

**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Monday, November 17, 2025 – 6:30 p.m.
Lakeshore Library – Board Room**

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

[Motion #2025. – THAT the agenda of the November 17, 2025 meeting be approved as presented.]

3. Declaration of Pecuniary Interest
None at time of agenda creation
4. Delegations to the Board
 - a) Building Digital Confidence Through Makerspaces – Max Lupo and Justin Love

Consent Agenda

5. Approval of Previous Minutes (copy)
6. Correspondence (copy)
7. Reports for Information
 - a) CEO Report (copy & information sharing)
 - b) Municipal Council Report (copy & information sharing)
 - c) Library Board Report (information sharing)
 - d) Board Committee Reports (information sharing)
 - o Finance Committee
 - e) Health & Safety Update (copy)
 - f) Library Associations Report (copy & information sharing)
 - OLS Fall 2025 Board Assembly Meeting

Consent Recommendation

[Motion #2025. – THAT the consent agenda items 5a.01.01 to 7f.01.01, and the recommendations contained therein be approved as presented.]



Agenda

8. Staff & Committee Reports
a) LIB-14-2025 Q3 Capital and Operating Results (copy & motion)

[Motion #2025. – THAT the Committee Report LIB-14-2025 Q3 Capital and Operating Results be received.]

- b) LIB-15-2025 Succession Planning Policies (copy & motion)

[Motion #2025. – THAT the Staff Report LIB-15-2025 Succession Planning Policies be received and that the recommendations therein be approved.]

9. Business Arising
None at time of agenda creation

10. Policies
a) **EMPLOYMENT** - Electronic Communications Policy #E-2025-18
b) **OPERATING & TECHNOLOGY** – Community Social Media Policy #2025-19
(copy & motion)

Recommendation

[Motion #2025. – THAT the EMPLOYMENT - Electronic Communications Policy #E-2025-18; and the OPERATING & TECHNOLOGY – Community Social Media Policy #2025-19 be approved as presented.]

11. Strategic Issues
None at time of agenda creation
12. New Business
a) Proposed 2026 Board Meeting Dates (copy)
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 #2025. – THAT the meeting be adjourned]



CORRESPONDENCE LIST for November 17, 2025

6a.01.01	<p><i>Everything GP</i>, September 15, 2025, online article entitled <i>Grande Prairie Public Library Launches Accessible Collection</i>, written by Nathaniel Leigh</p> <p>Grande Prairie Public Library launches Accessible Collection EverythingGP</p>	link
6a.02.01	<p><i>Richmond News</i>, October 8, 2025, online article entitled <i>Richmond Library Showcases Special Collection from Donation of 127,000 Books</i>, written by Valerie Leung</p> <p>Richmond library treasures 127K donated books - Richmond News</p>	link
6a.03.01	<p><i>Sylvan Lake News</i>, October 21, 2025, online article entitled <i>Sylvan Lake Municipal Library Introduced New Book Club</i>, written by Sarah Baker</p> <p>Sylvan Lake Municipal Library introduces new book club Sylvan Lake News</p>	link
6a.04.01	<p><i>Librarianship.ca</i>, October 27, 2025, notice: <i>Dissolution of the Alberta Association of Library Technicians (AALT)</i></p> <p>Dissolution of the Alberta Association of Library Technicians (AALT) - news</p>	link
6a.05.01	<p><i>CBC.ca</i>, November 4, 2025, online article entitled <i>Robert Munsch's Personal Archives to be Donated to New Central Library in Guelph, Ont.</i>, written by Ieva Lucs</p> <p>https://www.cbc.ca/news/canada/kitchener-waterloo/guelph-public-library-robert-munsch-archives-9.6964964</p>	link

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, October 20, 2025 – 6:30 p.m.
Lakeshore Branch – Board 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, Kathryn Schoutsen

Regrets: Raj Grover

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 6:32 p.m.
- Cynthia Gordon delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2025.52

Moved by: Rob Nicol
Seconded by: Jennifer Richardson

THAT the agenda of the October 20, 2025 meeting be approved as presented.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- a) Debrief of Ontario Non Profit Network Session – Kathryn Schoutsen
- Kathryn provided an overview of a recent conference she attended, noting some key takeaways, including the trends and issues we are seeing in our community
 - The presentation was followed by a brief discussion
 - Slides will be shared out after meeting

CONSENT AGENDA

5. Approval of Previous Minutes

- No additions or changes

6. Correspondence

- No comments or additions

7. Reports for Information

- CEO Report for September
The CEO highlighted some key items from the report, including:
 - The return to school bringing programming changes
 - Cookstown doing a drop in program every Saturday
 - Short Story Contest; author is visiting schools this week
- Municipal Council Report
 - Links and summary included in package
 - Councillor Richardson added there will be Coffee Chats at Town Hall
- Library Board Report
 - Roundtable discussion of upcoming happenings, events attended and good news stories
- Health & Safety Update
 - Draft minutes from September meeting included in package

Committee Updates:

- Truth & Reconciliation Committee
 - The Committee met just prior to the Board meeting; reviewed 2025 initiatives and discussed plans for 2026
- Board Strategy Committee
After further consideration, it was determined that the responsibilities and tasks were too extensive for a single committee. Instead, these duties should be carefully mapped out across the Board's four-year term. Roles and responsibilities will then be assigned to the Board as a whole, with specific tasks delegated as needed to ensure effective management.

Library Associations Report

- No reports included in package this month

Motion #2025.53

Moved by: Rhonda Flanagan

Seconded by: Cynthia Gordon

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

CARRIED.

AGENDA

8. STAFF AND COMMITTEE REPORTS

- a) Staff Report LIB-13-2025 Summer Usage

Motion #2025.54

Moved by: Rob Saunders
Seconded by: Sue Bennett

THAT the Staff Report LIB-13-2025 Summer Usage be received.

CARRIED.

9. BUSINESS ARISING

- a) Projects updates
- Churchill location will be officially opening soon as Legend Creators Montessori School
 - Lakeshore Children's Area renovation will be underway starting November 3; programming and use of the space will change during the renovation
 - Changing design of Digital Media Lab to make better use of the space
 - Holds lockers – have had some software issues; it is being rectified
 - Outreach vehicle – operational and in use

10. POLICY

- a) **EMPLOYMENT** - Added Responsibility Pay #E-2025-15
b) **OPERATING & TECHNOLOGY** – Health & Safety Policy #2025-16
c) **OPERATING & TECHNOLOGY** – Information Services Policy #2025-17

Motion #2025.55

Moved by: Barb Baguley
Seconded by: Rhonda Flanagan

THAT the **EMPLOYMENT** - Added Responsibility Pay #E-2025-15; the **OPERATING & TECHNOLOGY** – Health & Safety Policy #2025-16; and the **OPERATING & TECHNOLOGY** – Information Services Policy #2025-17 be approved as presented.

CARRIED.

11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

None

13. COMMENTS AND ANNOUNCEMENTS

a) Calendar of Events

- o A link was provided in the agenda for Library offerings/events.

14. IN CAMERA

No in camera

15. ADJOURNMENT

Motion #2025.56

Moved by: Barb Baguley

THAT the meeting be adjourned at 7:32 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, November 17, 2025 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom

Anne Smith, Board Chair

Erin Scuccimarri, Secretary

OCT 2025 CEO REPORT



THE REMEMBERING GARDEN & INDIGENOUS WAYS OF KNOWING

The Remembering Garden, the Indigenous medicine garden at the Lakeshore branch, was designed as a space for education, reflection, and cultural connection, in partnership with Indigenous community members. The goal for the garden was to serve both as a teaching tool and a space where Indigenous knowledge and practices are honoured. This month, the Library continued ongoing work with Indigenous community members and partners to share deeper insight into Indigenous worldviews, fostering ongoing learning and mutual respect.



Remembering Garden Harvest

Founding garden partner, Tanya Gluvakov of Roots and Raven, returned to demonstrate how to respectfully harvest from our Indigenous Medicine Garden. Using the medicine wheel teachings as a guide, Tanya walked participants through the four directions. Starting with the Eastern direction, Tanya demonstrated harvesting the tobacco plant. Attendees were able to harvest some tobacco seeds for themselves. Each pod included dozens of seeds, which were placed into envelopes for Tanya for future plantings.

Continuing around the planter, each participant had an opportunity to harvest some seeds and leaves, taking some home, where appropriate. Tanya ended the session by helping the participants braid sweetgrass on the plant itself, before cutting and tying off the loose ends. These bundles will be donated to the Barrie Native Friendship Centre, and other community members in need of traditional plants.



Attendees were grateful to connect with the Indigenous medicines in such a direct and meaningful way. We will continue our work with Tanya next year to reopen the garden in the Spring.

Walking Together with Kelly Lavallee

In this four-week program, Kelly Lavallee explored the traditional Indigenous teachings of the Four Directions – East, South, West, and North. Each session invited participants to explore Indigenous knowledge and cultural practices through storytelling, hands-on learning, and guided reflection. Attendees were eager to learn more about the plants in the medicine garden - tobacco, sage, sweetgrass, and cedar, and see how the different medicines connect to different teachings.



Each session included opportunities to feel the different ceremonial medicines, allowing participants to feel and smell the different plants. For many, it was an opportunity to pause and reflect on the importance of slowing down and respecting our natural environment.

The final session focused on reflecting on the teachings so far, and how attendees could respectfully interact with more traditional ways of knowing. To cap things off, Kelly performed a final song and invited a young audience member to use her drum. Participants were engaged throughout the four sessions and asked if Kelly would be interested in offering more teachings. Grateful participants offered a card of thanks to Kelly for her time and knowledge sharing.



Open UP opportunities to strengthen connection & engagement with our community

FALL IN INNISFIL

InnisFALL Festival

The Library hosted a lively outdoor storytime to kick off *InnisFALL*, the Town's new annual tradition. Encouraged by lively stories, songs, and rhymes, children eagerly joined in with scarves and parachute play. The energetic atmosphere of storytime drew many families to the shared Town and Library craft tent afterward, highlighting a great community partnership. The Library also hosted a successful book sale featuring both discarded books and sublimated book bags created in the HackLAB, an excellent showcase of the creative possibilities available in our makerspace.



SCHOOL VISITS

Short Story Author Visits

We toured eight elementary schools in Innisfil (Holy Cross, Killarney Beach, Innisfil Central, St. Andre Bessette, Kempenfelt Bay School, Alcona Glen, Goodfellow, Sunnybrae) over three days with the Short Story contest guest judge, Lindsay Zier-Vogel. Lindsay shared her passion for writing with 2000 students, highlighting her picture book, *Dear Street*, and expanding on her *Love Lettering Project*, a kindness movement that has traveled around the world. Lindsay shared her writing process and some common literary devices, encouraging students to enter the *Short Story Contest* and visit the *Story Walk* on the Rotary Trail. She concluded each presentation by answering questions from the students and teachers and was very engaging.

Many of the teacher-librarians shared how their school would not be able to afford an author presentation like this without the Library's support. Teachers use the *Short Story Contest* for creative writing practice for their students. Some of the schools also use the contest to help launch extracurricular writing programs, and the school libraries offer space and assistance for students wishing to enter. Students and teachers alike were very excited and thankful for the wonderful presentations and contest. We even found a new love letter to the books at the library the day after the presentations, inspired by the author visit!



Kindergarten Visits

Starting in October, the Library offers Kindergarten Visits to local schools to help every student in Innisfil sign up for a Library card. Each visit includes a 30-minute interactive storytime, an introduction to key activities and resources at the Library, guidance on how to borrow and care for library materials, and a discussion about the unique roles of school libraries and the public library. So far, we have visited 22 kindergarten classes in seven Innisfil schools, with more planned for November.

WALK, READ, EXPLORE

Dear Street Story Walk

The Innisfil Rotary Trail's Story Walk has been updated with *Dear Street* by Lindsay Zier-Vogel, now on display through the spring. This beautifully illustrated story celebrates kindness, community, and small acts that make a big difference. The Story Walk continues to be a wonderful collaboration that encourages families to enjoy literacy and outdoor exploration together.



SPOOKY SEASON

Spooktacular at the Lakeshore Branch

This year's Spooktacular event was filled with family fun and community spirit! Families enjoyed a safe and exciting trick-or-treating experience at the library and other locations in Alcona, with community members dressed in costumes collecting treats. The event provided a festive atmosphere where families could connect, take a Green Screen photo, and share in the Halloween excitement together. It was a wonderful opportunity to welcome both familiar faces and new visitors, showcasing the library as a hub for community celebration and family-friendly fun. Library Board members volunteered to hand out candy at both the Lakeshore and Cookstown branches.



Cookstown Boonanza & Drop-In: Halloween Sublimation Tote Bags

The Halloween Sublimation Tote Bag Drop-In at the Cookstown Branch was a hit during Boonanza! Many families stopped by for trick-or-treating and stayed to participate in the creative activity. Participants enjoyed designing and colouring their own tote bags, then watching their artwork come to life through the sublimation process.



The program fostered meaningful connections among participants, with children discovering shared classes and activities, and families working together on their designs. One parent expressed appreciation for the program, noting how much their children enjoyed the experience. Staff also took the opportunity to introduce participants to the HackLAB's equipment and creative possibilities. The engagement during Boonanza hours was excellent, and participants left excited and proud of their Halloween tote bags.



Wingardium leviosa! Costumed characters flooded the Cookstown and Lakeshore branches for trick or treating.

Build UP our reputation as a trusted community asset

LOCAL GOVERNMENT WEEK

Seats at the Table

In an event presented in partnership with the Town of Innisfil's Electoral Engagement Advisory Committee (EEAC), Mayor Lynn Dollin, and Dr. Kofi Hope chatted about the importance of local democracy.

As a "fireside chat" style event, the two hosts spoke openly about topics including: the importance of inclusion and diversity in municipal politics; the variable civility in campaigns, the harassment of candidates; and the importance of engaging community members.

Dr. Hope was passionate when he spoke about an election in which a group of candidates who formed a support group amongst themselves as a result of harassment and discrimination they were facing. Even though they were running for the same position, this mutual support allowed them to continue, leading to a victory for one of these candidates, a win which lifted all members of the group. This, and other messages of constructive, grounded, hope for the future helped participants to see a better future for themselves and their community.



Coffee With Council

Library staff attended *Coffee with Council* at Innisfil Town Hall, an event that provided an opportunity for residents to engage directly with Council members, ask questions, and share feedback on local priorities. Coordinated by the EEAC, one of the goals of the event is to encourage community members to learn more about running for elected office in advance of the 2026 municipal elections. Participating in community events like this is an important opportunity for the library to connect with residents outside of branch spaces, share information about library services and programs, and highlight the many ways the library supports learning, creativity, and community connection. These events also strengthen the library's relationship with the Town and ensure that the library remains an active and visible partner in community conversations.



INTERLIBRARY LOAN (ILLO) UPDATE

Service Disruption Due to CUPW Strike

Interlibrary Loan (ILLO) is a service that allows customers to access additional materials from other library systems. The service was recently suspended due to the Canadian Union of Postal Workers (CUPW) strike at Canada Post, which began in September. During this service disruption, we were unable to process ILLOs. Recently, the CUPW elected to switch from a full strike to a rotating strike, which means that service at Canada Post has resumed, albeit at a slower pace. The Library will renew ILLO services to customers in November.

CONNECTING WITH THE BUSINESS COMMUNITY

Mayor's Business Breakfast



The event brought together local dignitaries, entrepreneurs, business leaders, and students at the Town of Innisfil's *Mayor's Business Breakfast*. Library staff were in attendance to hear an economic update from Robert Lavigne, Executive Vice President, Economic Research, Finance & Strategy, at OMERS along with a panel discussing key issues facing the Town in the coming years. It was a great opportunity to connect with partners and network with the local business community while highlighting the Library's role in the community.



Raise UP the Library's identity as an innovative hub

LET'S TALK: FALL AUTHOR SERIES KICKS OFF

Author Talk with Lindsay Zier-Vogel & Teri Vlassopoulos

The Library kicked off the first event in our *Fall Author Series* with an inspiring evening featuring Lindsay Zier-Vogel and Teri Vlassopoulos. Lindsay shared insights into her latest novel, *Fun Times Brigade*, exploring themes of motherhood, the pursuit of creativity, music, and the pressures placed on young performers in the public eye. Teri read from her new book, *Living Expenses*, which follows one woman's emotional journey through fertility challenges and her determination to become a mother. Both authors shared their writing journeys, the inspirations behind their stories, and the themes that captivate their readers.

The event included engaging readings from their latest works and lively audience participation. Attendees asked thoughtful questions about the writing process, the authors' long-standing writing group, and their upcoming creative projects. Quick-fire questions added a fun and energetic twist to the conversation, making for an unforgettable night of literature and community connection.



INNOVATION MEETS COLLABORATION

Group Visits to the HackLAB

The HackLAB continues to thrive as a dynamic and welcoming space for creativity and learning for all ages and abilities. Throughout the month of October, Library Staff began offering in-reach visits for local community groups and organizations, providing opportunities for participants to build digital literacy skills and explore new technologies. One notable visit included New Path, a youth mental health service provider, whose participants engaged in a sublimation project. For many, it was their first time at the Library, and they were amazed by the HackLAB and its wide range of equipment. For other returning participants, they continued to build a strong rapport with Library Staff and each other, while gaining confidence in the design process and showcasing their improved digital literacy skills. The group showed comfort and joy in the space, some even singing during the session, and remained actively engaged throughout, expressing pride and satisfaction with their final products.

LET'S GO BLUE JAYS

PA Day at the Library

"I've never seen the library this busy!" said one mom attending the *Blue Jays PA Day* event with her children. Staff across departments worked together to pull off a memorable celebration when news broke that the Jays were going to the world series. The Library welcomed over 250 fans at the Lakeshore branch where there were plenty of activities to keep them busy, from crafts to decorating HackLAB keychains, to a very popular scavenger hunt. One programmer commented that it was nice to see families engaging in an activity together, with parents alongside their children. The energy was high, and a spontaneous kid-led dance party broke out on the stage.





Light UP pathways to personal & professional growth

LITERARY SHOWDOWN

Simcoe Reads 2025

In this yearly throw down of literary proportions, it was yet another all-out battle of the books to determine which one should be read by all of Simcoe County. Each champion was faced with 5 rounds of rapid-fire questions to get to the heart of what makes their book worthwhile. Our



Champion, multiple short story contest award winner Riley Ma, held her own as she extolled the merit of Kate Beaton's graphic memoir, *Ducks: Two Years in the Oil Sands*. In a gripping conclusion, it was ultimately Barrie's pick that won the night with Brett Glover's selection, *Our Crumbling Foundation* by Gregor Craigie, taking the top prize.

We had a great turnout at the Gibson Centre in Alliston, and attendees voted in person as well as live-online to cast their ballots. Riley's book did come in a close second, and we are all grateful for her efforts.

SPEAK YOUR MIND

HEADSTRONG Youth Mental Health Summit

The Library was invited to the resource fair portion of the *Headstrong Youth Mental Health Summit*, along with other community partners that focus on Youth Mental Health. We displayed a selection of mental health books for teens from the collection and chatted with participants about what they loved about the Library, from Teen Nights to study pods to video games to just being a welcoming place to hang out. Many were interested in learning how to get community involvement hours with the Library, with a few sharing their excitement about entering the annual short story contest and the chance to win \$500.

BUY A SHELF

Children's Area Fundraising Campaign

We have officially launched our Children's Area Fundraising Campaign in support of the Buy a Shelf initiative at the Lakeshore Branch. This campaign invites community members, families, and local businesses to contribute to the enhancement of the children's area through shelf sponsorships and larger donations. Funds raised will support new furnishings, updated layouts, and enhanced spaces designed to inspire early learning, creativity, and family connection.

APPENDIX A:

Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Oct. 2, 2025	Simcoe.com	Events this weekend in the Simcoe County area from Oct. 3 to 5
Oct. 3, 2025	Innisfil Today	Five events you have to check out in South Simcoe this weekend
Oct. 3, 2025	Innisfil Today	'Fantastic' InnisFALL arrives tomorrow with music, food and vendors
Oct. 7, 2025	Innisfil Today	'Lead the change': Innisfil helping parents, students navigate mental-health issues
Oct. 9, 2025	Innisfil Today	Innisfil hosting community events to mark Local Government Week
Oct. 9, 2025	Simcoe.com	Events this weekend in the Simcoe County area from Oct. 10-12
Oct. 10, 2025	FM101 Milton	Events announced for Local Government Week in Innisfil
Oct. 10, 2025	Innisfil Today	Four events you have to check out in South Simcoe this long weekend
Oct. 11, 2025	CityNews	Library board looks at expanding free membership to include Indigenous communities
Oct. 13, 2025	Innisfil Today	'A great honour': Innisfil author, artist named finalist for international writing award

Oct. 13, 2025	Innisfil Today	HISTORY'S MYSTERIES: Stroud School's legacy lives on through stories
Oct. 16, 2025	FM101 Milton	Fall Author Series kicks off next week at Innisfil ideaLAB & Library
Oct. 16, 2025	Innisfil Today	Trump to tourism: These key issues were discussed at the Mayor's Business Breakfast
Oct. 20, 2025	Innisfil Today	Acclaimed Canadian writers booked for upcoming author talks at Innisfil library
Oct. 20, 2025	Innisfil Today	'No topic is off-limit': Here's your chance to grab coffee with Innisfil council
Oct. 20, 2025	Innisfil Today	Trick-or-treat and 'build lasting memories' at this year's Spooktacular in Alcona
Oct. 21, 2025	Innisfil Today	Want to know how Innisfil's municipal government works? Attend this session
Oct. 29, 2025	Innisfil Today	Got \$250? You can sponsor a shelf and support children's literacy at the Innisfil library
Oct 24, 2025	Innisfil Today	Innisfil mayor, Rhodes Scholar talk 'challenges' of local democracy
Oct. 29, 2025	Innisfil Today	Got \$250? You can sponsor a shelf and support children's literacy at the Innisfil library
Oct. 29, 2025	Innisfil Today	Real gourd time: Pumpkin Walk returns to Innisfil Beach Park Saturday
Oct. 30, 2025	FM101 Milton	Donate to help Innisfil Library improve children's area
Oct. 30, 2025	Innisfil Today	Paintings to pottery: What's at this weekend's Innisfil Autumn Art Show and Sale
Oct. 31, 2025	Innisfil Today	Four events you have to check out in South Simcoe this weekend

Facebook Insights (October 1 to 31, 2025)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,216 (Followers) 3,454 Page Likes	38 during this period	2.1K engagements. 441 reactions.	Posts earned 58K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

Oct. 31, 2025, 1.8K Reach, 3K Views


Innisfil Idealab & Library
 Published by Later · October 31 at 10:45 AM · 🌐

🍁 Happy Halloween!

Stay spooky, stay safe, and may your night be full of sweet treats and good reads 📖



Instagram Insights (October 1 to 31, 2025)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,117	38 during this period	4,764 accounts reached. 678 likes.	19 comments in total on content posted during this period

Top Post (based on engagement): Oct. 31, 2025, 763 Reach



Top Reel (based on engagement): Oct. 31, 2025, 2.7K Reach



Municipal Council Report

October 8, 2025 Council Meeting

- [Watch the meeting.](#)
- A [presentation](#) was received from the Simcoe County Greenbelt Coalition, seeking Council's support. Town staff were asked to report back on Simcoe County Greenbelt Coalition's request to call on the province to explore opportunities to expand and strengthen Greenbelt protection as part of the Greenbelt Plan Review.
- A [presentation](#) was received from the Child & Youth Advocacy Centre Simcoe Muskoka (CYACSM). They work closely with policy services, Simcoe Muskoka Family Connections, schools and families, to support and advocate for children who have suffered abuse. With services in Barrie and Orillia, as well as a mobile unit, they serve the entire region of Simcoe County, supporting 800 children in 2024. CYACSM has started to work with the Innisfil Youth & Community Action Network (YCAN) and is seeking additional financial supports to continue to offer their vital services across the region.
- Town staff shared the 2024 development charges and their associated reserve funds. These fees are collected on new developments and are used to fund growth-related projects, such as roads, water and sewer infrastructure. Read the [Staff Report](#). Ongoing changes to DC legislation are under review and Town staff are evaluating impacts to Town budgets to be reported on at a later date.
- Council supported Clearview Township as they oppose the use of the Township's agricultural land for the Department of National Defence's Arctic Over-The-Horizon (A-OTHR) project.
- Mayor Dollin advised that Innisfil's Budget Refresh 2026 will be coming forward, and under the Strong Mayor Powers, budgets cannot be delegated. Therefore, a Mayoral Decision will be sent to direct all Staff to present the Operational and Capital Budget Refresh on December 10, 2025.

October 8, 2025 Special Council Meeting

- Litigation or potential litigation related to 970 Shoreview Drive and 3999 Friday Drive.
- Chief John Van Dyke led a South Simcoe Police Services Strategic Planning Workshop to gather Council's input on community safety priorities, assess SSPS performance, and explore opportunities for improved collaboration and strategic alignment with municipalities.

October 22, 2025 Council Meeting

- [Watch the meeting.](#)
- Town staff gave a presentation on the importance of local government, highlighting opportunities for community involvement, the 2026 Municipal Election, and events taking place during Local Government Week.

Municipal Council Report

- Scrooge the Ticket is returning for its 11th year, turning parking ticket fines between November 15 and 29 into donations for the Innisfil Food Bank and Troy Scott Community Fridges.
- A staff report provided key details about the [2026 Municipal Election](#). Nominations will be accepted from May 1 to August 21, with voting tentatively scheduled from October 16 until Election Day on October 26. Residents can vote online, by telephone, or in-person at Town facilities using these methods.
- Council passed a motion expressing its support for the role of elected School Board Trustees in our education system.
- In June 2025, the Ministry of Municipal Affairs and Housing (MMAH) announced the Municipal Ice Storm Assistance (MISA) program, identifying that it would provide one-time support to eligible municipalities for incremental costs related to the March 2025 ice storm. Town staff will submit an application to request funds with the costs related to the March 2025 ice storm.

October 22, 2025 Special Council Meeting

- Closed session for confidential information received from Town Staff regarding the Orbit.

News from the Community

- [New CAMSafe program connects police with local security cameras - Innisfil News](#)
- [Mayors call on Ford to cover municipalities' speed camera cancellation costs](#)
- [Police working to uphold 'core values' in Bradford, Innisfil - Innisfil News](#)
- [Innisfil council to take a look at 'very bad intersection' on 25th Sideroad - Innisfil News](#)
- ['A great honour': Innisfil author, artist named finalist for international writing award - Innisfil News](#)
- [Town of Innisfil holds annual mayor's business breakfast – CTVNews](#)
- [Innisfil's choice to control phragmite spread 'deeply troubling,' resident says - Innisfil News](#)
- ['Direct impact': South Simcoe police receive \\$762K in provincial funding - Innisfil News](#)
- [Rogers brings 5G service to Stroud with new tower at fire station - Innisfil News](#)
- [Why Innisfil's iconic Fork and Plate restaurant made the 'bittersweet' decision to close - Innisfil News](#)
- [Innisfil builder blames town for development delays](#)
- ['Innisfil is built on volunteering': Long-time resident earns prestigious RVH award - Innisfil News](#)
- ['We need more things like this': Summit raises awareness of youth mental health - Innisfil News](#)
- ['We create legends here': Montessori school moves into ex-Churchill library space - Innisfil News](#)
- [Innisfil hosting tourism summit, business showcase for entrepreneurs - Innisfil News](#)

Municipal Council Report

- [With call volume rising, police hires paying 'dividends' in Bradford, Innisfil - Innisfil News](#)

News from around the County:

- [New deal helps Bradford, library reach an 'understanding' over shared services - Bradford News](#)
 - Details of the Memo of Understanding between the Town of Bradford West Gwillimbury and the Library can be found on page 395 of the [eSCRIBE Agenda Package](#)
- [Increase in drug-related deaths prompts alert from local health officials](#)
- [Warden urges residents to speak out on Barrie annexation plan - Innisfil News](#)
- [Simcoe County announces 2025 Age-Friendly Recognition Award winners - Innisfil News](#)
- [Opponents push back on legislation to expand police presence in schools - Innisfil News](#)
- [County decision on Barrie annexation delayed pending provincial meeting today - Innisfil News](#)
- [Province pledges \\$12 billion in relief for Ontario small businesses - Innisfil News](#)
- [Small businesses, not-for-profits to lose curbside recycling next year - Innisfil News](#)
- [New 911 technology aims to improve emergency response in south Simcoe - Innisfil News](#)
- [Simcoe County school board acknowledges systemic anti-Black racism - Innisfil News](#)
- [County council reviews \\$238.6M draft budget amid economic pressures - Innisfil News](#)
- [Rescue Lake Simcoe Coalition urges province to scrap recycling changes - Innisfil News](#)

Library News from the Province and Beyond

- [Toronto Public Library launches initiative to combat loneliness among seniors - TorontoToday.ca](#)
- [Province invests money to help First Nations and rural libraries get reliable internet](#)
- [Ontario expands internet access in First Nation and rural libraries - Innisfil News](#)
- [This is the first library in London to become 'dementia friendly.' Here's what that means | CBC News](#)
- [Forest of Reading reveals chosen books for 2026 — students across Canada to choose winners | CBC Books](#)
- [All 100 Toronto Public Library branches will now be open on Sundays | CBC News](#)
- [Library board looks at expanding free membership to include Indigenous communities](#)
- ['Things that matter most': Ontario gives \\$5M boost to student nutrition programs - Innisfil News](#)
- [Ontario invests \\$43.9 million to expand after school programs - Innisfil News](#)
- [Ontario invests \\$1.1 billion to expand home care, hospital-to-home programs - Innisfil News](#)
- [Ontario speed cameras to soon be removed after bill passes - Innisfil News](#)

JHSC Meeting Agenda

MEETING DATE: Thursday October 16, 2025

TIME: 1:00pm

LOCATION: Ops Meeting Room 2 and Teams

CO-CHAIRS: Management Co-Chair – Eric Chudzinski
Worker Co-Chair – Elishia LaRose

MINUTES: Sierra Warren

ATTENDANCE: Paul Anyia, Wes Chancey, Tom Ehlers, Elishia LaRose, Vivian Lough, Kristi Prentice, Jennifer Sheremeto, Barrie Vickers, Sierra Warren

GUEST(S):

REGRETS: Brendan Bone, Eric Chudzinski

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started at 1:11pm
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2025.09.11 JHSC Meeting Agenda Minutes Draft.docx	- Jennifer motioned to approve the minutes of the previous meeting. - Seconded by Vivian. - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	2025.05.02 JHSC Members List.docx	- No changes.
4.	<u>Workplace Inspections WHIMIS LOTO</u>	All Members	Roundtable discussions <ul style="list-style-type: none"> • Findings worth sharing? • Additional action needed? • Repeat findings? • Changes to the schedule, or support needed. 	<p>Jen – October Inspections not completed. Planning to complete early next week.</p> <p>Kristi – October inspections to be completed late October. September inspection resulted in the eyewash station being blocked but that has since been rectified.</p> <p>Sierra – Operations – There was a large metal frame leaning against the shelf causing a tripping/falling hazard. This has since been removed. There was also a can of Krown penetrant in the wash bay that was not in MySDS. It was advised that the can has been removed and that the product will not be purchased again.</p> <p>Churchill Community Centre – no deficiencies to report. However, housekeeping is required in the storage room beside the banquet hall.</p>

				<p>Elishia – Salt dome – Forks were blocking a fire extinguisher in the vactor bay. In bay 7, the pole saw was missing its guard while sitting at eye level. Additionally, there were a few fire extinguishers missing from their previous inspection.</p> <p>Stroud Arena – valve was shut off on the eyewash station – no water was running through it. There was also a door that was missing a bolt which results in it not closing properly.</p> <p>Lefroy Arena – There was an unsecured ladder under a pile of items. Fire extinguisher was also missed from its previous inspection.</p> <p>Vivian – Stroud Library – Back walls that are against the curling club of both public washrooms were wet to touch. Condensation from the walls were pooling onto the floor posing a slip and fall risk as well as a mould risk. This also resulted in toilet paper getting wet. Thankfully, the humidity was only restricted to the washrooms, but wet floor signage was placed. Arena staff advised that this was due to the outside weather and that ice was being made in Stroud Arena that day. The humidity only continued for a few days.</p> <p>Cookstown Library – No deficiencies to report – Marley Fire attended to inspect a fire extinguisher.</p> <p>Lakeshore Library – inspection not completed yet.</p> <p>Tom – Fleet – no deficiencies to report. Housekeeping required.</p> <p>Brendan – absent.</p> <p>Paul – will be completing the Knock inspection with Eric on Tuesday.</p> <p>Barrie – no items to report. Discussion was made regarding allergic reactions and administering epi-pens.</p> <p>Wes – Advised that 24 bench slats were completed today, but we do require 18 more slats.</p> <p>Eric – absent.</p>
5.	<u>SOP's Corporate Policies</u>	Co-Chair	1. Any updates for discussion?	- No items to report.
6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	1. Report on accidents since last meeting (September 2025)	<ul style="list-style-type: none"> - September Summary Report sent to committee members. - September saw one lost time incident (Fire & Rescue), and one minor injury (no first aid). - Discussed the incidents that occurred within the month of September. - Compared to this time last year, we continue to see improved performance, especially in the number of recordable injuries (injuries beyond first aid).

				<ul style="list-style-type: none"> - Section 52 Notice of an incident requiring medical attention, on Oct 8th, sent to committee members. After Mugs and Muffins, Worker experienced an allergic reaction that worsened throughout the day.
7.	<u>Budget & Training</u>	Co-Chair	<ol style="list-style-type: none"> 1. Budget 2. Training 	<ul style="list-style-type: none"> - Budget on track. - Barrie assigned Part 1 Certification Training - Paul scheduled for refresher certification later this year. - Link has been sent out to all members for the online incident training course.
8.	<u>JHSC Other Business</u>	All Members	<ol style="list-style-type: none"> 1. Facility Alarms 2. Round Table 	<ul style="list-style-type: none"> - Alarms have been updated in multiple facilities. - Advised to reach out to Facilities if your building has a new alarm.
9.	<u>ACTION ITEMS Follow up</u>	Co-Chair	Review of Action items from September 11, 2025, meeting minutes.	<p>ACTION: Eric to review/update opioid risk assessment based on potential risk and need for Naloxone kits and training. – In Progress</p> <p>ACTION: Eric to schedule incident investigation training for the committee. – Complete</p> <p>ACTION: Eric to inquire with Roads Supervisors regarding the process for managing storage and disposal of hazardous waste found roadside. – Complete.</p> <p>ACTION: Eric to pull up SDS for mouse traps. – In Progress</p> <p>ACTION: Eric to discuss training with Barrie. – Complete.</p> <p>ACTION: Eric to accompany Paul on the October Knock inspection. – Scheduled.</p> <p>ACTION: Eric to discuss winter vehicle washing (RE: Slip and fall hazard) with Roads and Fleet supervisor/manager – In Progress.</p>
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 2:04pm

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ONTARIO | **LIBRARY
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Board Assembly Networking Meeting

Fall 2025

Stronger libraries. Stronger communities.

Agenda

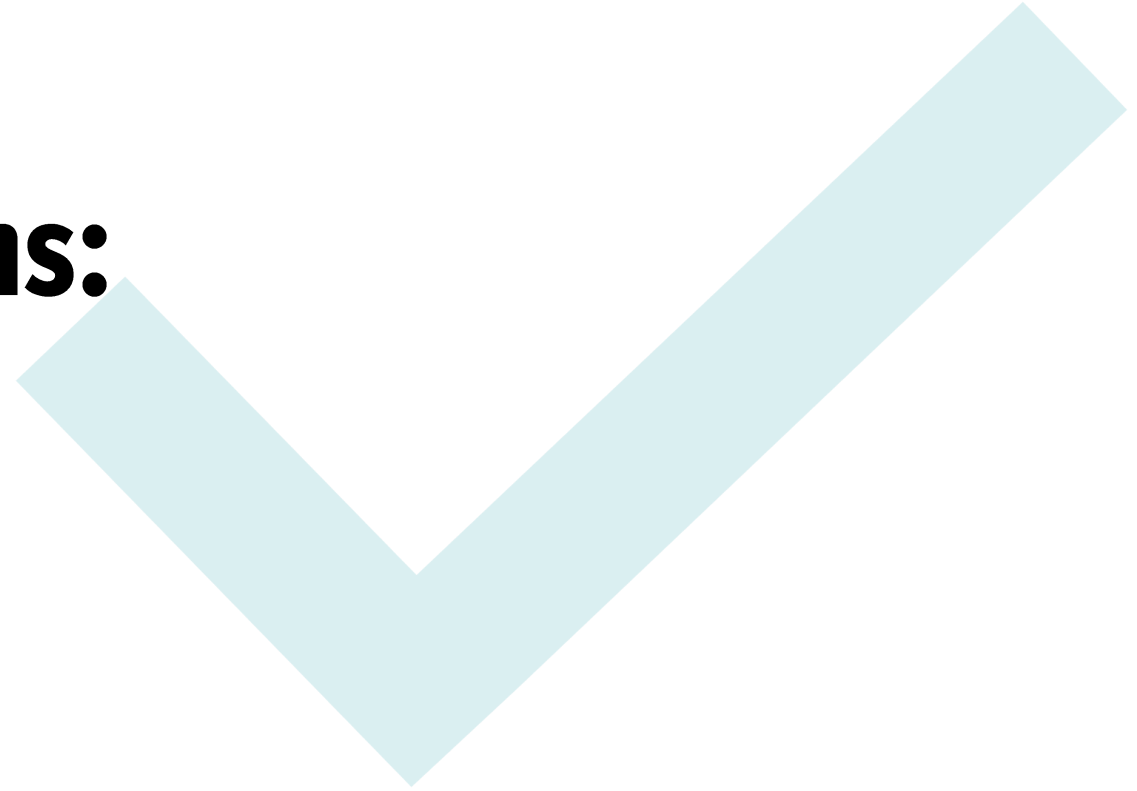
1. Welcome and Introductions
2. Updates from Ontario Library Service
3. Updates from the Ministry of Tourism, Culture and Gaming (MTCG)
4. OLS Strategic Planning: Focus Group
5. Roundtable Discussion

Introductions

Updates from Ontario Library Service



OLS Board Elections: Process Updates



2025 Virtual Conference

Public Library Staff:

Wednesday, November 19th
10:00am to 4:00pm ET /
9:00am to 3:00pm CT

Public Library Board Members:

Thursday November 20th
6:00pm to 8:00pm ET /
5:00pm to 7:00pm CT

ONTARIO | LIBRARY
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**ONTARIO
LIBRARY
SERVICE**
VIRTUAL CONFERENCE

Theme: Collaborate

This is a [FREE Event!](#)

Training Highlight

Human Resources Governance *Series*



WHRC | WILLIAMS HR
CONSULTING INC.

ONTARIO
LIBRARY
SERVICE | **LEARN HQ**

ONTARIO | LIBRARY
SERVICE

Sample Policies

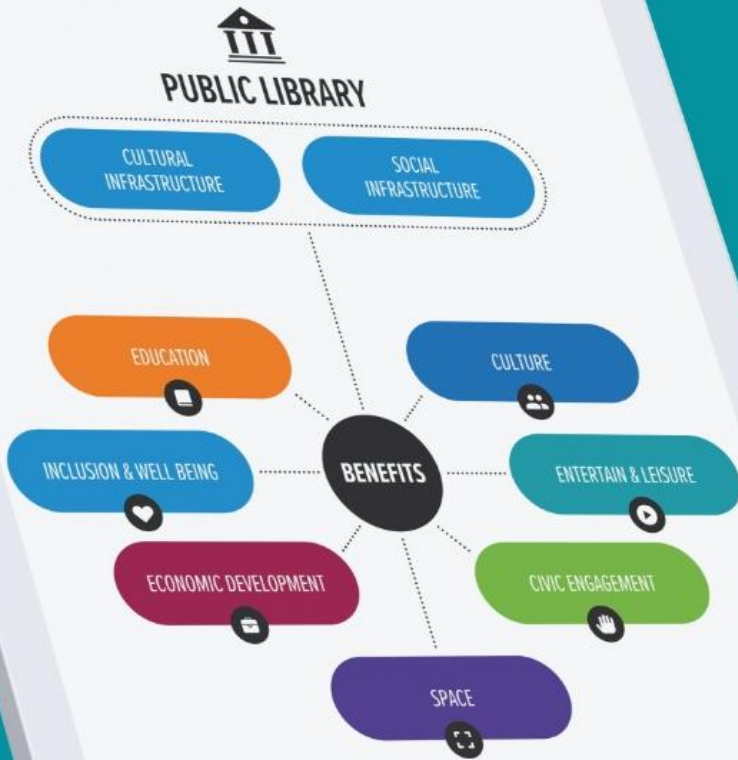
UPDATED:

- SC-01 Intellectual Freedom
- SC-02 Truth and Reconciliation Efforts
- HR-09 Health and Safety
- OP-02 Safety, Security and Emergencies in the Library

NEW:

- OP-18 Friends of the Library

Valuing Ontario Libraries Toolkit (VOLT): 2025 Update



Updates from the Ministry of Tourism, Culture and Gaming

2025 Typical Week Survey

About the Typical Week Survey:

- Launch email sent out October 22
- Information collected will be used to fill out Section G of the 2025 Annual Survey of Public Libraries
- Takes place during a week without a statutory holiday in October, November, or the first part of December

Who to contact for questions:

- Adam Haviaras (adam.haviaras@ontario.ca)
- Douglas Davey (douglas.davey2@ontario.ca)

Ontario Public Library Statistics


- Now available: [2024 Ontario Public Library Statistics](#)
- **Ministry staff can provide:**
 - Individual Library Profile Report for your library
 - Customized reports, e.g. comparisons between your library and other libraries

Who to contact for reports/questions:

- Adam Haviaras (adam.haviaras@ontario.ca)
- Douglas Davey (douglas.davey2@ontario.ca)

2024 Statistical Reports
Coming Soon

Cyber Security Ontario

Ontario  | Cyber Security Ontario

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Cyber Security Awareness Month (CAM) in a Box

[Learn More](#)

What's Trending

Stay up to date with all the latest news and updates from Cyber Security Ontario.

[Chat with us !\[\]\(d65d67af0d48c0b8df8416565067ed4b_img.jpg\)](#) 

[Cyber Security Awareness Month \(CAM\) in a Box](#)

[Cyber Infographics](#)

OLS Strategic Plan: Focus Group

Focus Group Questions

1. How does Ontario Library Service contribute to the library community in Ontario?
2. Tell us about your recent experiences or interactions with Ontario Library Service.

Focus Group Questions

3. In thinking of your use of OLS services in the past year,
- how effective were those services?
 - were there any barriers?
 - what service(s) have had the greatest impact?

Focus Group Questions

4. Where do you wish we focused more energy to better support your library?

5. Is there anything we didn't discuss today that you think is important?

Roundtable Discussion

ONTARIO | **LIBRARY
SERVICE**

Thank you!

Contact: consulting@olservice.ca

Feedback Survey: <https://www.surveymonkey.com/r/BAFall2025>

Stronger libraries. Stronger communities.



INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

REPORT NO.: LIB-14-2025
DATE: November 17, 2025
TO: Innisfil Public Library Board
FROM: Finance Committee
SUBJECT: 2025 Q3 Operating & Capital Update

RECOMMENDATION:

That Committee Report LIB-14-2025 regarding the 2025 Q3 Update dated November 17, 2025 be received.

Background:

On January 29, 2025, through Council Resolution #2025.01.15-CR-02, Town Council approved the Library Board's 2025 Operating Budget in the amount of \$4,366,874, and the 2025 Capital Budget in the amount of \$485,784. Finalized Operating and Capital results to September 30, 2025, are included in this report.

Financial Results – Operating

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

As of September 30, 2025, the total operating budget was at 128% of total budgeted revenues, and 80% of total budgeted expenses. Overall, the Q3 results show that the Library is at 73% of the overall budget.

Appendix A provides a detailed financial report of the Q3 Operating Results.

Overview of Revenues

Registration & Facility Fees: Hall rentals are trending lower at 37% of total budgeted amount; registration fees are doing exceptionally well at 121%.

User Fees & Licenses: On target at 69% of budget.

Grants: The Library received funding from the Town through the Building Safer Communities Fund (BSCF) Federal grant (\$27k to date with \$38k anticipated in Q4), \$8.5k from the TD Friends of the Environment, and just over \$52k from the County of Simcoe for the Human Navigator pilot project.

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

Donations: Notable donations received include Tim Horton's Smile Cookie campaign, the Lion's Club and Elizabeth Fry Society.

Overview of Expenditures

Wages & Benefits: On target at 74%.

Materials & Supplies: Slightly overspent at 86%.

Other Expenditures: Utilities, Contracts, Rents & financials, Fleet - all trending lower.

Facility Related expenses: On target at 69%.

Financial Results – Capital

The 2025 approved capital budget consists of funding requests for planned capital expenditures expected to occur in the upcoming years that are required to undertake or complete capital initiatives. In addition to the 2025 approved capital projects, the Library Board has carried over projects approved in previous years.

- Year to date spending for capital projects is \$199,077, related to projects LIB37, LIB39, LIB5, LIB52, LIB66, LIB67 and LIB70. LIB71 expected to have most expenditures in Q4, with remainder expensed in 2026.
- LIB42 deferred to 2027.

Appendix B provides a detailed financial report of the Q3 Capital Results.

Financial Consideration:

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

Conclusion:

This report provides information to the Library Board regarding the operating and capital activities that occurred during the third quarter of 2025.

PREPARED BY:

Erin Scuccimarri, CEO

APPROVED BY:

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

Appendix A



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended September 2025
Library

	Year to	YTD Actual as	2025	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
Library Operating				
Library Administration				
Revenue				
Registration & Facility Fees				
Facility Rental				
4438 Hall Rental	-4,383	37%	(12,000)	<i>impact from renovations</i>
Total Facility Rental	-4,383	37%	(12,000)	
Registration Fees				
4464 Programming	-33,799	121%	(28,000)	
Total Registration Fees	-33,799	121%	(28,000)	
Total Registration & Facility Fees	-38,182	95%	(40,000)	
User Fees, Licences and Fines				
Fines				
4620 Fines	0	0%	-	
Total Fines		0%	-	
User Fees				
4447 Misc. Revenue	-8,992	36%	(25,000)	
4490 Photocopy Etc.	-16,511	110%	(15,000)	
4491 Books	-5,006	100%	(5,000)	
4492 ideaSHOP sales	-2,413	97%	(2,500)	
Total User Fees	-32,922	69%	(47,500)	
Total User Fees, Licences and Fines	-32,922	69%	(47,500)	
Other				
Government Grants				
4100 Grants - Ontario	-55,483	121%	(45,922)	<i>County's Navigator grant received mthly \$5,833, TD Grant \$8.5k, \$45K PLOG Grant expected Q4</i>
4200 Grants - Federal	-27,742	0%	-	<i>BSCF funding expected - (\$65k for the yr)</i>
Total Government Grants	-83,225	181%	(45,922)	
Other Revenue				
4760 Donations	-17,109	0%	-	<i>Tim's smile cookie, Lion's Club, Elizabeth Fry</i>
Total Other Revenue	-17,109	0%	-	
Total Other	-100,334	218%	(45,922)	
Total Revenue	-171,438	128%	(133,422)	
Expenditures				
Wages & Benefits				
Wages & Benefits Permanent				
5010 Salaries - (FT)	1,556,237	58%	2,668,308	
5020 Overtime - Paid (FT)	2,717	0%	-	
5100 Benefits (FT)	463,002	56%	820,926	
5101 Benefit Clearing (FT)	21,829	0%	-	
5299 Change in Post Employee Benefi	0	0%	-	
7126 Contingency-Wages	0	0%	60,000	
Total Wages & Benefits Permanent	2,043,785	58%	3,549,234	
Wages & Benefits Non-Permanent				
5011 Salaries - (PT)	578,397	614%	94,238	
5021 Overtime - Paid (PT)	280	0%	-	
5102 Benefits (PT)	69,004	389%	17,725	
5103 Benefit Clearing (PT)	30,896	0%	-	
Total Wages & Benefits Non-Permanent	678,577	606%	111,963	
Total Wages & Benefits	2,722,362	74%	3,661,197	
Materials & Supplies				
Facility/Park Maintenance				
7080 Cleaning Supplies	8,464	94%	9,000	
Total Facility/Park Maintenance	8,464	94%	9,000	
Advertising & Publicity				
7020 Advertising & Publicity	6,677	75%	8,865	
Total Advertising & Publicity	6,677	75%	8,865	
Clothing				
5210 Clothing/PPE	0	0%	675	
Total Clothing		0%	675	
Education, Seminars & Memberships				
5230 Education & Development	19,400	88%	22,000	
7300 Prof. Dues & Memberships	4,218	141%	2,993	
Total Education, Seminars & Memberships	23,630	95%	24,993	
Equipment Maintenance				
7140 Equipment Maintenance	6,269	285%	2,200	
Total Equipment Maintenance	6,269	285%	2,200	
Office, Printing & Postage				
7360 Office Supplies	7,537	81%	9,296	
7400 Photocopy	8,443	84%	10,000	



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended September 2025
Library

	Year to	YTD Actual as	2025	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
7440 Postage	345	35%	1,000	
7460 Printing	1,824	25%	7,240	
Total Office, Printing & Postage	18,149	66%	27,536	
Materials				
7029 Electronic Collections	65,242	58%	113,077	
7041 Physical Collections	104,208	68%	152,460	<i>potential tariff impacts</i>
7280 Material	16,165	73%	22,000	
7283 Technology Supplies	33,437	171%	19,500	<i>revenue from programming offsets the overspend here</i>
7284 ideaSHOP Supplies	136	27%	500	
Total Materials	219,188	71%	307,537	
Other Expenses				
5120 Board&Committee /Non-payroll	1,450	36%	4,000	
7285 Meals & Beverages	4,170	0%	-	<i>costs associated with BSCF</i>
7320 Mileage	6,191	63%	9,858	
7389 Culture Engagement	10,194	31%	32,500	
7450 Pre school Storytime	0	0%	-	
7470 Programming - Children	11,041	77%	14,260	
7545 Project Expense	57,283	0%	-	<i>offset by grant \$ in deferred revenue - CFS invoices for Navigator</i>
Total Other Expenses	90,329	149%	60,618	
Public Relations				
7485 Public Relations	14,683	196%	7,503	<i>Typically go overbudget, this is offset by misc revenues</i>
Total Public Relations	14,683	196%	7,503	
Software Maintenance and Licencing				
7580 Software Annual Maint. Fees	55,910	82%	68,399	
Total Software Maintenance and Licencing	55,910	82%	68,399	
Total Materials & Supplies	443,299	86%	517,326	
Utilities				
Telephone and Utilities				
7600 Telephone	2,674	49%	5,508	
Total Telephone and Utilities	2,674	49%	5,508	
Total Utilities	2,674	49%	5,508	
Contracted Services				
Audit Fees				
8080 Audit	4,292	75%	5,723	
Total Audit Fees	4,292	75%	5,723	
Contracts				
8290 Contracts	2,060	15%	14,021	
Total Contracts	2,060	15%	14,021	
Other Contracted Services				
8781 Recruitment Services	2,638	0%	-	<i>new code - no budget \$\$ assigned</i>
Total Other Contracted Services	2,638	0%	-	
External Legal Costs				
8640 Legal	1,980	20%	10,000	
Total External Legal Costs	1,980	20%	10,000	
Total Contracted Services	10,970	37%	29,744	
Rents & Financial				
Service Charges				
9110 Debit/Visa Charges	888	20%	4,481	
Total Service Charges	888	20%	4,481	
Total Rents & Financial	888	20%	4,481	
Library Fleet				
Expenditures				
Materials & Supplies				
Fuel				
7200 Fuel	64	3%	1,846	
Total Fuel	64	3%	1,846	
Insurance				
7220 Insurance	0	0%	950	
Total Insurance	0	0%	950	
Purchased Services				
7380 Purchased Services	144	19%	751	
Total Purchased Services	144	19%	751	
Total Materials & Supplies	208	6%	3,547	
Total Expenditures	208	6%	3,547	
Total Library Fleet	208	6%	3,547	
Library Facilities				
Stroud Branch				
Expenditures				
Materials & Supplies				
Facility/Park Maintenance				



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended September 2025
Library

	Year to	YTD Actual as	2025	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
7180 Facility/Parks Maintenance	1,550	34%	4,550	
Total Facility/Park Maintenance	1,550	34%	4,550	
Insurance				
7220 Insurance	1,021	39%	2,600	
Total Insurance	1,021	39%	2,600	
Total Materials & Supplies	2,571	36%	7,150	
Utilities				
Telephone and Utilities				
7600 Telephone	777	42%	1,855	
Total Telephone and Utilities	777	42%	1,855	
Total Utilities	777	42%	1,855	
Contracted Services				
Cleaning Contract				
8185 Cleaning Contract	8,986	75%	11,990	
Total Cleaning Contract	8,986	75%	11,990	
Total Contracted Services	8,986	75%	11,990	
Internal Recoveries/Transfers				
Internal Rental Expenditure(Revenue)				
9610 Facility rental expenditures(I	19,724	75%	26,300	
Total Internal Rental Expenditure(Revenue)	19,724	75%	26,300	
Total Internal Recoveries/Transfers	19,724	75%	26,300	
Total Expenditures	32,058	68%	47,294	
Total Stroud Branch	32,058	68%	47,294	
Churchill Branch				
Revenue				
Registration & Facility Fees				
4538 Rental Income	-10,704	50%	(21,407)	
4541 M.I.T Income	-7,148	66%	(10,757)	
Total Registration & Facility Fees	-10,704	33%	(32,164)	
Expenditures				
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	11,515	461%	2,500	ceiling costs
Total Facility/Park Maintenance	11,515	461%	2,500	
Insurance				
7220 Insurance	1,503	40%	3,800	
Total Insurance	1,503	40%	3,800	
Total Materials & Supplies	13,018	207%	6,300	
Utilities				
Telephone and Utilities				
7600 Telephone		0%	-	
7660 Utilities - Hydro	62	0%	-	
7680 Utilities - Natural Gas	16	0%	-	
7700 Utilities - Water/Sewer	24	0%	-	
Total Telephone and Utilities	102	0%	-	
Total Utilities	102	0%	-	
Contracted Services				
Contracts				
8325 Contracts - Grass Cutting		0%	-	
8850 Snow Removal		0%	-	
Total Contracts		0%	-	
Total Contracted Services		0%	-	
Internal Recoveries/Transfers				
Internal Transfers				
9681 Snow Clearing - Expenditures	1,783	76%	2,350	
9365 Property Taxes	0	0%	5,842	\$4114 to be expensed in Q4
9696 Depart. Overhead Allocations		0%	-	
Total Internal Transfers	1,783	22%	8,192	
Total Internal Recoveries/Transfers	1,783	22%	8,192	
Total Expenditures	14,903	103%	14,492	
Total Churchill Branch	-2,949	17%	(17,672)	
Cookstown Branch				
Revenue				
Transfer from Reserve & Reserve Funds				
Contributions from Obligatory RF				
492507 Oblig.RF-Library DCA	-155,108	100%	(155,108)	
492513 Oblig.RF-Parks Outdoor DCA	0	0%	-	
492515 Oblig.RF-Parks Indoor DCA	-11,281	100%	(11,281)	
Total Contributions from Obligatory RF	-166,389	100%	(166,389)	
Total Transfer from Reserve & Reserve Funds	-166,389	100%	(166,389)	



Corporation of the Town of Innisfil
 Budget to Actual Variance Report - Operating
 For the Period Ended September 2025
 Library


	Year to	YTD Actual as	2025	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
Total Revenue	-166,389	100%	(166,389)	
Expenditures				
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	23,254	116%	20,018	
Total Facility/Park Maintenance	23,254	116%	20,018	
Insurance				
7220 Insurance	6,426	38%	16,700	
Total Insurance	6,426	38%	16,700	
Total Materials & Supplies	29,680	81%	36,718	
Utilities				
Telephone and Utilities				
7600 Telephone	1,255	63%	2,000	
7660 Utilities - Hydro	19,195	67%	28,500	
7680 Utilities - Natural Gas	3,350	134%	2,500	problem solved - reimbursement expected Q4
7700 Utilities - Water/Sewer	1,506	70%	2,138	
Total Telephone and Utilities	25,306	72%	35,138	
Total Utilities	25,306	72%	35,138	
Contracted Services				
Cleaning Contract				
8185 Cleaning Contract	11,233	71%	15,895	
Total Cleaning Contract	11,233	71%	15,895	
Contracts				
8850 Snow Removal	12,352	68%	18,242	
Total Contracts	12,352	68%	18,242	
Total Contracted Services	23,585	69%	34,137	
Long term debt - Principal & Interest				
L.T.D. Principal & Interest				
5610 Debt Interest	33,389	100%	33,389	
5620 Debt Principal	133,000	100%	133,000	
5630 Accrued Interest Transfer	0	0%	-	
9265 Amortization of Debent. Comm.	0	0%	-	
Total L.T.D. Principal & Interest	166,389	100%	166,389	
Total Long term debt - Principal & Interest	166,389	100%	166,389	
Internal Recoveries/Transfers				
Internal Rental Expenditure(Revenue)				
9600 Facility rental revenue(Intern	-21,749	75%	(29,000)	
Total Internal Rental Expenditure(Revenue)	-21,749	75%	(29,000)	
Internal Transfers				
9695 Internal Charges(Recoveries)	0	0%	-	
9696 Depart. Overhead Allocations	0	0%	-	
Total Internal Transfers		0%	-	
Total Internal Recoveries/Transfers	-21,749	75%	(29,000)	
Total Expenditures	223,211	92%	243,382	
Total Cookstown Branch	56,822	74%	76,993	
Lakeshore Branch				
Expenditures				
Materials & Supplies				
Facility/Park Maintenance				
7180 Facility/Parks Maintenance	31,702	104%	30,535	
Total Facility/Park Maintenance	31,702	104%	30,535	
Insurance				
7220 Insurance	13,162	28%	47,300	
Total Insurance	13,162	28%	47,300	
Total Materials & Supplies	44,864	58%	77,835	
Utilities				
Telephone and Utilities				
7600 Telephone	1,184	32%	3,700	
7660 Utilities - Hydro	19,431	55%	35,495	
7680 Utilities - Natural Gas	11,435	89%	12,795	
7700 Utilities - Water/Sewer	4,743	111%	4,290	
Total Telephone and Utilities	36,793	65%	56,280	
Total Utilities	36,793	65%	56,280	
Contracted Services				
Cleaning Contract				
8185 Cleaning Contract	11,323	65%	17,335	
Total Cleaning Contract	11,323	65%	17,335	
Contracts				
8325 Contracts - Grass Cutting		0%	-	
8850 Snow Removal	12,759	62%	20,427	



Corporation of the Town of Innisfil
 Budget to Actual Variance Report - Operating
 For the Period Ended September 2025
 Library

	Year to	YTD Actual as	2025	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
Total Contracts	12,759	62%	20,427	
Total Contracted Services	24,082	64%	37,762	
Total Lakeshore Branch	105,739	62%	171,877	
Total Facilities	191,670	69%	278,492	
Total Expenditures	3,372,071	80%	4,218,257	
Total Library	3,200,633	73%	4,366,874	

Appendix B

 Corporation of the Town of Innisfil Projected Spend to Actual Spent Variance Report - Capital For the Period Ended 2025 Capital				
	Total	Actual	Variance	
	Approved	Spent to	2025 Planned	Additional Comments
	Budget	Date	Spend to Actual	
Library				
Library				
LIB37 Cookstown Facility Assessment & Repairs	37,215	26,787	10,428	<i>expenditures expected in Q4</i>
LIB39 Job Evaluation/Job Description/Pay Equity	2,574	2,137	437	<i>project to be closed</i>
LIB4 RFID	36,903		36,903	
LIB42 Design / Preparation for ideaLAB & Library with Recreational Com	550,000			
LIB45 Updated Needs Assessment Study	40,000		40,000	
LIB49 Lakeshore Facility Assessment & Repairs	75,000		75,000	<i>expenditures expected in Q4</i>
LIB5 Electronic Equipment - All Branches	80,784	38,062	42,722	<i>expenditures expected in Q4</i>
LIB52 Replacement Furnishings	80,000	10,440	69,560	<i>expenditures expected in Q4</i>
LIB65 Marketing Kiosks	76,393		76,392	
LIB66 Mobile Outreach Unit (InnMotion)	78,000	56,451	21,549	
LIB67 Space Planning	7,388	7,347	41	<i>project to be closed</i>
LIB70 ideaLAB & Library Mobile Kiosk	150,000	57,853	92,147	
LIB71 Lakeshore Children's Area Expansion	250,000		250,000	<i>expenditures expected in Q4</i>
Total Library	1,464,257	199,077	715,179	
Total Library	1,464,257	199,077	715,179	
% of Capital Spend Achieved at Q3		27.84%		

**INNISFIL PUBLIC LIBRARY STAFF REPORT**

STAFF REPORT NO. LIB-15-2025
DATE: November 17, 2025
TO: Innisfil Public Library Board
FROM: Erin Scuccimarri, CEO
SUBJECT: Succession Planning Policies

RECOMMENDATION:

That Staff Report LIB-15-2025 regarding the development of new Succession Planning Policies; and

THAT the Library Board approve the Employment - Succession Planning Policy and Board – Succession Planning Policy as presented; and

THAT staff be directed to develop supporting tools, documentation, and governance trackers to operationalize and maintain both policies.

BACKGROUND:

The *Public Libraries Act* establishes the Board's authority to appoint and oversee the CEO and outlines the Board's governance responsibilities. While the Act provides the legislative framework, effective governance requires supporting policies that ensure leadership continuity, stability, and preparedness in times of transition.

Succession planning is a best practice in both public and non-profit governance. It helps maintain confidence in the organization, preserves institutional knowledge, and ensures the Library continues to deliver services and strategic initiatives without disruption.

The Library has historically engaged in succession planning activities, such as recruitment support, internal leadership development, and Board renewal processes. However, the Library did not have formalized policies governing these practices. The development of the *Employment - Succession Planning Policy* and the *Board - Succession Planning Policy* provides structure, accountability, and alignment with the *Public Libraries Act*, the Library's Procedural By-Law, and sector standards.

STAFF REPORT #LIB-15-2025 – Succession Planning Policies

ANALYSIS/CONSIDERATION:

The two policies together create a cohesive framework for leadership and governance continuity:

- The Employment - Succession Planning Policy outlines procedures for temporary and permanent absences, recruitment responsibilities, leadership development, and transition planning. It ensures that the Board and senior leadership are prepared to respond quickly and effectively to leadership changes.
- The Board – Succession Planning Policy defines how the Board will plan for its own renewal and leadership continuity, including identification of required competencies, diversity and representation goals, preparation of a Legacy Report at the end of each term, and structured onboarding for new trustees.

Both policies reinforce good governance practices, build organizational resilience, and align with industry standards regarding continuity planning. Upon approval, staff will develop the necessary supporting tools referenced within the policies, including:

- A Succession Planning Tracker to record key roles, skills, and leadership development activities;
- A Board Skills and Attributes Matrix to guide future trustee recruitment discussions;
- A Legacy Report Template to support end-of-term transitions; and
- Recruitment/Orientation materials and frameworks to ensure consistent onboarding and leadership continuity.

Together, these resources will provide the Board and leadership team with a clear, repeatable process to maintain operational and governance stability over time.

OPTIONS/ALTERNATIVES:

The Library Board may approve the recommendations, as presented, or request revisions or amendments to one or both policies.

FINANCIAL CONSIDERATIONS:

There are no significant financial implications associated with the adoption of these policies. Implementation will be supported through existing staff resources and operational budgets. Future professional development, leadership training, or recruitment costs will be accommodated through annual budget planning.

STAFF REPORT #LIB-15-2025 – Succession Planning Policies

CONCLUSION:

Formalizing both the *Employment - Succession Planning Policy* and the *Board – Succession Planning Policy* represents an important step in strengthening the Library's governance framework and ensuring leadership continuity.

These policies provide the Board and management with a clear, proactive approach to planning for leadership transitions and building the next generation of leaders, both at the staff and governance level.

Once approved, staff will proceed with developing the supporting documentation, tracking tools, and templates required to implement both policies, and will provide updates to the Board as part of the ongoing governance review cycle.



SUBJECT: BOARD – SUCCESSION PLANNING POLICY

Policy No: B-2025-20

Date: November 17, 2025

Review Date: November, 2029

Pages: 4

PURPOSE

This policy provides a framework to:

- Maintain a full complement of qualified and representative trustees at all times.
- Guide the Board's preparation for and participation in the recruitment of new trustees.
- Ensure that institutional knowledge and governance capacity are preserved between outgoing and incoming Boards.
- Encourage diversity, equity, and inclusion in Board composition.

POLICY

The Innisfil Public Library Board recognizes its responsibility, under the Public Libraries Act, R.S.O. 1990, c. P.44, to ensure effective, representative, and continuous governance of the Library. The Board affirms that thoughtful succession planning is essential to maintaining good governance, stability, and alignment with the Library's mission, vision, and strategic plan. The Board commits to ensuring that its composition, skills, and knowledge base continue to align with the Library's mission, vision, and strategic goals.

APPLICATION

This policy applies to all current and incoming trustees of the Library and to the Board as a collective entity. It governs the processes of trustee recruitment, appointment, orientation, and term renewal.

DEFINITIONS

Board Member – *An individual appointed by the municipal council as a trustee of the Library in accordance with the Public Libraries Act.*

Legacy Document – *A record of the outgoing Board's accomplishments, key decisions, strategic direction, and outstanding work to inform incoming trustees.*

Succession Planning – *The process of assessing current Board composition, identifying future needs and candidates, and implementing strategies to enable smooth transitions and leadership continuity.*

RESPONSIBILITY

Library Board

- Review the Board's composition, strategy and skills each term.
- Establish a Board Succession Committee.
- Ensures preparation of a Legacy Report prior to each municipal election.
- Oversees orientation and continuing development of trustees.
- Provide oversight of trustee onboarding, development and performance evaluation.

CEO

- Support the Board in its succession planning activities by providing relevant information, governance training and orientation resources.
- Assist in preparing legacy documentation and trustee briefing materials.
- Coordinate onboarding processes for new trustees and support integration into the governance team.

Board Succession Committee

- Confirms the ideal Board profile, aligned with the Library's strategic plan.
- Advises on the recruitment notice, qualifications, and evaluation framework.
- Supports an inclusive recruitment approach that reflects the diversity of the Innisfil community.
- Prepared to recruit new trustees mid-term if a seated trustee is no longer able to serve. Until the vacancy is filled, the Board may temporarily reassign committee or leadership responsibilities as needed to maintain operations and ensure quorum.

ADMINISTRATION

The Library Board recognizes that succession planning is a continuous governance activity, not limited to times of transition. To ensure effective leadership continuity, the Board will:

1. Integrate Succession Planning into Annual Governance Work

- Review its composition and leadership to assess balance in expertise, community representation, and diversity, ideally in the first and fourth years of the Board term.
- Maintain a Board Skills and Attributes Matrix to guide discussions about desired competencies and future recruitment priorities.
- Encourage mentoring relationships between experienced and newer trustees to support leadership readiness.

2. Foster Leadership Development and Renewal

- Provide opportunities for trustees to assume leadership roles within committees or task groups, the Library Board, the community, and within the broader library sector.
- Support trustee participation in professional development opportunities offered by sector organizations.

3. Ensure Transition Preparedness

- Prior to each municipal election, review governance effectiveness, update desired trustee qualifications, and prepare the Legacy Report.
- Facilitate early orientation for incoming trustees, ensuring awareness of statutory responsibilities, strategic priorities, and ongoing initiatives.

4. Promote Diversity and Inclusion

- Strive for a Board composition that reflects the community's geographic, cultural, and demographic diversity.
- Encourage inclusive outreach and equitable access to trustee roles.
- Consider the varied lived experiences, professional backgrounds, and perspectives that enhance decision-making.

5. Monitor and Review

- Evaluate the effectiveness of succession planning efforts once per term, identifying lessons learned and areas for improvement.
- Review this policy at least once per term, or as needed to reflect legislative, organizational, or community changes.

Related Documents:

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

Approved by the Innisfil Public Library Board, November 17, 2025,
Motion Number: 2025.XX.



SUBJECT: EMPLOYMENT – SUCCESSION PLANNING POLICY

Policy No: E-2025-21

Date: November 17, 2025

Review Date: November 2029

Pages: 5

PURPOSE

Leadership continuity is essential to the stability, strategic progress, and operational effectiveness of the Library. Changes in leadership, particularly at the CEO level, can create uncertainty if not effectively planned for.

This policy provides a framework to:

- Support both planned and unplanned leadership transitions;
- Ensure that a qualified CEO is in place at all times;
- Maintain stability and confidence in the organization during leadership change;
- Encourage ongoing leadership development and internal succession planning within the Library.

POLICY

General

Given the level of authority and responsibility granted to the CEO under the *Public Libraries Act* and Board by-laws, the Library Board recognizes the importance of having a clear plan for both planned and unplanned CEO transitions to ensure continuity of leadership, operations, and public confidence in the Library.

Legislative Context

The *Public Libraries Act*, R.S.O. 1990, c. P.44, states:

“A board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.”

APPLICATION

This policy applies to:

- The CEO; and
- Senior leadership positions identified as critical to the operation and strategic direction of the Library.

DEFINITIONS

Acting CEO – *An individual appointed by the CEO or the Library Board to temporarily assume the full duties and authority of the CEO during an absence.*

CEO – *The Chief Executive Officer of the Library, appointed by the Library Board in accordance with the Public Libraries Act.*

Leadership Development – *The intentional investment in training, mentorship, and professional growth opportunities to prepare staff for potential future leadership roles.*

Permanent Vacancy – *A vacancy that arises from resignation, retirement, termination, long-term absence exceeding two years, or any unforeseeable circumstance resulting in the employee’s inability to perform their duties on a permanent basis.*

Succession Planning – *The process of identifying and developing internal staff to ensure continuity of leadership and the successful operation of the Library in the event of planned or unplanned leadership changes.*

Temporary Absence – *A period of leave during which the employee is expected to return, ranging from short-term (up to six weeks) to extended (up to two years).*

RESPONSIBILITY

Library Board

- Appoint and oversee the CEO in accordance with the *Public Libraries Act*;
- Approve and implement a CEO succession plan for temporary absences and permanent vacancies;
- Approve the appointment of an Acting CEO for extended absences;
- Establish a recruitment process and select a new CEO when a permanent vacancy arises;
- Review and approve this policy every term or as required.

CEO

- Develop and maintain a Staff Succession Plan to ensure leadership continuity across the organization;
- Identify key positions critical to operations and potential internal successors;
- Support staff in professional development and leadership training;
- Appoint an Acting CEO during short-term absences (up to six weeks) and notify the Board Chair; and
- Recommend qualified internal candidates for Acting CEO appointments during extended absences, where possible.

Senior Leadership Team

- Maintain documentation and cross-training to ensure operational continuity;
- Mentor and support emerging leaders; and
- Participate in leadership development and succession planning activities as identified by the CEO.

ADMINISTRATION

1. Leadership and Staff Succession Planning

The CEO will ensure that a Staff Succession Plan is developed and reviewed annually. This plan will:

- Identify key leadership and management roles critical to continuity;
- Establish strategies for identifying and developing internal candidates;
- Include contingency plans for unplanned absences; and
- Ensure documentation exists to support seamless transitions.

Leadership Development

The Library encourages all employees to strengthen their professional and leadership competencies. To support this goal, the Library will:

- Maintain an annual training budget, where possible, of at least 1% of total wages and benefits (as per the Accreditation for Public Libraries Guidelines);
- Use performance appraisals to identify growth opportunities and align staff development with organizational needs;
- Support participation in advanced leadership training and professional learning opportunities;
- Provide opportunities to lead projects, shadow leadership roles, or chair committees to gain experience.

2. CEO Succession Planning

Under the *Public Libraries Act*, the Library Board has exclusive authority to appoint and oversee the CEO. CEO succession planning includes both temporary absences and permanent vacancies.

Short-Term Absences (up to six weeks)

For short-term planned or incidental absences (e.g., vacation or brief leave of absence), the CEO is responsible for appointing an Acting CEO to fulfill leadership duties during the absence and shall notify the Board Chair of the appointment. The CEO will appoint one or more of the Library Directors, and may rotate responsibilities as required.

Extended Temporary Absences (more than six weeks, up to two years)

For extended leaves, the Board shall:

- Appoint an Acting CEO for the duration of the absence;
- Confirm in writing the Acting CEO's authority, reporting expectations, and term.

Where possible, the CEO will provide advance notice of the leave and may recommend a qualified internal candidate. The Acting CEO will assume all duties and authorities of the CEO for the appointment period. Additional compensation may be provided in accordance with the Library's Added Responsibility Pay Policy.

Permanent Vacancy

A permanent vacancy occurs due to resignation, retirement, termination, long-term absence exceeding two years, or any unforeseeable circumstance resulting in the CEO's inability to perform their duties on a permanent basis. In such cases:

- The Board shall initiate a recruitment process to appoint a new CEO;
- Appoint an Acting or Interim CEO to maintain continuity until a permanent successor is in place.

3. CEO Recruitment and Onboarding

When a permanent vacancy arises, the Board will:

- Identify required leadership competencies and attributes;
- Establish a CEO Recruitment Committee consisting of the Board Chair and at least two other Trustees;
- Determine whether to engage the municipal Human Resources team and/or an executive search firm;
- Conduct a transparent recruitment process, considering both internal and external candidates;
- Recommend a preferred candidate to the full Board for approval.

Upon appointment of a new CEO, the Board will:

- Develop a structured onboarding plan outlining expectations, strategic priorities, and introductions to key stakeholders;
- Where possible, facilitate a transition period between the outgoing and incoming CEO to ensure organizational continuity.

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44
BOARD – Procedural By-Law Policy

Approved by the Innisfil Public Library Board, November 17, 2025,
Motion Number: 2025.XX.

Policy Changes Summary

10a.01.01 EMPLOYMENT - Electronic Communications Policy #E-2025-18

- Minor wording and format changes

10b.01.01 OPERATING & TECHNOLOGY – Community Social Media Policy
#2025-19

- Refreshed wording under Purpose heading
- Other minor wording and format changes



SUBJECT: EMPLOYMENT - ELECTRONIC COMMUNICATIONS POLICY

Policy No: E-2025-18

Date: November 17, 2025

Review Date: November 2029

Pages: 6

PURPOSE

To establish acceptable use standards for all forms of electronic communication, including but not limited to email, social media, and Internet services.

POLICY

Application

This policy applies to:

- All Library employees
- All electronic communication services provided by the Innisfil Public Library Board (the Board), whether fully or partially owned or funded
- All official and public records generated by Library employees using Board-provided electronic communication services, regardless of equipment ownership

Printed copies of electronic mail are subject to existing by-laws, policies, and procedures regarding records retention and disclosure.

Guidelines

Electronic communication is essential for conducting Library business and ensuring efficient, reliable information exchange with the Board, employees, customers, and the community.

Definitions

Business Communication Platform: Software that offers workplace video

communication and/or chat, such as Microsoft Teams, Google Meet, Zoom, and WhenIWork.

Cracking: The act of breaking into a computer system.

Malware: Software designed to infiltrate or damage a computer system without the owner's informed consent. Software is considered malware based on the perceived intent of the creator rather than any particular features. It includes computer viruses, worms, Trojan horses, spyware, dishonest adware, and other malicious or unwanted software.

Pirated Software: Software piracy is the mislicensing, unauthorized reproduction, and illegal distribution of software, whether for business or personal use.

Social Media: Any facility for online publication, participation, interaction, and commentary, including (but not limited to):

- Blogs, wikis, and social networking sites such as Facebook, LinkedIn, X (Twitter), Instagram, TikTok, Pinterest, and YouTube
- The library website interactive components, including Bibliocommons
- Forums and discussion boards (e.g., Google Groups)
- Online encyclopedias (e.g., Wikipedia)
- Any other websites that allow individual users or companies to use simple publishing tools (e.g., wikis)

Spam: Unsolicited bulk email, primarily UCE (unsolicited commercial email).

Trojan: A program that installs malicious software while under the guise of doing something else. Though not limited in their payload, Trojan horses are notorious for installing backdoor programs that allow unauthorized remote access to the victim's equipment.

Virus: A computer program that can copy itself and infect a computer without permission or knowledge of the user.

Wiki: A collaborative website that can be directly edited by anyone with access to it.

Worm: A self-replicating computer program that uses a network to send copies of itself to other nodes (computer terminals on the network), often without user intervention. Unlike a virus, it does not need to attach itself to an existing program.

Principles of Use

- Electronic communication services, including business communication platforms, are for authorized employees only and must support job functions and approved projects.
- Library leadership determines required services for employees and ensure compliance with this policy.
- Employees must safeguard Library information assets and comply with all related policies.
- The Library reserves the right to access, use, and disclose messages sent over its network for legitimate business purposes without prior consent, subject to applicable laws.

Monitoring

All hardware and software are Board property. The Board may monitor web usage, emails, files, and any electronic communication stored on its systems at any time without notice to ensure compliance, support investigations, and manage information systems.

Protection of Information Assets of the Board

Employees must:

- Protect all information assets of the Board
- Avoid public disclosure of confidential or proprietary information
- Comply with conflict of interest, confidentiality, and privacy policies, including the Municipal Freedom of Information and Protection of Privacy Act

Appropriate Use and Content of Information

Employees using electronic communication services shall:

- Follow Board policies, procedures, and standards
- Be courteous and adhere to professional etiquette
- Protect privacy and confidentiality
- Maintain responsibility for their accounts
- Respect intellectual property rights
- Avoid expressing personal opinions as official Library statements unless required by job duties

Prohibited Content Includes:

- Religious, political, or commercial messages
- Personal solicitations or promotions for personal gain
- Misrepresentation or impersonation
- Intimidating, obscene, profane, harassing, or offensive material (including language/images violating the Ontario Human Rights Code or Occupational Health & Safety Act)

- Gossip or personal information about co-workers
- Malware, viruses, worms, or Trojans
- Illegal activities (e.g., unauthorized access, cracking, copyright infringement, software piracy)
- Data that interferes with service use (e.g., chain letters, spam)

Personal Use

Personal messages are subject to the same standards and guidelines as business messages. All personal communications directed to other Library employees must use the Library's internal communication platform.

Electronic mail, social media, and Internet services may be used for incidental personal purposes provided that usage does not:

- Interfere with Library operations or computing resources
- Create costs for the Board
- Affect job performance or obligations
- Involve subscribing to personal mailing lists using a work address

Employees must not:

- Use services for defamatory or offensive comments that could result in legal liability or violate legislation (e.g., Ontario Human Rights Code, Occupational Health and Safety Act)
- Post to blogs, wikis, or social networking sites on behalf of the Library without authorization

Message Retention

Retention periods for electronic data, including email, follow the Board's Records Retention policies.

Confidential, Proprietary and Private Information

Email is not inherently private and may be accessed or forwarded. For confidential or personal correspondence, consider alternative methods.

Email may be used for confidential communication if mutually agreed upon or expected (e.g., resume submissions).

Employees who receive an internal email in error should notify the sender immediately. Respect privacy when forwarding messages. General corporate information may be shared externally, but specific messages should not be forwarded without the author's consent.

In emergencies or when an employee is absent, a Director/Manager may request temporary access to electronic accounts through the Director of IT.

Discipline Resulting from Violation

Violations of this policy or related standards may result in disciplinary action, up to and including dismissal.

Employee Acknowledgement

Employees must read and sign an acknowledgment confirming they have received, understood, and agreed to comply with this policy.

Related Policies

Social Media Policy

Internet Service Policy

Information Technology Policy

Canada's Anti-Spam Legislation Compliance Policy

Rules of Conduct Policy

Confidentiality and the Protection of Privacy Policy

Right to Disconnect Policy

Approved by the Innisfil Public Library Board, November 17, 2025

Motion Number: 2025.XX

Supersedes Policy #E2021-19, approved November 15, 2021, Motion #2021.85;

Policy #E2017-18, approved November 20, 2017, Motion #2017.83 &

Policy #E2011-10, approved May 16, 2011, Motion #2011.34;

Policy #2007-07, approved November 19, 2007 (Motion #2007.59),

Policy #2006-23, approved June 12, 2006 (Motion #2006.62) &

Policy #2006-12, approved April 10, 2006 (Motion #2006.35).



SUBJECT: COMMUNITY - SOCIAL MEDIA POLICY

Policy No: 2025-19

Date: November 17, 2025

Review Date: November 2029

Pages: 6

PURPOSE

Innisfil ideaLAB & Library uses online and social media channels to extend its welcoming, supportive service environment into the digital space, in alignment with the Library's mission, vision, and values.

This Social Media Policy aims to:

- Support excellent customer service through effective use of online and social media.
- Define expectations for employees, authorized external contributors, and the public.
- Minimize risks through clear guidelines for use and engagement.

The policy provides direction on content standards, roles, responsibilities, legal obligations, and risk management to ensure the Library's online presence reflects its values and objectives.

POLICY

Application

This policy applies to all Library online and social media activities, including social networks, websites, and mobile apps. It covers Library employees, authorized external contributors, and members of the public interacting through these channels.

The same standards apply online as in all other Library communications. Employees will maintain a social media presence consistent with the Library's mission, vision, and

values.

This policy complements relevant legislation and Library policies such as the Rules of Conduct and Staff Code of Conduct.

Definitions

Authorized external contributor: Non-employees engaged by the Library to contribute to programs, services, or events (e.g., writers-in-residence, authors, partners). Those posting on behalf of the Library must follow Library guidelines.

Personal Information: Recorded information about an identifiable individual, excluding name, title, and business contact details.

Social media: Any platform for online publication, interaction, or commentary, including blogs, wikis, Facebook, LinkedIn, X (Twitter), Instagram, TikTok, Pinterest, YouTube, Bibliocommons, forums, and similar sites.

User Generated Content: Original content created by users and uploaded to Library channels (e.g., stories, videos, drawings).

Objectives

Online communication supports the Library's mission to foster learning, literacy, and community connections. Social media use reflects the Library's commitment to accurate information, privacy protection, and responsive service.

The Library applies the same standards to online channels as other communication methods and supports their responsible use for:

- Promotion, outreach, and branding
- Information delivery and service support
- Customer service excellence
- Media and public relations
- Partner collaboration
- Accessibility

The Library is not responsible for content posted by individuals other than employees or authorized contributors.

To manage risks and maximize benefits, the Library will:

- Post Terms of Use outlining participation requirements
- Reserve the right to amend or remove non-compliant content
- Provide a contact for complaints and inquiries
- Set clear guidelines for contributions
- Direct users to appropriate service channels

- Offer training for employees and contributors
- Monitor and evaluate social media effectiveness
- Implement risk management strategies for timely, transparent issue resolution

Guidelines

Social media is a forum for the free exchange of ideas, which the Library encourages. However, any content that violates the Library's Rules of Conduct, the Ontario Human Rights Code, the Criminal Code of Canada, the Copyright Act, the Freedom of Information and Protection of Privacy Act, or other applicable legislation will be removed immediately.

The Library reserves the right to edit or modify submissions when reposting or commenting. Being followed by the Library or having content appear on Library channels does not imply endorsement. Use of Library social media indicates agreement to this policy.

As with traditional resources, the Library does not act in place of a parent or guardian and is not responsible for enforcing restrictions on minors.

Comments, posts, and messages are welcome provided they do not include:

- Personal attacks, insults, or discriminatory language based on protected grounds under the Ontario Human Rights Code
- Profane, abusive, or threatening language
- Plagiarized or copyrighted material, or content violating intellectual property rights
- Private or personal information shared without consent
- Commercial promotions, spam, or solicitation
- Sexually explicit content or links
- Proselytizing or religious promotion
- Political campaigning or election-related content
- Illegal activity or encouragement to break the law
- Information or actions compromising public safety or security

Library employees will monitor social media and remove prohibited content immediately. Offenders may be banned at the Library's discretion.

The Library does not verify the accuracy or reliability of user-generated content, opinions, or credentials. External links are provided for convenience; the Library assumes no responsibility for their content and does not endorse businesses, advertisements, goods, or services.

The Library reserves the right to post, refuse, remove, or limit comments at any time without notice.

By posting, users agree to indemnify the Library and its staff against all liabilities, damages, and costs arising from their content. Forums and messaging may not be used for commercial or political purposes.

If users do not agree to these terms, they must not use the service. Violations may result in legal liability.

All content created by or on behalf of the Library remains Library property and may only be reproduced with permission, except as allowed under the Terms of Use.

Legislation

Federal Legislation

Copyright Act (R.S., 1985, c. C-42) as amended.

Provincial Legislation

Ontario Human Rights Code (R.S.O. 1990, c. H. 19, s. 5 (1) as amended.

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 as amended.

Related Policies:

Internet Service Policy

Rules of Conduct Policy

Staff Code of Conduct Policy

Community Information and Display Policy

Approved by the Innisfil Public Library Board, November 17, 2025
Motion #2025.XX

Supersedes Policy #2021-20, approved November 15, 2021, Motion #2021.86;
Policy #2017-17, approved October 16, 2017, Motion #2017.76 &
Policy #2013.09, approved June 17, 2013, Motion #2013.71

12a.01.01

Proposed 2026 Library Board Meeting Dates			
Month	Day	Room	Time
January	19	Lakeshore Board Room	6:30 pm
February	17 (Tuesday)	Lakeshore Board Room	6:30 pm
March	16	Lakeshore Board Room	6:30 pm
April	20	Lakeshore Board Room	6:30 pm
May	19 (Tuesday)	Lakeshore Board Room	6:30 pm
June	22	Lakeshore Board Room	6:30 pm
JULY	NO MEETING		
AUGUST	NO MEETING		
September	21	Lakeshore Board Room	6:30 pm
October	19	Lakeshore Board Room	6:30 pm
November	16	Lakeshore Board Room	6:30 pm
December	7	Lakeshore Board Room	6:30 pm