

**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
REVISED
Monday, October 16, 2023 – 7:30 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 October 16, 2023 meeting be approved as presented.]

3. Declaration of Pecuniary Interest
None at time of agenda creation
4. Delegations to the Board
a) *Programs & Services for Seniors – Megan Legg & Max Lupo*

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. Fundraising Committee
 - ii. Truth & Reconciliation Committee
 - iii. CEO Evaluation Committee
 - e) Health & Safety Update (copy)

Consent Recommendation

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



Agenda

8. Reports for Action

a) *LIB-10-2023 Mileage Reimbursement Rate Change*

[Motion #2023. – THAT the Staff Report LIB-10-2023 Mileage Reimbursement Rate Change be received and the recommendations contained therein be approved as presented.]

9. Business Arising

a) *2021 Unaudited Draft Financial Statements* (copy & motion)

[Motion #2023. THAT the 2021 Unaudited Draft Financial Statements be approved as presented.]

b) *2022 Unaudited Draft Financial Statements* (copy & motion)

[Motion #2023. THAT the 2022 Unaudited Draft Financial Statements be approved as presented.]

10. Policies

a) ***EMPLOYMENT*** – *Staff Code of Conduct Policy #E-2023-22* (copy & motion)

b) ***EMPLOYMENT*** – *Corrective Action Policy #E-2023-23* (copy & motion)

Recommendation

[Motion #2023. – THAT the EMPLOYMENT – Staff Code of Conduct Policy #E-2023-22 and the EMPLOYMENT – Corrective Action Policy #E-2023-23 be approved as presented.]

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
No in camera at time of agenda creation
15. Adjournment
[Motion #2023. – THAT the meeting be adjourned]

CORRESPONDENCE LIST for October 16, 2023

6a.01.01	<i>Mashable</i> , October 2, 2023, article entitled <i>This Virtual Library Restores Banned Books to Read for Free</i> , written by Meera Navlakha	(copy)
6a.02.01	<i>The Hub</i> , October, 3, 2023, article entitled <i>The Boring Solution to Book-Banning Bureaucrats: Leave Libraries to the Librarians</i> , written by Janet Bufton	(copy)
6a.03.01	<i>The Japan Times</i> , October 3, 2023, article entitled <i>Libraries with Individually Owned Bookshelves Spreading in Japan</i> , written by Jiji	(copy)
6a.04.01	<i>The Canadian Urban Institute</i> , report entitled <i>Overdue: The Case for Canada's Public Libraries</i> CUI Overdue report 10.04.23.pdf (canurb.org)	(link)
6a.05.01	<i>County of Simcoe</i> report entitled <i>Simcoe County Positive Aging Strategy: Older Adults Strengthening Our Communities</i> Positive Aging Strategy 2017_jan18_low res.pdf (simcoe.ca)	(link)
6a.06.01	<i>Canadian Federation of Library Associations (CFLA)</i> article entitled <i>Canadian Guidelines on Library and Information</i>	(copy)
6a.07.01	<i>York Region</i> , report entitled <i>Seniors Strategy</i>	(copy)
6a.08.01	<i>YorkRegion.com</i> , October 3, 2023, article entitled <i>Can We Stop Chronic Loneliness? York Region Take Lead in Prevention Strategy</i> , written by Kim Zarzour	(copy)

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, September 18, 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

Staff in Attendance: Erin Scuccimarri, Jennifer Miyasaki, Audrey Webb,
Jana Abrams

Regrets: Raj Grover

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

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

2. APPROVAL OF AGENDA

Motion #2023.61

Moved by: Jennifer Richardson
Seconded by: Rhonda Flanagan

THAT the agenda of the September 18, 2023, meeting be approved as presented.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- Audrey Webb, Town Treasurer, and Jana Abrahams, Town Financial Analyst, shared an overview of the 2022 Unaudited Financial Statements to the Board.

CONSENT AGENDA

5. Approval of Previous Minutes

6. Correspondence

7. Reports for Information

- The CEO provided further detail on the community outreach, special events and staffing (summer students) highlighted in the summer CEO Reports; Drag Queen Storytime in July was a very successful event; Staff Pick displays are being well received; grant funds received will be used to fund seniors' programs

- The Board Chair expressed gratitude to staff for all of the events and programs they have been running.
- It was suggested that a member of the Library Services team present at an upcoming meeting about assisting patrons in crisis; how we can connect them with resources; planning mental health training program for staff next year to better equip them for these situations.

Committee Updates:

- Rhonda Flanagan shared an update on the Fundraising Committee Meeting; a TipTap board has been installed for donations; planning a gala fundraising event – date is February 29, 2024 and then every 4 years after that; themes are being discussed; meeting with staff to work on a “giving” campaign.
- The Board Chair provided an update for the Truth & Reconciliation Committee; will work on improving our Land Acknowledgement Statement; Cynthia Gordon has been working on partnerships.

Library Board Roundtable updates:

- The Board, CEO and Executive Assistant had a roundtable update; items shared included books of interest and local events attended such as Fresh Air Flicks, Neighbourhood Nights, Living Library, the Rotary Harvest Dinner and MakerFest; Chair Smith advised that there was a recent roundtable with the Innisfil Community Foundation and previous fund recipients for an update on the benefit/impact they’ve made with the funds they’ve received from the Foundation
- Upcoming Town event: the raising and then lowering of Every Child Matters flag at Town Hall.

Motion #2023.62

Moved by: Barb Baguley
Seconded by: Rob Saunders

THAT the consent agenda items 5a.01.01 to 7e.02.01, and the recommendations contained therein be approved as presented.

CARRIED.

AGENDA

8. REPORTS FOR ACTION

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

Motion #2023.63

Moved by: Rhonda Flanagan
Seconded by: Cynthia Gordon

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.

CARRIED.

- b) Staff Report LIB-09-2023 Innisfil Community Foundation Agreement
- The CEO provided background information on the agreement and advised next steps.

Motion #2023.64

Moved by: Rob Saunders
Seconded by: Rhonda Flanagan

(The Board Chair abstained from voting due to a conflict of interest.)

THAT the Staff Report LIB-09-2023 Innisfil Community Foundation Agreement be received and the recommendations contained therein be approved as presented.

CARRIED.

9. BUSINESS ARISING

- a) Operating Surplus

Motion #2023.65

Moved by: Barb Baguley
Seconded by: Sue Bennett

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.

CARRIED.

10. POLICY

- a) **OPERATING & TECHNOLOGY** – Health and Safety Policy #2023-18
- b) **EMPLOYMENT** – Employee Benefits Policy #E-2023-19
- c) **EMPLOYMENT** – Police Record (Background) Checks for Staff & Volunteers Policy #E-2023-20
- d) **EMPLOYMENT** – Injury and Illness Prevention Policy #E-2023-21
- e) **EMPLOYMENT** – COVID-19 Safety Policy #E-2022-29

Motion #2023.66

Moved by: Rob Nicol
Seconded by: Cynthia Gordon

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.

CARRIED.**11. STRATEGIC ISSUES**

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

No new business

13. COMMENTS AND ANNOUNCEMENTS

- a) Calendar of Events
 - o Link to Library offerings was provided in the agenda.

14. IN CAMERA**Motion #2023.67**

Moved by: Jennifer Richardson
Seconded by: Barb Baguley

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.

CARRIED.**Motion #2023.68**

Moved by: Rhonda Flanagan
Seconded by: Cynthia Gordon

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

CARRIED.

15. ADJOURNMENT

Motion #2023.69

Moved by: Barb Baguley

THAT the meeting be adjourned at 8:40 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on

Monday, October 16, 2023 at 7:00 p.m.

Innisfil Public Library & ideaLAB – Lakeshore Branch – Community Room

Anne Smith, Board Chair

Erin Scuccimarri, Secretary

[Home](#) > [Life](#)

This virtual library restores banned books to read for free

"Every time a book is banned from a library, we're going to help put it right back."

By [Meera Navlakha](#) on October 2, 2023



Credit: DPLA / The Palace App.

At an unprecedented level, educational freedom in America is in peril.

Nationwide book bans have soared, with challenges to books [having reportedly doubled in 2022 since the previous year](#). The freedom to read and learn is in question, however, as the creator of [The 1619 Project](#), Nikole Hannah-Jones, [says](#), "Finding joy in the midst of these book bans is easy because...communities and particularly young people are fighting back, are demanding a freedom to read and learn and be uncomfortable."

SEE ALSO: [Where you can read banned books for free](#) →

Amongst the many communities and [libraries](#) fighting for this fundamental right, is [The Digital Public Library of America \(DPLA\)](#), which created [The Banned Book Club](#) in July 2023, cementing the belief that "readers everywhere should be able to access the books they want to read." Powered by the Palace Project, a non-profit dedicated to broadening access to library resources and books, the book club has worked to revoke bans and restore access to every piece of literature that has been questioned in America.

The virtual libraries established by the DPLA use GPS-based geo-targeting to track and record books banned by location. In locations where certain books are banned, the Banned Book Club makes these books free to access. The club's list of banned books is largely based on the database put together for [EveryLibrary](#) by Dr. Tasslyn Magnusson. Users can also report book bans to the organization.

In honor of [National Banned Book Week](#), which runs from Oct. 1 to 7, the Banned Book Club has made its presence known in the state of Texas, which is being touted as the banned book capital of the country. Last year, [Texas made the most attempts](#) to restrict or outright ban books, many of which have focused on [sexuality, gender identity, or race](#). To make a statement, the organization has created travelling billboards that have been placed in front of landmarks like the University of Texas, the state capitol in Austin, and the Llano County Public Library – the latter sitting at the center of [an ongoing battle against free speech](#).



Credit: The Banned Book Club.

ADVERTISEMENT

"Every time a book is banned from a library, we're going to help put it right back," reads the Banned Book Club's website. "Our mission is to provide anyone who is in a library that has banned a book access to the digital version for free."

Related Stories

- [How literary fiction is grappling with modern tech](#)
- [School uses ChatGPT to determine which books are banned](#)
- [LeVar Burton calls for kids to read banned books](#)
- [8 BookTok recommendations you have to read in 2023](#)
- [BookTok encourages reading as an aesthetic and no one is safe from its gaze](#)

For users, this process begins with a simple virtual library card, which opens the doors to a wide-ranging library with a simple focus. Here's how to get started.

TOTAL TIME

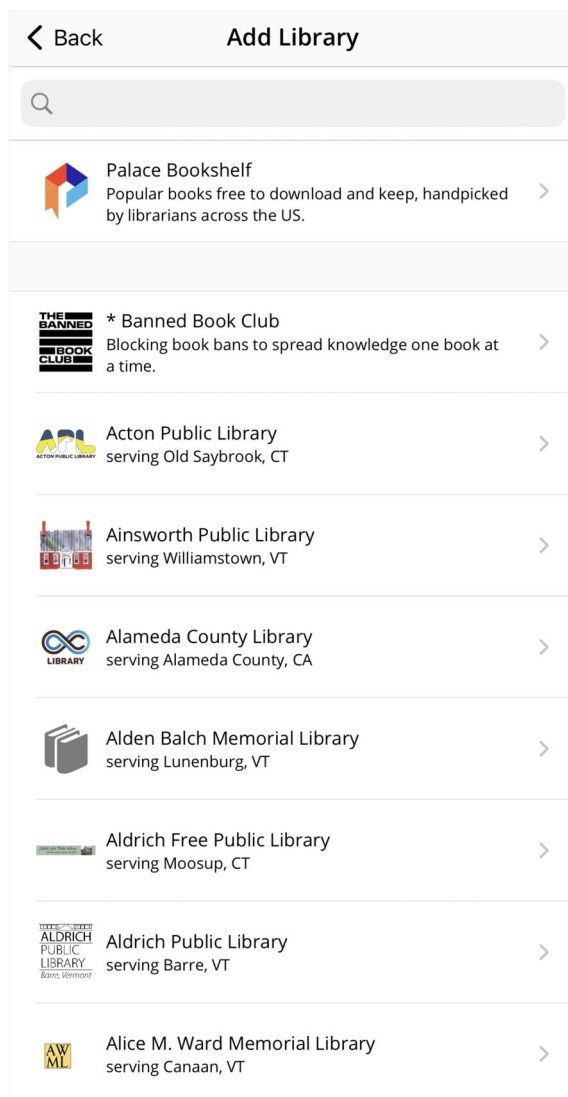
4-5 minutes.

WHAT YOU NEED

The Palace Project app.

Step 1: Download the Palace Project app.

This is available in the App Store or on Google Play.

Step 2: Search for the Banned Book Club.

Credit: The Palace Project.

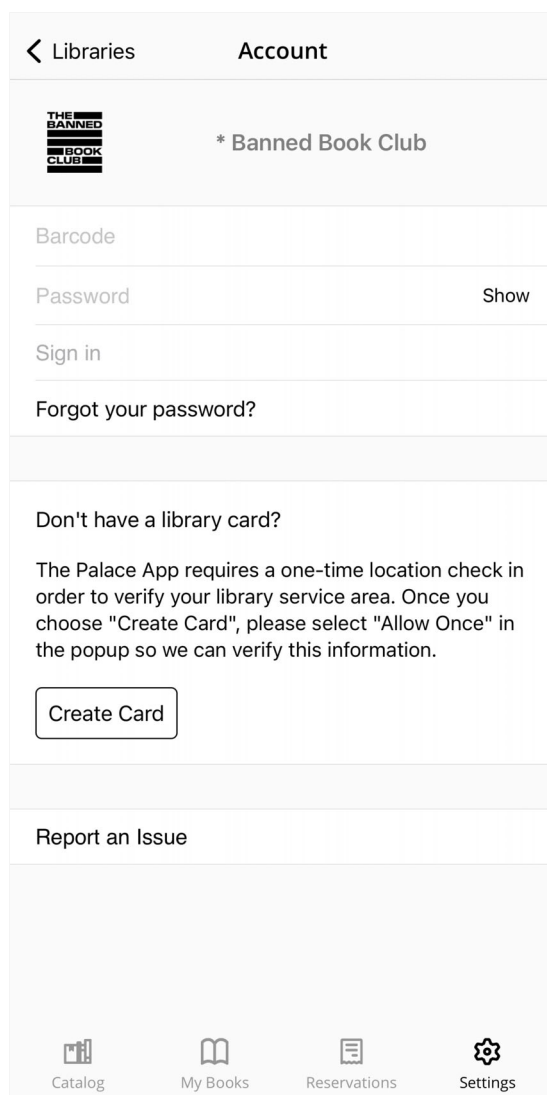


Step 3: Click on the Settings icon at the bottom right.

Here, "Banned Book Club" should appear.

Step 4: Create your library card.

Click on "Create Card" under the Banned Book Club page and fill out the instructions.



The screenshot shows the 'Account' screen of the Banned Book Club app. At the top, there's a header with a back arrow and 'Libraries' on the left, and 'Account' in the center. Below this, the app's logo 'THE BANNED BOOK CLUB' is on the left, and '* Banned Book Club' is on the right. The main content area contains several input fields: 'Barcode', 'Password' (with a 'Show' toggle), 'Sign in', and 'Forgot your password?'. Below these is a section titled 'Don't have a library card?' with explanatory text: 'The Palace App requires a one-time location check in order to verify your library service area. Once you choose "Create Card", please select "Allow Once" in the popup so we can verify this information.' A 'Create Card' button is positioned below the text. At the bottom of the main content area is a 'Report an Issue' link. The footer features four icons with labels: 'Catalog' (bookshelf icon), 'My Books' (book icon), 'Reservations' (calendar icon), and 'Settings' (gear icon).

Credit: The Palace Project.

Step 5: Verify your email.

You will receive an email from the app asking you to click a verification link.

Step 6: Return to the Palace app and log in using the library barcode number and your password.

The number was provided via the verification email.

Step 7: Download your first book, and begin reading.

You can check out up to five titles at a time. Each book can be checked out for 21 days.

Topics [Activism](#) [Books](#)

ADVERTISEMENT



Meera Navlakha
Culture Reporter



Meera is a Culture Reporter at Mashable, joining the UK team in 2021. She writes about digital culture, mental health, big tech, entertainment, and more. Her work has also been published in *The New York Times*, *Vice*, *Vogue India*, and others.

Recommended For You

Elon Musk's X finally agrees to settlement talks with unpaid laid off Twitter employees

Thousands of Twitter employees were promised severance. Musk has avoided them since.

09/14/2023 By Matt Binder



VIEWPOINT

Janet Bufton: The boring solution to book-banning bureaucrats: Leave libraries to the librarians

Decisions about which books belong in schools should be left to the local experts: librarians



Ontario Education Minister Stephen Lecce and Patrice Barnes, Parliamentary Assistant to the Minister of Education read to children during a photo opportunity at an Etobicoke library, before a making a Government announcement, in Toronto, Sunday, April 16, 2023. Chris Young/The Canadian Press.

Janet Bufton | October 3, 2023



What's in the library? And who decides?

00:00

06:12

That's a question some are pondering after [a poorly-written CBC investigation](#) of Peel

Listen to this article

District schools with half-empty shelves, missing beloved texts like *The Very Hungry Caterpillar*, and books of universally recognized value, like Anne Frank's diary

POPULAR STORE



**More Signal.
Less Noise.**

JOIN

school system, the guidelines that we offer will be determined through public dialogue and responsible governments.

We should resist the urge to make those guidelines too specific.

I have a dramatically different reading of the original CBC story from the reading [in *The Hub* by Brian Dijkema](#). The emptying of school library shelves was not a response to directions that came “straight from the top”. As readers were informed in paragraph *counts* **51** of the CBC story, the weeding process “rolled out wrong”—*not* in line with instructions from the minister or even the school board.

Rather than evaluating books according to a bureaucratic but basically benign process (described starting in paragraph 35) that starts with books that are at least fifteen years old, librarians in several schools culled books based on publication date alone (made clear in paragraph 43). These details about what schools were *actually told to do* should be front and centre in the story, not buried after whole sections of speculation about how equity criteria *could theoretically* have endangered the content of school libraries.

There are three background narratives to this story: A dramatic increase in [book suppression](#) in U.S. schools and public libraries, [worries about “woke politics”](#), and a need by those fed up with hyper-partisanship for both sides to be wrong.

Normally, a buried lede is just annoying. In this political climate, it’s kindling. I have no doubt that framing and composing the story to exploit the culture war got a lot of clicks. But one of the best arguments for a public news agency is that, with secure funding, they should not be subject to the pressure to sensationalize news about a banal staff screw-up into something politically electric.

This all happened two weeks ago. It is still gnawing at me because it puts at risk the control of school libraries *by librarians* and not by bureaucrats or

Popular Posts

We no longer need the CBC



Sean Speer

The Conservatives are cruising and the media can't hide its disappointment



Howard Anglin

Amid record immigration, some experts fear newcomers are ‘falling out of love with Canada’



Geoff Ruse

POPULAR STORE



**More Signal.
Less Noise.**

JOIN

politicized library boards have pulled books that are politically out of favour. But [Dijkema also expresses](#) what I suspect is a common sentiment:

The fact that the minister's office issued a directive without offering clear criteria by which a book would be deemed to be 'inclusive, culturally responsive, relevant, and reflective of students' (or even a definition of what it means by these extremely vague terms) is an abrogation of duty.

In this, he gets the solution very wrong.

It's true that the librarians who culled books based on publication dates need to be held accountable. But this demonstration that individuals can mess up should not undermine our faith in local decision-making. Local decisions demand local responses, not systemic ones. [The provincial government intervened](#) following popular outrage stemming from an impulse to centralize decision-making power, like the impulse expressed by Dijkema.

First, even if we could all agree on what, specifically, should be disallowed, let's acknowledge that it's unrealistic to think that we'd ever be able to issue a directive so specific that it would lead everyone who read it to identify the same books—short of specifically naming the targeted books. It might be appealing to think that we can make the contents of every library predictable, but we can probably only accomplish that via book bans, which we should continue to oppose.

We should also recognize that these decisions are really hard! Even the claim that inaccurate books are more appropriate for weeding from the library is more complicated than it seems. Nomi Clare Lazar [makes a persuasive case](#) for the value of inaccurate content in school libraries: students should learn how our ideas have changed. A school library, with teachers and librarians to help students contextualize and understand the language and errors, seems like a good place to learn. After all, these books will be available to students after graduation either way.

But most of all, we should acknowledge that individual librarians, teachers, and school councils who actually interact with students and their families have a much better chance of understanding and responding to what those students need than government bureaucrats do.



Hub Forum

LIVE **discussions**
with Hub authors.

HUB FORUM

The appropriate response is to recognize that librarians who think it's OK to pull *The Very Hungry Caterpillar* and Anne Frank's diary without a fight are librarians who are not suited to manage the libraries in our schools. They should be disciplined or replaced. The board should also review how it communicated its instructions.

That is how we address a situation like the one described, rather than the situation that most neatly fits with hypercharged political narratives. It's a boring solution to a boring problem that had an alarming outcome.

When the ministry of education fails to give specific, provincial-wide instructions about what belongs (and what doesn't) in school libraries it is, emphatically, *not* an abrogation of duty. It's leaving the decision-making power at the appropriate level.

We leave ambiguity in provincial guidelines because ambiguity preserves decision-making power at the most local level. We shouldn't demand exacting specificity at the provincial, or even the school board, level.

When asked whether bureaucrats or librarians should be in charge of our libraries we should answer "librarians", every time.



Janet Bufton

Janet Bufton is a founder of the Institute for Liberal Studies. She holds degrees in business, economics, and international affairs, which she has somehow managed to turn towards work as an Ottawa-based educational consultant and copy editor.

 @hayekanuck

Featured Stories

POPULAR STORE

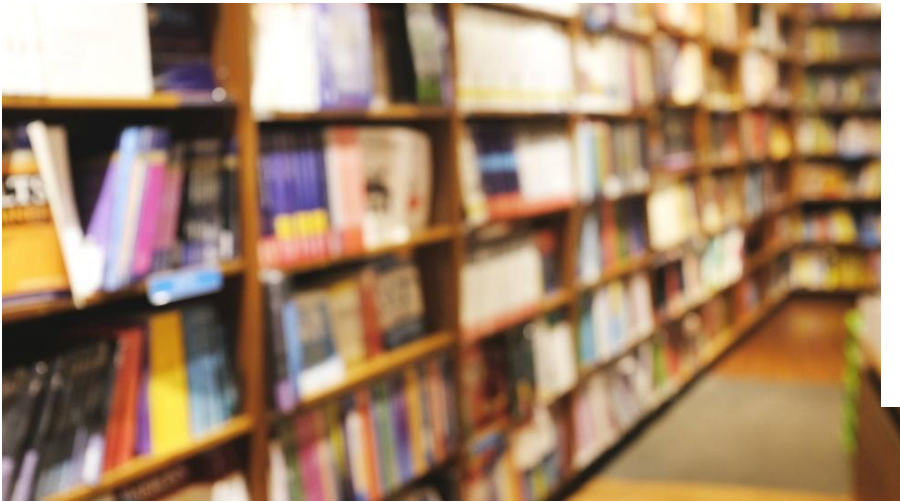


*More Signal.
Less Noise.*

JOIN

CULTURE

Libraries with individually owned bookshelves spreading in Japan



The idea of renting a library bookshelf has proved popular in some areas. | GETTY IMAGES

JIJI

Oct 3, 2023

YAIZU, SHIZUOKA PREF. – Moves are spreading in Japan to set up private libraries where each bookshelf is owned by individuals who display books on their hobbies or those that they recommend.

Such libraries are helping revitalize local communities by creating a place where people can mingle through events. Around 50 such facilities have been created throughout the country.

The first such library was opened in March 2020 in a deserted shopping street in Yaizu, Shizuoka Prefecture, by Junya Dohi, who is originally from the city, using an empty store space.

The Minna no Toshokan Sankaku library is currently home to around 3,000 books, with the majority brought in by bookshelf owners who have paid ¥2,000 a month to rent a bookshelf.

Such books come with a piece of paper for readers to write down their thoughts on the books. One bookshelf owner said, "I'm delighted to read feedback on books picked to reflect my view on the world."

SUSTAINABLE JAPAN

Bookshelf owners are also involved in library operations, including being at the library to assist visitors. The setup does not involve any personnel costs, Dohi, 28, said, adding that rent and utility costs are all covered by bookshelf rental fees and other sources of income.

Some people were initially skeptical that people would pay money to rent a bookshelf. The idea, however, proved to be a hit, with some people placed on waiting lists to rent a bookshelf at one point.

The Yaizu library, which now welcomes around 300 to 400 users per month, has become a place for interaction, bringing people back to the shopping street once again.

Many local government officials outside of Yaizu who are interested in community revitalization have paid a visit to the library. Among them is Koichi Kashiwagi, 39, who works for the city government in Amagasaki, Hyogo Prefecture.

Using the city's program granting side businesses for regional revitalization, Kashiwagi opened a similar library in a vacant store space in an Amagasaki shopping street in January this year.

Around 80% of bookshelves at the Santosho library are occupied. Some elementary school children visit the library to study.

"People are starting to stop by at the shopping street on their way home after enjoying their time here," Kashiwagi said of the Santosho library.

Dohi said that he launched the Yaizu library as a social experiment. Such libraries "can be set up anywhere with just bookshelves" if people want interactions, he said.

The Japan Times' Sustainable Japan Day 2023



KEYWORDS

LIBRARIES([HTTPS://WWW.JAPANTIMES.CO.JP/TAG/LIBRARIES](https://www.japantimes.co.jp/tag/libraries)), BOOKS
([HTTPS://WWW.JAPANTIMES.CO.JP/TAG/BOOKS](https://www.japantimes.co.jp/tag/books)), YAIZU
([HTTPS://WWW.JAPANTIMES.CO.JP/TAG/YAIZU](https://www.japantimes.co.jp/tag/yaiizu)), SHIZUOKA
([HTTPS://WWW.JAPANTIMES.CO.JP/TAG/SHIZUOKA](https://www.japantimes.co.jp/tag/shizuoka))





Select Page



Canadian Guidelines on Library and Information Services for Older Adults

Acknowledgment - Canadian Library Association (CLA), Interest Group on Services to Older People: Approved 24, 2002. CFLA-FCAB: Adopted August 26, 2016



This document contains guidelines and best practices previously developed by the Canadian Library Association (CLA) and its networks.

Introduction

Older adults are not a homogenous population that can be easily categorized. Like any identifiable group within our society, such as people with disabilities or members of ethnic communities, the information needs and interests of older people range widely and mirror the adult community as a whole. Also, within the broad category of “older adults” lie several generations with different life experiences and different sets of expectations. The first principle, then, of serving an older population is to recognize this great diversity and to be ever conscious of the dangers of stereotyping in planning collections, programs and services.

At the same time, as the existence of the study of gerontology clearly indicates, there are special circumstances that most older people share, and that service providers must take into account. These include the experience of retirement which brings both increased leisure and the need to re-structure one’s daily life. While the great majority of older persons in Canada enjoy good health, the onset of physical problems increases with age and may dictate a change of lifestyle and activity. There are new circumstances that often have an impact on the information older people need, and how they are able to or wish to access it.

With the aging of our society we can expect that one out of every four or five Canadians will be 65 years or older within the next 30 years. At this time people in this age category are underrepresented among library users. If this situation continues we can expect a serious impact on our libraries, and how the public views the importance of the library.

This set of guidelines, proposed by the Canadian Library Association’s Interest Group on Services for Older People, is intended to provide a checklist for libraries to use in planning services that are inclusive of older adults, and that will encourage a greater use of libraries by this growing population.

A Definition of “Older Adults”

For the purposes of these guidelines, older people generally means persons aged 60 or older. This is the approximate age when one either chooses retirement, or begins to plan for mandatory retirement at age 65.

Guidelines

Acquire current data about the older population and incorporate it into planning and budgeting.

1. Conduct focus groups and user studies among the community's older population on a regular basis in order to gauge how services, collections and programs might be made more appropriate and relevant to this age group. Communities are dynamic, and each generation of senior citizens brings with it a different set of experiences, interests, and expectations.
2. Collect data on the special information needs of older people from minority cultures.
3. Ensure that any services that target the older population are an integral and ongoing part of the library's operations and budget. This might include, for instance, a seniors' information centre, a regular series of programs that target older adults, or the operation of a vehicle to serve seniors' residences.
4. Involve older adults in the community in the library's planning process, either by establishing a seniors' advisory committee, or through regular liaison with seniors' organizations and seniors' centres. Older adults who are library volunteers, members of the library's Friends organization, or are library board members might also be consulted.
5. Research appropriate grant opportunities and sponsorships that can support the development of new programs and services for older adults eg. purchases of special equipment.

Ensure that the special needs and interests of older people in your community are reflected in the library's collections, programs, and services.

1. Appoint a librarian, perhaps as part of the Adult Services team, to act as coordinator of seniors' services, or as seniors' liaison, ensuring that there is at least one designated staff member monitoring and developing the library's collections and services with older adults in mind.
2. Since older adults are generally underrepresented among library users, consider how the library can be made more visible, more welcoming, and more relevant for this potential user group.
3. Advertise the library's services in local seniors' newspapers, magazines, radio or television programs, in seniors' centres, and seniors' residential housing.
4. Offer to speak to seniors' organizations about the library's services on a regular basis.
5. Establish an ongoing liaison with seniors' centres, seniors' organizations, and agencies serving older adults, to explore cooperative programming, to recruit volunteers or friends of the library, and to seek suggestions for programs or services that would encourage library use.

6. Where appropriate, be an advocate for the needs of older adults in the wider community.

Make the library's physical facilities safe, comfortable and inviting for older people.

All public buildings must follow prescribed building codes, but these alone do not ensure a level of safety and comfort that older adults may need. Most of the basic requirements for access by people with disabilities are included in these codes, in human rights legislation and local by-laws and regulations. Older adults comprise a sizeable percentage of Canadians with disabilities, therefore the *Canadian Guidelines on Library and Information Services for People with Disabilities (CFLA/FCAB 2016)* should be consulted and used in conjunction with these guidelines for serving older people.

1. In addition to consulting the Guidelines for People With Disabilities, evaluate your library's physical access by making use of the checklists, *The Accessible Canadian Library II*, and the Canadian Standards Association's *Barrier-Free Design*.
2. Provide at least one wheelchair in the library for public use.
3. Place chairs or stools near stack areas, by information desks, check-out areas, and computer terminals.
4. Avoid placing materials on shelves that will be difficult to reach with comfort. This is especially important in areas of the collection that older adults may frequent more.
5. Place paperback racks, clearly labeled and well spaced, in areas of the library that are especially well lit, accommodating the many older patrons who prefer paperbacks over heavier and more cumbersome hardback books.
6. Ensure that signage is clear, in larger type, and readily visible. Library brochures should also be in at least 12-point font type.
7. Provide at least one computer terminal with large font size or voice recognition system in all service outlets, and label visibly.
8. Make services and collections easily accessible for patrons with hearing disabilities, by providing TTY access, closed-captioned videotapes, and equipment to facilitate access such as TV decoders. Ensure that programs in the library are also accessible for deaf adults.

Make the library a focal point for seniors' information.

1. The library can provide an invaluable service to older adults in its community by organizing and consolidating information that they need about government and community programs and services for seniors. In communities where such an information centre is managed by a community agency, the library should work in cooperation with the agency by advertising this service and making the information more readily accessible.

2. Develop a library Web site for seniors, that selectively provides links to the sites of seniors' organizations, government departments and agencies serving older people, full-text seniors' newspapers, and other Web sites whose focus is older adults.
3. Ensure that the library's collection includes materials that are pertinent for caregivers of older people, for their children or other family members, and for professional caregivers in the community. Collect and display pamphlet and other community information, and consider developing a library Web site for this audience.

Target the older population in library programming

1. Include in program planning each year programs that specifically target older adults. Advertising at least some programs in this way can heighten the library's visibility among the older population.
2. Select themes for seniors' programs that deal with specific interests identified in the library's user surveys or focus groups, in circulation statistics reflecting borrowing patterns by seniors, or from liaison with seniors themselves, through their organizations or a seniors' library advisory council.
3. Plan programs for specific age groups or generations within the older population, being aware that interests and information needs do vary greatly.
4. Include intergenerational programs and participate in intergenerational projects, possibly in cooperation with the library's youth services, with local schools, daycare facilities or community organizations.
5. Pursue other opportunities for cooperative programming for seniors in the community, through community and seniors' centres, community agencies, educational institutions offering continuing educational programs for older adults. Cooperative efforts might involve active participation in planning and delivering programs, assistance in advertising programs, or providing book displays and booklists in conjunction with programs.
6. Consider developing computer and internet courses specifically for older adults. This accommodates a slower pace of instruction, time to develop "mousing skills," and to account for the probability that some participants will have visual or hearing problems. Include individual tutoring if possible.
7. Take the library to older people in the community. Provide programming for seniors outside the library, in seniors' or community centres, and in nursing homes and seniors' housing units. Consider offering computer and internet training in these locations.
8. Use library displays to combat ageism or the stereotypes in our society about older people.

Reach out to older adults in the community who are unable to get to the library.

1. Plan to adjust library budgets and practices to accommodate an increased need for homebound delivery service. The fastest growing age group in Canada is the very old, those aged 75 and older, and we can therefore expect to see more demand everywhere for services to older people confined to their homes. Only by closely monitoring community demographics, population forecasts, and housing trends can libraries effectively plan for these adjustments.
2. Offer the library's homebound service to all nursing homes and seniors' residential or care homes in the community. Also include older people who are confined to private residences, or who are unable to carry library materials home.
3. Advertise homebound library service through local media, seniors' organizations and centres, public health agencies, and other community agencies working with older people.
4. Eliminate waiting lists for homebound service, through innovative approaches to delivery of materials, a redistribution of personnel, or establishment of a volunteer delivery system.

Train the library's staff to serve older adults with politeness and respect.

1. Provide sensitivity training to staff at all levels to make them aware of difficulties older people may have in using the library, and how to make the library a more welcoming and comfortable place for older adults.
2. Train staff to recognize the stereotypes about older people, and to avoid condescending service.
3. Ensure that all staff are aware of any special services the library offers that may be of interest to older patrons, such as home delivery service, a talking books collection, a service to retrieve materials from the stacks, reading aids, or waiving of fines or fees.

Send Feedback

[contact-form to='info@cfla-fcab.ca' subject='Canadian Guidelines on Library and Information Services for Older Adults']
[contact-field label='Name' type='name' required='1']
[contact-field label='Email' type='email' required='1']
[contact-field label='Comment' type='textarea' required='1']
[/contact-form]

Search

Search



SENIORS STRATEGY

In York Region, the senior's population is expected to double over the next thirty years. By 2051, close to one in four (23%) residents will be 65 or older. Seniors are a diverse group. They are healthier, living longer and continue to work past retirement compared to previous generations. There is also a growing number of seniors over the age of 75 that are experiencing more chronic conditions and complex needs. York Region is dedicated to fostering healthy aging where seniors can continue to live, work and age in strong, caring, safe communities.

The York Region Seniors Strategy was approved in 2016 to better define York Region's role in supporting seniors. The strategy guided York Region's actions and advocacy efforts and defined its role in supporting seniors to ensure resources were directed where they were most needed. The strategy identified partnerships and brought together key players to address issues related to the needs of seniors.

Renewing our Plan for Seniors

York Region is taking steps to assess and renew the Seniors Strategy to ensure it reflects current needs and future opportunities to support seniors.

As our communities have grown and changed over the past few years, we have reached out to York Region seniors, pre-seniors, caregivers and community partners to help update our plan for seniors. Results from these engagements are posted in a "What You Said Report" and "What You Said Summary", that can be found on york.ca/PlanForSeniors.

Feedback and experiences from the engagements combined with current and emerging research, and lessons learned from the original strategy will inform a proposed 2023-2027 York Region Plan to support Seniors.

Our renewed plan will build on the successes of the first strategy and together with our partners, the proposed plan will be discussed at a York Regional Council Special Meeting in Fall 2023.

Visit york.ca/PlanForSeniors to sign up to receive updates about the work underway to **renew our plan for seniors**.

Related Resources

- [York Region Seniors Strategy Refresh](#) (June 24, 2021)
- [Forecast for Long-Term Care and Housing Implications](#) (November 19, 2020)
- [York Region Submission to the Ontario Long-Term Care COVID-19 Commission](#) (January 28, 2021)

- [Memo to Minister Cho: York Region Response](#) (September 26, 2019)
- [2018 York Region Seniors Strategy Performance Update](#) (September 2019)
- [York Region Seniors Strategy Update](#) (April 2018)
- [York Region Seniors Strategy](#) (November, 2016)
- [Seniors Strategy Update - July 2018](#) (July, 2018)

Fact Sheets

- [Getting Better with Age](#)
- [Seniors Finances in York Region](#)
- [Seniors Health in York Region](#)
- [Seniors Population Data in York Region](#)
- [Aging in Place in York Region](#)
- [Staying Safe and Connected in York Region](#)

Seniors Strategy Advisory Task Force Meetings

- [October 22, 2015](#)
- [December 9, 2015](#)
- [February 24, 2016](#)
- [April 8, 2016](#)
- [June 17, 2016](#)
- [October 5, 2016](#)

EAT LOCAL

Eating locally grown and produced food supports local farmers and related businesses.

[Read More](#)

[View All Campaigns & Projects](#) >

https://www.yorkregion.com/news/can-we-stop-chronic-loneliness-york-region-takes-lead-in-prevention-strategy/article_a8d192af-1da2-5c8d-8203-57738e8b6c26.html

Home / News

NEWS

Can we stop chronic loneliness? York Region takes lead in prevention strategy

From Vaughan to Georgina, residents share experiences with loneliness and belonging

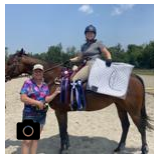
By Kim Zarzour [YorkRegion.com](https://www.yorkregion.com)

Oct 3, 2023

Article was updated Oct 3, 2023



The Bausch family recognized a need in their aging father-in-law and invited him to live with them during the lockdown. Grampy, second from right, is now well connected to a community and feels like he belongs, something the CMHA is aiming for in a new initiative. Parents Rachel and Bryan walk with Grampy alongside kids Taylor, Brooklyn and Peyton. - Steve Somerville/Metroland



Imagine you are beside a river and see a person flailing in the water.

You reach out, rescue him, then see another person drowning.

You save that person, only to see another who needs rescuing, and another and another.

There comes a point where you must stop pulling people out of the river and go upstream to find out why they are falling in.

It's a metaphor that Bishop Desmond Tutu liked to use; Rebecca Shields has been sharing it, too, as she embarks on her "passion project": finding a way to prevent loneliness.

The CEO for the Canadian Mental Health Association (CMHA) York Region and South Simcoe knows the research — we are lonelier than ever and it's killing us equal to 15 cigarettes daily — and this has led her to spearhead a new initiative garnering international attention.

With a coalition of experts, CMHA York-Simcoe is creating the first-ever evidence-based framework and action plan to eradicate chronic loneliness on a global scale.

Shields believes this is one of the most pressing social and public health issues of our time.

Too often, she says, we blame the individual, or put the onus on the person to solve it, rather than look at the big picture.

"Why are they falling in the river in the first place? Are they trying to cross and can't get to the other side? If so, let's build the bridge," she says.

Working with university professors, architects, urban planners, health care providers, the Region of York, community leaders and others, Shield set out to look for solutions.

"It's less about how can we help people who are lonely, more how do we create the conditions for belonging, because the solution to chronic loneliness is belonging," Shields says.

With help from the Creative Intelligence Group at the U of T, the framework data is expected to be finalized and released this fall, with hopes it will prompt a national move to eradicate loneliness.

Each community will have its own solutions that make sense for them, but there will be common pillars, Shield says.

Transportation, for example: can you get to places where you can connect with others? Does the activity align with bus schedules?

Poverty: Can you afford to participate in these activities?

Accessibility: Is there good lighting for seniors to see, are there accessible entrances for the disabled, how welcoming are they to diverse communities like LGBTQ?

And each community may have different challenges, Shield says.

“What the approach looks like in Markham could be very different in East Gwillimbury. There could be a lot of loneliness in highrise towers where people feel isolated versus someplace more rural or suburban.”

In Canada, loneliness rates range from 10.2 per cent to 37.3 per cent of adults, with 24 per cent of Ontarians reporting they experience loneliness on a regular basis.

Seniors, immigrants, new parents may be vulnerable. Working from home can be isolating. International students (who have some of the highest rates of suicide) can be too.

We live in transitory times, people are more mobile; how do you feel like you belong when you're uprooted to a new home?

Everyone experiences episodic loneliness — whether it's through a transition, divorce, loss, death of a loved one, heading off to university — but the real risk is when that becomes chronic, she says.

Shields hopes this initiative can bloom into the kind of social movement that brought cultural changes to seatbelts, and drinking and driving.

“What would it take to do the same thing to end chronic loneliness?”

“We can't keep pulling kids out of the river. We have to go upstream and figure this out.

“I hope that we can catalyze a national strategy for belonging. That would be my dream. Yes, it's a big dream, but all big things start with little steps.”

We asked York Region residents about their experiences. Here's what they said:

The Bausch family, of Georgina, recognized their aging father-in-law was becoming isolated and invited him to live with them during the lockdown.

Grampy is now well connected to a community and feels like he belongs, says daughter-in-law Rachel Bausch.

“My kids have their grandfather to talk to and he supports them when I'm busy. He helps with homework ... We go for family walks after dinner together. He walks our kids to school and all the kids' friends call him Grampy.

“Multi-generational living definitely helps prevent loneliness.”

“Too often, we see people busy and surrounded by friends having fun on social media, when in reality, it's superficial and deceptive. They could actually be lonely,” says Lisa Skippen.

The Newmarket mom says she steps away from the keyboard to get out into the community to feel more connected — whether it's to play ball, walk the dog or hang outside with her kids and spouse.

Vaughan resident Mary Joe wishes the community offered more local meetups for empty nesters, people around the age of 50 to 70.

Richmond Hill resident Lily Pourzand found comfort knowing she is not the only one concerned about the increasing trend toward loneliness.

"Last night, I was talking to my mom about the terms 'loneliness' and 'alone' and why people don't say they feel lonely," said Pourzand, a director with the Sandgate Women's Shelter of York Region "Stigma is the magic word."

Sutton resident Elaine Foulkes, who has battled loneliness lately, too, believes openness can help — "just normalizing that it is real and worth talking about without pathologizing."

"Start small, do something that inspires you, be open to reaching out, and the bigger picture comes together."

That's the advice Caroline Quinn gives her 60-year-old students after she found a way out of loneliness at the age of 50.

Three years ago was a dark time for the Georgina resident, after losing her job and both her parents, but Quinn says she pushed herself to follow a dream of owning horses and teaching others.

Today, she's surrounded by "horses, ducks, chickens, hard work and the best memories and friendships I would never have experienced in my life ... I know I'm not alone now."

Dina Al-Shibeeb experienced loneliness when she moved to York Region, then slowly discovered she wasn't the only one feeling that way.

She believes it's the way people socialize in the GTA.

"In some cultures, it is normal to meet a new person and this person will introduce you to a wider group, and this keeps going and going. Here, no! People aren't that open to new people. We have bubbles."

Sara Jamil, of Richmond Hill, looks to empty places of worship and wonders if they are welcoming and accommodating enough.

"I wonder if we need more interfaith collaboration in our communities?" she says.

Jamil founded Compassionate York to encourage these discussions, and "Happy to Chat" benches to help people get to know each other, share and care.

"We are social beings," she says. "I believe there's a need for a drastic shift in our priorities: what are we focusing on mostly in our day to day lives? What we give our attention to grows."



Kim Zarzour *is a former investigative/analysis reporter with YorkRegion.com. An award-winning veteran journalist, Kim is author of several non-fiction books. She has been education reporter and feature writer with the Toronto Star.*

Read more about

[REPORT AN ERROR](#)

[JOURNALISTIC STANDARDS](#)

[ABOUT US](#)

SEP 2023 CEO REPORT





NATIONAL DAY FOR TRUTH & RECONCILIATION

Mohawk Residential School Virtual Tour with the Woodland Cultural Centre

We worked with the Woodland Cultural Centre to deliver Indigenous-led programming for our community members leading up to the National Day for Truth & Reconciliation. Participants were taken through a virtual tour of the Mohawk Institute Residential School, accompanied by the emotional storytelling of 5 residential school survivors. The Woodland Cultural Centre is an Indigenous culture preservation centre, that serves to preserve, promote and strengthen Indigenous language, culture, art and history; bringing the story of the Hodinohsho:ni people of the Eastern Woodlands to life through innovative exhibitions and programs. A cultural interpreter introduced the tour and guided the participants through questions and answers. Being able to see the residential school, alongside survivor stories gave face and voice to the generational trauma created by the residential school system.

There were a number of thoughtful questions after the presentation aimed at deepening our understanding of the complexity of issues facing Indigenous communities. One participant emailed after the program: "That was a very good presentation- thank you so much for hosting! Can you connect me with that presenter? We have done several Indigenous learning workshops through my workplace, but I haven't seen that one before. I think it would be beneficial for our team to learn from the Woodland Centre as well." Through the provision of programs that support intercultural understanding, empathy, mutual respect, and understanding of historical issues; and inviting Indigenous speakers, elders, storytellers, authors, to the Library, we continue to offer opportunities to address the calls to action in the Truth & Reconciliation Commissions report.

Film Screening: Phyllis Webstad's Orange Shirt Day

In partnership with the International Indigenous Speakers Bureau and the Digital Human Library, we offered multiple screenings of Phyllis Webstad's Video: Orange Shirt Day. In honour of the 10 year mark of Orange Shirt Day, Phyllis Webstad shares the Orange Shirt Day origin story by reliving what it was like growing up in an Indigenous community and attending a residential school as a third generation residential school survivor. Phyllis is the Founder and Ambassador of the Orange Shirt Society, and tours the country telling her story and raising awareness about the impacts of the residential school system. She has now published two books, the "Orange Shirt Story" and "Phyllis's Orange Shirt" for younger children.

Community members that were able to attend one of the five screenings were extremely engaged and appreciated the opportunity to learn more about the legacy behind Orange Shirt Day. The film resonated with members of the Lakeshore Book Club whose selection of the month was *Daughters of the Deer* by Danielle Daniel. The Lakeshore screening was also attended by newcomers to the community (participants in our English Conversation Circle) and provided an opportunity to learn more about Canada's history – and created an opportunity for the Library to support Call to Action 93 (to include information about the history of residential schools to newcomers to Canada).

Open UP opportunities to strengthen connection & engagement with our community

AUTHOR, MELANIE FLORENCE, INSPIRES YOUNG WRITERS Short Story Contest Author Visits

This year's Short Story Contest judge, children's author Melanie Florence, visited seven of Innisfil's elementary schools over three days in September to promote the contest. The school assemblies ranged from between 90 to 350 students at a time and included students in grades 3 through 8; visiting over 1600 students in all. At each visit, Staff shared details and rules about how to enter the Short Story Contest, and information about prizes for the top fifteen stories, including the *Seepe Walters Grand Prize* of \$500. Melanie Florence then shared her presentation on the importance of storytelling and the variety of different places we find stories. She shared an Indigenous creation story, as well as a trickster story, and when time allowed, talked about residential schools and her book "Stolen Words". Melanie also shared how much she is looking forward to reading the Contest submissions. At the end of each presentation, students were able to ask questions about how to become a writer, where to get inspiration, and clarification about the Short Story Contest. Many students expressed interest in submitting stories, and teachers shared how excited and appreciative they were to have special guests back in their schools in person.



Above: Melanie Florence takes questions from students sat Goodfellow Public School.



Build UP our reputation as a trusted community asset

BEST START NETWORK: BELONGING PROJECT

How are Families in Simcoe County Coping Post-Pandemic?

The Manager of Programming and Outreach is the Community Co-Chair of the [Best Start Network of Simcoe County](#) (BSN) and acts as a voice to ensure the interests of Libraries across the County are represented at the table. Through this work, partnerships with Empower Simcoe (EarlyON Child and Family Centre programming), with the Simcoe Muskoka District Health Unit (Breastfeeding Support Group and Prenatal Education Classes), and others, have been developed. Membership at the Network is wide-ranging, including organizations from the education, early learning and childcare, child welfare, health care, First Nations services, mental health sectors and more. The Network acts as the planning table for services for children 0-6, and through the County of Simcoe's Children and Community Services department shapes services and programs for children and families across Simcoe County.

With the COVID-19 pandemic severely limiting the access to services and supports for the early years and staff who work with children 0-6 and their families, the question of 'how are children and families across the County doing?' emerged as a constant theme during the BSN committee meetings. It was clear that life in and out of a pandemic created conditions that were changing the wellbeing of children and families. A priority for the BSN in 2022 and 2023 has been to regather the network and take stock of the state of those working in and receiving services from member agencies.

The BSN identified a striking relationship between the Network's goal to better understand the wellbeing of Simcoe County's families and children and a core tenet of Ontario's Pedagogy for the Early Years (found in [How Does Learning Happen?](#)) -- "Belonging: cultivating authentic relationships and connections."

To explore the values and ideas of "belonging", three initiatives were generated:

1. A workforce study of the Early Learning and Childcare sector in Simcoe County focusing on whether Educators feel a sense of belonging, what belonging means to them, and how workplaces might approach fostering belonging.
2. A call to a sacred fire, a land-based Ceremony listening to the heartbeat of mother earth - stories of belonging in Anishnawbe perspective. In this gathering [Dr Jaque Lavallee](#) and [Dr Hopi Martin](#) shared wise stories relating to belonging and the early years. (This took place on September 16th)
3. A project to explore Belonging with children and families in Simcoe County, led by [Dr Ellen Brown](#). This 10-month project allowed staff in member agencies to collect stories and artifacts to display in an exhibit at the BSN Belonging Collection event in September.

The Belonging Project

The Library participated in collecting community information from our customers. Staff connected with families who use the Library spaces and attend Library programs to ask “what *belonging* means to them and how the Library can better serve their families.” The conversations and survey responses were overwhelmingly positive, with families sharing that they felt welcome, accepted, supported and safe in Library spaces.

“To me, belonging means being part of a welcoming and supportive community, who accepts me for who I am and provides me with opportunities to learn and grow. The Innisfil ideaLAB & Library is an amazing place where I always feel welcomed and supported. I am encouraged to try new books and learn about new pieces of technology. The staff is always friendly and kind.”

- *Belonging Project Survey Respondent*

In September the Best Start Network hosted the Belonging Project event, co-chaired by the Library’s Manager of Programming and Outreach. The event was part conference and part exhibition, allowing network members to view, share, and interact with the Belonging Projects that were collected by the member organizations of the Best Start Network, including Empower Simcoe, Community Action Program for Children (CAPC), the Simcoe County District School Board, Georgian Bay Native Friendship Centre, Simcoe Muskoka District Health Unit, and more. These projects were compiled through surveys, interactions, and conversations with families using these services over the last 10 months around the concept of *Belonging*.

The event was attended by our Children’s Librarian and began with a discussion on nurturing belonging in our work by [Lorrie McGee Baird](#), executive director of pedagogy with Compass Early Learning and Care in Peterborough, and [Anne Marie Coughlin](#), educational director at London Bridge Child Care Services in London, ON. They shared how reflective practice and cultivating communities with inquiry can help organizations serve families with young children and foster a sense of belonging. They talked about how the concept of belonging fits into how learning happens, and how important it is to share these ideas with different community partners, and how we can all work together to help our communities.

Following this, renowned child psychologist, [Dr. Jean Clinton](#), presented an inspiring keynote on *Thinking about Belonging*. She discussed how our brains are a social organ and how humans are wired to connect, and how our behavior and communication are affected by this. Key learnings included excellent resources to help inform our programming and interactions with children in our spaces. This event provided an opportunity to network and connect with other organizations that serve our community.



Raise UP the Library's identity as an innovative hub

MAKERFEST RETURNS

Over 500 People Explore New Ideas, Inspiring Exhibitors

This year's 9th annual MakerFEST was held at the Lakeshore Branch on Saturday, September 16th. The event was an outstanding success, highlighting the incredible talents of our community's makers and truly exemplifying the essence of creativity and innovation while offering an interactive and engaging experience for attendees of all ages. With a record number of exhibitors, MakerFEST provided a diverse and dynamic showcase of projects, from high-tech inventions, such as cutting-edge virtual reality technology poised to augment the driving industry and driver training experience, to handcrafted artistry, and sewing enthusiasts. With over 500 people in attendance the event demonstrated the strong appeal and the connection it has forged within our community. Families were delighted by all the hands-on activities available and children were particularly excited by the appearance of iconic characters, Mario and Luigi and members of the 501st Garrison. The success of MakerFEST depends on a planning and organizing team of Library Staff members from across every department, student volunteers, and community exhibitors.

With so much to do and explore, from hands-on workshops to inspiring demonstrations, MakerFEST showcased not only the creativity and innovation that thrives within our community, but highlighted Library spaces and programs including the HackLAB, ThinkLAB, and MediaLAB.





"Congrats on such a successful MakerFEST. I loved it. It was fun to see how excited the kids were! I now have 2 more Christmas gifts and my daughter's fish is on the ice hut. Please convey my compliments to your associates involved in such a successful event"



"Wow, this event has been amazing! My kids are having so much fun and I'm getting to see all sorts of exciting things"



"As a senior it was a great opportunity to share my passion and craft with younger generations, and the event inspired a wonderful sense of community."

"My son is hard of hearing and is currently learning ASL. This puzzle (from ideaSHOP) will be such a great addition to our resources and really help our family with this huge learning curve!"



Making Connections

To promote MakerFEST at the various branches, Staff sent button making machines and supplies to Cookstown and Stroud. Many children enjoyed colouring their own button, and punching it together with Staff assistance.

“One of our Cookstown patrons, Azra (age 7), wanted to make a button to “give to someone”. While making the button, Azra asked me my favourite colour (purple), and when we finished punching it, she gave it to me as a gift - and said it was a picture of her and me at the Library. Azra and her family immigrated in 2022 and are frequent faces at Cookstown. Her sister studies at the University in Ottawa, and told me this August how much they love the Library in Cookstown. They had heard stories about how great Libraries were in North America, and our library has exceeded all of her expectations!”



A SPACE FOR COMMUNITY

Rotary Harvest Dinner

The Innisfil Rotary Club held its 2nd Annual Harvest Dinner at the Lakeshore Branch. As long-time community partners, the Rotary Club of Innisfil has recognized the importance of the Library as a community hub and event space. The event included a seated dinner featuring locally sourced ingredients, local musicians, and a live and silent auction.

The Rotary Harvest Dinner was a night of celebration, unity, and giving and the Library was happy to be the venue for this event and to support the Rotary Club of Innisfil in their commitment to community service and fundraising.



Mother/Daughter Empowerment Awards

The Lakeshore Branch was used as the venue for the Mother Daughter Empower Conference & Awards, organized by local residents. This was the first time that the Library was rented out as a space to host a large scale event and conference by external parties, using multiple spaces within the facility. The event featured panelists and workshops, along with over 20 female vendors and finally wrapping up with an awards ceremony for young girls.

Staff who assisted with the event noted that recipients were recognized for making a difference in their communities, acknowledging their achievements in various fields, from self-care to sports and the environment. The event's success was inspiring, filling the building with energy and positivity while creating a strong sense of community and mentorship. Overall, using the Library as a venue for this type of event has sparked new conversations with staff about new ways our facilities can be used by the public, and the need to review and revise policies to enable different types of rentals and activities.



OUR PROGRAMMERS GO ABOVE AND BEYOND

A Story from Storytime

The Library provides our community with multiple options to support early literacy with several drop-in storytimes offered at each branch and outdoors. Some families attend regularly and build strong bonds with each other and Library Staff. These storytimes were attended by an average of 20 people each week, and even on days when the program started with just one or two families, they would usually end with over 10 people participating. These programs are so valuable for the community that we continue to run them whether there is one child or twenty.

"I wished to reach out and compliment Miss Laura and the other young lady that was at story time today [Miss Kaitlin] My daughter was the only child to come to story time and they went OVER THE TOP for her and made her feel so very special. She's been having a little bit of a rough go the last few weeks and this was just the ticket to make her feel special. Thank you so much, we appreciated it more than we can ever say." - Kate

Indoor storytimes are 30 minutes long and include crafts aligning with the storytime theme where little ones could explore their creativity with cutting, pasting, colouring, and stickers. For example, after our National Truth and Reconciliation storytime featuring Indigenous authors and stories like "We Learn From the Sun" and "Stolen Words"; children were invited to colour their own Orange Shirt design and write down what makes them special on an orange paper link that was added to a paper chain displayed in the Library.



FLY, BUTTERFLIES, FLY

End of Butterfly Rearing Season

Our 2023 Butterfly Rearing Program ran from June until September this year, and our Butterfly Coordinator Summer Student interacted with between 80 and 180 Library customers each week at the indoor Butterfly stations at both the Lakeshore and Cookstown branches, as well as an average of 25 people at each of the 8 Butterfly Releases in August and September. This program is a great way for the community to learn about the Library's pollinator gardens as well as the Monarch Butterfly population and their importance to our ecosystem as a pollinator. Even with the decrease of the Monarch Butterfly population province-wide this year, there was lots of excitement at each of the Butterfly Releases that were announced over our social media channels as well as discussed at Library programs.

At the Butterfly stations, there was a suggestion box to name the caterpillars, microscopes and educational slides of Monarch butterflies, colouring pages and stickers, as well as laser-cut wooden butterflies that were coloured and named to show how many Butterflies had been released throughout the summer. There was also a chalkboard display of facts about Monarch Butterflies where Library customers could learn something new each week. The Butterfly Coordinator also collaborated with both Children's and Adult Programming, bringing butterfly crafts and trivia to programs like Little Critters and Earthlings Crew, as well as an outreach visit to Lakeside Retirement. Many families would come in each week to check on the progress of the caterpillars, and kept an eye on our social media pages so that they wouldn't miss a Butterfly Release.



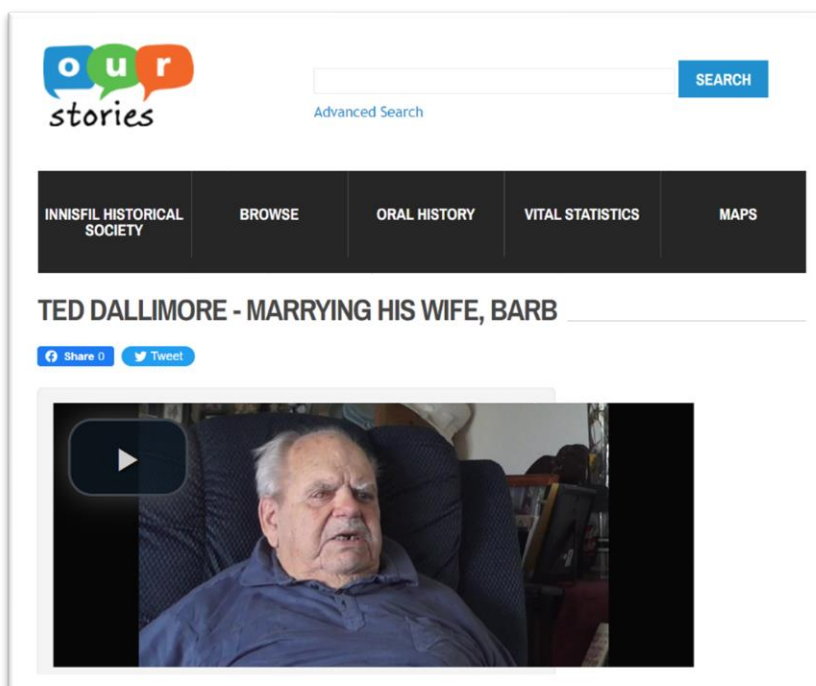
EXPLORING OUR STORIES & LOCAL HISTORY

Sociable Seniors

A collaboration between the Collections and Programming Staff created a fun opportunity for a group of enthusiastic seniors to explore the Library's Local History collections, both digital and physical, on September 13. Using the large screen in the Board Room, participants were given a virtual tour of the *Our Stories Innisfil* historical database, including its significant photo collection, oral history selection, and heritage-based maps, as well as an overview of the unique and important relationship that the Library has with the Innisfil Historical Society to create and maintain this database.

Following the digital presentation, the group moved into the Local History room where the Special Collections Librarian introduced them to the various publications available concerning Innisfil's history as well as to the microform collection and how to use it. Participants had many burning questions about the history of certain areas of Innisfil and how they came to be named, and the maps were of particular interest for one participant planning a scavenger hunt.

An emotional connection was also made when the group mentioned a friend of theirs who would have loved the presentation. To the participants' delight, staff were able to show them an [oral history interview conducted in 2015](#) with their friend's husband that was available on *Our Stories Innisfil*. The next day, the same friend came into the Library to ask about the videos and was delighted she could so easily share them with her family and grandchildren since her husband had passed away shortly after they were recorded. This was a wonderful example of the importance of capturing community memory and the extraordinarily vital and privileged role that the Library plays in preserving it for future generations.



Screenshot from
OurStoriesInnisfil.ca

AN EVENING WITH VINCENT LAM

Simcoe Reads Author Talk

Attendees came from around Innisfil and beyond for an engaging and thoughtful talk by Dr. Vincent Lam. Board member and our Simcoe Reads Champion, Dr. Raj Grover introduced Dr. Lam. Vincent read carefully selected passages of his book, *On the Ravine*, to give attendees a sense of the novel's main characters, and the challenges that surround them. With this as a base of understanding, we launched into a lively selection of audience questions. Some of the questions were more for "Dr." Vincent Lam, rather than the author, but he embraced all questions and brought the conversation back to the novel. The range of questions about the opioid epidemic itself exposes a deep need in the community to understand and come to terms with this pressing societal issue. The questions which focused on the craft of writing gave Vincent opportunities to share his writing philosophy, and how he makes choices as an author.



We made our set of assistive listening devices available, with a novel setup: the larger broadcasting device was set up to receive input from the stage's mic system. This was handy because not only did Vincent have a mic, but the audience Q&A participants also spoke into a mic, so the assistive listening device users could have all portions of the event amplified. The feedback from this was very positive, with those who used the system being very thankful that it was available. After the main talk portion, Vincent remained to sign books and meet with individual attendees. It was a very lovely end to a thoughtful and engaging night.

GET TO KNOW YOUR NEIGHBOUR

Living Library Concludes

We had an amazing final Living Library of the series! The Living Books on September 26th were Mayor Lynn Dollin and Peer Support Specialist at CMHA Simcoe County Victoria Carrick. Once again, the Living Books, Mayor Dollin and Victoria were seated at individual tables while participants took turns asking them questions about their 'Title' in a one-one-one meeting. Whenever it was time to change meetings, it was challenging to get people to 'switch' because they were so engrossed in such an interesting conversation. In fact, one participant and Victoria ended their session in a big hug. It's these moments that illustrate the power of human connection and what a significant impact this kind of program can have on people.

While participants were waiting their turn to chat with the Living Books, they were mingling with one another, enjoying the refreshments and conversation. It was nice to see that two of our town councillors were in attendance to support their mayor as well as Victoria's parents to support their daughter. The councillors shared positive comments reinforcing the importance of the Library to the community, including: "the library is the pillar of our community, and the information hub" and "this library just offers so much. There's always something going on."

One participant thanked us profusely saying "this was perfect. I'm so glad I came - I don't want this to end."



COMMUNITY-LED CHAMPIONS

Celebrating Friday Morning Song Circle

A heartwarming celebration occurred at the Lakeshore Branch as the community-led Friday Morning Song Circle returned indoors for the winter months. Over 70 participants, including friends, Council Members, and residents gathered to honour Patty McLaughlin. Friend and event organizer, Patti Bentley, emphasized McLaughlin's well-deserved recognition for her musical contributions across the Town. Certificates were presented on behalf of Council and MP Brassard, along with a laser engraved wooden plaque presented by a Library staff member. Patty's passion for music plays an instrumental role, as she welcomes musicians of all skill levels weekly while fostering inclusivity and the shared love of music.



STAFF DEVELOPMENT

Understanding Truth & Reconciliation

Library Staff participated in training from the Woodland Cultural Centre, aimed at giving Staff a deeper understanding of the Truth & Reconciliation Report, its Calls to Action and the historical context around which these important documents were developed.

STAFFING UPDATES

Employee Recognition

Employment milestones of eight Library Staff members were recognized at the September staff meeting. Heartfelt congratulations and thanks were extended to Alan Groombridge, Robert Baxter, Kate Zubczyk, Brooke Gardhouse, and Melissa Harris for 10 years of service and to Sarah Poland, Laura Payne Jeffery, and Jennifer Miyasaki for 5 years of service.



APPENDIX A:

Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Sept. 2, 2023	Innisfil Today	Mother Daughter Empower conference seeking nominations - Innisfil News (innisfilday.ca)
Sept. 3, 2023	Innisfil Today	Making Change says Trillium grant 'really kept us afloat'
Sept. 5, 2023	Innisfil Today	Town opens cooling stations as temperatures soar
Sept. 6, 2023	Innisfil Today	Rotary sets the table with return of Harvest Dinner
Sept. 8, 2023	Simcoe.com	'There's something for everyone to discover': Innisfil IdeaLAB and Library's Makerfest sure to ignite imaginations
Sept. 12, 2023	Innisfil Today	Events marking Day of Truth and Reconciliation coming to library
Sept. 13, 2023	Innisfil Today	MakerFEST returning to Innisfil library on Saturday
Sept. 16, 2023	Innisfil Today	Artists, entrepreneurs, engineers excite at 9th annual MakerFEST
Sept. 20, 2023	Barrie 360	Girls Learn About Confidence, Body Positivity and who Runs the World During Mother Daughter Empower Conference in Simcoe County
Sept. 22, 2023	Innisfil Today	Town raises flag for National Day for Truth and Reconciliation

Sept. 23, 2023	Simcoe.com	<u>Bradford West Gwillimbury and Innisfil employers invited to conversations on workplace mental health</u>
Sept. 23, 2023	Innisfil Today	<u>Author and physician to speak at Innisfil library</u>
Sept. 23, 2023	Simcoe.com	<u>Acclaimed Canadian author Vincent Lam will chat about his newest novel 'On the Ravine' at Innisfil library</u>
Sept. 24, 2023	Innisfil Today	<u>Local businesses invited to sessions about employee mental health</u>
Sept. 25, 2023	Simcoe.com	<u>National Day for Truth and Reconciliation events in Barrie, Orillia and Simcoe County</u>
Sept. 26, 2023	Innisfil Today	<u>Girls 'inspired, empowered' at Mother Daughter Conference</u>
Sept. 29, 2023	Simcoe.com	<u>5 Books to Explore for National Day of Truth and Reconciliation</u>

Facebook Insights (Sept 1 to 30, 2023)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,727 (Followers) 3,210 Page Likes	59 during this period	969 engagements (826 reactions, 88 shares, 55 comments)	Posts earned 38.3K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

Date, Sept. 4, 2023 3.4K Reach

Get ready to spread your wings and explore nature on a Bird Walk through Centennial Park in Innisfil, led by birding expert Kevin Shackleton!

📅 Wednesday, September 13

🕒 8:30am-10:30am

📍 Meet at Centennial Park (2870 7th Line, Innisfil)

🔗 ... See more



X (Twitter Insights) (Sept 1 to 30, 2023)

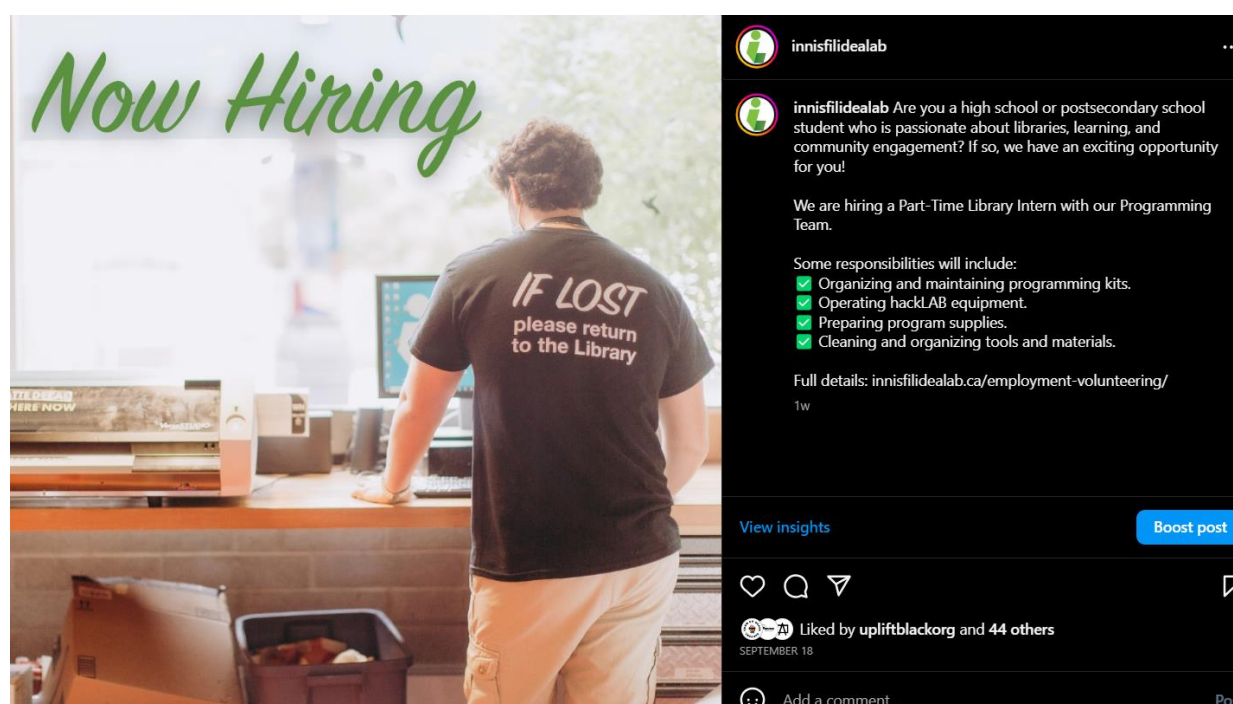
7a.01.01 CEO's Report for September 2023

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,526	51 during this period	30 engagements (17 likes, 6 retweets, 6 quote tweets, 1 reply)	5.5K impressions over this period (number of times users saw our tweets)
<p>Top Organic Post (based on reach): Top Tweet earned 63 impressions</p> <hr/> <div>  <p>Innisfil ideaLAB & Library @InnisfilideaLAB Join us at any of our branches on Sept. 30 at 2pm for a screening of Phyllis Webstad's story as she relives what it was like growing up in an #Indigenous community and attending a residential school as a third generation residential school survivor.</p> <p>https://bit.ly/3RxEpk5 pic.twitter.com/mU8g6yAX3u</p> </div>			

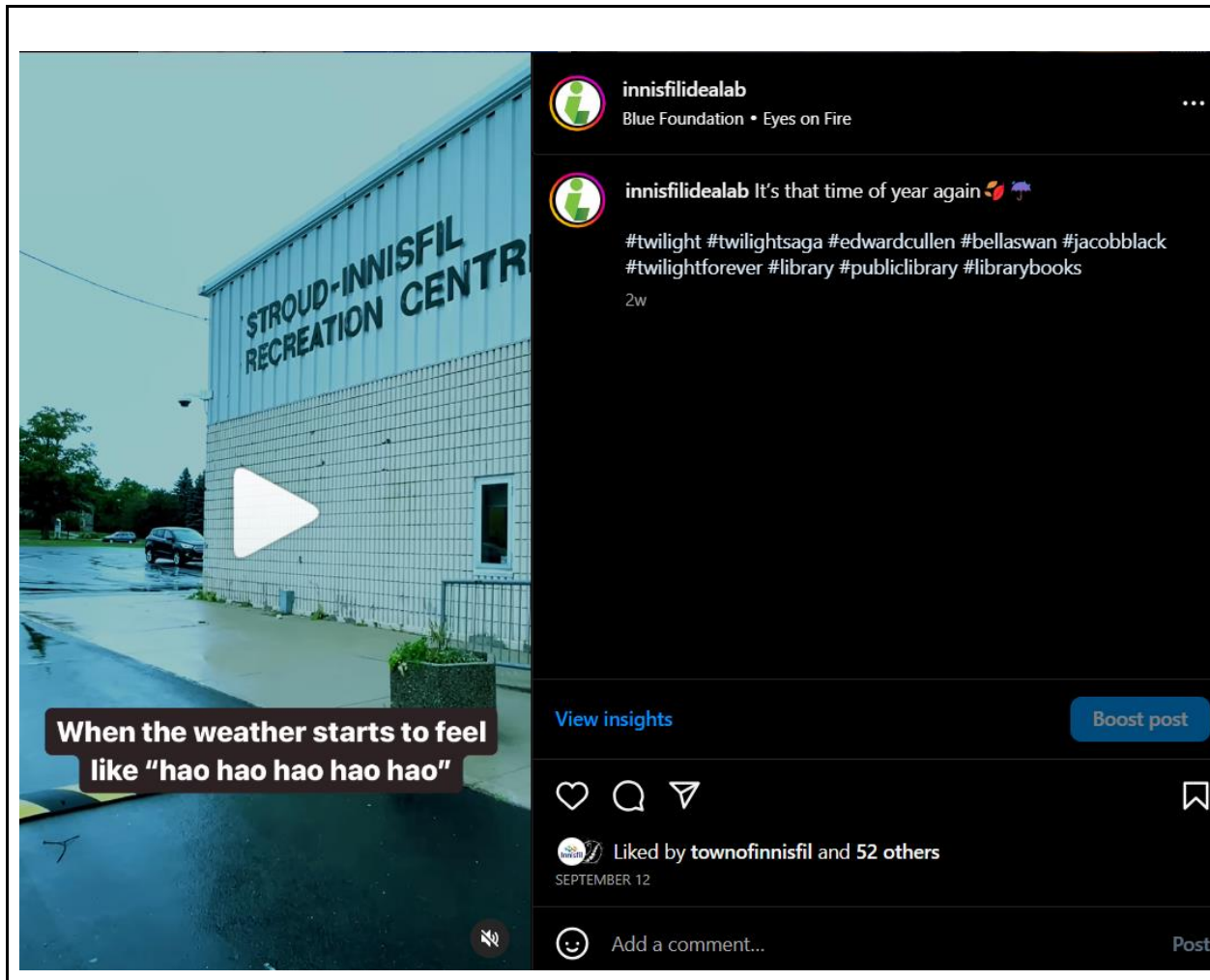
Instagram Insights (Sept 1 to 30, 2023)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
2,056	56 during this period	2477 accounts reached. 945 likes.	8 comments in total on content posted during this period

Top Post (based on engagement): Sept. 18, 2023 923 Reach



Top Reel (based on engagement): Sept. 12, 2023 1,033 Reach



Municipal Council Report

September 13, 2023 Council Meeting

- [Watch the meeting.](#)
- Two members of the community participated in open forum discussing the Limerick Street Lighting and 25th Sideroad/Big Bay Point Roundabout
- Emily McIntosh, Executive Director - Contact Community Services (serving the South Simcoe area) presented their annual update - watch the video: [Update on Services.](#)
 - Highlights include: 897 households referred to services, 831 employment search supports
 - Contact supports employers and job seekers, newcomers, housing services, senior wellness programs and volunteer programs.
- Committee vacancies exist for the Electoral Engagement Advisory Committee and recruitment for new members began. [Read the report.](#)
- Updated guidelines for the disbursement of Council Discretionary Funds was adopted. [Read the report.](#) The application process was re-opened.
- The agenda included [correspondence](#) re: Municipal Housing Pledges and Targets, Strong Mayor Powers and Building Faster Fund from the ministry of municipal affairs and housing.

September 20, 2023 Special Council Meeting

- Special Council meeting was held for education and training and for a public planning meeting.

September 26, 2023 Council Meeting

- [Watch the meeting.](#)
- Mayor Dollin opened the meeting acknowledging the importance of Land Acknowledgement Statements, and their role in reconciliation
- Open forum had community members speaking on Big Bay Point parking, strong mayor powers, a zoning by-law amendment
- Council received a presentation from Brian Shelley of United Way of Simcoe-Muskoka detailing the needs of the community and how United Way helps to address some of these critical needs.
 - Identified a new strategic plan to build capacity, increase awareness, funding and partnership opportunities and advocacy and education
 - Identified community needs: living wage in Innisfil is \$20.70/hour, 40% of renters spend more than 30% of household income on shelter, 1 in 6 families experience food insecurity, less than 43% youth report good or excellent mental health
 - 2980 Innisfil residents live in low-income households, 722 individuals are unhoused across Simcoe County (58% in Barrie/South Simcoe), 20% of youth in our region "Seriously considered suicide" in the past year
 - United Way asked Town of Innisfil staff to consider including an employee giving campaign

Municipal Council Report

- CAO Jerschow shared an educational presentation on strong mayor powers
 - [Review the slides.](#)
 - Innisfil has been assigned a target of creating 6,300 new homes by 2031 (or 788 homes per year for the next eight years)
 - Strong Mayor Powers in Part VI.1 fall into three broad categories: – Legislative Powers (i.e., power to veto by-laws, the power to require Council to consider a matter/by-law) – Administrative Powers (i.e., powers to appoint a CAO, set the organizational structure of the municipality, to establish committees, appoint chairs, etc.) – Financial Powers (i.e., duty and responsibility to present a budget to Council, and to approve the budget)
 - Mayor to determine how to respond to the province's request for a commitment to the housing target by October 15, 2023
 - If that commitment is provided, Part VI.1 of the Act (the Strong Mayor Powers) could apply to Innisfil as of October 31, 2023
 - Any delegation of strong mayor powers would take place after this date. By-laws, policies, practices and processes will be reviewed by staff and may have to be updated to reflect the existence of these powers
 - Council had numerous questions and discussions surrounding this topic.

News from the Community

- [Run for Innisfil benefitting RVH deemed 'immense success'](#)
- [Girls 'inspired, empowered' at Mother Daughter Conference](#)
- [Gallery: Seasonal market falls into the season](#)
- [Town raises flag for National Day for Truth and Reconciliation](#)
- [Pharmacy owners donate \\$1M to RVH's Keep Life Wild campaign](#)
- [Roundabout near Friday Harbour hits red light at council](#)
- [South Simcoe police taking part in Law Enforcement Torch Run](#)
- [Cookstown properties to undergo review for heritage impact](#)
- [Mayor's Business Breakfast serves up food for thought](#)
- ['Experience the thrill': Gussapolooza chugging into Cookstown](#)
- [Innisfil native brings passion for environment to new TVO show](#)
- [Innisfil Community Foundation donates \\$10K to Barrie shelter](#)
- [Making Change says Trillium grant 'really kept us afloat'](#)
- [United Way Simcoe Muskoka has \\$100,000 in funding available for youth-led community projects](#)

Metroland Layoffs

- [Metroland to cease print publication of dozens of community newspapers across Ontario](#)
 - As a result of Metroland seeking bankruptcy protection, Innisfil will no longer have a print newspaper.

Municipal Council Report

News from the County:

- [Health funding aimed at taking financial burden from municipalities](#)
- [Bradford park renamed in honour of slain Const. Devon Northrup](#)
- [Simcoe County councillors tell staff to keep 2024 budget increase below 5 per cent](#)
- [Chippewas of Georgina Island, Georgina, Bradford West Gwillimbury leaders unite in effort to save Lake Simcoe](#)
- [Simcoe County celebrates World Tourism Day with relaunch of 'Spark' mentorships and grants program](#)
- [Constables Russell and Northrup to be honoured at 4 upcoming events](#)
- **Bradford West Gwillimbury Public Library**
 - ['We will adjust our system ... to make sure that doesn't happen again'](#)
 - [Mayor issues statement in wake of 'disruptive' council meeting](#)
 - [Council meeting shut down after library workers clamour to be heard](#)
 - [Protest: Closure of library is 'disturbing' for local students](#)
 - ['Totally untrue': Bradford mayor refutes library union claims](#)
 - [McDowell steps down from library board without explanation](#)
 - [Arbitration won't solve Bradford library labour dispute: union](#)
 - [Numerous letters to the editors have been shared by community](#)

News from the Province

- [Barrie-Innisfil MPP tapped for high-profile cabinet post](#)
- [Ontario legislature resumes after Greenbelt about-face, minister resignations](#)
- [Ford shuffles cabinet in wake of two minister resignations](#)
- **Strong Mayor Powers**
 - ['We can't afford to do it': New Tecumseth unable to commit to Ontario housing target due to water capacity limits](#)

Upper-tier Municipality Review

- [Simcoe County warden unperturbed as Ontario's new housing minister pauses facilitator plan](#)



7e.01.01

JHSC Meeting Agenda

MEETING DATE: Thursday, August 17, 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, Jennifer Sheremeto, Paul Tomaszewski, Sierra Warren

REGRETS Ken Schuyler, Kristi Williams

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	2023.07.20 JHSC Meeting Agenda Minutes Draft.docx (Desktop, Web, Mobile)	- Richard R. motioned to approve the minutes of the previous meeting. - Seconded by Jen. S. - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	02.09.23 JHSC Members February 2023 (Desktop, Web, Mobile)	- No changes
4.	<u>Workplace Inspections WHIMIS LOTO</u>	Co-Chair	Roundtable discussions	Richard – No issues at Operation; Salt dome had a few deficiencies that were rectified; Lefroy Arena – need to confirm ladder ownership for stickers; H& S Board needs updating; other minor deficiencies noted at Lefroy; Stroud H & S board needs updating (EC has done this) Jennifer M – All branches were inspected; minor deficiencies found and immediately corrected. Previous open deficiencies are now closed Nick – IBP will be done next week Paul – No issues at Fleet; noted more shop equipment is broken and has been a challenge to get repaired; will do IRC with Nick next week

				<p>Jen S. – No issues at Knock School; noted garbage left outside after an event; Rizzardo has some items that can be closed – locked café door to kitchen; fire extinguishers are due to be recharged/inspected – need to determine responsibility (independent contractor?).</p> <p>Ecdev – have access to key now – janitor closet is messy- need to organize space; need to clean up H&S board; will put together a kit of all updated info for Board</p> <p>Churchill – few things noted; tables blocking storage doors; close this item; turned heat off; close item; fridge issue noted (condensation).</p> <p>Town Square – a lot of items cleaned up; tidied up Zamboni area; noted HVAC room – skid of anti slip mats on the pump – blocking emergency exit; trip/fall hazard at steps near band stand</p> <p>Kristi – Absent (Town Hall was inspected July 26 – no deficiencies to report)</p> <p>Sierra - No updates</p> <p>Eric – Centennial: updated H&S board and restocked first aid kit; updated H&S Board at Stroud arena board</p> <p>Updated inspection schedule – no further changes required.</p>
5.	<u>SOP's Corporate Policies</u>	Co-Chair	Any updates for discussion?	- Updated H & S policy statement – only minor administrative changes
6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	Report on last month's accidents (July 2023)	- 9 Incidents to report for July: 3 first aid; 3 lost time 2 equipment 1 vehicle (2 lost time in camps; 1 lost time in Library; 2 first aid in parks 1 first aid in road ; 2 equipment incidents; 1 vehicle incident)
7.	<u>Budget & Training</u>	Co-Chair	1. Budget (status update) 2. Member Certifications	1.No changes 2.No changes from last month
8.	<u>JHSC Other Business</u>	All Members	1. Workplace Inspection Schedule (any feedback or changes required) 2. Critical Injury (Bee Sting) – August 11, 2023	1. Reviewed and updated 2. Employee was stung on neck, while performing a site inspection; shortly after, they felt unwell and experienced loss of consciousness for a brief period, prior to receiving medical attention.; employee has recovered. No internal JHSC investigation will be done.

			3. Ministry of Labour Consultations for proposed changes to OHSA a. Heat Stress b. Air Quality 4. Mold Remediation at Stroud arena (update) 5. Updated H&S Policy statement for posting	3. JHSC have opportunity to provide feedback on proposed changes to Heat stress and Air Quality legislation. 4. Clearance air sampling post mould remediation at the Stroud Arena is scheduled for August 18. Results will be posted once received. 5. Provided copy of the updated, signed H&S policy statement. To be posted on H&S Boards
9.	<u>ACTION ITEMS</u> Follow up	Co-Chair	Review of Action items from July 20, 2023 meeting minutes.	1. ACTION: 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. Request from manufacturer a written confirmation on storage practices for review by committee – Eric to follow up on this item – Action still open 2. ACTION: Members who require help with inspections – please identify locations so Jen S. can plan to assist in August. – Completed – this action can be closed 3. ACTION: SOP for chipper at IBP– need to determine if modifications meet code for safety – EC followed up – issues have been rectified and training is being done on use. – this action can be closed
10.	Close Meeting	Co-Chair	Time enter of meeting closed.	Meeting closed at 1:52 p.m.

**INNISFIL PUBLIC LIBRARY STAFF REPORT**

STAFF REPORT NO. LIB-10-2023
DATE: October 16, 2023
TO: Innisfil Public Library Board
FROM: Erin Scuccimarri, CEO
SUBJECT: Mileage Reimbursement Rate Change

RECOMMENDATION:

1. THAT Staff Report LIB-10-2023 Mileage Reimbursement Rate Change dated October 16, 2023 be received as information; and
2. That the Library Board accepts the amended mileage reimbursement rate of \$0.65 per kilometre, and the carpooling reimbursement rate of \$0.70 per kilometre, and that these rates be effective as of October 1, 2023.

BACKGROUND:

The Library's current Mileage Policy and Carpooling Policy requires the CEO to review the mileage reimbursement rates from time to time and to make recommendations on any changes to the Board. The rates at this time are \$0.60 per kilometre for individuals using their personal vehicles for Library-related business; \$0.65 per kilometre when carpooling for Library-related business. These rates were approved with the updated Mileage Policy at the May 15, 2023 Board meeting, Motion #2023.47.

ANALYSIS/CONSIDERATION:

Past practice, as per approved policy, has been to establish the Library's mileage reimbursement rates according to the rates set by the Town of Innisfil. The Town's Financial Services Department recently re-evaluated the rate, and as a result, effective October 1, 2023, the Town's mileage reimbursement rate increased to \$0.65 per kilometre.

OPTIONS/ALTERNATIVES:

1. The Library Board could choose not to adopt the mileage rate as presented or change the date that it would come into effect.

STAFF REPORT #LIB-10-2023 – Mileage Reimbursement Rate Change

FINANCIAL CONSIDERATIONS:

Additional costs based on the increased rate would be managed within the current operating budget.

CONCLUSION

Although there are minimal financial implications, this is a reasonable rate based on the Library's policy of setting reimbursement rates in line with the Town and our municipal comparators.

(Unaudited) Financial Statements

The Corporation of the Town of Innisfil

Public Library Board

December 31, 2021

DRAFT 09.08.2022 - SUBJECT TO CHANGE

The Corporation of the Town of Innisfil Public Library Board

December 31, 2021

CONTENTS

	<u>Page</u>
Financial Statements	
Independent Practitioner's Review Engagement Report	1
Statement of Financial Position	2
Statement of Operations and Accumulated Surplus	3
Statement of Cash Flows	4
Statement of Change in Net Financial Assets(Debt)	5
Notes to the Financial Statements	6
Schedule 1 - Tangible Capital Assets	14 - 15

placeholder for audit report

DRAFT 09.08.2022 - SUBJECT TO CHANGE

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Financial Position
As at December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Financial assets		
Cash	\$ 125,089	\$ 221,267
Receivable from the Town (Note 4)	<u>1,647,918</u>	<u>1,547,044</u>
	<u>1,773,007</u>	<u>1,768,311</u>
Liabilities		
Payables and accruals	141,070	155,202
Employee benefits payable (Note 3)	142,378	125,607
Deferred revenue	34,438	26,624
Interest on debt	22,503	25,151
Long term debt owed to the Town (Note 4)	<u>1,130,500</u>	<u>1,263,500</u>
	<u>1,470,889</u>	<u>1,596,084</u>
Net financial assets	<u>302,118</u>	<u>172,227</u>
Non-financial assets		
Prepays	22,973	21,865
Tangible capital assets (Schedule 1)	<u>13,936,487</u>	<u>14,342,292</u>
	<u>13,959,460</u>	<u>14,364,157</u>
Accumulated surplus (Note 6)	<u>\$ 14,261,578</u>	<u>\$ 14,536,384</u>

On behalf of the Board:

Director

Director

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Operations and Accumulated Surplus
Year ended December 31, 2021 and 2020

	Budget (Note 7)	2021	2020
Revenue			
Contributions from Town (Note 4)	\$ 3,395,610	\$ 3,395,610	\$ 3,438,330
Contributions from Town reserve fund (Note 4)	645,946	256,266	480,392
Grants - Provincial	45,921	78,847	64,239
Grants - Federal	-	26,357	4,544
User fees, fines and miscellaneous	67,300	26,338	33,119
Donations	-	9,899	14,639
Other recoveries from Town (Note 4)	130,077	127,596	122,572
	<u>4,284,854</u>	<u>3,920,913</u>	<u>4,157,835</u>
Expenditures			
Salaries and benefits	2,943,373	2,950,577	2,823,025
Materials and supplies	564,105	358,465	364,819
Amortization	640,399	640,399	673,204
Contracted services	248,156	150,584	120,187
Donated assets	-	10,000	-
Interest	148,421	56,172	62,703
Rents and financial	30,781	30,075	30,282
	<u>4,575,235</u>	<u>4,196,272</u>	<u>4,074,220</u>
Net revenue (expenditures)	\$ (290,381)	(275,359)	83,615
Loss on sale of tangible capital assets	-	553	45
Annual surplus (deficit)	<u>(290,381)</u>	<u>(274,806)</u>	83,660
Accumulated surplus, beginning of year		<u>14,536,384</u>	14,452,724
Accumulated surplus, end of year		<u>\$ 14,261,578</u>	<u>\$ 14,536,384</u>

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Cash Flows
Year ended December 31, 2021 and 2020

	2021	2020
Operating activities		
Annual Surplus (deficit)	\$ (274,806)	\$ 83,660
Amortization	640,399	673,204
Loss on sale of tangible capital assets	(553)	(45)
	<u>365,040</u>	<u>756,819</u>
Changes in non-cash items		
Increase in employee benefits payable	16,771	24,380
Increase in prepaids	(1,108)	(3,070)
Increase in due from the Town	(100,874)	(200,371)
Increase (decrease) in payables and accruals	(14,132)	16,355
Increase in deferred revenue	7,814	2,234
Repayment of interest owing on long term debt	(2,648)	(2,647)
	<u>270,863</u>	<u>593,700</u>
Cash provided by operating activities		
Capital activities		
Purchase of tangible capital assets	(234,594)	(378,912)
Proceeds from sale of tangible capital assets	553	45
	<u>(234,041)</u>	<u>(378,867)</u>
Cash used in capital activities		
Financing activities		
Decrease in long term debt owed to the Town	(133,000)	(133,000)
	<u>(133,000)</u>	<u>(133,000)</u>
Net change in cash	(96,178)	81,833
Cash, beginning of year	<u>221,267</u>	<u>139,434</u>
Cash, end of year	<u>\$ 125,089</u>	<u>\$ 221,267</u>

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Change in Net Financial Assets (Net Debt)
Year ended December 31, 2021 and 2020

	2021	2020
Annual surplus (deficit)	\$ (274,806)	\$ 83,660
Purchase of tangible capital assets	(234,594)	(378,912)
Amortization of tangible capital assets	640,399	673,204
Increase in prepaids	(1,108)	(3,070)
Proceeds from sale of tangible capital assets	553	45
Loss on sale of tangible capital assets	(553)	(45)
	404,697	291,222
Increase in net assets	129,891	374,882
Net assets (debt), beginning of year	172,227	(202,655)
Net assets, end of year	\$ 302,118	\$ 172,227

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

The Corporation of the Town of Innisfil

Public Library Board

(Unaudited) Notes to the Financial Statements

December 31, 2021 and 2020

1. Significant Accounting Policies

a. Purpose of the Library Board

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

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

b. Management's Responsibility for the Financial Statements

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

c. Reporting entity

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

d. Basis of accounting

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

e. Tangible capital assets

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

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

1. Significant Accounting Policies continued

e. Tangible capital assets continued

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

f. Contributions of tangible capital assets

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

g. Employee benefits

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

i. Actuarial cost method:

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

ii. Funding policy:

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

iii. Accounting policies:

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

1. Significant Accounting Policies continued

h. Pension plan

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

i. Reserves for future expenditures

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

j. Revenue Recognition

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

k. Use of estimates

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

2. Pension Agreements

The Board makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan, on behalf of full-time members of staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to more than 541,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2021. The results of this valuation disclosed total actuarial liabilities of \$120,796 million in respect of benefits accrued for service with actuarial assets at that date of \$117,665 million indicating an actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Board to OMERS for 2021 were \$229,419 (2020 - \$185,882).

3. Employee benefits payable

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

	2021	2020
Vacation and time banks	\$ 70,770	\$ 61,390
Dental, health, and other	71,608	64,217
	\$ 142,378	\$ 125,607

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

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

	2021	2020
Accrued benefit liability, January 1	\$ 64,217	\$ 57,742
Expense for the period	7,391	6,475
Accrued benefit liability, December 31	71,608	64,217
Unamortized actuarial loss	40,760	56,181
Accumulated benefit obligation, December 31	\$ 112,368	\$ 120,398

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

3. Employee benefits payable continued

Retirement health care and dental benefits:

The Board provides health care and dental benefits to certain employee groups after retirement until members reach 65 years of age. The benefit costs and liabilities related to this plan as at December 31, 2021 are based on an actuarial valuation prepared by an independent firm. The previous full valuation was prepared effective December 31, 2018 and results from that valuation have been extrapolated to December 31, 2021.

Workplace Safety and Insurance Board Obligations:

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

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

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

4. Transactions with the Town

The Board had the following transactions with the Town:

	2021	2020
With the Corporation of the Town of Innisfil, valued at cost:		
Municipal funding	\$ 3,395,610	\$ 3,438,330
Contributions from Town reserve funds	256,266	480,392
Cookstown Library recovery from Town	29,000	29,000
Stroud Library rental expense	(26,300)	(26,300)
Library CEO/Director recovery from Town	101,077	90,723
Other	(2,481)	2,849
Balance outstanding at December 31:		
Long term debt owed to Town	\$ (1,130,500)	\$ (1,263,500)
Due from the Town	\$ 1,647,918	\$ 1,547,044

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

4. Transactions with the Town continued

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

Principal repayments for the next five years are as follows:

2022	\$ 133,000
2023	133,000
2024	133,000
2025	133,000
2026	133,000
Thereafter	<u>465,500</u>
Total	<u>\$ 1,130,500</u>

5. Segment disclosure note

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

6. Accumulated surplus

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

	<u>2021</u>	<u>2020</u>
Reserves set aside by Council		
Computer replacement reserve	\$ 459,127	\$ 349,314
Donation reserve	<u>74,218</u>	<u>57,607</u>
Total Reserves	<u>533,345</u>	<u>406,921</u>
Surpluses		
Investment in tangible capital assets	13,936,487	14,342,292
Operating surplus	25,066	107,334
Capital surplus	991,291	1,032,705
Unfunded:		
Employee benefits payable	(71,608)	(64,217)
Interest on debt	(22,503)	(25,151)

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

6. Accumulated surplus continued

	2021	2020
Due to Municipality	<u>(1,130,500)</u>	<u>(1,263,500)</u>
Total surpluses	<u>13,728,233</u>	<u>14,129,463</u>
Accumulated Surplus	<u>\$ 14,261,578</u>	<u>\$ 14,536,384</u>

7. Budget amounts

The operating budget approved by Council on December 9, 2020 for 2021 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried over one or more years, and therefore, may not be comparable with the current year's actual amounts. The approved budget figures have been adjusted for the purposes of the financial statements to comply with PSAB reporting requirements as follows:

Council approved budget:

Operating budget	
Budgeted opening balance	\$ -
Capital budget	
Capital Budget carried forward from prior years	\$ (1,032,706)
Budgeted opening balance	<u>(1,032,706)</u>

Add:

Budgeted debt principal repayments	432,525
Acquisition of tangible capital assets	<u>1,009,252</u>
	<u>1,441,777</u>

Less:

Budgeted transfer from reserves	(59,053)
Budgeted amortization expense	<u>(640,399)</u>
	<u>(699,452)</u>

Budget annual deficit on statement of operations	<u>\$ (290,381)</u>
---	----------------------------

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2021 and 2020

8. Significant event

The global pandemic, as a result of COVID-19, has disrupted economic activities and supply chains. As the impacts of COVID-19 continue there could be further impacts on the Board, its community, employees, suppliers and third-party business associates, that could impact the Board's assets and future ability to deliver services. The Board's ability to continue to provide library services to the public and to employ related staff, will depend on the legislative mandates from the various levels of government. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Board in future periods.

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2021

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Work in Progress	2021
Cost							
Balance, beginning of year	\$ 1,294,696	\$ 672,390	\$ 11,091,513	\$ 63,756	\$ 6,178,434	\$ 4,177	\$ 19,304,966
Add: Additions during the year	-	-	-	-	234,594	30,130	264,724
Less: Disposals during the year	-	-	-	-	(499,788)	-	(499,788)
Contributions, transfers and other*	-	-	-	-	-	(30,130)	(30,130)
Balance, end of year	1,294,696	672,390	11,091,513	63,756	5,913,240	4,177	19,039,772
Accumulated amortization							
Balance, beginning of year	-	329,856	1,527,763	34,427	3,070,628	-	4,962,674
Add: Amortization during the year	-	30,202	148,046	2,550	459,601	-	640,399
Less: Amortization on disposal	-	-	-	-	(499,788)	-	(499,788)
Balance, end of year	-	360,058	1,675,809	36,977	3,030,441	-	5,103,285
Net book value, end of year	\$ 1,294,696	\$ 312,332	\$ 9,415,704	\$ 26,779	\$ 2,882,799	\$ 4,177	\$ 13,936,487

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

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

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Work in Progress	2020
Cost							
Balance, beginning of year	\$ 1,294,696	\$ 635,504	\$ 11,004,015	\$ 63,756	\$ 6,159,694	\$ 17,233	\$ 19,174,898
Add: Additions during the year	-	36,886	87,498	-	267,584	151,311	543,279
Less: Disposals during the year	-	-	-	-	(248,844)	-	(248,844)
Contributions, transfers and other*	-	-	-	-	-	(164,367)	(164,367)
Balance, end of year	1,294,696	672,390	11,091,513	63,756	6,178,434	4,177	19,304,966
Accumulated amortization							
Balance, beginning of year	-	297,538	1,380,380	31,878	2,828,518	-	4,538,314
Add: Amortization during the year	-	32,318	147,383	2,550	490,953	-	673,204
Less: Amortization on disposal	-	-	-	-	(248,844)	-	(248,844)
Balance, end of year	-	329,856	1,527,763	34,428	3,070,627	-	4,962,674
Net book value, end of year	\$ 1,294,696	\$ 342,534	\$ 9,563,750	\$ 29,328	\$ 3,107,807	\$ 4,177	\$ 14,342,292

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

(Unaudited) Financial Statements

The Corporation of the Town of Innisfil

Public Library Board

December 31, 2022

DRAFT 08.29.2023 - SUBJECT TO CHANGE

The Corporation of the Town of Innisfil
Public Library Board
December 31, 2022

CONTENTS

	<u>Page</u>
Financial Statements	
Independent Practitioner's Review Engagement Report	1
Statement of Financial Position	2
Statement of Operations and Accumulated Surplus	3
Statement of Cash Flows	4
Statement of Change in Net Financial Assets(Debt)	5
Notes to the Financial Statements	6
Schedule 1 - Tangible Capital Assets	13 - 14

Independent Practitioner's Review Engagement Report

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

We have reviewed the accompanying financial statements of The Corporation of the Town of Innisfil Public Library Board that comprise the statement of financial position as at December 31, 2022, the statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

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

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

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

Basis for Qualified Conclusion

In common with many not-for-profit organizations, The Corporation of the Town of Innisfil Public Library Board derives revenue from fines and donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of The Corporation of the Town of Innisfil Public Library Board. Therefore, we were not able to determine whether any adjustments might be necessary to fines and donations revenue, annual surplus, and cash flows from operations for the years ended December 31, 2022 and 2021, financial assets as at December 31, 2022 and 2021, and accumulated surplus as at January 1 and December 31 for both the 2022 and 2021 years. Our review conclusion on the financial statements for the year ended December 31, 2021 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Corporation of the Town of Innisfil Public Library Board as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants
Barrie, Ontario
REPORT DATE

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Financial Position
As at December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Financial assets		
Cash	\$ 90,782	\$ 125,089
Receivable from the Town (Note 4)	<u>1,671,798</u>	<u>1,647,918</u>
	<u>1,762,580</u>	<u>1,773,007</u>
Liabilities		
Payables and accruals	194,134	141,070
Employee benefits payable (Note 3)	139,994	142,378
Deferred revenue	2,687	34,438
Interest on debt	19,868	22,503
Long term debt owed to the Town (Note 4)	<u>997,500</u>	<u>1,130,500</u>
	<u>1,354,183</u>	<u>1,470,889</u>
Net financial assets	<u>408,397</u>	<u>302,118</u>
Non-financial assets		
Prepays	22,512	22,973
Tangible capital assets (Schedule 1)	<u>13,617,321</u>	<u>13,936,487</u>
	<u>13,639,833</u>	<u>13,959,460</u>
Accumulated surplus (Note 6)	<u>\$ 14,048,230</u>	<u>\$ 14,261,578</u>

On behalf of the Board:

Director

Director

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Operations and Accumulated Surplus
Year ended December 31, 2022 and 2021

	Budget (Note 7)	2022	2021
Revenue			
Contributions from Town (Note 4)	\$ 3,553,005	\$ 3,553,005	\$ 3,395,610
Contributions from Town reserve fund (Note 4)	640,315	248,144	256,266
Grants - Provincial	45,921	78,717	78,847
Grants - Federal	-	34,995	26,357
User fees, fines and miscellaneous	69,300	45,698	26,338
Donations	-	7,819	9,899
Other recoveries from Town (Note 4)	29,000	26,759	127,596
	<u>4,337,541</u>	<u>3,995,137</u>	<u>3,920,913</u>
Expenditures			
Salaries and benefits	3,028,591	2,886,293	2,950,577
Materials and supplies	536,081	440,371	358,465
Amortization	636,864	636,864	640,399
Contracted services	242,894	155,041	150,584
Donated assets	-	10,000	10,000
Interest	142,790	49,826	56,172
Rents and financial	30,781	30,092	30,075
	<u>4,618,001</u>	<u>4,208,487</u>	<u>4,196,272</u>
Net revenue (expenditures)	\$ (280,460)	(213,350)	(275,359)
Gain on sale of tangible capital assets	-	2	553
Annual surplus (deficit)	(280,460)	(213,348)	(274,806)
Accumulated surplus, beginning of year		14,261,578	14,536,384
Accumulated surplus, end of year		\$ 14,048,230	\$ 14,261,578

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Cash Flows
Year ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Operating activities		
Annual Surplus (deficit)	\$ (213,348)	\$ (274,806)
Amortization	636,864	640,399
Gain on sale of tangible capital assets	<u>(2)</u>	<u>(553)</u>
	423,514	365,040
Changes in non-cash items		
Increase in employee benefits payable	(2,384)	16,771
Increase in prepaids	461	(1,108)
Increase in due from the Town	(23,880)	(100,874)
Increase (decrease) in payables and accruals	53,066	(14,132)
Increase (decrease) in deferred revenue	(31,751)	7,814
Repayment of interest owing on long term debt	<u>(2,635)</u>	<u>(2,648)</u>
Cash provided by operating activities	<u>416,391</u>	<u>270,863</u>
Capital activities		
Purchase of tangible capital assets	(317,698)	(234,594)
Proceeds from sale of tangible capital assets	<u>-</u>	<u>553</u>
Cash used in capital activities	<u>(317,698)</u>	<u>(234,041)</u>
Financing activities		
Decrease in long term debt owed to the Town	<u>(133,000)</u>	<u>(133,000)</u>
Net change in cash	(34,307)	(96,178)
Cash, beginning of year	<u>125,089</u>	<u>221,267</u>
Cash, end of year	<u>\$ 90,782</u>	<u>\$ 125,089</u>

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Change in Net Financial Assets (Net Debt)
Year ended December 31, 2022 and 2021

	2022	2021
Annual surplus (deficit)	\$ (213,348)	\$ (274,806)
Purchase of tangible capital assets	(317,598)	(234,594)
Amortization of tangible capital assets	936,864	640,399
Decrease in prepaids	463	(1,108)
Proceeds from sale of tangible capital assets	-	553
Gain on sale of tangible capital assets	(2)	(553)
	<u>319,627</u>	<u>404,697</u>
Increase in net assets	<u>106,279</u>	<u>129,891</u>
Net assets, beginning of year	<u>302,118</u>	<u>172,227</u>
Net assets, end of year	<u>\$ 408,397</u>	<u>\$ 302,118</u>

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

The Corporation of the Town of Innisfil

Public Library Board

(Unaudited) Notes to the Financial Statements

December 31, 2022 and 2021

1. Significant Accounting Policies

a. Purpose of the Library Board

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

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

b. Management's Responsibility for the Financial Statements

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

c. Reporting entity

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

d. Basis of accounting

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

e. Tangible capital assets

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

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

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2022 and 2021**

1. Significant Accounting Policies continued

e. Tangible capital assets continued

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

f. Contributions of tangible capital assets

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

g. Employee benefits

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

i. Actuarial cost method:

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

ii. Funding policy:

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

iii. Accounting policies:

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

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2022 and 2021**

1. Significant Accounting Policies continued

h. Pension plan

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

i. Reserves for future expenditures

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

j. Revenue Recognition

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

k. Use of estimates

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

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2022 and 2021

2. Pension Agreements

The Board makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan, on behalf of full-time members of staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to more than 559,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2022. The results of this valuation disclosed total actuarial liabilities of \$130,306 million in respect of benefits accrued for service with actuarial assets at that date of \$123,628 million indicating an actuarial deficit of \$6,678 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Board to OMERS for 2022 were \$191,165 (2021 - \$229,419).

3. Employee benefits payable

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

	2022	2021
Vacation and time banks	\$ 62,084	\$ 70,770
Dental, health, and other	77,910	71,608
	<u>\$ 139,994</u>	<u>\$ 142,378</u>

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

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

	2022	2021
Accrued benefit liability, January 1	\$ 71,608	\$ 64,217
Expense for the period	6,302	7,391
Accrued benefit liability, December 31	77,910	71,608
Unamortized actuarial loss	(23,653)	40,760
Accumulated benefit obligation, December 31	<u>\$ 54,257</u>	<u>\$ 112,368</u>

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2022 and 2021**

3. Employee benefits payable continued

Retirement health care and dental benefits:

The Board provides health care and dental benefits to certain employee groups after retirement until members reach 65 years of age. The benefit costs and liabilities related to this plan as at December 31, 2022 are based on an actuarial valuation prepared by an independent firm. The date of the most recent valuation was as of December 31, 2022.

Workplace Safety and Insurance Board Obligations:

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

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

Discount rate for calculation of net benefit costs	3.00% per annum (2021 - 2.40%)
Discount rate to determine accrued benefit obligation for disclosure (at end of period)	5.10% per annum (2021 - 3.00%)
Dental cost trend rates	4.00% per annum (2021 - 4.00%)
Extended health care trend rates	6.00% in 2021, decreasing to an ultimate rate of 4.00% over 10 years
Inflation rates	2.00% per annum (2021 - 2.00%)

4. Transactions with the Town

The Board had the following transactions with the Town:

	<u>2022</u>	<u>2021</u>
With the Corporation of the Town of Innisfil, valued at cost:		
Municipal funding	\$ 3,553,005	\$ 3,395,610
Contributions from Town reserve funds	248,144	256,266
Cookstown Library recovery from Town	29,000	29,000
Stroud Library rental expense	(26,300)	(26,300)
Library CEO/Director recovery from Town	-	101,077
Other	(2,241)	(2,481)
Balance outstanding at December 31:		
Long term debt owed to Town	\$ (997,500)	\$ (1,130,500)
Due from the Town	\$ 1,671,796	\$ 1,647,918

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2022 and 2021

4. Transactions with the Town continued

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

Principal repayments for the next five years are as follows:

2023	\$ 133,000
2024	133,000
2025	133,000
2026	133,000
2027	133,000
Thereafter	332,500
Total	\$ 997,500

5. Segment disclosure note

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

6. Accumulated surplus

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

	2022	2021
Reserves set aside by Council		
Computer replacement reserve	\$ 381,172	\$ 459,127
Donation reserve	84,117	74,218
Total Reserves	465,289	533,345
Surpluses		
Investment in tangible capital assets	13,617,321	13,936,487
Operating surplus	79,015	25,066
Capital surplus	981,882	991,291
Unfunded:		
Employee benefits payable	(77,910)	(71,608)
Interest on debt	(19,867)	(22,503)

The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2022 and 2021

6. Accumulated surplus continued

	2022	2021
Due to Municipality	<u>(997,500)</u>	<u>(1,130,500)</u>
Total surpluses	<u>13,582,941</u>	<u>13,728,233</u>
Accumulated Surplus	<u>\$ 14,048,230</u>	<u>\$ 14,261,578</u>

7. Budget amounts

The operating budget approved by Council on January 12, 2022 for 2022 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried over one or more years, and therefore, may not be comparable with the current year's actual amounts. The approved budget figures have been adjusted for the purposes of the financial statements to comply with PSAB reporting requirements as follows:

Council approved budget:

Operating budget

Budgeted opening balance	\$ -
--------------------------	------

Capital budget

Capital Budget carried forward from prior years	\$ (991,294)
---	--------------

Budgeted opening balance	<u>(991,294)</u>
--------------------------	------------------

Add:

Budgeted debt principal repayments	432,525
------------------------------------	---------

Acquisition of tangible capital assets	<u>983,128</u>
--	----------------

	<u>1,415,653</u>
--	-------------------------

Less:

Budgeted transfer from reserves	(67,955)
---------------------------------	----------

Budgeted amortization expense	<u>(636,864)</u>
-------------------------------	------------------

	<u>(704,819)</u>
--	-------------------------

Budget annual deficit on statement of operations	<u>\$ (280,460)</u>
---	----------------------------

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2022**

	Land	Land improvements	Buildings	Leasehold improvements	Books and Equipment	Work in Progress	2022
Cost							
Balance, beginning of year	\$ 1,294,696	\$ 672,390	\$ 11,091,513	\$ 83,756	\$ 5,913,240	\$ 4,177	\$ 19,039,772
Add: Additions during the year	-	2,771	-	-	314,927	83,876	401,674
Less: Disposals during the year	-	-	-	-	(280,169)	-	(280,169)
Contributions, transfers and other*	-	-	-	-	-	(83,876)	(83,876)
Balance, end of year	1,294,696	675,161	11,091,513	83,756	5,947,998	4,177	19,077,301
Accumulated amortization							
Balance, beginning of year	-	380,058	1,675,809	36,977	3,030,441	-	5,103,285
Add: Amortization during the year	-	27,530	148,046	2,550	458,738	-	636,664
Less: Amortization on disposal	-	-	-	-	(280,169)	-	(280,169)
Balance, end of year	-	387,588	1,823,855	39,527	3,209,010	-	5,459,980
Net book value, end of year	\$ 1,294,696	\$ 287,573	\$ 9,267,658	\$ 24,229	\$ 2,738,988	\$ 4,177	\$ 13,617,321

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

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2021**

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Work in Progress	2021
Cost							
Balance, beginning of year	\$ 1,294,696	\$ 672,390	\$ 11,091,513	\$ 63,756	\$ 6,178,434	\$ 4,177	\$ 19,304,966
Add: Additions during the year	-	-	-	-	234,594	30,130	264,724
Less: Disposals during the year	-	-	-	-	(499,788)	-	(499,788)
Contributions, transfers and other*	-	-	-	-	-	(30,130)	(30,130)
Balance, end of year	1,294,696	672,390	11,091,513	63,756	5,913,240	4,177	19,039,772
Accumulated amortization							
Balance, beginning of year	-	329,856	1,527,763	34,427	3,070,628	-	4,962,674
Add: Amortization during the year	-	30,202	148,046	2,550	459,601	-	640,399
Less: Amortization on disposal	-	-	-	-	(499,788)	-	(499,788)
Balance, end of year	-	360,058	1,675,809	36,977	3,030,441	-	5,103,285
Net book value, end of year	\$ 1,294,696	\$ 312,332	\$ 9,415,704	\$ 26,779	\$ 2,882,799	\$ 4,177	\$ 13,936,487

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

Policy Changes Summary

10a.01.01 EMPLOYMENT – Staff Code of Conduct Policy #E-2023-22

- Minor formatting changes
- Minor wording changes
- Increase to gift values

10b.01.01 EMPLOYMENT – Corrective Action Policy #E-2023-23

- Wording changes to mirror Town of Innisfil policy
- More robust explanation in *Step 4 – Termination for Cause*
- Updating smoking infractions to include vaping tobacco or like products
- Added the following under *Related Policies*:
 - *Employment – Staff Code of Conduct Policy*
 - *Employment – Conflict of Interest Policy*
 - *Employment – Respectful Workplace, Harassment & Violence Prevention Policy*
 - *Employment Injury and Illness Prevention Policy*



SUBJECT: EMPLOYMENT - STAFF CODE OF CONDUCT POLICY

Policy No: E-2023-22

Date: October 16, 2023

Review Date: October 2027

Pages: 8

PURPOSE

The Staff *Code of Conduct* policy is intended to promote high standards of ethical conduct. All Staff Members are expected to carry out their responsibilities with honesty and integrity and in such a manner as to ensure that the Library will achieve its goals and objectives and thus effectively deliver library service; to promote the Library's values and management philosophy; and to enhance the Library's image and reputation. This policy will establish professional standards and guidelines which will assist Library Staff in the discharge of their duties and establish the expectations in their business dealings with residents, corporations and other business interests who interact with Library Staff.

POLICY

General

All Library Staff hold positions of trust within the community. Every Staff Member must carry out their duties and responsibilities in a manner that is free of bias, and real or perceived conflict of interest. Staff must strive to serve the public to the best of their abilities and are expected to always place the public good above personal gain. The *Code of Conduct* has been developed and is made available to all Staff for the purpose of guiding behavior and to eliminate situations where staff actions might inadvertently tarnish the reputation of the Library and/or the Town.

Whenever a Staff Member either knows they have an actual or potential conflict of interest, or suspects that they may be in a situation that does not meet any one of the standards specified in the *Code of Conduct*, they shall be required to disclose the matter and the general nature of the interest immediately in writing

to their Manager and the CEO, regardless of whether or not the Staff Member benefits from it.

In the event that the CEO has, or suspects that they have a conflict, they must disclose the matter in writing to the Board.

If a Staff Member is uncertain about a potential situation going against the standards of the *Code of Conduct*, then they should discuss it with their Manager as soon as is possible.

Application

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

Definitions

Family - for the purposes of this policy, is defined as spouse, partner or co-habitant, child, step-child, legal guardian child, siblings, parents and step-parents.

Child – child born within or outside of marriage, and includes an adopted child, and a person who a parent has demonstrated a settled intention to treat as a child of his/her family, whether or not that person is the natural parent of the child.

Parent – a person who has demonstrated a settled intention to treat a child as a member of his/her family, whether or not that person is the natural parent of the child.

Spouse – a person to whom the person is married, or with whom the person is living outside marriage in a conjugal relationship, if the two persons, have cohabited for at least one year, are together the parents of a child, or have together entered into a cohabitation agreement under section 53 of the *Family Law Act*.

Reporting Manager is defined as the management team member who is assigned to monitor and review a Staff Member's performance.

Direct Reporting Relationship is defined as a relationship in which a Staff Member has authority to do the following to another employee who is a subordinate:

- Approve or deny increments, overtime or negotiate salary levels;
- Conduct performance appraisals;
- Administer discipline; or
- Direct work assignments.

Political Activity for the purpose of this policy, includes but is not limited to:

- Volunteering or fundraising for a candidate or a political party;
- Supporting or opposing a candidate or a political party by displaying political material such as a picture, sticker, badge or button, or a lawn sign;
- Attending events, meetings, conventions, rallies, or other political gatherings in support of, or in opposition to, a candidate or a political party;
- Developing promotional material such as writing campaign speeches, slogans and pamphlets for a candidate or a political party;
- Using blogs, social networking sites, a personal website or video sharing to express personal views in support of, or in opposition to, a candidate or a political party.

Guidelines

1. Business Relationships

Staff Members owe their business allegiance to the Library and must, therefore, remain free of conflicts or relationships which can be harmful or detrimental to the Library's best interests.

Staff shall not engage in outside work, business or other types of activities of financial consequence that would:

- Interfere with or influence their judgment to impartially discharge their duties as Library Staff;
- Create or provide a personal or private advantage on account of their employment as Library Staff.

Staff shall not position themselves to the extent of being able to gain personal benefit directly or indirectly from any contract with the Library where they can influence decisions or affect the outcome.

Staff shall not, by virtue of their position with the Library, use information for personal or private gain, or for the gain of friends, relatives or any person or corporation having dealings with the Library.

2. Personal Interests and Family Relationships

A potential for conflict of interest exists where Staff or their family member(s) has/have an interest in a property matter, a business dealing, or similar circumstance that is before the Library for consideration or disposition.

3. Fraud or Theft

Any act of fraud or theft is deemed a violation of the *Code of Conduct*. In general, employee fraud is an act committed which, through deceit, falsehood or other such behavior, either deprives the Library of its assets, property or other

resources (this includes theft) or causes the Library to act to its own detriment or prejudice.

Employee fraud may include acts committed with the intent to deceive, involving either misappropriation of Library assets, property or other resources or misrepresentation of financial or other information to conceal such misappropriation by such means as:

- Manipulation, falsification or alteration of records or documents;
- Suppression of information, transactions or documents;
- Recording of transactions without substance;
- Misapplication of accounting principles;
- Administering transactions contrary to approved policies;
- Proprietary control of information, products and systems.

All Staff Members are required to work in accordance with the Library's controls established to prevent fraudulent misconduct and all applicable laws, regulations and government guidelines. All Staff shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft. Subject to the information or knowledge obtained, all Staff is required to report any knowledge or suspicion of fraud to either their manager or the CEO.

All Library Managers are responsible for ensuring that adequate internal controls are in place to prevent and detect fraud. Management is accountable for monitoring workplace activity and ensuring all Staff is aware of, and in compliance with, controls, policies and procedures.

All suspected incidents of fraud or theft committed against the Library shall be viewed as acts of criminal activity and the consequences arising out of investigations respecting such behavior will be responded to in a manner commensurate with the investigation findings.

4. Use of Library Property

Unless expressly authorized through an employment agreement, by the Board or under special circumstances as may be determined by the CEO or designate, Staff shall not use the Library's property, equipment, supplies, computer software or services for activities not associated with the discharge of official duties.

5. Gifts, Benefits and Solicitation

The public's perception respecting the integrity of the Library and its Staff is of great importance. Staff is expected to make decisions on behalf of the Library based on impartial and objective assessment of information, free from any influence of gifts, favours or services.

A Library Staff Member may accept normal hospitality with a party engaged in doing business as long as the hospitality is:

- valued at no more than \$50.00 including tax;
- of a nominal nature (e.g. business lunch or dinner);
- a token exchange as part of the protocol of doing business;
- a normal presentation made to persons participating in public functions; or
- acceptance of an invitation to a social or recreational event (provided that advance approval is obtained from the Staff Member's supervising manager or the CEO or designate when the value exceeds \$50.00).

In the event that an employee is offered a gift that has a legitimate business purpose and is valued greater than \$50.00, the employee should request approval from the CEO.

Library Staff must not accept any gift or hospitality if this may create a perception that the Staff Member has been influenced in making a business decision as a consequence of accepting such gift or hospitality. The Staff Member's Manager should monitor the situation and bring the matter to the Staff Member's attention if there is a risk that such a perception is occurring.

Library Staff may be required to complete a '*Disclosure of Gift or Benefit*' form where a gift or benefit over \$50.00 is received. Subsequent review by and discussion with the Staff Member's Manager may require the return of the gifts or benefits in question.

6. Confidential Information and Preservation of Records

Staff has a duty not to disclose or release either verbally or in written form, any confidential information or material acquired by virtue of their position with the Library unless obligated or compelled to do so through the *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)* or other provincial or federal legislation, or as a result of a police investigation or through some other formal inquiry or a court proceeding.

In the event a Staff Member receives an inquiry for disclosure of information under *MFIPPA* or other provincial or federal legislation, the request should be referred immediately to the CEO who will review the request and determine whether the Library is obligated to disclose the information.

Staff also has a duty not to use any confidential information or material acquired by virtue of their position with the Library for any purpose other than the discharge of their duties.

All personnel matters and files of any Staff or former Staff of the Library will be kept in strictest confidence within the Administration Office and knowledge of its contents will be available only to those with appropriate authorization.

MFIPPA places strict obligations on the Town and the Library to preserve documents and records. Staff must comply with any measures that the Town and the Library may adopt with respect to the preservation and security of documents, which may include (but are not limited to):

- Ensuring that records are stored and filed in designated places (for paper records) or drives and directories (for electronic documents) so they can be easily found;
- Ensuring that records are not deleted, destroyed, thrown out or shredded without authorization;
- Maintaining sensitive documents in locked filing cabinets or secure areas;
- Restricting access to documents to those with appropriate authorization, in which case no Staff shall attempt to access those documents without authorization or disclose the documents to a person without authorization;
- Using password-protection or encryption on electronic documents and devices.

Staff obligations with respect to the Library's and Town's confidential information continue after their employment with Library ends, regardless of the reason for the employment ending. When employment ends, Staff must return all Library materials, property and confidential information to the Library, without keeping any copies either physical or electronic. (*Please see current IPL Confidentiality Policy.*)

8. Permitted Political Activity

Staff may engage in political activity in federal, provincial and municipal elections. However, they are responsible for ensuring that engaging in such activities does not impair, or is not perceived as impairing, their ability to perform their duties for the Library in a politically impartial manner.

To make an informed decision as to whether to engage in a political activity and whether there is a potential it will impair or be perceived as impairing their impartiality, Staff should consider the nature and extent of the activity, the nature of the Staff Member's duty and level of responsibility within the Library, and their degree of personal visibility within the community. If Staff is uncertain about whether a certain political activity is appropriate, this should be discussed with their Manager.

In all cases, Staff must:

- Comply with all provincial and federal legislation;
- Ensure that participation in provincial and federal political campaigns does not interfere with the performance of their duties, or create a conflict with the Library's interests;

- **Not** be involved in any campaign or political activity during paid working hours or in the workplace at any time;
- **Not** provide endorsements of any candidate(s) for any elected or appointed office based upon their position with the Library.

9. Media Relations

The media is an important vehicle for communicating the Library's services and programs. As such, all Staff is expected to comply with this policy, and Staff Members are not to speak with the media unless authorized to do so.

Objective information related to policies or decisions adopted by the Library Board should be transmitted formally by the CEO or designate and as appropriate, the Board Chair may be expected to address the media on behalf of the Board. Other Library Staff may be requested to speak to the media to provide clarification or specific details related to the delivery of a library service, program or event.

If Staff who is not authorized to speak with the media about the matter in question receives a request for comment, they must not comment. Instead, the inquiry shall be referred to Library Management.

Media communication shall be conducted in a manner that is professional, factual and non-confrontational. Under no circumstances shall Staff put forth speculative, subjective or personal insights or comments on any policies or decisions on behalf of the Board.

10. Employment of Relatives

The Library, as a public organization, encourages employment opportunities to be available to all persons on the basis of applicable qualifications and skills. With this goal in mind, the Library does permit relatives and immediate family members to work within the Library, subject to the following and as per the Library's current *Recruitment and Selection Policy*:

- Family members shall not be allowed to work in a **direct reporting relationship** to another family member.
- All existing Staff must inform the CEO immediately of any change in their personal or job related status that may be affected by this policy.

11. Ombudsman

The Ontario Ombudsman has the power to investigate any decision, recommendation, act or omission in the course of the Library's administration. If the Town appoints a Town Ombudsman, that person will have the power to investigate such decisions, recommendations, acts or omissions instead of the Ontario Ombudsman.

The availability of the Ombudsman is an important measure to ensure transparency and accountability in local government. Therefore, Staff is expected to cooperate with any investigation by the Ombudsman. The Ombudsman has the power to require Town Staff /Library Staff to give him or her information and produce documents relevant to the investigation and to examine individuals under oath. Staff is expected to cooperate with such requests.

Information or documents should not be provided to the Ombudsman if they are subject to a legal privilege (for example communications between the Library and its legal representatives or where disclosure would be prohibited under applicable freedom of information legislation). A Staff Member who suspects that a privilege may apply should consult with their Manager.

12. Concluding Statements

The *Code of Conduct* is made available to every Staff Member as a guide to help them take appropriate action to avoid and to eliminate situations where Staff actions might inadvertently tarnish the reputation of the Library and/or the Town of Innisfil. As issues and questions arise, Staff is encouraged to seek guidance from their reporting manager, the CEO or designate. Staff is expected to adhere to the highest standard of personal and professional integrity, and abide by the *Code of Conduct* at all times.

Every Staff Member must acknowledge receipt, understanding and adherence to the *Code of Conduct*. Failure to comply with the *Code of Conduct* may result in extensive corrective action, including discipline and/or discharge.

Related Policies

OPERATING - *Confidentiality and the Protection of Privacy Policy*;

EMPLOYMENT - *Conflict of Interest Policy*;

EMPLOYMENT – *Recruitment & Selection Policy*.

EMPLOYMENT – *Social Media Policy*

Approved by the Innisfil Public Library Board, October 16, 2023,
Motion Number: 2023.XX

Supersedes Policy #E-2019-20, approved October 22, 2019, Motion #2019.75; and Policy #E-2016-06, approved March 21, 2016, Motion #2016.30; & Policy #E-2011-24, approved November 21, 2011, Motion #2011.73; & Schedule G of the Town's Employee By-Law #038-06 appended to Policy Number 2006-20, approved June 12, 2006.

SUBJECT: EMPLOYMENT – CORRECTIVE ACTION POLICY

Policy No: E-2023-23

Date: October 16, 2023

Review Date: October 2027

Pages: 6

PURPOSE

The purpose of this policy is to provide positive feedback and recognition to Library employees who do their work well and who display a positive attitude in the workplace.

As an organization that promotes continuous learning and development, corrective action forms part of an overall program of performance improvement/enhancement. The policy provides fair and consistent corrective action measures and ensures clarity and awareness of the corrective action system.

POLICY

General

The objectives of the *Corrective Action Policy* are:

- to explain when and how corrective action will be applied;
- to improve behaviour or address job performance issues; and
- to ensure that all employees are fully aware of the *Corrective Action* system as described in this policy, and that they understand the process.

Application

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

.

Guidelines

Responsibility

Senior Management is responsible for ensuring that the policy is applied consistently within their respective service areas and in line with the spirit of the policy.

Corrective Actions

Coaching and Counselling:

Where appropriate, an attempt will be made to correct inappropriate conduct or inadequate performance by coaching or informally counselling employees. As a learning organization, it is recognized that some instances would not warrant formal corrective action. Managers and Supervisors are required to document these learning opportunities. If there is a further occurrence of the same or similar nature, the employee will generally be subject to corrective action in accordance with this policy.

Informal counselling or coaching may not be appropriate based on the nature and/or severity of the misconduct. Management reserves the right to determine when to invoke formal corrective action under this policy and to determine the appropriate level of discipline at all times. Employees who violate the Library's policies and/or standard operating procedures may be subjected to discipline up to and including termination.

Progressive Disciplinary Measures:

Step 1 - Verbal Warning:

The employee will be counselled verbally as to the nature of the infraction and the action they must take to correct it. Verbal warnings will be recorded in writing for documentation purposes and kept in the employee's file.

Step 2 - Written Warning:

The employee will be given a written warning which will list the nature of the infraction and the action necessary to correct it. Written warnings will be kept in the employee's files.

Step 3 - Suspension:

The employee may be suspended without pay for a set time period (e.g., two days), depending on the severity of the misconduct. Employees may not use vacation days, lieu time, or any other available "time bank" to cover the period of suspension. Suspensions will be documented in writing and kept in the employee's file.

Step 4 - Termination for Cause:

If reasonable efforts to change conduct fail, if performance does not improve, or if the employee commits a *Level Three* infraction, the Library may terminate the employee's employment for just cause. If the employee's conduct giving rise to termination for just cause also amounts to willful misconduct, disobedience, or willful neglect of duty, as defined by the *Employment Standards Act (ESA)*, the Library may terminate their employment without notice, pay in lieu of notice, severance pay or any other liability. Otherwise, upon the termination of the employee's employment for just cause, they will receive the minimum notice or pay in lieu of notice, plus severance pay (if applicable), and benefits continuation which they are entitled to pursuant to the ESA. The employee will also receive any other minimum entitlements which they are entitled to under the ESA, including outstanding wages and all accrued and unused vacation pay, up to and including the date of termination, following which all payments and benefit participation will cease.

The type(s) of discipline imposed will depend on the nature of the infraction and the employee's disciplinary record. If the matter is serious, the Library may proceed to a higher level of discipline or termination of employment, even on the first occurrence. Nothing in this policy prevents the Library from skipping/omitting steps or repeating steps in the process.

Repeated acts of misconduct, inappropriate behaviour or continued inadequate behaviours will result in the imposition of greater discipline, up to and including termination of employment. An employee's employment may be terminated for cause if repeated efforts to correct conduct have failed, or if the employee has committed a first offence that is of serious nature.

All forms of corrective action will form part of the employee file. Employees will have an opportunity to sign the discipline notice and acknowledge receipt. If the employee refuses to sign the discipline notice, the Library will mark it as "refused to sign" but the employee will still be bound by it.

Where circumstances warrant, the Library may place an acknowledgement of improvement in the employee file.

Infraction Levels

For greater clarity, below are general guidelines as to what types of conduct warrant corrective actions. These are examples only and should not be considered an exhaustive list of all possible disciplinary matters.

Please note that the Library may proceed to a higher level of corrective action even if the infractions are different. For example, if an employee were to leave work without authorization on one occasion, and interfere with the work of others at a later date, the Library might apply a higher level of discipline to the second infraction, even though they were both *Level One* infractions.

Level One Infractions:

Level One infractions are minor violations. Corrective action measures for these types of infractions will generally progress from coaching or counselling to verbal and written warnings, to suspensions. Ultimately, the employee can be terminated for cause following repeated level one infractions. If the misconduct is serious enough, the Library may proceed to a higher level of discipline immediately.

Examples of *Level One* infractions include:

- Unauthorized absenteeism and lateness;
- Leaving work without authorization, including leaving before the end of a regularly scheduled work day or not being ready to work at the beginning of the work day;
- Interfering with the work of others, including excessive non-work related conversations, emails etc.;
- Poor performance, productivity and work quality, including failing to meet acceptable job standards negligence and failure to fulfill job duties;
- Failure to maintain the employee's work area, including tidiness and sanitary conditions;
- Smoking and/or vaping tobacco or like products in an unauthorized area within the workplace; and
- Minor breaches of workplace rules and policies.

Level Two Infractions:

Level Two infractions are moderate violations for which the Library will generally apply more serious corrective action, such as a written warning or suspension. If the misconduct is serious enough, Management may immediately proceed to a higher level of discipline.

Examples of *Level Two* infractions include:

- Insubordination, including failure to abide by a reasonable workplace directive;
- Failure to disclose driver's licensing issues (i.e suspension, licensing restrictions, etc.) in situations where job duties require a valid driver's license;
- Moderate health and safety violations, such as failure to wear personal protective equipment;
- Disorderly conduct or "horseplay" on the Library's property or at library events;
- Abuse of the Library's email and Internet access;
- Excessive social media use for personal reasons during work hours;
- Spreading gossip and rumours about other employees and/or the Library, including on social media sites;
- Failure to fulfill job duties and causing disruption to productivity, loss or damage to equipment or any other disruption; and

- Failing to comply with requests for documents in support of an absence from work, such as medical notes.

Level Three Infractions:

Level Three infractions are the most serious violations and may result in termination for cause upon the first occurrence.

Examples of *Level Three* infractions include:

- Dishonesty, fraud or breach of trust;
- Willful misconduct or neglect of duty;
- Harassment, sexual harassment or bullying;
- Violent behaviour, including fighting and making threatening statements;
- Possession of weapons, on the Library's property;
- Willful destruction of the Library's property;
- Failing to comply with the Library's security procedures;
- Serious health and safety violations;
- Repeated failure to disclose of driver's licensing issues (i.e. suspension, licensing restrictions etc.) in situations where job duties require a valid driver's license;
- Job abandonment, including failing to return to work after a scheduled absence (such as a vacation or sick leave) and failing to report to work as scheduled, without a reasonable excuse or without notifying the Library directly;
- Theft, fraud or misappropriation of the Library's property, documents and trade secrets;
- Violation of the Staff Code of Conduct Policy;
- Violation of the Conflict of Interest Policy;
- Violation of the Respectful Workplace, Harassment & Violence Prevention Policy; and
- Violation of the Injury and Illness Prevention Policy.

The Library values and appreciates the hard work and dedication of all Staff. Every effort will be made to provide positive feedback and recognition to employees who do their work well and who display a positive attitude in the workplace. The corrective action policy will ensure inappropriate conduct is addressed in a consistent and fair manner.

Related Policies:

Employment – Performance Management & Development Policy

Employment - Staff Code of Conduct Policy

Employment - Conflict of Interest Policy

Employment - Respectful Workplace, Harassment & Violence Prevention Policy

Employment - Injury and Illness Prevention Policy

Approved by the Innisfil Public Library Board, October 16, 2023

Motion Number: 2023.XX

Supersedes Policy #E-2022-01, approved January 17, 2022, Motion #2022.07; and Policy #E-2018-02, approved January 15, 2018, Motion #2018.09; & Employment – Progressive Discipline Policy #E-2014-07, approved February 18, 2014, Motion #2014.13; & Policy #2010-13, approved May 17, 2010, Motion #2010.42.