed each year by staff and (applicable) volunteers

**10d.01.01 EMPLOYMENT – Illness and Injury Prevention Policy (Formerly EMPLOYMENT – Health & Safety Policy) #E-2023-21**

- Policy name change to avoid confusion with OPERATING & TECHNOLOGY – Health & Safety Policy
- Rewritten to specify initiatives and procedures implemented to promote a safe working environment for staff and volunteers
- Injury and illness prevention measures are listed
- Responsibilities of Management and Staff are listed



**SUBJECT: HEALTH AND SAFETY POLICY**

**Policy No: 2023-18**

**Date: September 18, 2023**

**Review Date: September 2024**

**Pages: 17 (including appendices)**

## **PURPOSE**

To ensure that all Library employees are committed to and exposed to a safe working environment where health and safety is always a top priority.

## **POLICY**

### **Application**

This policy applies to Innisfil Public Library Board Members, all Library Staff members, and any Library Volunteers, who participate in various work-related activities at library facilities.

### **Guidelines**

The Innisfil Public Library Board has adopted the Town of Innisfil's current Corporate Health & Safety Policy CP.11.2.2 (Appendix 1) and the Town of Innisfil's current Health & Safety Policy Statement signed August 16, 2023 (Appendix 2).

Approved by the Innisfil Public Library Board, September 18, 2023, Motion Number: 2023.XX

Supersedes Policy #2022-27. approved October 17, 2022, Motion #2022.78; and Policy #2021-21, approved December 13, 2021, Motion #2021.94; and Policy #2020-24, approved September 21, 2020, Motion #2020.70 & Policy #2019-17, approved September 16, 2019, Motion#: 2019.58 & Policy #2018-14, approved September 17, 2018, Motion #2018.67; & Policy #2017-16, approved October 16, 2017, Motion #2017.75; & Policy #2016-23, approved November 21, 2016, Motion #2016.95; & Policy #2015-18, approved November 16, 2015, Motion #2015.88; &

Policy #2015-09, approved June 15, 2015, Motion #2015.61; &  
Policy #2014-14, approved June 16, 2014, Motion #2014.46; &  
Policy #2013-07, approved June 17, 2013, Motion #2013.69; &  
Policy #2012-06, approved May 22, 2012, Motion #2012.41; &  
Policy #2011-13, approved May 16, 2011, Motion #2011.37.



## Corporate Policy



One Town One Team

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### CP.11.2.2

**Section:** People and Talent

**Subsection:** Health Safety and Wellness

**Subject:** Corporate Health and Safety Policy

**Approval Authority:** Oliver Jerschow, CAO

**Effective Date:** July 21, 2022

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### 1. Policy Statement

The Town of Innisfil is committed to the health and safety of our workers and providing a healthy and safe work environment. Our goal is a healthy, injury-free workplace for all workers.

As the employer, the Town is ultimately responsible for the health and safety in the workplace and will take every precaution reasonable in the circumstances for the protection of a worker. The Town is committed to complying with safety requirements under the *Occupational Health and Safety Act (OHSA)* and Regulations.

The Town is further committed to continue improvement as part of a safety focused culture through engagement, awareness, education, and training. A safe working environment is a top priority for everyone involved in a work activity and workers' own personal commitment to safety will ensure that injury to persons and damage to property are minimized.

### 2. Purpose

The purpose of this policy is to demonstrate the Town's commitment to the continuing objectives of workplace safety and eliminating hazards and "near misses", which will greatly reduce the risk of injury and illness. In addition, this policy will outline the health and safety accountabilities and responsibilities of all workplace parties.

### 3. Definitions

Workplace – is defined under as "any land, premises, location or thing at, upon, in or near which a worker works".

Employer – is defined as a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Supervisor – is defined under the Occupational Health and Safety Act (OHSA) and Regulations as a person who has charge of a workplace or authority over a worker.

Worker (Also referred to as Employee in Town of Innisfil policies) – is defined under the Occupational Health and Safety Act (OHSA) and Regulations as any of the following:

- a. A person who performs work or supplies services for monetary compensation.
- b. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- c. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- d. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Competent Worker – is defined under the Occupational Health and Safety Act (OHSA) and Regulations as:

- a. Qualified because of knowledge, training, and experience to perform the work,
- b. Familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
- c. Having knowledge of all potential or actual danger to health or safety in the workplace.

Competent Person - is a defined term under the Occupational Health and Safety Act (OHSA) and Regulations as:

- a. Is qualified because of knowledge, training, and experience to organize the work and its performance,
- b. Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
- c. Has knowledge of any potential or actual danger to health or safety in the workplace.

Internal Responsibility System (IRS) – is defined as the underlying philosophy of Occupational Health and Safety Legislation in Canada. It's foundation is that everyone in the workplace – workers and employer – is responsible for their own safety and the safety of others.

Joint Health and Safety Committee (JHSC) – is defined as a forum for bringing the internal responsibility system into practice. The Joint Health and Safety Committee (JHSC) consists of workers and management representatives who meet on a regular basis to deal with health and safety issues.

Town of Innisfil Director – is defined as a person who has charge of a workplace or authority over a Manager, Supervisor, or worker within an assigned service area.

Psychological Health and Safety in the Workplace - is defined under the CSA Standards as: workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health including in negligent, reckless, or intentional ways. Psychological health is related to mental health, which is also defined as a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community.

#### **4. Responsibility**

The People and Talent Team is responsible for the overall implementation and monitoring of the Corporate Health and Safety Policy.

#### **5. Application**

This policy applies to all Town workers including but not limited to full-time, part-time, contract, seasonal, casual, student/co-op workers, Members of Council, and Volunteer Firefighters.

Compliance with the policy is required regardless of workplace location, including workers working on-site, remotely, or in a hybrid model.

#### **6. Administration**

##### **Roles and Responsibilities:**

All members of our workplace community have a mutual interest and shared responsibilities contributing to our health and safety environment. All members of the Town's workplace community are expected to meet individual responsibilities as outlined in this policy.

##### **(i) All Individual Members of Staff**

- All workers, regardless of work location, are responsible to be aware of, understand, and follow all health and safety policies and procedures.
- All workers must be aware of the health hazards in their workplace(s) and of the preventative measures to be taken to protect themselves, fellow workers, and Town property.
- All workers who work remotely must take steps to ensure that they have a safe environment free from hazards in which to work. Workers who are unsure if their remote environment is safe or free from hazards should contact their Supervisor/Manager or People and Talent for assistance.
- Anyone who observes a hazard or health and safety violation in the workplace has a duty to report the situation to their Supervisor/Manager. Once identified, management has a duty to investigate the problem and eliminate, reduce or adequately control the hazard that could possibly injure a worker.

##### **(ii) The Town as the Employer**

It is the responsibility of the Employer to: *(as based upon OHSA s. 25-26)*

- Ensure equipment, materials and protective devices:
  - as prescribed are provided
  - are maintained in good condition
  - devices are used as prescribed
- Ensure prescribed measures and procedures are carried out in the workplace.

- Ensure all areas of the workplace are capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- When appointing a Supervisor, or any person who is required to exercise supervisory functions, that a competent person is appointed.
- Ensure a worker, or person in authority over a worker, is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Ensure assistance and co-operation is afforded to a Joint Health and Safety Committee (JHSC) and/or a Health and Safety Representative in the carrying out, by the Joint Health and Safety Committee (JHSC) and the Health and Safety Representative, of any of their functions.
- Require only a person over such age as may be prescribed is employed in or about the workplace.
- Require a person who is under such age as may be prescribed, is not knowingly permitted in or about a workplace. (Exception: Take Our Kids to Work Program).
- Take every precaution, reasonable in the circumstances, to protect a worker.
- The law requires employers to prepare, and review at least annually, a written Workplace Health and Safety Policy, and to develop and maintain a program to implement that policy. The Town of Innisfil will ensure due diligence and comply with all requirements set out in the *Occupational Health and Safety Act (OHSA)* and Regulations.
- Post a copy of the *Occupational Health and Safety Act (OHSA)* and any required explanatory material prepared by the Ministry of Labour, Training and Skills Development, in the workplace, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Accurately record the handling, storage, use and disposal of biological, chemical or physical agents as prescribed, and are kept and maintained.
- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- Notify a Ministry of Labour, Training and Skills Development (MLTSD) Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.

- Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- Where so prescribed provide a worker with written instructions as to the methods and procedures to be taken for the protection of the worker.

**(iii) Town of Innisfil Director(s)**

It is the responsibility of Town of Innisfil Director to:

- Be responsible for the administration and direction of the Town's Occupational Health and Safety Program within their own service areas.
- Ensure Supervisors and Managers of workers who work remotely take steps to ensure that each worker has a safe environment free from hazards in which to work. Any Town of Innisfil Director who is unsure whether a worker has a remote environment that is safe or free from hazards should contact People and Talent for assistance.
- Provide leadership in all safety activities including the development of safe work practices.
- Ensure that service area standards and procedures are developed and maintained to administer the health and safety policies and regulations.
- As may be applicable, ensure that their Supervisors and Managers are instructed in the procedures and requirements of the *Occupational Health and Safety Act*, *Highway Traffic Act* and other applicable legislation/regulations and corporate and/or service area policies pertaining to their safety in their workplace(s).
- Review incident/accident reports, safety audit reports, incident statistics and other related material to evaluate the effectiveness of the health and safety program in their respective service areas.
- Review and ensure follow-up on recommendations arising from Corporate and/or Fire and Rescue Services Joint Health and Safety Committee (JHSC) recommendations.
- Determine realistic health and safety goals for their department and periodically report on the results of same to the Chief Administrative Officer (CAO).
- Participate in health and safety training including the required online Ministry of Labour, Training and Skills Development Health and Safety Awareness Training for Workers and Supervisors (including Managers/Directors).
- Take every precaution reasonable in the circumstances for the protection of their workers.
- Encourage and promote psychological health and safety in the workplace.

**(iv) Service Area Manager(s)**

It is the responsibility of the service area Manager(s) to:



- Understand this policy and comply with *Fire Code*, *Occupational Health and Safety Act (OHSA)* and Regulations, *Highway Traffic Act (HTA)*, and other applicable legislation and corporate and/or service area policies and procedures pertaining to their safety.
- Ensure that worker(s) read and understand this policy and any service area policy, standards, practises, etc. for any tool, machine, vehicle, equipment, or process prior to the start of any work.
- Ensure operational training requirements, such as driver training, proper use of tools, machinery, and equipment, be provided to workers based on the position held. Ensure appropriate records of training are maintained.
- Ensure that any tool, machine, vehicle or equipment under their management are maintained in good working condition as per service area requirements to ensure the safety of all workers.
- Ensure that Supervisors/Managers who oversee workers who work remotely take steps to ensure that each worker has a safe environment free from hazards in which to work.
- Provide prompt and serious consideration to all recommendations for a safer and healthier work environment, better protective equipment, and safer work procedures.
- Appoint competent persons as Supervisors.
- Encourage positive health and safety attitudes among workers by promoting hazard identification, reporting, and implementing controls.
- Ensure that training and resources are available for the implementation of this policy.
- Encourage and promote psychological health and safety in the workplace.

**(v) Supervisor(s)**

It is the responsibility of the Supervisor to: (*as based upon OHSA s. 27*)

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the *Occupational Health and Safety Act (OHSA)* and the Regulations.
- Ensure that any equipment, protective device, or clothing (PPE) required by the employer is used or worn by the worker.
- Advise a worker of any potential or actual health or safety dangers known by the Supervisor.
- When prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection.
- When overseeing workers who work remotely, Supervisors must take steps to ensure that each worker has a safe environment free from hazards in which to work. A Supervisor who is unsure whether a worker has a remote environment that is safe or free from hazards should contact People and Talent for assistance.

- Participate in health and safety training including the required online Ministry of Labour, Training and Skills Development Health and Safety Awareness Training for Workers and Supervisors (including Managers/Directors).
- Take every precaution reasonable in the circumstances for the protection of workers.
- Encourage and promote psychological health and safety in the workplace.

**(vi) Worker(s)**

It is the responsibility of the Worker(s) to: *(as based upon OHSA s. 28)*

- Understand and comply with the *Fire Code*, *Occupational Health and Safety Act (OHSA)* and Regulations, *Highway Traffic Act (HTA)*, and other applicable legislation and Corporate and/or service area policies and procedures pertaining to their safety.
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Participate in health and safety training including the required online Health and Safety Awareness Training for Workers.
- Report to their employer or Supervisor/Manager the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker.
- Report to their employer or Supervisor/Manager any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which they know, and if necessary, to a member of the Joint Health and Safety Committee (JHSC).
- Not remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
- Report any hazardous conditions or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker.
- Report all incidents, accidents, injuries and near miss situations no matter how minor in nature to the Supervisor/Manager.
- Not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.
- Encourage and promote psychological health and safety in the workplace.

**(vii) People and Talent**

It is the responsibility of People & Talent to:

- Oversee the overall health and safety program for the Town acting as a health and safety resource to service areas and the Joint Health and Safety Committees (JHSCs).
- Ensure, together with the service areas and Joint Health and Safety Committees (JHSCs), that the Town is meeting its obligations as an employer under the *Occupational Health and Safety Act (OHSA)* and Regulations.
- Co-ordinate all monitoring and surveillance programs in consultation with the Joint Health and Safety Committee (JHSC). Ensuring that the Joint Health and Safety Committees (JHSCs) have the appropriate/required composition, that the Joint Health and Safety Committees (JHSCs) maintain the required records, and that the Joint Health and Safety Committees (JHSCs) achieve the required workplace circulation and/or posting of legislation/regulations.
- Facilitate employer response to formal complaints or recommendations made by the Joint Health and Safety Committee(s) and/or workers.
- Establish a comprehensive recording system for the Town's health and safety program in consultation with service areas and the Joint Health and Safety Committee (JHSC) and report at least annually on program status.
- Analyze statistical information related to workplace incident/accident reports and identify trends of potentially hazardous conditions. Respond to notifications and directions of workplace risks and hazards, provide guidance, direction and advice on health and safety issues to all levels of the organization.
- Co-ordinate and/or deliver health and safety training of a corporate and general nature. Note: operational training requirements, such as driver training, proper use of tools, machinery and equipment, will be provided by the appropriate service area under which the worker is a member and based on the position held.
- Develop policies and procedures to ensure that workers who work remotely have a safe environment free from risks and hazards in which to work.
- Monitor the Joint Health and Safety Committee's (JHSC) work, including ensuring that the Joint Health and Safety Committees (JHSCs) have the appropriate/required composition, maintain the required records, ensuring the required workplace circulation and/or posting of legislation/regulations is completed, and facilitating incident and work refusal investigations.
- Facilitate employer response to formal health and safety complaints or recommendations made by the Joint Health and Safety Committee(s) (JHSC) and/or workers.
- Administer the Workplace Safety and Insurance Board (WSIB) claims portfolio.
- Prepare and administer an annual corporate health and safety budget.
- Encourage and promote psychological health and safety in the workplace.

**(viii) Contractor(s)/Sub-Contractor(s)**

It is the responsibility of Contractor(s)/Sub-Contractor(s) to:

- Demonstrate the establishment of a Health and Safety Policy Statement and the maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and the Town of Innisfil's Health and Safety Policy and requirements.
- Implement adequate provisions in their health and safety management system to reach and maintain a consistently high level of health and safety.
- Ensure that the workers they employ are adequately trained in the work being undertaken and hazards involved; are aware of any hazardous substances that may be in use at the workplace; and wear the appropriate personal protective equipment (PPE) required for the work. Copies of all hazardous materials Safety Data Sheets (SDS) will be readily available at the work site for inspection by Town representatives.
- Provide all required information to the Project Manager and/or Purchasing Services with respect to current Workplace Safety and Insurance Board (WSIB) registration and coverage. The minimum responsibilities, or similar specific to the contracted job, will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion.

**(ix) Visitor(s)/General Public**

This classification is external to the Town of Innisfil's organization and includes all those individuals or organizations not identified in the above classifications under responsibilities. It is the responsibility of visitor(s)/general public to:

- Obey where appropriate, posted signs at Town facilities to inform visitors and the general public about restricted access or the requirement to report to a Town representative before proceeding further.
- Visitors and general public will not be permitted to wander unescorted, through areas that are normally restricted to workers.
- In the event it is required to enter a work area that is normally restricted to workers, the Supervisor/Manager shall be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a Town worker.
- Required personal protective equipment (PPE) will be provided by the service area and used by the visitor for any PPE identified zone within or on a Town owned and operated facility, property or identified place of business to which the Town is responsible.

**Joint Health and Safety Committees (JHSCs):**

The *Occupational Health and Safety Act* (OHSA) provides for the establishment of Joint Health and Safety Committee(s) (JHSC) in the workplace. The Joint Health and Safety Committee (JHSC) is comprised of both worker and management representatives. The following Joint Health and Safety Committees (JHSC) operate for the health and safety of workers for the Town of Innisfil:

- **Corporate Joint Health and Safety Committee (JHSC)** (multi-site) including the Innisfil Idea Lab and Library.

- **Fire and Rescue Services Joint Health and Safety Committee (JHSC)** (multi-site).

The Joint Health and Safety Committees (JHSCs) are accountable for:

- The Corporate Joint Health and Safety Committee (JHSC) is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town.
- The Fire and Rescue Services Joint Health and Safety Committee (JHSC) is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town's Fire and Rescue Services.
- To champion the spirit of the *Occupational Health and Safety Act* (OHSA), the functions of the Joint Health and Safety Committee (JHSC) both Corporate and Fire and Rescue Services will be to:
  - Identify, evaluate, and recommend resolution through the *Occupational Health and Safety Act* (OHSA) and Legal resources for all matters pertaining to health and safety in the workplace to the Management of the Town of Innisfil.
  - Ensure adequate education and training programs so all workers are knowledgeable in their rights, restrictions, responsibilities and duties under the *Occupational Health and Safety Act* (OHSA), and Regulations.
  - Address matters related to Workplace Hazardous Materials Information System (WHMIS) and Designated Substance Regulations where applicable according to the Global Harmonized System (GHS).
- Deal with matters that are directly related to the health and safety of workers. Identifying conditions that may be a source of danger, risk or hazard to workers.
- Make recommendations for the establishment, maintenance and monitoring of programs, standards and procedures for the health and safety of workers.
- Make recommendations to ensure workers who work remotely have a safe environment free from hazards in which to work.
- Review incident/accident and near miss statistics, and health and safety training records and make recommendations for the improvement of the health and safety of workers.
- Assist in developing communications and in the promotion of health and safety in the workplace.
- Enhance awareness of safety issues in the workplace in accordance/compliance with current and applicable legislation.
- Advise on matters of mutual concern to the various other health and safety committees operating within the Town; and to make recommendations to service area Leadership as appropriate.
- Receive reports from the Joint Health and Safety Committee (JHSC) representatives on service area health and safety meetings and to provide assistance when required/requested.
- Recommend and/or co-ordinate health, wellness and safety promotional/educational activities and special events.



- Make recommendations on the standardization of incident/accident reports and forms and regular workplace/equipment inspections; to review same; and ensure appropriate follow-up or make recommendations on preventative programs.
- Ensure the Joint Health and Safety Committee (JHSC) Members are knowledgeable of their role and duties as representatives, and to encourage/improve their education in this field by recommending appropriate/required seminars and workshops.
- Make recommendations to the Town on health and safety initiatives and programs of benefit to its workers.
- Encourage an atmosphere of co-operation between management and workers to achieve a safe work environment and safe work practices.
- Review Workplace Safety and Insurance Board (WSIB) information and Town claims statistics and make recommendations on appropriate programs/action to ensure minimum charges are incurred.
- Provide input to People and Talent in the preparation of an annual budget for the health and safety function within the Town.

#### **Composition of the Joint Health and Safety Committee (JHSC) - Corporate:**

In accordance with the multi-site JHSC Terms of Reference, the Corporate Joint Health and Safety Committee (JHSC) should be comprised of a minimum of six (6) worker members, representing the unions and service areas of the Town:

- three (3) members from Operations, one (1) being each from Roads, Parks/Arenas/Facilities, Fleet Services
- one (1) member from Town Hall
- one (1) member from Inspection (i.e. Engineering, Planning and Community Development Standards Branch)
- one (1) member from the ideaLAB and Library

Worker members/representatives shall be selected by the workers they represent; or, if unionized, such workers who shall be selected by their Union and the Union shall so notify People and Talent in writing.

The Joint Health and Safety Committee (JHSC) shall also consist of minimum two (2) but not more than three (3) Management members:

- two (2) management members from any service area.

Management members/representatives must be appointed by the Town of Innisfil Steering Group with the approval of the Chief Administration Officer (CAO).

The Joint Health and Safety Committee (JHSC) will have two (2) co-chairs, one of whom shall be appointed by Management and the other whom shall be selected by the worker members of the Joint Health and Safety Committee (JHSC).

The Joint Health and Safety Committee (JHSC) will also include the Corporate Health and Safety Partner, who will act as a permanent advisor with non-voting rights to the Joint Health and Safety Committee (JHSC) or may serve as the Management co-chair with the approval of

the CAO.

### **Composition of the Joint Health and Safety Committee (JHSC) – Fire and Rescue Services:**

In accordance with the multi-site JHSC Terms of Reference, the Fire and Rescue Services Joint Health and Safety Committee (JHSC) shall be comprised of a minimum of five (5) worker members, representing the Association and Volunteer Fire and Rescue Services:

- Five (5) Fire Fighters (full-time and/or volunteer firefighters) one (1) from each of the five Stations.

Worker members/representatives shall be selected by the workers they represent; or, if unionized, such workers who shall be selected by their Association and the Association shall so notify People and Talent in writing.

The Joint Health and Safety Committee (JHSC) shall also consist of not more than two (2) **Management** members

- Management members must be appointed by the Fire Chief with the approval of the Chief Administration Officer (CAO).

The Joint Health and Safety Committee (JHSC) will have two (2) co-chairs, one of whom shall be appointed by Management and the other whom shall be selected by the worker members of the Joint Health and Safety Committee (JHSC).

The Joint Health and Safety Committee (JHSC) will also include the Corporate Health and Safety Partner, who will act as a permanent advisor with non-voting rights to the Joint Health and Safety Committee (JHSC).

### **Health and Safety Training:**

Workers of the Town will receive all required legislative health and safety training, and identified internal training as required by the OHSA and Regulations and industry best practises.

All new workers will receive instruction as part of their onboarding and orientation on the following subjects during their probationary period:

- Duties and responsibilities as prescribed by the *Occupational Health and Safety Act* and/or any other applicable safety legislation.
- The provisions of this policy.
- Service area health and safety Standard Operating Procedures (SOP's), Safe Work Practices (SWP's), policies and protocols, as provided by their service area Manager and/or Supervisor.
- Applicable occupational health and safety (or other) regulations for their specific position.
- Incident/accident, near miss, hazard, and unsafe work refusal reporting procedures.
- Workplace Hazardous Materials Information System (WHMIS), which is aligned to Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

- All workers and Supervisors/Managers/Directors must complete the required online Health and Safety Awareness Training for Workers (4 Steps), and Supervisors (5 Steps), including Managers/Directors.

People and Talent will monitor to ensure the required training is conducted, either directly or as reported through the service areas as part of service area onboarding and/or regular health and safety training initiatives.

All workers will be given required legislated training, or industry “best practice” refresher training, as needed, in the performance of their duties, coordinated by People and Talent, or their service area, based upon the nature and scope of the training (general/legislative or operational).

### **Personal Injury Reports:**

Every occupational injury, no matter how minor or where the injury occurred, must be immediately reported by worker(s) to their Supervisor/Manager and to People and Talent.

Accidents which cause personal injury will be investigated (as required or legislated) and be reported appropriately within a timely process in the spirit of eliminating and or reducing further injury in the workplace.

The purposes of such a reporting procedure are:

- to comply with the *Workplace Safety and Insurance Act* (WSIA)
- to comply with the *Occupational Health and Safety Act* (OHSA) and Regulations, where applicable
- to determine the root cause of the incident
- to analyze and mitigate the risk for potential reoccurrence

Critical Injury response shall be provided and adhered to as defined by the *Occupational Health and Safety Act* (OHSA).

### **Non-Compliance:**

Any violations and/or breaches of this policy or health and safety regulations, procedures, standard work practices, etc. is subject to the Corrective Action Policy and may result in discipline up to and including termination of employment.

## **7. Exceptions**

There are no exceptions to this Policy.

## **8. References**

- Occupational Health and Safety Act (OHSA)
- Corrective Action Policy

## **9. Revision History**

Revision No.	Date	Summary of Changes	Approval Authority
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V1	2005.07.27	Adoption	CR—337.5
V2	2022.07.21	Review and Amend	CAO – O. Jerschow

## Appendix 2



### **THE CORPORATION OF THE TOWN OF INNISFIL HEALTH AND SAFETY POLICY STATEMENT 2023**

#### **PURPOSE**

The Town of Innisfil is committed to providing an effective Health and Safety Program ensuring a safe work environment for our workers and preventing occupational illness and injury. To express that commitment, we issue the following policy statement on occupational health and safety.

#### **POLICY**

The Town of Innisfil is committed to the health and safety of our workers regardless of workplace location, including workers working on-site, remotely, or in a hybrid model. Protection of workers from injury or occupational disease is a top priority. We are committed to continuous improvement and aim for an incident-free workplace through effective supervision, education, and training. We expect our Leaders and front-line staff to be dedicated to the continuing objectives of workplace safety and eliminating hazards and “near misses”, with the goal of reducing the risk of incidents and injuries.

The well-being of our workers is heavily linked to the health and safety of our workforce. The Directors and Officers of this Corporation will take every reasonable precaution in the circumstances for the protection of all our staff. No job is to be regarded so urgent that time cannot be taken to do it in a safe manner. The welfare of the individual worker is our greatest concern.

Leaders are responsible for the health and safety of workers under their supervision. Leaders are also committed to workplace ergonomics and psychological health and safety. All workplace parties must jointly participate in identifying and correcting ergonomics and psychological health and safety risk factors. Supervisors/Managers are responsible to ensure that all machinery, tools, vehicles, and equipment required for use by each worker are safe and that each worker works in compliance with established safe work practices and procedures for each piece described. Workers must receive adequate training in their specific work tasks to protect their health and safety prior to starting work.

The Town through all levels of management, will co-operate with the Joint Health and Safety Committee(s) (JHSC), and workers to create a healthy and safe work environment. The workers of the Town will be required to support this organization's Health and Safety Program and to co-operate with the JHSC and its Representatives exercising authority under the applicable legislation. It is the duty of each worker to report to the supervisor/manager, as soon as possible, any hazardous conditions, injury, incident, or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Municipal, Provincial, and Federal Legislation and Regulations as prescribed by the Town.

Everyone from the Chief Administrative Officer (CAO) to new workers has the responsibility to ensure a safe and healthy workplace. Let us all work together to prevent incidents from creating unwanted losses and personal injuries or illnesses.

**Health and Safety is everyone's responsibility at the Town of Innisfil.**

Oliver Jerschow  
Chief Administrative Officer

August 16, 2023  
Date





**SUBJECT: EMPLOYMENT – EMPLOYEE BENEFITS POLICY**

**Policy No: E-2023-19**

**Date: September 18, 2023**

**Review Date: September 2027**

**Pages: 4**

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## **PURPOSE**

The purpose of this policy is to outline benefits available to Library Staff.

## **POLICY**

### **Application**

Unless otherwise specified, this policy applies to Permanent Full-Time Staff, Permanent Part-Time Staff, and Long-Term (minimum one year) Contract Staff. Benefits outlined below will apply to all staff noted above unless otherwise stipulated, and based on the terms and conditions of the benefit program.

### **Definitions**

**Full-time employment** means employees whose normal work period consists of seventy (70) hours in two weeks and not regularly more than 1,820 hours annually.

**Part-time employment** means employees whose work period consists of less than 1,820 hours annually. Permanent Part-Time Staff must work a minimum of 20 hours per week/1,040 hours per year.

**Permanent employees** means full-time or part-time employees who have successfully completed the stipulated probationary period and whose contracts do not include a specific termination date.

**Contract employment** means employment for a specific period of time and which is terminated upon completion of such time-period. Contract employment may consist of full-time or part-time hours, as designated by the contract. A contract may be extended contingent upon library needs, budget and satisfactory job performance.

**Relief employment** means employees who are contracted to fill in gaps in the schedule on an 'as required' basis.

## **Guidelines**

### **1. *Pension Plans***

- a) In addition to the Canada Pension Plan, every Permanent, Full-Time employee shall join the basic OMERS Pension Plan. The Library and the employee shall make contributions in accordance with the provisions of the Plan.
- b) All other classes of employees will be offered the opportunity to join the OMERS based upon OMERS eligibility requirements for 'other-than-continuous-full-time' enrollment.

### **2. *Extended Health Care Insurance***

The Library shall pay one hundred percent (100%) of the premiums for the following benefits:

- a) Employer Health Tax.
- b) Extended Health including Vision Care, prescription drugs and semi-private hospital coverage.
- c) Vision Care benefits will be provided, subject to specified maximums in the benefit books, to an eligible employee and/or dependent(s).
- d) In addition, reimbursement for the cost of one (1) eye examination will be provided, subject to specified maximums in the benefit books, to an eligible employee and/or dependent(s).
- e) The EAP (Employee Assistance Program).

### **3. *Dental Plan***

- a) The Library shall pay one hundred percent (100%) of the premiums of the dental plan with the O.D.A. schedule of fees at one year below current year. Coverage shall also be provided for new dentures or replacements as specified in the current Benefit Plan Booklet.
- b) In addition, coverage shall also be provided for orthodontics as specified in the current Benefit Plan Booklet.

### **4. *Travel***

- a) 180 consecutive travel days for Permanent Full-Time Employees and 60 consecutive travel days for Permanent Part-Time and Long Term Contract Employees.

5. ***Group Life and Accidental Death & Dismemberment (A.D. & D.) Insurance (Permanent Full-Time Only)***
  - a) The Library shall pay one hundred percent (100%) of the premium for the following benefits:
    - Group Life (2 x annual salary)
    - A. D. & D. (2 x annual salary)
6. ***Short Term Disability or Weekly Indemnity (Permanent Full-Time Only)***
  - a) A weekly indemnity payment, due to sickness or accident, as specified in the current Benefit Plan Booklet.
7. ***Long Term Disability (Permanent Full-Time Only)***
  - a) The Library shall pay one hundred percent (100%) of the premium for Long Term Disability, which will be administered as specified in the current Benefit Plan Booklet.
8. ***For Employees who retire before 65 years of age.***
  - a) The Library shall provide and pay for one hundred percent (100%) of the cost of the premiums for Extended Health, Dental, Vision Care and Travel to the age of sixty-five (65) for those employees who take early retirement. This coverage will be available to employees from their retirement date with unreduced OMERS or age sixty (60), whichever first occurs, and based on a minimum of five (5) completed years of service with the Library. It will be the employee's responsibility to provide proof of their retirement date with unreduced OMERS.
9. ***For Employees who work beyond 65 years of age.***
  - a) The Library will provide a limited benefit program that includes an equally co-shared premium and limited maximums.
    - Basic Life will reduce by 50% at age 65, terminating at age 70.
    - Health and Dental Benefits:
      - Extended to the earlier of retirement or age 70.
10. ***Alternate Benefit Plan Carriers***
  - a) The Library may negotiate the terms and conditions and/or select alternate plan carriers for any of the above benefits.
  - b) The benefits provided will be in accordance with and subject to the terms and conditions of the contract entered into by the Library with the Town and the respective insurance agency.

- c) The Library will continue to pay the premiums for a maximum period of twenty-four (24) months for the foregoing benefits excluding pension for those employees on Short Term Disability and Long Term Disability. Where an employee chooses to continue to contribute to OMERS while on Short Term Disability, the Library will match the employee's contribution pursuant to OMERS' regulations.
- d) The employee benefits of hospital/medical insurance and dental only shall apply to the employee's spouse and dependent children to age twenty-one (21) and coverage shall be subject to the eligibility requirements of the Plans. Such benefit coverage shall be extended to dependent children up to the age of twenty-five (25) provided that they are regularly attending a college, university or other institute of higher learning.

Approved by the Innisfil Public Library Board, September 18, 2023,  
Motion Number: 2023.XX

Supersedes Policy #E-2019-19, approved September 16, 2019, Motion #2019.57, and Policy #E-2013-02, approved March 11, 2013, Motion #2013.38; & Policy #2011-16, approved June 20, 2011; Motion #2011.45; & Sections 5 and 6 of the Town's Employee By-Law #038-06 appended to Policy Number 2006-20, approved June 12, 2006, Motion #2006.59; & Policy Number 2002-30, approved September 12, 2005, Motion #2005.31.



**SUBJECT: EMPLOYMENT - POLICE RECORD (BACKGROUND)  
CHECKS FOR STAFF/VOLUNTEERS POLICY**

**Policy No: E-2023-20**

**Date: September 18, 2023**

**Review Date: September 2027**

**Pages: 3**

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## **PURPOSE**

This policy outlines the conditions under which Library staff and applicable volunteers must have a Police Record (Background) Check completed.

## **POLICY**

### **General**

As part of its due diligence, the Library Board requires that Police Record (Background) Checks be completed and kept on file for all employees and some applicable volunteers as determined by their responsibilities.

### **Application**

This policy applies to all staff and applicable volunteers who will work/interact with vulnerable persons.

### **Definitions**

*A **Police Record (Background) Check** is a search of the records available in CPIC (Canadian Police Information Centre) and/or the information databases of a local police agency. There are three types of police record checks as noted in Section 8 (1) of the Police Record Checks Reform Act, 2015, S.O. 2015, c. 30:*

- 1. Criminal record check;*
- 2. Criminal record and judicial matters check; and*
- 3. Vulnerable sector check.*



*A “**Criminal Record Check**” is intended for applicants who are involved as a volunteer, employee or in any situation where a basic Criminal Record Check is requested.*

*A “**Criminal Record and Judicial Matters Check**” is intended for applicants who are seeking volunteer and/or employment with agencies who require a Criminal Record Check along with outstanding charges and outstanding warrants.*

*A “**Vulnerable Sector Check**” is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only.*

***Vulnerable Person** means a person who because of age, disability, or other circumstances, whether temporary or permanent is,  
(a) in a position of dependency on others, or  
(b) otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them (such as children, the disabled, or the elderly).*

### **Guidelines**

The *Police Criminal Records Check Act* requires Police Services to provide three levels of record checks. For the Library’s purposes, the Police Record (Background) will consist of a **Vulnerable Sector Check**. The Library recognizes that all staff, and some volunteers have the potential to work/interact with vulnerable persons within the scope of their roles/responsibilities. Therefore, the most comprehensive police record check would be considered the Library’s standard practice.

All staff/applicable volunteers 18 years and older will be required to provide a **Vulnerable Sector Check** and verify its validity on an annual basis.

If an employee/applicable volunteer turns 18 while working/ volunteering at the Library, then a **Vulnerable Sector Check** will become a requirement.

The document is to be obtained from the police services that serves the municipality in which the employee/volunteer resides.

The Library will accept a Vulnerable Sector Check obtained for another purpose (e.g. participation within another volunteer organization) if issued within the past year and with the completion of an Innisfil Public Library Offence Declaration.

In the event that a charge is levied for the service, the Library Board will pay the fee, except for new employees.

**Related Policies**

*EMPLOYMENT – Recruitment and Selection Policy*  
*Volunteer Policy*

**Resources**

*Police Record Checks Reform Act, 2015, S.O. 2015, c. 30, as amended*  
*South Simcoe Police Service – Police Record Check Applicant Fact Sheet*  
*South Simcoe Police Service – Police Record Check Agency Fact Sheet*

Approved by the Innisfil Public Library Board, September 18, 2023,  
Motion Number: 2023.XX

Supersedes Policy #E-2019-15, approved September 16, 2019, Motion #2019.67; and Policy #E-2016-24, approved November 21, 2016, Motion #2016.96;  
& Policy #2012.10, approved September 17, 2012, Motion #2012.62; & Policy #2009-03, approved February 17, 2009, Motion #2009.14; & Policy #2004-07, approved April 5, 2004, Motion #2004.30.



**SUBJECT: EMPLOYMENT – INJURY AND ILLNESS PREVENTION POLICY**

**Policy No: E-2023-21**

**Date: September 18, 2023**

**Review Date: September 2027**

**Pages: 3**

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## **PURPOSE**

The Innisfil Public Library Board will provide and maintain safe and healthy working conditions for all employees in keeping with the requirements of the Occupational Health and Safety Act and other relevant legislation. To fulfill this commitment the Library will:

1. Meet or exceed health, safety and ergonomics standards, applying the precautionary principle as needed;
2. Recognize the importance of consulting and cooperating with the Joint Health and Safety Committee and representatives when developing and implementing programs and procedures; and
3. Provide the training, equipment and education specific to job requirements.

## **POLICY**

### **Application**

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members. For the purposes of this policy, the reference to “employees” will include all individuals outlined in the statement above.

### **Guidelines**

The following principles will guide the development and implementation of all health and safety programs and procedures:

1. Protecting the health and safety of all employees is a commitment of the highest priority.
2. Management will take a leadership role in promoting a safe and healthy work environment.
3. Management and employees share the responsibility for reducing injuries and illness by ensuring that they are **fit for work** and perform tasks in a safe and healthy manner.
4. Management systems and practices will be developed with employee involvement and cooperation to minimize injuries and illness.
5. Health and safety procedures will focus on the prevention of injuries and illnesses and be based on scientific principles and acceptable standards.
6. Employees will be informed of any known safety, health and ergonomic hazards in their work.
7. Programs and practices will be reviewed on an as needed basis and at least annually to ensure they are in keeping with legislative and corporate standards.
8. Where the Library determines that employees must wear certain personal protective equipment and/or clothing (other than safety boots) specified by the Library, then the Library shall provide these to the employee at no cost.
9. Where an employee's job requires the use of safety boots to carry out designated tasks, the Library will reimburse the employee up to a maximum of two hundred and twenty-five dollars (\$225.00), not more than once per calendar year.

Measures to prevent injuries include:

- Identifying, reporting and remedying potential hazards;
- Wearing appropriate footwear to avoid slips, trips and falls
- Safe/Proper use of equipment;
- Proper posture when lifting and;
- Using ergonomic equipment and furniture.

Measures to prevent the spread of illness include:

- Staying home when sick;
- Wearing a face mask;
- Physical distancing;
- Avoiding crowds;
- Hand washing; and
- Covering a sneeze or cough.

Each public health preventive measure acts as a layer of protection against infectious disease. Consequently, the Library will continue to employ multiple strategies, informed by public health advice and jurisdictional research to ensure the Library is a healthy, safe environment for employees, customers, and the community.

## **Management Responsibilities**

- Understanding and upholding the principles of this policy, including leading by example;
- Ensure employees complete any required education or training;
- Manage employees who do not comply with the requirements of this policy, in consultation with Library Management;
- Adhere to any Federal or Provincial legislation, directives or mandates;
- Provide accommodation support for employees as required, in accordance with this policy;
- Provide information and guidance to employees on this policy and related inquiries;
- Assist with any employee health and safety issues arising from application of this policy; and
- Ensuring confidentiality is maintained in the collection, storage and use of employee health information/records in compliance with privacy legislations and corporate policies.

## **Employee Responsibilities**

- Adhere to the spirit and intent of this policy;
- Continue to follow all health and safety policies, procedures, and protocols to ensure personal safety;
- Complete any required education or training;
- Adhere to any Federal or Provincial legislation, directives, or mandates.

## **Resources**

*Occupational Health & Safety Act, R.S.O. 1990, c. O.1;*

*Human Rights Code*

*SMDHU/Public Health*

*Municipal Freedom of Information and Protection of Privacy Act*

*Workplace Safety & Insurance Act, 1997, S.O. 1997, c. 16, Sched. A –*

*R.R.O. 1990, Reg. 1101: First Aid Requirements.*

Approved by the Innisfil Public Library Board, September 18, 2023

Motion Number: 2023.XX

Supersedes Policy #E-2019-18, (previously titled EMPLOYMENT – Health & Safety Policy) approved September 16, 2019, Motion #2019.65; and Policy #E-2015-14,

approved October 19, 2015, Motion #2015.83

Policy #E-2011-15, approved June 20, 2011, Motion #2011.44, &

Section 14 of the Town's Employee By-Law #038-06 appended to Policy #2006-20, approved June 12, 2006, Motion #2006.59, &

Policy #2002-30, approved September 12, 2005, Motion #2005.41.





**SUBJECT: EMPLOYMENT - COVID-19 SAFETY POLICY**

**Policy No: E-2022-29**

**Date: November 21, 2022**

**Review Date: February 2023**

**Pages: 13**

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## **PURPOSE**

The Innisfil ideaLAB & Library (the “Library”) is committed to maintaining a safe and healthy workplace for all employees. The Library recognizes the importance of full vaccination, in combination with health and safety precautions, in providing a high level of protection against COVID-19 and COVID-19 variants, as well as to help reduce the risk of COVID-19 transmission.

This policy is aligned with the employer’s responsibility under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers and the responsibility to assess the workplace for risks, including that of COVID-19 transmission. This policy is further applied in accordance with the *Ontario Human Rights Code* and any other applicable legislation.

As the pandemic continues to evolve, and legislation or public health guidance adapt accordingly, the purpose and requirements outlined in this policy may be amended from time to time at the sole discretion of the Library.

## **POLICY**

### **General**

As the COVID-19 virus continues to be present in Ontario, re-infection is a possibility for those who have already contracted the virus, and public health does not discount the emergence of new variants, it is important that staff follow all public health preventive measures to limit the spread of COVID-19. These measures include:

- Staying home when sick;
- Self-isolating if one has tested positive for COVID-19 or has symptoms of COVID-19;
- Wearing a face mask;
- Physical distancing;
- Avoiding crowds;
- Hand washing; and
- Covering a sneeze or cough.

Each public health preventive measure acts as a layer of protection against COVID-19, with the strongest protection afforded through vaccination. Consequently, the Library will continue to employ multiple strategies, informed by public health advice and jurisdictional research to ensure the Library is a healthy, safe environment for staff, customers, and the community.

The risk of contracting COVID-19 is evolving daily and varies between and within communities. Risk is dependent on multiple factors including:

- The number of people in the community who are vaccinated;
- The level of COVID-19 activity in the community, including variants of concern;
- How well people follow public health measures that are recommended by local public health authorities.

### **Continued Adherence to Public Health Measures**

All Employees are required to continue to practice Public Health measures. Library COVID- 19 policies, procedures, and protocols will help to control the spread of COVID-19, regardless of vaccination status. The Library will also continue to review its COVID-related processes in order to comply with federal and provincial guidelines.

Any Employee, who experiences symptoms related to COVID-19, is to follow the Library's screening and monitoring protocol.

### **Ongoing Policy Review**

The Library will continue to monitor and assess the evolving COVID-19 landscape and will review the COVID-19 Safety Policy as often as is required, but in any event, no less than every three (3) months until it is rescinded or revoked. It is at the Library's sole discretion to maintain practices, implement new ones, and adjust existing precautions and protocols to protect the health and safety of employees and may amend this policy accordingly. Policy changes will be communicated to employees.

## **APPLICATION**

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and

Board Members. For the purposes of this policy only, the reference to “employees” will include all individuals outlined in the statement above.

All employees are required to comply with the policy regardless of workplace location, including employees with hybrid work arrangements.

## **DEFINITIONS - Appendix A**

### **RESPONSIBILITY**

All members of the Library’s workplace community are expected to meet the responsibilities as outlined in this policy.

#### **Management Responsibilities**

- Understanding and upholding the principles of this policy, including leading by example;
- Ensure employees complete any required education or training about COVID-19;
- Continue to provide employees with direction on workplace COVID-19 health and safety measures and protocols and enforce workplace measures to prevent the spread of COVID-19;
- Manage employees who do not comply with the requirements of this policy, in consultation with Library Management;
- Adhere to any Federal or Provincial legislation, directives or mandates requiring vaccination;
- Manage the Antigen Point-of-Care Testing program for applicable employees.
- Provide accommodation support for employees as required, in accordance with this policy;
- Provide information and guidance to employees on this policy and related inquiries;
- Assist with any employee health and safety issues arising from application of this policy; and
- Ensuring confidentiality is maintained in the collection, storage and use of vaccination status, vaccination records and rapid antigen test results in compliance with privacy legislations and corporate policies.

#### **Employee Responsibilities**

- Adhere to the spirit and intent of this policy;
- Complete the COVID-19 vaccination status forms and comply with the requirements of this policy;
- Continue to follow all health and safety policies, procedures, and protocols to ensure personal safety and prevent the spread of COVID-19;

- Remain informed about COVID-19 as it relates to your position, personal health and/or professional requirements;
- Complete any required education or training on COVID-19;
- Identify opportunities to obtain COVID-19 vaccination through community clinics, health care professionals, pharmacies, and other available options;
- Undertake all required testing if applicable; and
- Adhere to any Federal or Provincial legislation, directives, or mandates.

## **ADAPTED LIBRARY ENVIRONMENT**

The Library will adapt its environment, both physically and operationally, to support the multiple protection strategies available.

These adaptations can include posting signs to reinforce self-screening and hand hygiene, directional signage to support distancing and one-way use of hallways, adjustments to entrance and exit practices, adjustments to the use of indoor and outdoor spaces, signage in bathrooms and common areas to indicate maximum capacity and availability of hand sanitizer.

As the COVID-19 virus continues to evolve, these adaptations will change in response to the recommendations issued by public health authorities.

## **Active Screening**

Active screening prevents infected workers from entering the workplace, and therefore, can help reduce workplace transmission. Screening cannot rule out the possibility that a person is infectious with COVID-19. This type of screening involves questions about symptoms and exposures. The answers are used to determine if a person is more likely to be infected. A person has passed question-based screening if they have none of the symptoms or exposures asked about in the screening tool.

## **Cleaning Protocols**

The Library will review cleaning protocols and reinforce them if required to meet current public health requirements.

Refer to Simcoe Muskoka District Health Unit: [Public Washroom Guidance](#)

Refer to Public Health Ontario's [Environmental Cleaning fact sheet \(PDF\)](#)

Refer to Health Canada's [Hard-surface disinfectants and hand sanitizers \(COVID-19covid 19\)](#) for approved products.

## **Hand Hygiene**

Appropriate hand hygiene is one of the most important protective strategies. The Library will provide hand hygiene instruction in staff and public spaces to reinforce its use. Hand sanitizer will be widely available for staff and public use in all facilities.

Refer to Public Health Ontario's [How to Wash Your Hands \(PDF\)](#) fact sheet.

Refer to Health Canada's [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of hand sanitizers authorized by Health Canada](#), including which sanitizers may be appropriate in different situations.

## **Mask Usage – Appendix B**

This policy appendix supports the wearing of Permissible Face Coverings by Library employees to help prevent the transmission of COVID-19.

This policy acts as a means of educating people in the importance of mask use in premises where physical distancing may be a challenge.

## **Passive screening**

A type of screening in which individuals are expected to self-monitor and self-report possible illness or exposure to someone with COVID-19. It usually consists of signage at points of entry to remind people not to enter if they are ill or have possibly been exposed (e.g., contact with a household member who was diagnosed with COVID-19 or recent travel history outside of Canada). Similar messaging can be communicated on voicemails, emails, intranet, websites and through training.

## **Physical Distancing**

Physical distancing of at least 2m/6ft between staff themselves and between staff members and customers will be promoted.

## **Supply of masks and PPE**

The Library will provide employees with all appropriate personal protective equipment (PPE). As our understanding of COVID-19 evolves, the Library will continue to monitor recommendations and updates from public health regarding personal protective devices.



## **Vaccination - Appendix C**

The Library strongly encourages vaccination for all employees who can be vaccinated against COVID-19 as one of the measures the Library is taking to protect the health, wellness and safety of themselves, their co-workers, and members of the public.

This policy aims to achieve full vaccination among all Library employees, while recognizing individual considerations as it pertains to vaccination and the policy outlines requirements for those who are not vaccinated. All employees are required to disclose their vaccination status.

### **REFERENCES**

*Human Rights Code*

*Occupational Health & Safety Act*

*Municipal Freedom of Information and Protection of Privacy Act*

*Public Health*

### **Related Documents**

*Town of Innisfil COVID-19 Vaccination Policy*

### **Related Policies**

*Health & Safety Policy*

*Corrective Action Policy*

*Respectful Workplace, Harassment and Violence Prevention Policy*

*Volunteer Policy*

Approved by the Innisfil Public Library Board, November 21, 2022

Motion Number: 2022.87

Supersedes Policy #E-2022-23, approved by the Innisfil Public Library Board on September 19, 2022, Motion Number 2022.65; and Policy #E-2022-22, approved by the Innisfil Public Library Board on June 20, 2022, Motion #2022.51; and Policy#E-2022-08, approved by the Innisfil Public Library Board on March 28, 2022, Motion #2022.22; and Policy #E-2021-25, amended and approved by the CEO on January 11, 2022; and Policy #E-2021-25, approved by the Innisfil Public Library Board, December 13, 2021, Motion #: 2021.93

## Appendix A

### DEFINITIONS

**Antigen Point-of Care Testing** –testing that is used to screen individuals for possible COVID-19 infection. They detect specific proteins on the surface of the virus, are often referred to as rapid antigen tests and typically provide results in less than an hour.

**COVID-19** – a virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe disease. The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**Educational program** – a program that has been approved by and provided by the Library and addressing the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccinations
- Benefits of vaccination against COVID-19
- Risks of not being fully vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination;

**Employees** – for the purposes of this Policy, this term shall include full-time, part-time, contract, seasonal, casual, student/co-op employees; Board Members, and new hires/employees.

**Facility** - means any Library Board operated facility.

**Fully Vaccinated** – having received the full series of a COVID-19 vaccine or combination of COVID-19 [vaccines approved by the World Health Organization](#) (i.e. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series, or any combination of the aforementioned doses plus booster); and having received the final dose of the COVID-19 vaccine at least 14 days ago. The 'fully vaccinated' definition may change in accordance with recommendations from the Simcoe Muskoka District Health Unit, Public Health Ontario and/or Public Health Agency of Canada.

**Long-Term Volunteers** - are individuals who carry out the same tasks on a recurring basis. Some of these tasks may be completed independently, under the supervision of Library Staff. Additional training may be required in some cases. Examples of Long-Term Volunteer roles include, but are not limited to:

- Home Library Drivers
- Collection Services Support Volunteers
- College and University Student Placements

**Partially Vaccinated** – a person is considered partially vaccinated when a two dose vaccine series is not complete (i.e. the person has received only one of a two dose series OR if less than fourteen days have passed since completion of the vaccine

series). The 'partially vaccinated' definition may change in accordance with recommendations from the Simcoe Muskoka District Health Unit, Public Health Ontario and/or Public Health Agency of Canada.

**PCR Test** - the polymerase chain reaction (PCR) test for COVID-19 is a laboratory-based molecular test that is primarily used for diagnostic purposes. It detects viral genetic material and is the most accurate COVID-19 test.

**Permissible Face Coverings** - means a medical mask or a non-medical mask that covers the nose, mouth, and chin ensuring a barrier that limits the spread of respiratory droplets when coughing, sneezing, and talking. A mask should be a well-fitted medical mask or a high-quality 3-layer cloth mask that fits properly, covering the nose, mouth, and chin with no gaps to ensure that it effectively filters the air. Non-breathable materials must not be used as a mask or face covering. Face shields, neck gaiters, scarves and bandanas are not recommended masks or face coverings; they may be worn in addition to a Permissible Face Covering.

**Proof of Vaccination** – a paper or electronic version of one's vaccine certification/receipt, including employee name, date of vaccination and brand of vaccine, as may be issued from Ontario's provincial vaccination portal or Provincial Vaccine Contact Centre, an Indigenous Health Provider, the clinic where the second dose was received, from the Canadian Armed Forces, or other province or territory or international equivalent indicating individual immunization status against COVID-19.

**Unvaccinated** – employees who have not received, nor are intending to receive, the full series of a COVID-19 vaccine or combination of COVID-19 [vaccines approved by the World Health Organization](#) (i.e. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series). Employees who fail to disclose their vaccination status will be deemed to be 'unvaccinated' under the scope of this policy.

**Vaccination** – is the act of introducing a vaccine into the body.

**Vaccine** – is the preparation used to stimulate the body's immune response against disease.

**Valid Exemption** - refers to Employees who are not able to obtain a COVID-19 vaccination for a reason related to a protected ground under the *Ontario Human Rights Code*, namely by reason of a medical exemption and/or their creed/religion and have submitted the applicable exemption form, approved by the Library.

## **Appendix B – Mask Usage**

### **APPLICATION:**

Provincial masking requirements were revoked as of June 11, 2022. After this date, masks are no longer required in enclosed public places.

According to Public Health Ontario, citizens should continue to wear a mask if:

- they feel it is right for them
- they are at high risk for severe illness
- they are recovering from COVID-19 or have symptoms of COVID-19
- they are a close contact of someone with COVID-19 or with symptoms of COVID-19

Public Health Ontario affirms that businesses and organizations may implement their own rules and policies related to masking within their settings and Ontarians should respect and follow these rules.

In settings where masking is not required, wearing a mask is a personal choice. Individuals are encouraged to wear a tight-fitting, well-constructed mask if they feel it is the right choice for them. Staff should assess their own risk level and consider wearing a mask in certain settings to protect themselves and others. The Library will support staff decisions regarding mask wearing.

Ongoing changes to this policy will be informed by advice and recommendations from local and provincial Medical Officers of Health in order to protect the health and safety of staff and the wider community.

### **ADMINISTRATION:**

#### ***General Requirement***

Wearing a face covering or mask is considered an effective, easily implemented public health measure to provide protection from COVID-19. Since individuals who are infected with COVID-19 may not be aware of their infection, everyone is encouraged to assess personal levels of risk and consider wearing a face covering or mask. Wearing a face covering or mask helps to protect everyone within indoor spaces. As part of the Library's commitment to health and safety principles, Innisfil ideaLAB & Library will continue to supply staff with respirator and medical masks.

Masks can help:

- contain respiratory particles
- prevent or reduce the amount of infectious respiratory particles inhaled, particularly when wearing a well-constructed, well-fitting mask

For staff with a symptomatic and/or COVID positive household member who does not need to isolate, mask wearing is recommended for 10 days after exposure.

### ***Signage and Communications***

Signage indicating that Face Coverings are supported shall be posted at staff entrances of every Library Facility notifying employees of this approach.

### **REFERENCES:**

<https://www.simcoemuskokahealth.org/docs/default-source/COVID-/omicron-swiss-cheese-graphic-rev1.pdf?sfvrsn=2>

<https://www.simcoemuskokahealth.org/Topics/COVID-19/Reopening-and-Operating-your-Business-Safely#>

<https://www.ontario.ca/page/face-coverings-and-face-masks>



## **APPENDIX C – Vaccination**

### **APPLICATION**

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members. For the purposes of this policy only, the reference to “employees” will include all individuals outlined in the statement above.

All employees are required to comply with the policy regardless of workplace location, including employees on hybrid work arrangements.

### **GUIDELINES**

All Library employees are strongly encouraged to be Fully Vaccinated for COVID-19 and any subsequent recommended boosters, for the purpose of conducting work.

Employees who are unvaccinated (including those with valid exemptions) or fail to disclose their vaccination status must undergo mandatory COVID-19 vaccination education and provide proof of a negative Antigen Point-of-Care Test twice per week, or as often as required by the Library.

#### **Accommodation**

The Library recognizes and is committed to respecting its accommodation obligations under the *Human Rights Code*. Where an employee cannot receive a COVID-19 Vaccine due to a protected ground set out in the code, such as due to medical and creed/religious considerations, the employee can request accommodation and/or a code-based exemption. Accommodation and/or exemption requests require the completion of the appropriate COVID-19 vaccination exemption form and will be reviewed and are subject to the Library’s accommodation process. Library Management will work with employees who receive an approved exemption to develop an appropriate accommodation plan as may be required with alternative health and safety measures. Employees with an approved human rights, medical and/or creed religious accommodation/exemption are required to undergo regular Antigen Point-of Care Testing as outlined in the policy. The policy does not include exemptions for personal and/or political reasons.

#### **Disclosure of Vaccination Status**

- All employees are required to disclose their vaccination status to Library Management.
- Employees who fail to disclose their vaccination status will be deemed Unvaccinated under the scope of the policy and will be subject to the same requirements as Unvaccinated employees.

- New employees are required to disclose their vaccination status upon signing an employment contract.

### **Vaccination Status and Policy Application**

Employees must disclose their vaccination status (i.e., Fully Vaccinated, Partially Vaccinated, or Unvaccinated) to Library Management.

#### Fully Vaccinated Employees

- Employees who are fully vaccinated must provide Proof of Vaccination evidencing Fully Vaccinated status to Library Management.

#### Partially Vaccinated Employees

- Partially Vaccinated Employees must provide Proof of Vaccination evidencing Partially Vaccinated Status to Library Management.
- Failure to provide proof of Partial Vaccination will result in the Partially Vaccinated Employee being considered Unvaccinated until proof is submitted.
- Partially Vaccinated Employees are required to undergo regular Antigen Point-of-Care Testing twice per week and provide the results to Library Management in the manner required by the Library. The frequency of such testing may be increased or decreased at the Library's sole discretion. Required testing will be conducted on the employee's own time and at their own expense.

#### Unvaccinated Employees with a Valid Exemption

- Unvaccinated Employees with a Valid Exemption must complete and submit the applicable exemption form to Library Management for collection, review, and approval.
- Library Management will work with Unvaccinated Employees with a Valid Exemption to develop an appropriate accommodation plan with alternative health and safety measures, as may be required. The Library may engage independent third-parties, as may be required, in the administration of the exemption and accommodation process.
- Unvaccinated Employees with a Valid Exemption are required to undergo regular Antigen Point-of-Care Testing twice per week, or as often as required by the Library in its sole and absolute discretion and provide the results to Library Management in the manner required by the Library.
- Testing required under this Policy for Unvaccinated Employees with a Valid Exemption may be conducted during working hours and the Library will reimburse Employees for the expense incurred as a result of the testing through the expense reimbursement process.

### Unvaccinated Employees Without Valid Exemption

- Unvaccinated Employees without Valid Exemption are required to undergo regular Antigen Point-of-Care Testing twice per week testing and provide the results to Library Management in the manner required by the Library. The frequency of such testing may be increased or decreased at the Library's sole discretion.
- Testing required under this Policy for Unvaccinated Employees without a Valid Exemption (including Employees who fail to disclose their vaccination status) will be conducted on the employee's own time and at their own expense.

### **Mandatory COVID-19 Education**

- Employees who are unvaccinated, including those with a valid exemption, and those who fail to disclose their vaccination status must complete a mandatory educational component as implemented by the Library to ensure they are adequately informed about the COVID-19 vaccines and the risk associated with not being vaccinated.

### **Support for COVID-19 Vaccination Appointments**

The Library will endeavour to support Employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their supervisor, eligible Employees may flex their time and if unable to flex, time may be granted up to two hours per vaccination appointment during working hours to obtain their vaccination(s).

### **Non-Compliance**

Employees who fail to comply with the COVID-19 Vaccination Policy, and/or Employees who falsely represent their status of vaccination or test results for any reason, will be held accountable and subject to disciplinary action in accordance with the Corrective Action Policy, up to and including termination in accordance with all applicable legislation and Library policies.

Breaches of the Respectful Workplace, Harassment and Violence Prevention Policy pertaining to vaccination status are unacceptable and will not be tolerated from anyone. Breaches will be subject to the Corrective Action Policy.

### **Confidentiality**

All information collected under the COVID-19 Vaccination Policy will be handled by Library Management for the purposes outlined in the policy. The Library will maintain vaccination disclosure information and rapid antigen testing results in accordance with privacy legislation, including the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) as applicable. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.