

**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Tuesday, September 22, 2026 – 6:30 p.m.
Lakeshore Boardroom**

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

[Motion #2026. – THAT the agenda of the September 22, 2026 meeting be approved as presented.]

3. Declaration of Pecuniary Interest
None at time of agenda creation
4. Delegations to the Board
No delegations at time of agenda creation

Consent Agenda

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



Consent Recommendation

[Motion #2026. – 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-12-2026 Q2 2026 Finance Report (copy & motion)

[Motion #2026. – THAT the Committee Report LIB-12-2026 regarding the Q2 2026 Operating and Capital results be received.]

(copy & motion)

9. Business Arising
None at time of agenda creation

10. Policies

- a) **EMPLOYMENT** – Electronic Monitoring Policy #E-2026-19
b) **EMPLOYMENT** – Performance Management & Development Policy #-E-2026-20
c) **OPERATING & TECHNOLOGY** - Website Policy #2026-22

(copy & motion)

Recommendation

[Motion #2026. – THAT the EMPLOYMENT – Electronic Monitoring Policy #E-2026-19; the Performance Management & Development Policy # E-2026-20; the OPERATING & TECHNOLOGY – Health & Safety Policy #2026-21; and the OPERATING & TECHNOLOGY - Website Policy #2026-22 be approved as presented.]

11. Strategic Issues
a) Board Succession Plan



12. New Business

None at time of agenda creation

13. Comments and Announcements

a) Calendar of Events

(link)

<https://www.innisfilidealab.ca/events/>

14. In Camera

- a) Consideration of a resolution to hold an “In Camera” Committee of the Whole meeting as provided for under the Municipal Act, 2001, Section 239 (2) (f) as amended, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board’s Procedural By-Law Policy# B-2023-03.

[Motion #2026.__ - THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, Section 239(2)(f) as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board’s Procedural By-Law Policy #B-2023-03 to deal with:

- (a) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

[Motion #2026.__ – THAT the Board now rise and report on the In Camera session and resume the regular Board meeting]

15. Adjournment

[Motion #2026. – THAT the meeting be adjourned]

CORRESPONDENCE LIST for September 22, 2026

6a.01.01	<i>CBC.ca</i>, July 20, 2026, article entitled <i>Alberta Government Gives Public Libraries Jan. 1 Deadline to Comply with New Restrictions</i>, written by Andrew Jeffrey Alberta government gives public libraries Jan. 1 deadline to comply with new restrictions CBC News	link
6a.02.01	<i>The Hamilton Spectator</i>, July 28, 2026, article entitled <i>Exhibition Exploring LGBT+ Work Discrimination Opens at West Vancouver Library</i>, written by Abby Luciano Exhibition exploring LGBT+ work discrimination opens at West Vancouver library	link
6a.03.01	<i>Edmonton Journal</i>, August 31, 2026, article entitled <i>Kids Love ‘Dolly’s Books’: Edmonton Public Library Touts Partnership with Parton’s Imagination Library Initiative</i>, written by Chad Huculak Edmonton Public Library touts partnership with Dolly Parton initiative Edmonton Journal	link

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday June 22, 2026 – 6:30 p.m.
Lakeshore Boardroom and Teams**

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

Staff in Attendance: Erin Scuccimarri, Jennifer Miyasaki, Kathryn Schoutsen, Emma Blackwood

Guests: Audrey Webb & Kathleen MacDonald, Town of Innisfil (Via Teams)
Gaeby Abrahams & Zoe Brown, Nordicity Group Limited

Regrets: None

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The Board Chair called the meeting to order at 6:00 p.m.
- Rhonda Flanagan delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2026.32

Moved by: Jennifer Richardson

Seconded by: Raj Grover

THAT the agenda of the June 22, 2026 meeting be approved as presented.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- a) 2025 Unaudited Financial Statements – Audrey Webb, Treasurer & Kathleen MacDonald, Supervisor, Accounting and Budgets, Town of Innisfil
- Kathleen MacDonald and Audrey Webb joined the meeting via Zoom and shared a summary of the financial results for 2025.
 - Updated financial statements and summary will be shared out via email to the Board following the meeting.

CONSENT AGENDA

5. Approval of Previous Minutes

- No additions or changes

6. Correspondence

- 2 grammatical errors were noted in a piece of correspondence.

7. Reports for Information

- CEO Report
 - The CEO highlighted the Clandestinos' Mural and new art work on display at Lakeshore branch
 - Outreach events were also highlighted
- Municipal Council Report
 - No additions to reports
- Library Board Report
 - A roundtable of good news stories and events attended
- Board Committee Reports
 - The Finance Committee met on June 17; the 2027/2028 budget process was discussed as were some finance policies; more to share in the September meeting
- Health & Safety Update
 - Draft May meeting minutes were included in package
- Library Associations Report
 - Sue Bennett attended OLS Board Assembly Meeting and provided an overview of the event

Motion #2026.33

Moved by: Raj Grover
Seconded by: Rhonda Flanagan

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) LIB-11-2026 – Collection Overview and Usage for 2025

Motion #2026.34

Moved by: Rob Saunders
Seconded by: Jennifer Richardson

THAT the Staff report LIB-11-2026 –Collection Overview and Usage for 2025 be received for information

CARRIED.

9. BUSINESS ARISING

- a) 2025 Unaudited Draft Financial Statements

Motion #2026.35

Moved by: Sue Bennett
Seconded by: Rhonda Flanagan

THAT the 2025 Unaudited Draft Financial Statements be approved as presented.

CARRIED.

- b) 2025 Operating Variance

Motion #2026.36

Moved by: Cynthia Gordon
Seconded by: Raj Grover

THAT the 2025 operating surplus in the amount of \$45,374, representing the overall variance of \$59,802 less the \$14,428 in unspent donations previously transferred to the Donation Reserve as per Motion Number 2026.18, be moved to the Library's Computer Replacement Reserve.

CARRIED.

10. POLICY

- a) EMPLOYMENT – Cash Handling Policy #E-2026-14
- b) EMPLOYMENT – Disconnecting from Work Policy # E-2026-15
- c) EMPLOYMENT – Inclusion, Diversity, Equity & Accessibility Policy #E-2026-16
- d) EMPLOYMENT – Respectful Workplace, Harassment & Violence Prevention Policy #E-2026-17
- e) OPERATING & TECHNOLOGY - Collection Management Policy #2026-18

Motion #2026.37

Moved by: Rob Nicol
Seconded by: Sue Bennett

THAT the EMPLOYMENT – Cash Handling Policy #E-2026-14; the EMPLOYMENT – Disconnecting from Work Policy # E-2026-15; the EMPLOYMENT – Inclusion, Diversity, Equity & Accessibility Policy #E-2026-16; the EMPLOYMENT – Respectful Workplace, Harassment & Violence Prevention Policy #E-2026-17; and the OPERATING & TECHNOLOGY - Collection Management Policy #2026-18; be approved as presented.

CARRIED.

11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

No new business

13. COMMENTS AND ANNOUNCEMENTS

- a) Calendar of Events
 - Links for Library and Community events were shared in the agenda.
 - Lakeshore branch's newly renovated children's area is complete and open to the public

14. IN CAMERA

Consideration of a resolution to hold a "Closed Session" Committee of the Whole meeting as provided for under the *Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1)*, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2023-03, Section 6.11.

Motion #2026.38

Moved by: Cynthia Gordon

Seconded by: Rob Saunders

THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1), the Public Libraries Act, R.S.O. 1990, c. P.44 and the Library Board’s Procedural By-Law Policy# B-2023-03, Section 6.11, for the purposes of:

- a) Holding a Strategic Plan Overview & Consultation Workshop with Nordicity Group Limited.

CARRIED.

Motion #2026.39

Moved by: Rob Saunders

Seconded by: Cynthia Gordon

THAT the Board now rise and report on the “Closed Session” meeting of June 22, 2026, and resume the regular Board meeting.

CARRIED.

15. ADJOURNMENT

Motion #2026.40

Moved by: Rob Nicol

THAT the meeting be adjourned at 8:13 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, September 14, 2026 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom

Anne Smith, Board Chair

Erin Scuccimarri, Secretary

JUNE 2026 CEO REPORT



Speak UP for diversity & inclusion

INDIGENOUS HISTORY MONTH

Garden Reopening

On June 20, our garden partner, Tanya Gluvakov, led participants through an insightful tour of *The Remembering Garden*, an Indigenous medicine garden in our reading patio. She highlighted the different uses of sage, sweetgrass, and more, while weaving in instructional elements.

Tanya also demonstrated how to harvest the sage and sweetgrass and led a small group through the bundling process. Overall, it was a contemplative way to approach the reopening of the garden, and move into the start of summer.



Clay Turtle Workshop

Shortly following the activities in the garden our partner, Tanya Gluvakov, delivered a clay turtle workshop to a packed audience! It was an opportunity for individuals to learn the techniques of clay hand sculpting to create a unique clay turtle, connected to teachings about spring renewal.



Through Tanya's careful instruction, it was a delightful way to contemplate the spring awakening and gather in light conversation about ways that we can start picking up what we put down in the winter.

PRIDE MONTH

Pride Book Chat

Pride Book Chat brought community members together to celebrate diverse stories and voices through meaningful conversation and book recommendations. Participants shared some of their favourite reads, including works by authors T.J. Klune, Rainbow Rowell, and Rachel Reid, while also discussing this year's *Simcoe Reads* selections. The discussion highlighted the importance of diverse representation in literature and the value of creating space where readers can discover new perspectives and connect through shared stories.

Pride Storytime

Pride Storytime was offered at all branches, with families enjoying songs and stories celebrating inclusion and belonging. Drop-in storytime continues to provide community members opportunities to connect with other families and library resources.





Open UP opportunities to strengthen connection & engagement with our community

COMMUNITY EVENTS

Cookstown Wing Ding

On June 6, the Library participated in Cookstown's annual *Wing Ding*, a town-wide garage sale and festival. With a forecast calling for high winds and thunderstorms, the Book Sale and ideaSHOP sale table were set up in the Cookstown branch entryway, as opposed to the front sidewalk as in previous years. Even with being inside, we had quite a large turnout as people attending Wing Ding would park at the Library and come check out the book sale before heading further downtown for the advertised activities. Many who stopped in shared that having an indoor space to browse and cool down was a welcome break from the humidity and windy conditions outside.

The sale was a success, emptying seven boxes of deleted Library materials, as well as sales of ideaSHOP items. Many people interacted with the Ozobots on display and decorated laser cut butterflies while learning about Library programming and resources. This was a great event for sharing the new Library card requirements for registered programs, and quite a few people signed up for a card right away!



Sandycove Art Show

Back again, the talented artists of the Sandy Cove Acres Art Club took over the front patio outside the Lakeshore Branch. The Club set up along Innisfil Beach Road, drawing in Library visitors and passersby. The event provides an opportunity to celebrate a range of different artistic practices and enjoy the work of the club.

It is very exciting to be able to connect our community with these artists, and all participants were appreciative of the opportunity to share their art.



EarlyON Picnic



Library staff attended the annual EarlyON Child and Family Centre Community Picnic at Sunnidale Park on June 16. We had one of the highest turnouts to date, and while we saw fewer Innisfil families compared to previous years, we still had many families stop by our booth. Children were invited to play in the sensory bin, use the felt board and the lace-up letters, while we spoke with parents and caregivers about our drop-in and registered programs, the TD Summer Reading Club, and Every Child Ready to Read.

We participated in a joint storytime with EarlyON's Early Literacy Specialist and Barrie Library's Community Librarian. We had quite a few families join us for some stories, rhymes, and songs. This event is not only a great way to share resources with families but also connect with other community partners.

End of Year School Events

With the school year ending in June, we see an increase in Library Outreach as we are invited to many different end-of-year school events. This year we were able to attend events at seven local schools. These events see between 100-500 attendees and are a great way to share information about Library programs and resources with the community. The staff attending the school events handed out bookmarks, postcards, stickers, and brochures highlighting the TD Summer Reading Club and registration information for summer Library programs. The Summer Reading Club-themed, table-sized colouring pages made in the HackLAB also engaged families, as the students could collaboratively colour in the images while Library staff shared information with their parents and caregivers.

YARN BOMBED

Yarn Bombing at the Library

As part of National DeafBlind Awareness Month, the Lakeshore and Stroud Branches joined a worldwide awareness campaign through a partnership with DeafBlind Ontario Services. The Simcoe Region team installed a textile art installation at both locations, with the Lakeshore display unveiled during a media event attended by Mayor Dollin, members of Council, and members of the Library Board.

The installations offered an interactive way to increase understanding of deaf blindness, provided visitors with a unique sensory experience and connected the Library to an international initiative, taking place in more than 20 countries, all working to promote awareness, and community connection.



Build UP our reputation as a trusted community asset

NOW IN EFFECT

Library Card Requirements

Earlier this year, the Library updated its Membership & Borrowing Policy to ensure cardholder numbers more accurately reflect actual users. Each person must now have a library card to borrow materials, register for programs, book pods and use public computers.

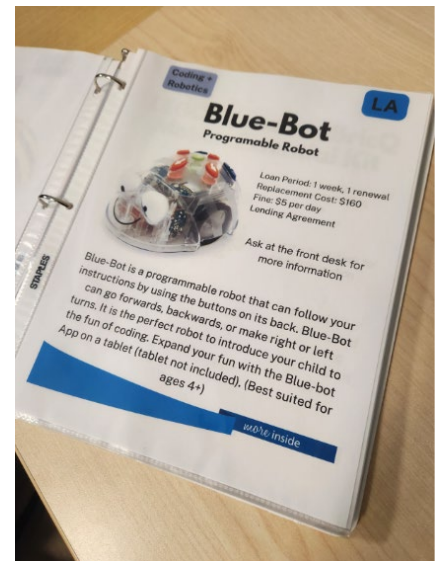
The requirement for each registered program participant to provide a library card number took effect June 16 and has been well received. Many users obtained cards in advance and downloaded the mobile app for digital access. June recorded the app's highest use since its 2024 launch, alongside increased new card registrations.

Overall, the changes have generated few issues with program registration, public computer use or borrowing. Staff will continue communicating card requirements throughout July to ensure consistent awareness and address potential concerns.

Library of Things Collection Refresh

Our *Library of Things* collection continues to grow. As we identify items that meet community needs, we have also identified several process improvements. There is now a publicly available browsing binder at each branch, which features the entire *Library of Things* collection. Previously, most of the collection was housed at the Lakeshore Branch and not all items could be displayed due to space constraints. With this update, customers at any branch will be able to browse the collection, which includes pictures and a description of each item.

Also, each item will now have a tag attached which includes the replacement costs, loan period, fine information, and an itemized list which will ensure customers and staff know what's included when the item is returned. These changes will help customers know what is offered in the Library of Things collection across all Library branches.





Raise UP the Library's identity as an innovative hub

COMMUNITY CREATIONS

Unique Customer Projects

A recent HackLAB project highlights how customers are building on introductory digital design skills and using them to create increasingly complex projects.



After attending a variety of Tinkershops and one-on-one HackLAB Help sessions, one customer took her learning to a new level by using her knowledge of Inkscape and the laser cutter to design and laser engrave custom interior panels and a bench for a Sprinter van. Building on the knowledge gained from Library Staff, this customer also expanded her learning by using online resources, such as LinkedIn Learning and online HackLAB tutorials on YouTube.

The final project, a multi-panel installation paired with a custom bench, was fully designed and produced using the laser cutter, demonstrating a high level of technical skills, confidence, and creative problem solving developed through a combination of library supported learning and self-directed growth. The customer expressed gratitude to Library Staff for all the support and encouragement throughout the process and was excited to bring in the completed project for staff to check out.



Our Digital Services programmer also delivers *Crochet Club*, a beginner friendly place for participants to learn, share, and get inspired. Projects are delivered over the course of two or three weeks to give participants an opportunity to take projects home, and work at their own pace. In one instance, a participant took the initiative to find and create their own project and shared it with the group. In Cookstown, a participant with no previous crochet experience before Crochet Club got the hang of it and created a crochet tank top for her cat!



Left: A purr-fect model for the crocheted cat top. Below: Crochet Club at Lakeshore Branch.





Light UP pathways to personal & professional growth

PA DAYS

FIFA World Cup Kickoff Party

To celebrate the FIFA World Cup, Library Staff worked together to offer a variety of engaging and fun activities for the June PA Day. The youngest participants enjoyed soccer themed books and colouring sheets while the older participants worked through the crafts that were provided, such as origami jerseys, sublimation keychains and a scavenger hunt. There was a wonderful sense of community shown as participants helped each other with the tricky origami steps. Families also had the chance to create their own soccer jersey keychains to support their favorite team, along with picking up free stickers to show their support. With over 50 participants, many were introduced to dye sublimation for the first time sparking a lot of interest in HackLAB programming.



SUMMER READING

TD Summer Reading Club 2026 StoryWalk®

As part of the TD Summer Reading Club, staff have installed the 2026 StoryWalk® along the Innisfil Rotary Trail. This self-guided outdoor literacy experience features the story *Colette: The Solitary Bee* by Jean-François Sénéchal, illustrated by Pascale Bonenfant, and is available in both English and French. Running from June 8 to September 7, the StoryWalk invites residents to enjoy the story one page at a time while exploring the forested, paved trail beginning at Town Hall. The initiative promotes literacy, physical activity, and outdoor exploration, providing an engaging experience for families, children, and visitors throughout the summer.



APPENDIX A: Level UP! Communications Insights

Media Outreach & Social Media Response

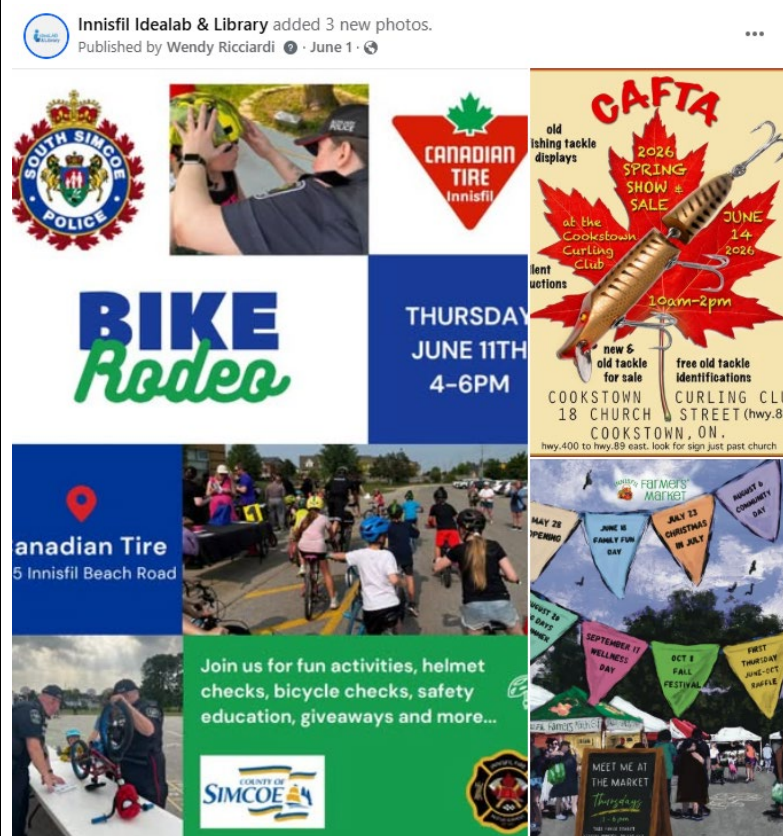
DATE PUBLISHED	NEWS OUTLET	TITLE
June 3, 2026	Innisfil Today	Innisfil library marks Indigenous History Month, Pride with events, workshops
June 3, 2026	Innisfil Today	Deafblind community plants another yarn bomb at Innisfil library
June 5, 2026	Innisfil Today	Four events you have to check out in South Simcoe this weekend
June 7, 2026	CTV News	Unique community art project brings awareness to deafblindness
June 11, 2026	Innisfil Today	Innisfil library's latest StoryWalk will have you buzzing
June 11, 2026	Simcoe.com	Looking for some family fun on a budget? Here are 3 free events happening in Simcoe County this weekend
June 18, 2026	Bradford Today	How Bradford, Innisfil will mark National Indigenous Peoples Day this weekend
June 19, 2026	Bradford Today	Five events you have to check out in South Simcoe this weekend
June 22, 2026	Innisfil Today	Innisfil Lions Club ready to roar at Rock the Block fundraiser
June 25, 2026	Simcoe.com	Looking for fun on budget? Here are 3 free events in Simcoe County this weekend

Facebook Insights (June 1 to 30, 2026)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,402 Followers	26 during this period	1,586 engagements. 341 reactions.	Posts earned 35K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

June 1, 2026, 6.5K Reach, 10.6K Views



Instagram Insights (June 1 to 30, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,307	27 during this period	3.913 accounts reached. 555 likes.	8 comments in total on content posted during this period

Top Post (based on engagement): June 4, 2026, 1.5K Reach



Top Reel (based on engagement): June 14, 2026, 723 Reach, 2.7K Views



SUMMER 2026 CEO REPORT



Speak UP for diversity & inclusion

YOUR LIBRARY, YOUR VOICE

Strategic Plan Community Engagement

Equity, diversity and inclusion continued to be an important part of the Library's work throughout July, with an ongoing commitment to creating welcoming, accessible and inclusive spaces, services and experiences for everyone in the community. This commitment is reflected across the Library's programs, workshops, collections, outreach initiatives and community engagement efforts, with a focus on ensuring that community members of all backgrounds, ages, abilities and experiences feel represented, welcomed and able to participate.

The Library's Strategic Plan engagement process was an important part of this work in July, providing opportunities for a broad range of residents, community members and partners to share their experiences, perspectives and ideas. By actively seeking diverse voices and feedback, the Library is working to better understand the needs of the community and ensure that the people we serve inform future priorities.

EDI was reflected through the Library's continued outreach and community-based initiatives, which help bring Library services, resources and programming beyond our branches and into the wider community. Through these efforts, the Library continues to strengthen relationships, reduce barriers to participation and create opportunities for connection, learning and belonging.

As we move forward, the Library remains committed to embedding equity, diversity and inclusion into ongoing planning and decision-making, while continuing to listen, learn and respond to the evolving needs of our community.

First prize winner for completing our Strategic Plan Survey.





Open UP opportunities to strengthen connection & engagement with our community

CONNECTING WITH THE COMMUNITY

Stroud Community Picnic

The Stroud Community Picnic, held in partnership with Stroud Foodland, was a free family event that included face painting, balloon art, library activities, and a community BBQ provided by the Maple Leaf Foods Cruiser team, which raised donations in support of the Innisfil Food Bank. The picnic also featured participation from a number of local organizations and community partners.

Library staff welcomed families, answered questions, and shared information about library programs and services. We had many positive conversations with both new and returning library users about the Summer Reading Club, HackLAB, and upcoming programs. Older adults were especially interested in our Tech Help sessions, while parents were excited to learn about August programs for children.

The picnic was a great way to meet people where they are, promote library services, and strengthen our connections with the Stroud community.



Cookstown Community Picnic & Open House

The Library was delighted to host a *Cookstown Community Picnic & Open House* this summer, an event that has not been offered for a number of years. The day was a great success, creating an opportunity to re-introduce residents of Cookstown to the Library. Families enjoyed a mini concert from Team T & J, followed by a foam party, a scavenger hunt, crafts, and more. Over 200 hot dogs were served, and 100 cookies were decorated. Community partners and vendors, including the Town of Innisfil, South Simcoe Police, Innisfil Fire, the Lions Club, Rooted Foodery, and Madhatter's Table, helped make the day a success and gave visitors a chance to connect with local businesses and organizations.



The HackLAB was also a highlight, with 90 people taking part in the two DIY Sticker sessions. Staff had many conversations with children and parents about the 3D printers, laser cutter, programs, and registration. The event was a great opportunity to introduce residents to the Library, showcase our spaces and services, and build connections with community partners. The positive feedback from attendees, including requests to bring the event back next year, showed the strong interest in events that bring the community together.



ideaLAB on the Go

Throughout the summer, *ideaLAB on the Go*, the Library's outreach vehicle, had the opportunity to bring Library information and resources to a variety of locations around Innisfil. While the weather was a challenge this summer, we were able to visit Innisfil Beach Park, Belle Ewart Park, Huron Court Park, Mad Hatter's Table, The Rooted Foodery, and Leonard's Beach, bringing stories and songs, as well as showcasing the *TD Summer Reading Program*, laser-cut butterflies made in the HackLAB, and our lendable robots with Ozobot coding activities. We were also invited to be a special guest at community events including:

- Innisfil Farmer's Market, monthly visits for Opening Day, Family Fun Day, Christmas in July, and Community Day.
- Town of Innisfil Mobile Youth Centre, visiting Cookstown Community Park and Previn Court Park to share Library activities.
- Tanger Touch-a-Truck event. Many of the families who stopped by were from all around Simcoe County, so we were able to share information about the reciprocal borrowing agreement with New Tecumseth, Bradford, and Essa Libraries.

These visits continue to be excellent opportunities to highlight unique Library services, including items from our Library of Things, from Cognitive Care Kits and Accessibility Devices to Yoto Players, Kobo Readers, and Robots, as well as showcasing items from the ideaSHOP available to purchase.



CAMP SEASON

Town of Innisfil Camp Visits

The Library was once again invited to visit the Town of Innisfil's summer camps as a special guest, bringing Library resources and interactive activities directly to local children and families. Tuesday morning visits include books, coding robots such as Ozobots and Blue-Bots, STEAM activities, building challenges, TD Summer Reading Club information, and parachute games. These visits are a great opportunity to display Library services, encourage learning and creativity, and support the Town's summer camp programming. The Library visited Adventure Camp at Centennial Park, Camp Cookstown, and Camp Innisfil at the Churchill Community Centre in both July and August. Through collaborative partnerships with the Town of Innisfil's Sports and Recreation team, the Library is able to reduce barriers to participation, reach residents where they are, and deliver responsive services that meet evolving community needs.

BUILDING BELONGING AND CONNECTION

Creative Programs for Adults Create Positive Results

This summer, the Summer Programmer, Adult Services Assistant created programs targeted at building creativity and connections amongst adults and older adults at the Library. The new suite of offerings included a *Drop-in Book Tasting* program in which attendees were invited to explore the library and discover their next read; *Cardboard Loom Bracelet Making*; and a *Puzzle Exchange Drop-in* that drew many participants to swap puzzles and connect.



When planning and delivering programs for adults and seniors at the Library, our goals are to engage residents in the community, reduce isolation and build stronger connections. Programs that feature typical arts and crafts activities provide participants and staff with valuable moments of connection. For example, in a program focused on painting mandala designs on rocks using acrylic paint, one of the attendees shared that she was directed to join an Adult Social program by the Human Services Navigator after sharing feelings of social isolation. Later, this patron asked to joined additional programs. Overall, this was a great example of the vital role the library plays as a community space for learning and personal development at all ages, needs and stages of life.

Summer students often bring creativity and fresh program ideas to the Library. Two highlights of adult social programs were *Quiplash Trivia* and a tabletop escape room.

- *Quiplash* is an online interactive game made by *Jackbox Games*. Once adult participants arrived and were set up, a few tweens saw the drop-in group and asked to join. One of the younger participants remarked that we should run this game everyday! This program ran well and brought new technology to library participants in a fun and humorous way, offering connection among participants of all ages!
- *'The Secret of Langton Manor'* was a print-and-play escape room, accessed from a free printable escape room series. Escape rooms emphasize the importance of teamwork and that each team member brings a unique set of skills essential for solving the puzzle. This escape room was a table-top, print-and-play game, meaning puzzles were solved using physical documents and objects, rather than moving around a themed room. The participants were instantly captivated and engaged. They worked through each set of clues effectively, while being challenged in an intellectually stimulating way. Participant feedback included, "This was such a fresh, enjoyable experience", "I enjoyed being able to try an escape room at the library instead of paying more to go to an escape room facility", "I can't wait to tell my friends I had so much fun in the library".

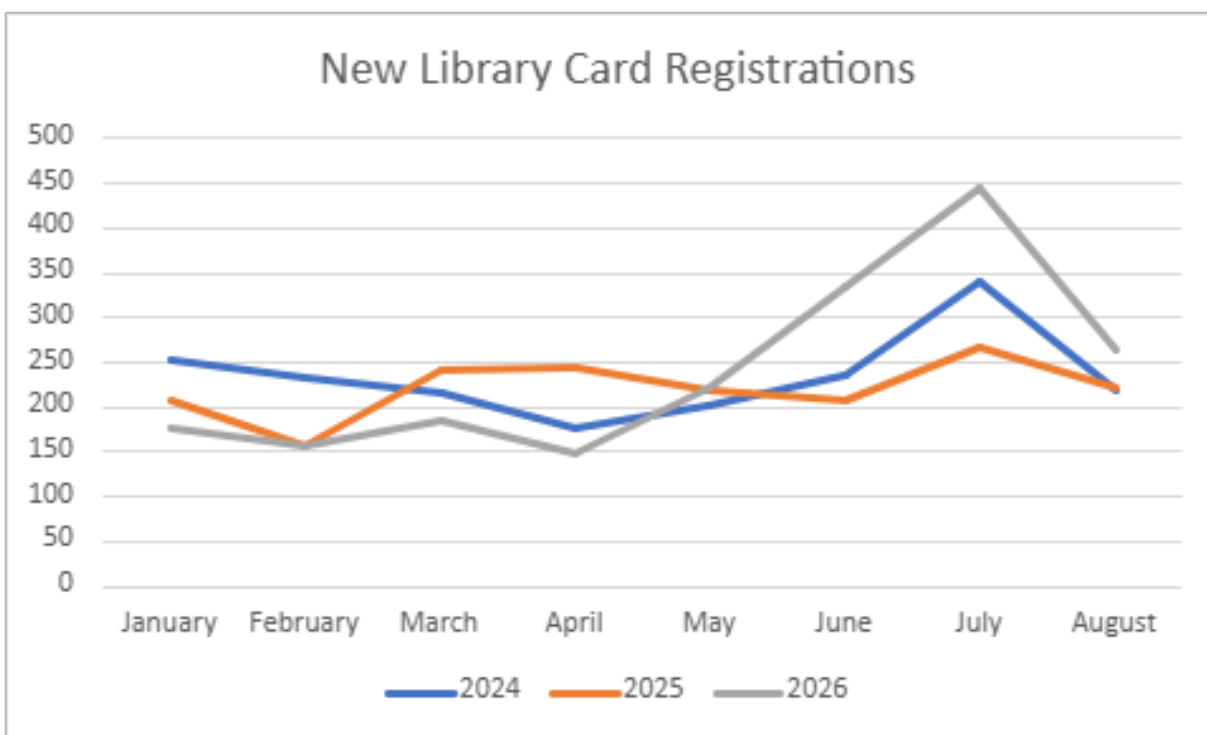
Build UP our reputation as a trusted community asset

NEW MEMBERSHIPS ARE UP

Recent Process Changes Increase Memberships, App Usage

Recent updates to the membership and borrowing policy were implemented over the summer. Starting June 16th, registered program attendees were required to have a library card to sign up for programs. These changes will improve access for all residents, ensure membership requirements are applied consistently across all services, and allow the Library to better understand community interest and track usage to support future planning and programming. As a result of these policy and process changes, new memberships climbed by nearly 50% over the same period in 2025.

Over the course of June, July & August, staff registered 1044 customers for new library cards, up from 697 over the same period in 2025 and 797 in 2024. Additionally, this was equal to more registrations over the 3 summer months than from January through May of this year (890). Similarly, the mobile Library App saw a 50% increase in usage over the same period in 2025. From June through August 2026 there were 2128 unique app users, compared to 1413 over the same period in 2025. The app offers a convenient digital alternative to a physical library card, allowing customers to register for programs, borrow materials, access computers, and more.



PROGRAM REGISTRATION

Software Changes

Over the summer, the Library successfully implemented *Time.ly*, a new integrated platform for program registrations, event management, room bookings, and payments. This transition represented a significant operational change, and staff demonstrated exceptional adaptability and commitment throughout the implementation process, while continuing to provide a high level of service to customers. As with any major technology change, there have been learning curves for both staff and the public as we become familiar with new workflows and processes. However, consolidating multiple systems into a single platform is expected to deliver long-term benefits, including improved efficiency, reduced administrative duplication, streamlined customer experiences, and enhanced reporting capabilities.

LOCAL HISTORY

Local History Research Connections

The Community Librarian – Local History, receives several requests for research assistance every month, and these inquiries often require searches through a mix of books, documents, microfilm, and the *Our Stories* database to answer. The further back in Innisfil's history an inquiry goes, the more challenging it is to piece together a response that captures the many fragments of information scattered across numerous resources. Sometimes these investigations can span local, provincial, national, and even international sources.

Over the summer, we received a request for more information about Alexander McCausland, an Irish immigrant believed to have lived in Innisfil in the 1820s onwards. Standard searches of the Innisfil Historical Society's volumes on Innisfil's history, census reports on microfilm, a cemetery index, databases on Ancestry.ca, and broader histories of Simcoe County like that written by Andrew Hunter in 1909, produced few mentions of any McCausland family members.

In a remarkable twist of fate, however, a generous donation of four books regarding Simcoe County's history had been made just days earlier by a researcher from Niagara passing through the Barrie area. These items had not yet been evaluated or catalogued by the Community Librarian. It was only later that afternoon when the items were assessed for suitability to be added to Local History collection that revealed one item, *The Gazetteer and Directory of the County of Simcoe 1872-1873*, happened to contain a reference to the exact lot and concession number of the property owned by Alexander McCausland and his sons William and James.

With this critical information in hand, the Community Librarian was able to search the Ontario Land Registry database known as ONLand using knowledge acquired by attending a training session in April 2025 on how to use this complex repository. A search revealed property records showing Alexander had received his land grant directly from the Crown on 19 March 1824, as well as how and when the property changed hands to his descendants and was later sold.

This breakthrough proved to be invaluable to the researcher who made the initial inquiry. From his response: “This is tremendously helpful—thank you for searching, scanning the cemetery pages, and then sending the directory discovery. [This] is exactly the location clue we needed, and listing William and Alexander together with James on the same property may help us prove the relationships through land records... Your unexpected discovery materially advanced the research.”

Examples like this demonstrate what a vital role the Library plays when it comes to specialized research on local matters, as well as illustrating our reputation as a trusted repository for preserving this information and making it freely accessible and available to the public.



Raise UP the Library's identity as an innovative hub

BRIDGING THE DIGITAL DIVIDE

Digital Literacy Programming

Summer programming in the HackLAB kicked off the first week of July with significant interest in *MakeIT* programming and *Tinkershops*. Participants signed up for a variety of learning opportunities to develop digital literacy and digital design skills using the equipment in the HackLAB across all three branches.

Throughout July, participation remained strong across all *MakeIT* programs (*Mini MakeIT*, *MakeIT Kids*, *Tween MakeIT*, *Adult MakeIT* and *Seniors MakeIT*), demonstrating continued community interest in hands-on technology and creative learning opportunities. Programs supported learners of all ages in building foundational and advanced digital literacy skills, with participants gaining confidence using computers, digital design software, and HackLAB equipment. For our youngest participants, this included developing essential computer skills such as using a mouse, dragging and dropping images, and resizing digital elements within design projects. Seniors reported increased confidence navigating computers and using Inkscape software, enabling them to independently create and modify digital designs. Across all age groups, participants strengthened their problem-solving abilities, digital design, and comfort with technology through practical, project-based learning opportunities.

In addition to registered programs, staff were also able to provide drop-in programming. *Tech Tuesday* and *Tech Thursday* drop-in programs were introduced to provide flexible, accessible opportunities for community members to explore HackLAB technologies and projects without requiring registration or a library card. Response to these programs has been exceptionally positive, attracting participants of all ages, from children and families to older adults and seniors. Through hands-on experiences with a variety of maker technologies, participants developed digital literacy skills while gaining confidence using new tools and equipment. The programs have also served as an effective introduction to the HackLAB, encouraging many visitors to tour the space, learn about available resources, and register for additional digital literacy programming.



STEAM Programming

This summer, 660 school-age participants attended 19 STEAM programs across all three branches. In Cookstown, *Treasure Quest* welcomed more than 29 children aged 4-6 over eight weeks, with activities such as tie-dye attracting both registered participants and families discovering the program during Library visits. At Stroud, *Splash Lab* welcomed 16 children, with smaller groups allowing for focused instruction, individual experimentation, and friendship-building. *Splash Lab* was also popular at Lakeshore, with 61 participants attending throughout the summer and regularly collaborating and connecting with their “Library friends.”

At Lakeshore, *Coral Creators* and *Seashell Studio* were also popular, bringing a combined 95 participants to the Library. *Coral Creators* encouraged collaboration, creativity, and problem-solving through activities such as marshmallow building challenges, while *Seashell Studio* gave younger children opportunities to experiment, create, and develop skills such as using scissors, holding writing utensils, sharing, and following instructions. Many participants also signed up for the TD Summer Reading Club, incorporating weekly reading into their STEAM experience.





Light UP pathways to personal & professional growth

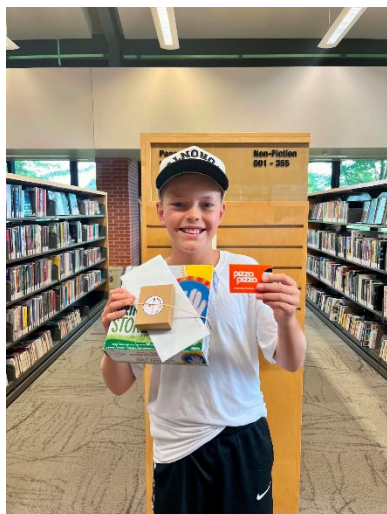
INSPIRING YOUNG READERS

Good News Story

A 12-year-old patron regularly visits the Library with her mother on Tuesday evenings and is currently working her way through the *Percy Jackson* series. As an enthusiastic and quick reader, she often returns ready to discuss the next book in the series with Library staff. Recently, she presented a staff member with a handmade book expressing her appreciation: *“Thank you for helping my curiosity grow and thank you for your kindness. Thank you for being the best librarian ever!”* This thoughtful gesture highlights the meaningful connections that can develop between Library staff and patrons and the positive impact the Library can have on young readers.

TD Summer Reading Club

We had another successful TD Summer Reading Club program, with 509 kids participating who reported reading over 11,150 books over the summer! This is a free program for kids, where they receive a tracking notebook when they register with the Library, and have a chance to win prizes for telling staff how many books they read. It is a great tool for combatting summer learning loss as well as building a love of reading. It is also an accessible, inclusive program, as all reading is good reading, so participants can report picture books, chapter books, audio books, graphic novels, all in English, French, or their home language, and any reading level. Participants also get to add to a Summer Reading Club mural, in addition to the chance of winning prizes like a family pass to Reptilia Vaughan, a family pass to Simcoe County Museum, family tickets to a Barrie Baycats game, or a 3-month family membership to the YMCA. Many participants enjoyed checking in with Library staff each week throughout the summer and sharing all the books they read!



School Age Literacy Programming

The Library offered a range of literacy-focused programs for school-age children throughout the summer. *Early Readers Book Club* supported early literacy skills for ages 4–6 through interactive storytelling and activities, while *World of Stories* engaged ages 7–10 with popular middle-grade books and fun literacy activities. *Reading Buddies* remained popular, pairing children with supportive high school volunteers for reading practice and confidence building, while also providing teens with valuable Community Service hours. Participants and caregivers shared positive feedback, with one family noting that the Library was a fantastic way for their family to practice English together.

Due to high demand, *Ready Set School*, the Library's kindergarten readiness program for ages 3-5 was offered at all three Library branches for the summer session. For some participants, it is their first independent program and is a great opportunity for them to learn and practice the skills they will need at school in a smaller group setting. Families share that their children are more confident starting kindergarten after attending *Ready Set School*.

SPECIAL GUESTS

T&J's Jumpin' Jamboree

Tonya from T&J joined us at the Lakeshore branch on the morning of August 11th for an amazing concert for the whole family. T from T&J quickly got the energy up and had kids and families joining in and dancing. There was even a song that encouraged the grownups to get up and dance with their little ones. It was a high-energy, interactive performance with positive and uplifting songs. The finale included a conga line around the open space in the Library, and a photo opportunity after the concert. Families shared how much fun they had with Library staff, with one parent saying it was such a high-quality concert for such a low cost. Tonya said she loves visiting our Library, and she can't wait to come back again!



Once Upon a Story: Mermaid Storytime

We were joined by Mermaid Andrina and Water Warrior Octony for a special storytime at the Lakeshore branch on Friday July 17th, with over 70 participants registered for the event. The performers set up a “Little Cove” in front of the stage, and the audience had to listen carefully for the missing mermaid in the Library. Once the mermaid was found and set up in the Little Cove, children joined in with the interactive songs and rhymes for an engaging story time, with a special mermaid and friends story read by Mermaid Andrina. Following this, participants were invited to make an octopus craft and take photos with the special guests. Many caregivers shared their thanks with staff, saying that they loved the mermaid theme and their little ones enjoyed the special storytime.



Scientists in Schools

Scientists in Schools provided a *Ride ‘N’ Roll with Science* virtual workshop for ages 6-12 at the Lakeshore branch this summer. Mini science bags with investigative materials were shipped to the Library in advance, and the presenters explain the steps for the activities while Library staff are on hand to help participants with any questions or troubleshooting. The activities were very well organized and engaging and involved exploring the forces at work when you spin, the actions and reactions of bumper cars, creating ziplines while investigating gravity, and designing a paper and cardstock rollercoaster to meet a challenge. The participants asked some great questions throughout the program, and everyone was excited to show off their roller coasters to their grownups, as well as take home their extra supplies to continue exploring the physics concepts they were introduced to.



AN EVENING WITH GENEVIEVE GRAHAM

August Author Talk

The author talk with Genevieve Graham was offered as a hybrid program, with Genevieve joining virtually from Alberta while attendees gathered online and at the Lakeshore Branch for a viewing party with fellow readers. Genevieve spoke about her journey as an author, including not publishing her first book until age 42. She shared how her first novel began after visiting Halifax and learning about the Halifax Explosion, something she knew nothing about in Canadian history. As she thought back on her learning in school, she started researching other Canadian histories, which have become the basis of her stories.

For those in attendance, the talk offered an opportunity to discover new perspectives on Canadian history through storytelling and to learn about events that may not have been part of their own education. Genevieve's personal journey also resonated with attendees, demonstrating that it is never too late to pursue a passion.

Participant Feedback:

"Thank you for arranging the author visit with Genevieve Graham. She was amazing and so natural. She would be wonderful for an in-library visit. I can't wait to read her next book."

"I was so happy that I was able to see some of the author's talk. I really enjoyed it. She was so personable and I was glad she was reading the same book by Lesley Crewe that I just read and enjoyed. She really brings her characters to life in the books, and I could see how special they are to her."



Lakeshore Branch viewing party with Genevieve Graham.

COMMUNITY LEADERSHIP EXPERIENCE

Education Placement Student

This month the programming teams hosted a student from Nipissing's Schulich School of Education completing their mandatory Community Leadership Experience placement term. Teacher Candidates are required to complete 60 hours of community-based non-traditional work experience to broaden their practical experience and develop an awareness of the spaces and programs outside traditional education settings that provide education and learning opportunities. The Library has hosted a number of Education students over the last 15 years, offering them insight into the learning that libraries provide to community members of all ages and encouraging them to think about connections and opportunities found at libraries that they can bring to their professional careers as educators. As part of this placement, Teacher Candidates are required to reflect on their learning and make connections to their prior learning and traditional classroom experience. Below are some of the observations and connections this candidate shared:

- "I really liked that the opportunity for learning expanded across all ages from babies to seniors. It was really inspiring to see how an environment like the library promotes learning through community."
- "My CLE placement informed my professional growth in many ways. While I am aware that my role as an educator expands beyond the classroom, I feel like I did not realize how important and influential educators at the library were until I saw firsthand how much they inspire a love for learning, curiosity, and creativity."
- "All these activities helped to emphasize the importance of literacy skills, which as a future teacher is so crucial especially for young children. The structure of these programs showed me that these literacy skills and literacy instruction can be done in a way that is not so cut and dry, while still aligning with curriculum expectations."

THAT'S A WRAP

A busy summer at the Library

It was a busy and rewarding summer for staff, with the Library continuing to serve as an important community hub for residents and visitors alike. We are grateful for the continued support of our regular patrons, as well as the many summer residents who return year after year and make the Library part of their seasonal routines. Their ongoing engagement and enthusiasm are a wonderful reminder of the Library's role as a place to connect, learn, explore, and build community.



APPENDIX A: Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
July 1, 2026	Innisfil Today	Next chapter: Survey will help library develop new strategic plan
July 3, 2026	Innisfil Today	Jumpin' Jamboree to mermaid storytime: Innisfil library has events all summer long
July 14, 2026	Bradford Today	How to chill out during a heat wave in Bradford and Innisfil
July 17, 2026	Innisfil Today	Five events you have to check out in South Simcoe this weekend
July 21, 2026	Innisfil Today	Simcoe Reads highlights 'the power of great Canadian stories'
July 22, 2026	Barrie Today	Slain officer's memorial fund helps group support local charities
July 23, 2026	Innisfil Today	Community picnic brings family fun to Stroud Foodland Saturday
July 24, 2026	Innisfil Today	Six events you have to check out in South Simcoe this weekend
Aug. 4, 2026	Barrie Today	Innisfil welcomes first permanent Jewish community centre, synagogue
Aug. 6, 2026	Innisfil Today	Cookstown Community Picnic mixes splash pad fun with creativity
Aug. 21, 2026	Innisfil Today	InnServices to share plan for new water towers in Cookstown

Aug. 27, 2026	CTV News	Local libraries honour country music legend Dolly Parton
Aug. 28, 2026	Innisfil Today	Four events you have to check out in South Simcoe this weekend
Aug. 31, 2026	Innisfil Today	The 'community show-and-tell' that is MakerFest returns to Innisfil library

Facebook Insights (July 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,454	38 during this period	3.5K engagements. 628 reactions.	Posts earned 113.7K impressions over this period (number of times our posts have entered a person's screen)
 Innisfil Idealab & Library Published by Later · July 15 at 9:00 AM · Fresh herbs, free for you! Did you know you can snip and take herbs from our planters at the Lakeshore Branch? Whether you're cooking up something delicious or just love fresh greenery, our community herb garden is here to share. Free for anyone to take Just take what you need Enjoy and share the goodness Stop by, grab a few sprigs, and bring a little fresh flavour home! 			

Instagram Insights (July 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,334	38 during this period	17.7K accounts reached 616 likes.	7 comments in total on content posted during this period

Top Post (based on engagement): July 14, 2026, 1.4K Reach



innisfilidealab

innisfilidealab Looking to make a difference in your community? Join our team and help inspire connection, creativity, and lifelong learning.

- Part-time Library Programmer – Digital Literacy (12-month contract | 25 hours/week)
Help customers of all ages build confidence with technology through hands-on workshops, demos, and one-on-one support.
- Full-time Library Services Coordinator – Community Engagement (12-month contract | 35 hours/week)
Create welcoming, meaningful experiences by combining excellent customer service with community-focused programming and outreach.
- Learn more and apply at the link in our bio.

4w

Top Reel (based on engagement): July 26, 2026, 597 Reach



innisfilidealab
northernlg • Summer (@northernlg edit)

innisfilidealab What a day! 🌞 A massive thank you to everyone who came out to the Stroud Community Picnic and helped make it unforgettable.
Huge shoutout to [#MLFCRUISER2026](#) for the amazing BBQ supporting the Innisfil Food Bank, ❤️ 🍌 and to all our incredible local partners:
Big Brothers Big Sisters of Barrie
Innisfil Fire & Rescue Services
Innisfil Lions Club
Kool FM
Ref's Pizza
Rotary Club of Innisfil
South Simcoe Police
Stroud Optical
Town of Innisfil
Thanks for celebrating summer with us! [#FoodlandStroud](#)
[#InnisfildealaB](#) 🍌 🍌

2w

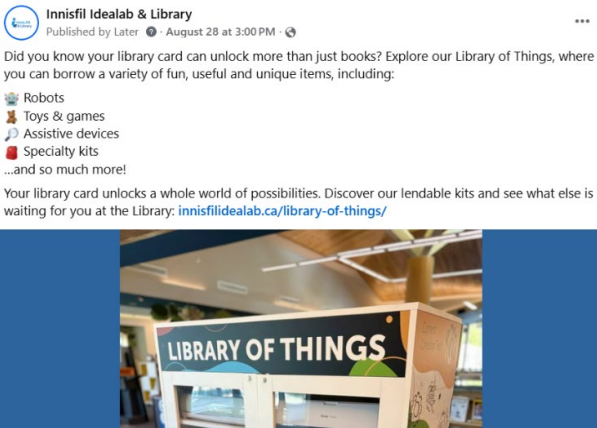
[View insights](#) [Boost reel](#)

♥️ 💬 ↺️ 🔖

Liked by [townofinnisfil](#) and 20 others

July 26

Facebook Insights (August 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,504	34 during this period	3K engagements. 473 reactions.	Posts earned 125.4K impressions over this period (number of times our posts have entered a person's screen)
Top Organic Post (based on reach): August 28, 2026 6.1K Reach, 9.1K Views  Innisfil Idealab & Library Published by Later · August 28 at 3:00 PM · 🌐 Did you know your library card can unlock more than just books? Explore our Library of Things, where you can borrow a variety of fun, useful and unique items, including: 🤖 Robots 🧸 Toys & games 🔧 Assistive devices 🧰 Specialty kits ...and so much more! Your library card unlocks a whole world of possibilities. Discover our lendable kits and see what else is waiting for you at the Library: innisfilidealab.ca/library-of-things/			

Instagram Insights (August 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,364	34 during this period	4,146 accounts reached. 644 likes.	9 comments in total on content posted during this period
Top Post (based on engagement): August 1, 2026, 2.1K Reach  FOAM POP UP PARTY COOKSTOWN SPLASH PAD: SATURDAY, AUG 8, 12:30-2PM			

Municipal Council Report: June, July, August 2026

June 3, 2026 Council Meeting

- [Watch the meeting.](#)
- Council reviewed the Town's updated Long-Range Financial Plan, which examines how Innisfil can fund around \$2.3 billion in projected infrastructure needs over the next 20 years while keeping tax impacts manageable. Ontario municipalities are challenged by aging infrastructure, escalating construction costs, increasing service demands, and constrained revenue sources. The plan recommends prioritizing and phasing major projects, strengthening reserve policies, maintaining the annual Capital Levy, and strategically using debt financing to ensure continued good financial health.
- Council approved Innisfil's new town-wide Community Improvement Plan (CIP). The CIP proposes seven financial incentive programs to encourage job creation, redevelopment, and stronger main streets. Implementation will be brought forth for consideration through the Town's 2027/2028 budget process.
- Council received a proposed update to the Town's Procedural By-law, which sets the rules for Council and Committee meetings. The changes aim to improve meeting efficiency and reflect current legislative requirements, including Ontario's recent Bill 100 (Better Regional Governance Act). Final consideration is scheduled for June 24.
- Council received an update on the 2025–2029 South Simcoe Community Safety and Well-Being Plan. Progress includes stronger coordination of homelessness services, expanded support for youth, improved data-sharing between organizations, and strengthened cross-sector partnerships.
- Council supported a resolution from the Town of Georgina that expresses the need for coordinated action to address the invasive water soldier in Lake Simcoe. The species has spread significantly in Cook's Bay, prompting concern for lake health, recreation, and local water use. Council is calling for continued collaboration across municipalities and all levels of government to support monitoring, control efforts, and long-term funding to manage its impacts.

June 15, 2026 Special Council Meeting

- [Watch the Meeting.](#)
- Council held a special meeting to reconsider participation in the Province's Development Charge Reduction Program, with discussion focused on the financial impacts, funding uncertainty, and implications for taxpayers. Council approved submitting an application but directed that any funding agreement return to Council for final review and approval before the Town commits to the program.

June 24, 2026 Council Meeting

- [Watch the meeting.](#)
- Council approved updated financial policies to support Innisfil's infrastructure needs over the next 20 years. The changes will help the Town manage its reserves, debt, and capital spending in a way that balances current community needs with long-term financial health.

Municipal Council Report: June, July, August 2026

- Following a routine inspection that identified signs of deterioration on the 6th Line bridge, Council approved weight restrictions to help preserve the structure while repairs are planned. This means heavy trucks will need to take a detour via 7th Line and Webster Boulevard while staff move forward with further evaluation and rehabilitation work.
- Following additional design review and a revised site plan, Council adopted the CPPS By-law Amendment for 2383 25th Sideroad to permit a childcare centre within the existing building.
- Council authorized staff to submit an expression of interest in exploring a new provincially proposed model for managing water and wastewater services. This will allow the Town to engage in further discussions with the Province without committing to adopt the model.

No Council Meetings in July

August 12, 2026 Council Meeting

- [Watch the meeting.](#)
- The Pitch-In Working Group shared the results from this year's Pitch-In Day and announced Councillor Jennifer Richardson and Ward 3 as the winners of the "Golden Broom" award for the highest volunteer turnout!
- Council directed staff to expedite the design of the 10th Line rehabilitation project and accelerate construction to 2027.
- Council adopted a Community Planning Permit System for the entire town. The new process has been in place in the shoreline area and Alcona since 2025 and will come into effect with the Town's new Official Plan. It will help reduce redundancies in the planning application process, streamline development, and respond to a changing economy.
- Council approved the Town's 2025 audited financial statements and received the Q2 2026 Operating and Capital results.
- Council directed staff to review sandbag programs offered by other municipalities and report back on how the Town could offer a similar program to help residents mitigate flooding.

Municipal Council Report: June, July, August 2026

News Highlights from the Community June, July, August 2026

- [South Simcoe police already predicting 'record year' for calls - Innisfil News](#)
- [Innisfil Transit dropping hub system for distance-based pricing July 1](#)
- ['Not a pretty picture': Innisfil may reach debt limit within a decade - Innisfil News](#)
- [Innisfil council approves CIP rules, but program still needs \\$4M to happen - Innisfil News](#)
- [Innisfil says no to federal, provincial DC-reduction program - Innisfil News](#)
- [Innisfil council reconsiders, approves plan to apply for DC-reduction funds - Innisfil News](#)
- [New survey focuses on price of Innisfil's recreational user fees - Innisfil News](#)
- [Innisfil business incubator, accelerator program accepting applications - Innisfil News](#)
- [Cornhole Classic, summer bash both benefit Innisfil's future RVH campus - Innisfil News](#)
- [Slain officer's memorial fund helps Innisfil foundation support local charities - Innisfil News](#)
- [Cha-ching! OLG pays out \\$2.25M to Innisfil for hosting casino - Innisfil News](#)
- [Nantyr student encourages girls to break 'stereotypes' by engaging in math, sciences - Innisfil News](#)
- [Chabad Innisfil celebrates new Jewish Community Centre](#)
- [RVH Foundation welcomes new members to board of directors - Innisfil News](#)
- [Police begin 'plan of action' for future finances, new station - Innisfil News](#)
- ['Being innovative': InnServices celebrates 10 years as an Ontario first - Innisfil News](#)
- [Innisfil firefighters first in Canada to carry 'cornerstone' nasal spray - Innisfil News](#)
- ['Unexpected' issues ice November reopening plans for Stroud arena - Innisfil News](#)
- ['The demand is great': Innisfil Food Bank expanding into dedicated space - Innisfil News](#)
- [Probus offers 'human connection' for seniors with new Innisfil chapter - Innisfil News](#)
-

News from around the County:

- [Think you could lead county council? Province taking applications - Innisfil News](#)
- [Allandale train station archaeology dig continues to chug along at its own pace - Innisfil News](#)
- [County OKs governance updates ahead of shift to 17-member council - Innisfil News](#)
- [County backs 50% cut to residential development charges tied to provincial funding - Innisfil News](#)

Municipal Council Report: June, July, August 2026

Library News from the Province and Beyond

- [N.S. news: Rallies held to save closing libraries](#)
- [Public libraries relying more on fundraising to balance books | CBC News](#)
- [Annapolis Valley libraries seek ways to stay open](#)
- [New report examines evolving role of public libraries in media literacy and news access](#)
- [Penticton library's independence up for debate - Castanet.net](#)
- [Belleville Library launches capital campaign for self-serve library expansion | Belleville Intelligencer](#)
- [Library in Lively opens a new Children's Area | Sudbury Star](#)
- [Penticton library to remain independent after council vote - Castanet.net](#)
- [Our public library is a shared space, not a shelter](#)
- [10 essential reads to understand the impact of AI | CBC Books](#)
- [AI data centres must deliver 'community benefits' to operate in Ontario, minister says - Innisfil News](#)
- [St. Albert Public Library Board has estimated cost of UCP book ban at \\$100,000 in 2027 - Alberta Politics](#)
- [Heated Rivalry author Rachel Reid just made a big donation to rural libraries. Here's why | CBC.ca](#)
- ['Reconciliation is losing the battle to a budget': Ontario cuts residential school search fund - Innisfil News](#)
- [Province, municipalities held nearly 800 meetings at AMO conference - Innisfil News](#)

JHSC Meeting Agenda

MEETING DATE: Thursday June 18, 2026

TIME: 10:00am

LOCATION: Operations Meeting Room 2 and Teams

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

MINUTES: Sierra Warren

ATTENDANCE: Wes Chancey, Eric Chudzinski, Elishia LaRose, Vivian Lough, Kristi Prentice, Jennifer Sheremeto, Sierra Warren

GUEST(S):

REGRETS: Paul Aniya, Brenden Bone, Barrie Vickers

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started 10:07am
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2026.05.21 JHSC Meeting Agenda Minutes Draft.docx	- Elishia motioned to approve the minutes of the previous meeting. - Seconded by Wes - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	2025.05.02 JHSC Members List.docx	- CUPE member to be added.
4.	<u>Workplace Inspections WHIMIS LOTO</u>	All Members	Roundtable discussions - Findings worth sharing? - Additional action needed? - Repeat findings? - Changes to the schedule, or support needed.	Jen – Ec. Dev – eyewash station was out of date. New eyewash bottle was added, but tag needed to be updated to reflect the last date of inspection. This was missed by staff. Town Square – Kudos to the Parks staff for the cleaning at Town Square! Boulder in the middle of the walking path, broken scooter, helmet and skateboard on the grass under the light post. Gum and stains on pavement throughout the park. Sent these housekeeping items to Supervisor to be addressed by staff. Kristi – Town Hall – maintenance requirements. Light out in stairwell at employee entrance. Accessible buttons not working on doorways. Internet signal in the loading bay area affected inputting ladder inspection.

				Sierra – Operations – Sign shop required housekeeping. Extension cord was on the floor in the puddle of water in the wash bay. Elishia – Salt Dome – Eyewash station and shower not working properly – water is only trickling out. Jug of fluid was not labeled. Door of the sea can was not closed – concerned that the wind would swing the door open and potentially hitting someone. Walking path was obstructed. No soap in the men's washroom. Vivian – All bathrooms are getting cleaned but not getting checked off that they have been cleaned. Stroud Branch – Staff entrance door will not latch – hard to close as it has a push handle on the door. There is a wind tunnel outside of the building, so it is difficult to close. If the door does not latch, the alarm will not arm. Cookstown Branch – north door near the AED was very difficult to push open. No issues to report at the Lakeshore Branch. Tom – absent. Brendan – absent. Paul – absent. Barrie – absent. Wes – conversations were had with students on safely when working near roadways. Suggested working in busy areas during off-peak traffic times. Eric – no items to report.
5.	<u>SOP's Corporate Policies</u>	Co-Chair	1. Any updates for discussion?	- SOP is currently being developed for Fleet mezzanine at Operations.
6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	1. May 2026 incidents	- Eric will send summary to JHSC members once complete.
7.	<u>Budget & Training</u>	Co-Chair	1. Budget 2. Training	- Training to be completed for Parts 1 and 2 as well as the refreshers. - Legislative Change: Starting July, you will not have to re-do Parts 1 and 2 if your recertification expires.
8.	<u>JHSC Other Business</u>	All Members	1. JHSC BBQ Recap 2. First Aid Regulation Changes 3. Round Table	- Group discussed the outcome of the JHSC BBQ. - WSIB First Aid Training Updates – June 22, 2026 • Training curriculum to follow CSA Z1210:24. • Standard First Aid will be referred to as Intermediate First Aid going forward. • Will be able to recertify with any WSIB-approved training provider.

				Current training before June 21 will be valid until expiry. Vivian – hot and humid at Lakeshore branch. Staff had fans at their workspaces, but the fans have been removed by management. They were advised that the heating/air system has improved since last year, but temperature is still uncomfortable. They will be looking into guidelines on what is required temperature-wise for office workers and will wait to see what is brought forward with management. Eric will support if required. Eric – advised that Facilities continues to engage and update staff with the Town Hall redesign. Recent changes were discussed.
9.	<u>ACTION ITEMS</u> <u>Follow up</u>	Co-Chair	Review of Action items from May 21, 2026 meeting minutes.	ACTION: Eric to review/update opioid risk assessment based on potential risk and need for Naloxone kits and training. – In Progress ACTION: Eric to discuss winter vehicle washing (re: slip and fall hazard) with Roads and Fleet supervisor/manager – In Progress. ACTION: Eric to reach out to Facilities to review eye wash stations and H&S requirements in Town Hall redesign. - In Progress ACTION: Vivian to research a permanent solution to prevent the cable tripping hazard at the Cookstown Library. – In Progress
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 11:40am.

JHSC Document Collection: [JHSC Minutes and Documents](#)

JHSC Meeting Agenda

MEETING DATE: Thursday July 16, 2026

TIME: 10:00am

LOCATION: Town Hall Meeting Room 4 and Teams

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

MINUTES: Sierra Warren

ATTENDANCE: Paul Aniya, Brendan Bone, Wes Chancey, Eric Chudzinski, Vivian Lough, Kristi Prentice, Jennifer Sheremeto, Barrie Vickers, Sierra Warren

GUEST(S):

REGRETS: Tom Ehlers, Elishia LaRose

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started 10:08am
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2026.06.18 JHSC Meeting Agenda Minutes Draft.docx	- Brendan motioned to approve the minutes of the previous meeting. - Seconded by Wes - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	2026.07.15 JHSC Members List.docx	- Member list updated. Replace current posting during next inspection.
4.	<u>Workplace Inspections WHIMIS LOTO</u>	All Members	Roundtable discussions - Findings worth sharing? - Additional action needed? - Repeat findings? - Changes to the schedule, or support needed.	Jen – Centennial Park – could not locate the first aid toolbox. Everything else checked out ok. Ec. Dev – Will complete this month. Was having issues with the Proximity app. Town Square – Eye wash station inspection hasn't been completed since May. There were buckets of lubricant fluid on the floor without an SDS. Kristi – Inspection booked for Town Hall next week. Sierra – Operations – June Inspection missed on eyewash station in the sign shop. Container with red fluid was on its side with the lid off. Item not found in MySDS but was unsure if the container was reused or if that was the proper product in it.

				Elishia – absent. Vivian – Lakeshore – housekeeping needed in the mechanical room. Children's area is now open. Temperature has improved inside, but still muggy. Will be completing Cookstown and Stroud inspections once air quality conditions improve. Tom – absent. Brendan – Lefroy Arena – no deficiencies to report. IBP – Lights were fixed in the back hallway. H&S board needs to be updated. SOP binder missing. Shop is well organized. IRC – no deficiencies to report. H&S board needs meeting/inspection schedule posted. Paul – Churchill CC – there were summer camps going on at Churchill when inspections were completed. No deficiencies to report. Policies need to be added to the H&S board. Knock CC – minor housekeeping required. Policies need to be added to the H&S Board. Rizzardo – no deficiencies to report. Barrie – no items to report. Wes – no items to report. Eric – no items to report.
5.	<u>SOP's Corporate Policies</u>	Co-Chair	1. Any updates for discussion?	- Sierra is looking into making the Ops SOP binder digital on Smartsheet.
6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	1. June 2026 incidents	- June saw one near miss, one first aid injury, and two vehicle/equipment incidents. - Overall, we've gone two months without a lost time/recordable injury. - Compared to this time last year, we continue to see an increase in lost time/recordable injuries. - We've had 6 lost time injuries YTD, which is the same number we ended with last year (2025). - There has been an increase in vehicle/equipment incidents where situational awareness and not performing a circle check were identified as contributing factors. Safety Talk to be issued on this topic (already communicated to Parks).
7.	<u>Budget & Training</u>	Co-Chair	1. Budget 2. Training	- Jen was recertified in July, and Brendan is now certified. - Kristi, Sierra, Elishia, and Wes require recertification.

8.	<u>JHSC</u> <u>Other</u> <u>Business</u>	All Members	1. Air Quality Alerts	- With recent wildfires in northern Ontario, the smoke is causing poor air quality. Air quality alerts have been issued, communicating the risk and precautions for staff. - Many outdoor events have been cancelled, and summer camps were moved indoors. - Wes advised that Ops treat these events similarly to extreme heat events, adjusting work to the conditions. - Vivian advised that they plan on ordering N95 masks as a precaution to keep at the library. - Vivian would like to get the first aid report digitized onto SharePoint so it's easier to find. - Brendan inquired about the fall protection requirements on SkyJack elevated work platforms, as the training indicated that fall arrest was not required. However, Ontario legislation and internal SOP require the use of fall arrest.
9.	<u>ACTION</u> <u>ITEMS</u> <u>Follow up</u>	Co-Chair	Review of Action items from June 18, 2026 meeting minutes.	ACTION: Eric to review/update opioid risk assessment based on potential risk and need for Naloxone kits and training. – In Progress ACTION: Eric to discuss winter vehicle washing (re: slip and fall hazard) with Roads and Fleet supervisor/manager – In Progress. ACTION: Eric to reach out to Facilities to review eye wash stations and H&S requirements in Town Hall redesign. - In Progress ACTION: Vivian to research a permanent solution to prevent the cable tripping hazard at the Cookstown Library. – In Progress ACTION: Eric to look into fall protection requirements for Skyjack elevated work platforms and report back to the committee. – Open
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 11:10am

JHSC Document Collection: [JHSC Minutes and Documents](#)

JHSC Meeting Agenda

MEETING DATE: Thursday August 20, 2026

TIME: 10:00am

LOCATION: Ops Meeting Room 2 and Teams

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

MINUTES: Sierra Warren

ATTENDANCE: Paul Aniya, Brendan Bone, Eric Chudzinski, Tom Ehlers, Elishia LaRose, Vivian Lough, Kristi Prentice, Jennifer Sheremeto, Barrie Vickers, Sierra Warren

GUEST(S):

REGRETS: Brendan Bone, Wes Chancey

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started 10:05am
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2026.07.16 JHSC Meeting Agenda Minutes Draft.docx	- Elishia motioned to approve the minutes of the previous meeting. - Seconded by Jennifer - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	2026.07.15 JHSC Members List.docx	- No changes to members.
4.	<u>Workplace Inspections WHIMIS LOTO</u>	All Members	Roundtable discussions - Findings worth sharing? - Additional action needed? - Repeat findings? - Changes to the schedule, or support needed.	Jen – No issues to report at Ec. Dev. Centennial Park – storage room requires housekeeping. There were bags of garbage, boxes were knocked over. Facilities will be reaching out the cleaners to address. Town Square – housekeeping required. The cement around the café and washrooms required to be sprayed down (gum and stains on the cement). Owner of the café has been receiving complaints from the public. There were multiple rocks in the splash pad. Washroom floors were not being cleaned, cobwebs on the walls. The building was clean and no hazards were present. Kristi – Town Hall – There were multiple water stains on the ceiling throughout the building. Door in the

				kitchenette is broken and resting on the floor but not posing a hazard. Facilities will investigate it. Sierra – Operations – a few fire extinguishers missed their July inspection. Gravel and rocks were left on the wash bay floor posing a risk of slipping as well as a risk of clogging the drain. Elishia – Salt Dome – fire extinguishers were missed. Housekeeping required, but no major hazards present. The hand suction hose was placed neatly on the floor, but it should be hanging to post a trip hazard. Requested to place hooks on the wall to hang the hose. In the meantime, a pylon should be placed by the hose. Vivian – Cookstown Library – house keeping required. There was a drain that keeps detaching itself. Stroud Library – cleaning staff are not filling out the staff bathroom cleaning check off sheet. Stroud staff door is still not swinging shut. Believes a handle needs to be installed in the inside of the door to help close it. Humidity is causing a smell in the urinals in the washrooms. Lakeshore Library – Accessibility button is not functioning properly – users must press it gently. There was one fire extinguisher missed during the fire inspection. Tom – Fleet – will be completing inspection at the end of the month. Brendan – absent. Paul – Knock CC – no hazards to report. The toilets require cleaning. Drainage issue by the baseball diamond. Lights should be added in the basement. Churchill CC – electrical panel obstructed. Electrical room is being used for storage equipment. Recommended moving those items in the storage room. Rizzardo – paint is missing from the gap from the outdoor patio going into the building. There are boxes in the shipping and receiving area that are stacked and empty – these should be thrown out. Barrie – no items to report. Wes – absent. Eric – no items to report.
5.	<u>SOP's Corporate Policies</u>	Co-Chair	1. Any updates for discussion?	- H&S Policy Statement updated. Copy sent to committee for posting.

6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	1. July 2026 incidents	- July experienced two recordable injuries (including one lost time injury), four first aid injuries, and one vehicle/equipment incident. - Compared to this time last year, we continue to see a greater number of lost time injuries (7 vs 2), and recordable injuries (9 vs 3). - There has been an increase in overextension/bodily reaction incidents, and slip/trip incidents. - Discussed July injuries in detail as a group. - Discussed August injury requiring medical attention.
7.	<u>Budget & Training</u>	Co-Chair	1. Budget 2. Training	- Budget on track so far. - Tom and Barrie to be scheduled for their training.
8.	<u>JHSC Other Business</u>	Co-Chair All Members	1. Skyjack EWP – Fall protection requirements 2. Round table	- Eric discussed fall protection requirements for skyjack elevated work platforms and will send out a summary to committee members. - There are changes to training on elevated work platforms that closely align with the construction regulations that will take effect in January. - Jen – sees a trend in janitorial staff – believes we may benefit in having a Facilities staff attending each inspection to show concerns. - Paul – what does the Town have in place in the event that a fire is spread towards the building. Elishia advised that each building has a Fire Safety Plan – if there is a fire spreading towards the building, the building would be evacuated. - ACTION: Eric to inquire with Facilities about having a representative attend the JHSC meetings as needed.
9.	<u>ACTION ITEMS Follow up</u>	Co-Chair	Review of Action items from July 16, 2026 meeting minutes.	ACTION: Eric to review/update opioid risk assessment based on potential risk and need for Naloxone kits and training. – In Progress ACTION: Eric to discuss winter vehicle washing (re: slip and fall hazard) with Roads and Fleet supervisor/manager – In Progress. ACTION: Eric to reach out to Facilities to review eye wash stations and H&S requirements in Town Hall redesign. - In Progress ACTION: Vivian to research a permanent solution to prevent the cable tripping hazard at the Cookstown Library. – Complete ACTION: Eric to inquire with Facilities about having a representative attend the JHSC meetings as needed.
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 11:25am.

JHSC Meeting Agenda

MEETING DATE: Thursday September 17, 2026

TIME: 10:00am

LOCATION: Town Hall Meeting Room 4 and Teams

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

MINUTES: Sierra Warren

ATTENDANCE: Paul Aniya, Brendan Bone, Wes Chancey, Eric Chudzinski, Tom Ehlers, Elishia LaRose, Vivian Lough, Kristi Prentice, Jennifer Sheremeto, Barrie Vickers, Sierra Warren

GUEST(S):

REGRETS:

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started 10:03am
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2026.08.20 JHSC Meeting Agenda Minutes Draft.docx	- Jennifer motioned to approve the minutes of the previous meeting. - Seconded by Elishia - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	2026.07.15 JHSC Members List.docx	- No changes to members. - Eric has reached out to CUPE to get a Roads member.
4.	<u>Workplace Inspections WHIMIS LOTO</u>	All Members	Roundtable discussions - Findings worth sharing? - Additional action needed? - Repeat findings? - Changes to the schedule, or support needed.	Jen – Town Square – Parks will be doing some cleaning/housekeeping. Supervisor advised that they will be using a material to clean the cement. Spoke to the café owner and advised that the owner has a relationship with the Parks Supervisors and addresses any safety issues she may find. There are multiple rocks scattered throughout the splashpad and walking paths which requires to be swept more often. Rocks are also being thrown onto the roofs of the buildings by children. Ec. Dev – no deficiencies to report. Janitorial room was tidy. Previous minutes were posted on the H&S board. Centennial Park inspections are now complete as camps are finished. Wes advised that shelving has been placed

				so items are off the floor. Washrooms will be shut down the second week of October. Kristi – Town Hall – inspection to be completed on the 29th. Sierra – Operations – fan was plugged into extension cord that was ran across the floor posing a tripping hazard. Elishia – Salt Dome – no major deficiencies to report. There was a wasp nest in the door. There was Absorb-All on the floor from a spill, but it was not cleaned up. DEF is down so jugs are being used; therefore, jugs are being thrown and left on the floor. Vivian – Stroud Library – no issues to report. Cleaners are not marking off the staff bathrooms. Handle was installed on the door to ensure it is closed tightly. Cookstown Library – no deficiencies to report. Lakeshore Library – broken window from an object that was thrown from a machine at Town Square. The door in the cleaner's closet is not being closed properly. One day, the door was wedged open. They are concerned a child will have access to the closet. This also poses a fire risk as this is a fire door that is designed to close automatically. Tom – Fleet – no items to report. Brendan – IRC – back floor is being redone, you will need to enter the building from the front. IBP – housekeeping required. Paul – Churchill CC – electrical room requires housekeeping. Area was not cleared of combustible material. Knock CC – general housekeeping required. Debris on the outside and washrooms required to be cleaned. Strips need to be moved closer on the ramp prior to winter. Wes advised if we moved the strips closer, staff will be unable to clean the ramp properly. Discussed the possibility of using a grid paint to prevent the slip hazard. ACTION: Wes to investigate and bring forward to Facilities. Rizzardo – construction occurring for the MRI. Barrie – no items to report. Wes – no items to report. Eric – no items to report.
5.	<u>SOP's</u> <u>Corporate</u> <u>Policies</u>	Co-Chair	1. Any updates for discussion?	- No items to report.

6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	1. August 2026 incidents	- August experienced one recordable injury, three first aid injuries, and two vehicle/equipment incidents. - Compared to this time last year, we continue to see more lost time injuries (7 vs. 2), and recordable injuries (10 vs. 3). - Main incidents are still overexertion/bodily reaction incidents. - Discussed August incidents as a group.
7.	<u>Budget & Training</u>	Co-Chair	1. Budget 2. Training	- Training has been booked for recertifications. - Training will be booked for full certifications.
8.	<u>JHSC Other Business</u>	Co-Chair All Members	1. Round table	- Kristi – no one has access to eyewash stations or knows they are there at Town Hall. ACTION: Eric to investigate. Wes advised that first aid kits should be in washrooms or at the lunchroom at Town Hall. -
9.	<u>ACTION ITEMS Follow up</u>	Co-Chair	Review of Action items from August 20, 2026 meeting minutes.	ACTION: Eric to discuss winter vehicle washing (re: slip and fall hazard) with Roads and Fleet supervisor/manager – In Progress. ACTION: Eric to reach out to Facilities to review eye wash stations and H&S requirements in Town Hall redesign. - In Progress ACTION: Eric to inquire with Facilities about having a representative attend the JHSC meetings as needed. – In Progress ACTION: Wes to investigate strips on Knock CC ramp and bring forward to Facilities. ACTION: Eric to investigate additional eyewash stations at Town Hall.
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 11:13am.

JHSC Document Collection: [JHSC Minutes and Documents](#)



INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

REPORT NO.: LIB-12-2026

DATE: September 22, 2026

TO: Innisfil Public Library Board

FROM: Finance Committee

SUBJECT: 2026 Q2 Operating & Capital Update

RECOMMENDATION:

THAT Committee Report LIB-12-2026 regarding the 2026 Q2 Update dated September 22, 2026 be received; and

BACKGROUND:

On January 14, 2026, per Council Resolution #2026.01.14-CR-02, Town Council approved the Library Board's revised 2026 Operating Budget in the amount of \$4,685,945, and the revised 2026 Capital Budget in the amount of \$298,750.

Finalized Operating and Capital results to June 30, 2026, are included in this report.

FINANCIAL RESULTS – OPERATING

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

As of June 30, 2026, the total operating budget was at 134% of total budgeted revenues, and 47% of total budgeted expenses. Overall, the Q2 results show that the

Library is at 46% of the overall budget.

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

Overview of Revenues

Registration & Facility Fees: Hall rentals are trending lower at 15% of total budgeted amount, which is largely due to the renovation project reducing the number of rentals; programming is doing well at 66%.

User Fees & Licenses: Trending higher at 63% of budget, largely due to an unbudgeted payment from the LSC liquidation.

Grants: In Q2 the Library continued to receive installments of the County of Simcoe Human Navigator grant, and also received \$15,00 from the ICF.

*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: Just over \$15k, due to the Buy a Shelf campaign and Tim Horton's Smile campaign.

Overview of Expenditures

Wages & Benefits: On target at 45%.

Materials & Supplies: Trending a bit higher at 64%, due to expenditures related to grant dollars and technology supplies (offset by programming revenue)

Other Expenditures: All trending lower, expect telephone expenditures related to the Library's new fire alarm monitoring system.

Facility Related expenses: On target at 47%.

FINANCIAL RESULTS – CAPITAL

The 2026 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 2026 approved capital projects, the Library Board has carried over projects approved in previous years.

Year to date spending for capital projects is \$352,958, related to projects LIB49, LIB5, LIB52, LIB54, LIB71 and LIB72.

Appendix B provides a detailed financial report of the Q2 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. The capital program is on track for this year, in line with the Library's priority projects and available resources.

Conclusion:

This report provides information to the Library Board regarding the operating and capital activities that occurred during the second quarter of 2026.

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 June Library				2026
	Year to	YTD Actual as	2026	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
Library Operating				
Library Administration				
Total Opening (Surplus) Deficit	-59,802	0%	-	
Registration & Facility Fees				
4438 Hall Rental	-2,274	15%	(15,000)	
4464 Programming	-20,385	66%	(31,000)	
Total Registration & Facility Fees	-22,659	49%	(46,000)	
User Fees, Licences and Fines				
User Fees				
4447 Misc. Revenue	-14,845	59%	(25,000)	
4490 Photocopy Etc.	-12,863	76%	(17,000)	
4491 Books	-3,198	53%	(6,000)	
4492 IdeaSHOP sales	-1,350	39%	(3,500)	
Total User Fees	-32,256	63%	(51,500)	
Other				
Government Grants				
4100 Grants - Ontario	-61,858	135%	(45,922)	includes County grant & ICF
4200 Grants - Federal	0	0%	-	
4760 Donations	-15,171	0%	-	\$6.7K Tim Horton; Buy a Shelf
Total Other	-77,029	168%	(45,922)	
Total Revenue	-191,746	134%	(143,422)	
Expenditures				
Wages & Benefits				
5010 Salaries - (FT)	989,446	36%	2,751,288	
5100 Benefits (FT)	293,531	34%	858,942	
5011 Salaries - (PT)	440,560	455%	96,913	
5102 Benefits (PT)	56,180	301%	18,636	
5103 Benefit Clearing (PT)	14,062	0%	-	
Total Wages & Benefits	1,796,062	45%	3,965,780	
Materials & Supplies				
7080 Cleaning Supplies	4,010	45%	9,000	
7020 Advertising & Publicity	3,687	42%	8,865	
5210 Clothing/PPE	0	0%	675	
5230 Education & Development	22,432	93%	24,200	
7300 Prof. Dues & Memberships	3,388	113%	2,993	
7140 Equipment Maintenance	1,231	56%	2,200	
7360 Office Supplies	4,571	49%	9,296	
7400 Photocopy	7,940	79%	10,000	
7440 Postage	177	18%	1,000	
7460 Printing	4,423	61%	7,240	
7029 Electronic Collections	50,141	44%	113,077	
7041 Physical Collections	68,958	43%	160,083	
7280 Material	12,995	59%	22,000	
7283 Technology Supplies	17,286	89%	19,500	
5120 Board&Committee /Non-payroll	1,350	34%	4,000	
7545 Project Expense	57,397	0%	-	offset by grant \$
7485 Public Relations	5,176	69%	7,503	Typically go overbudget; offset by misc revenues
7580 Software Annual Maint. Fees	56,549	79%	71,819	
Total Materials & Supplies	339,455	64%	534,269	
Utilities				
7600 Telephone	2,941	53%	5,508	
Total Utilities	2,941	53%	5,508	
Contracted Services				
8080 Audit	2,976	50%	5,952	
8290 Contracts	774	6%	14,021	
Total Contracts	774	6%	14,021	
Other Contracted Services				
8781 Recruitment Services	517	0%	-	
8640 Legal	0	0%	10,000	
Total Contracted Services	4,267	14%	29,973	
Rents & Financial				
9110 Debit/Visa Charges	655	15%	4,481	
Total Rents & Financial	655	15%	4,481	



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

2026

	Year to	YTD Actual as	2026	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
Library Fleet				
7200 Fuel	783	42%	1,846	
7220 Insurance	217	23%	950	
7380 Purchased Services	48	6%	751	
9620 Fleet Recoveries	273	0%		
Total Library Fleet	1,321	37%	3,547	
Facilities				
Stroud Branch				
7180 Facility/Parks Maintenance	567	12%	4,550	
7220 Insurance	1,048	40%	2,600	
7600 Telephone	244	13%	1,855	
8185 Cleaning Contract	5,399	45%	11,990	
9610 Facility rental expenditures(I	13,148	50%	26,300	
Total Stroud Branch	20,406	43%	47,294	
Churchill Branch				
Revenue				
4538 Rental Income	-10,704	50%	(21,556)	
4541 M.I.T Income	-5,361	50%	(10,757)	
Total Revenue	-16,065	50%	(32,313)	
Expenditures				
7180 Facility/Parks Maintenance	356	14%	2,500	
7220 Insurance	1,544	41%	3,800	
9681 Snow Clearing - Expenditures	1,326	53%	2,510	
9365 Property Taxes	5,615	94%	5,959	P.Tax roll #010-003-0670
Total Expenditures	8,848	60%	14,769	
Total Churchill Branch	-7,217	41%	(17,544)	
Cookstown Branch				
Revenue				
Transfer from Reserve & Reserve Funds				
492507 Oblig.RF-Library DCA	-75,435	0%	(149,182)	
492515 Oblig.RF-Parks Indoor DCA	-5,486	0%	(10,850)	
Total Transfer from Reserve & Reserve Funds	-80,921	0%	(160,032)	
Total Revenue	-80,921	0%	(160,032)	
Expenditures				
7180 Facility/Parks Maintenance	13,715	69%	20,018	HVAC, Repalce switches, Spring Garden cleanup; Shade sails
7220 Insurance	6,599	40%	16,700	
7600 Telephone	922	46%	2,000	
7660 Utilities - Hydro	14,877	52%	28,500	
7680 Utilities - Natural Gas	2,233	89%	2,500	Bills were estimated for 6 months, then adjusted upon actual reading
7700 Utilities - Water/Sewer	1,158	54%	2,138	
8185 Cleaning Contract	6,291	36%	17,484	
8850 Snow Removal	12,352	62%	20,066	
Long term debt - Principal & Interest				
L.T.D. Principal & Interest				
5610 Debt Interest	14,422	0%	27,032	
5620 Debt Principal	66,500	0%	133,000	
5630 Accrued Interest Transfer	0	0%	-	
9265 Amortization of Debent. Comm.	0	0%	-	
Total Long term debt - Principal & Interest	80,922	0%	160,032	
9600 Facility rental revenue(Intern	-14,498	50%	(29,000)	
Total Expenditures	124,571	52%	240,438	
Total Cookstown Branch	43,650	54%	80,406	
Lakeshore Branch				
Expenditures				
7180 Facility/Parks Maintenance	12,856	42%	30,535	
7220 Insurance	13,518	29%	47,300	
7600 Telephone	835	23%	3,700	
7660 Utilities - Hydro	16,581	47%	35,495	
7680 Utilities - Natural Gas	8,909	70%	12,795	
7700 Utilities - Water/Sewer	3,487	81%	4,290	
8185 Cleaning Contract	7,424	39%	19,068	
8850 Snow Removal	12,759	57%	22,469	
Total Lakeshore Branch	76,369	43%	175,652	



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

2026

	Year to	YTD Actual as	2026	
	Date	a Percent	Approved	Notes/Comments
	Actuals	of Budget	Budget	
Total Facilities	133,208	47%	285,808	
Total Expenditures	2,277,909	47%	4,829,367	
Total Revenue	-191,746	134%	(143,422)	
Total Library	2,145,965	46%	4,685,945	

APPENDIX B

	Total	Actual	Remaining	Additional
Project Number & Description	Approved	Spent to	Budget	Comments
	Budget	Date		
Library				
LIB4 RFID	36,903	-	36,903	
LIB42 Design / Preparation for ideaLAB & Library with Recreational C	550,000	-	-	Deferred to 2027 - 2028
LIB45 Updated Needs Assessment Study	40,000	-	40,000	Joint with FAC43
LIB49 Lakeshore Facility Assessment & Repairs	121,930	3,684	118,246	
LIB5 Electronic Equipment - All Branches	114,810	56,132	58,678	
LIB52 Replacement Furnishings	90,323	7,746	82,577	
LIB54 Strategic Plan	60,000	18,283	41,717	
LIB65 Marketing Kiosks	65,593	-	65,593	
LIB66 Mobile Outreach Unit (InnMotion)	21,549	-	21,549	
LIB70 ideaLAB & Library Mobile Kiosk	92,147	-	92,147	
LIB71 Lakeshore Children's Area Expansion	250,000	247,613	2,387	
LIB72 Digital Archive Infrastructure and Hosting Model Update	60,000	19,500	40,500	
Total Library	1,503,255	352,958	600,297	

Policy Changes Summary

10a.01.01 EMPLOYMENT – Electronic Monitoring Policy #E-2026-19

- Minor wording and formatting changes

10b.01.01 EMPLOYMENT – Performance Management & Development Policy #E-2026-20

- Removal of procedural pieces
- Minor wording and formatting changes

10c.01.01 OPERATING & TECHNOLOGY - Website Policy #2026-21

- Minor wording and formatting changes



SUBJECT: EMPLOYMENT – ELECTRONIC MONITORING POLICY

Policy No: E-2026-19

Date: September 22, 2026

Review Date: September 2030

Pages: 4

PURPOSE

The Innisfil ideaLAB & Library ("the Library") is committed to transparency regarding the use of electronic monitoring in the workplace. This policy establishes the principles governing the collection, use, and management of electronically monitored information and fulfills the Library's obligations under Ontario's Working for Workers Act, 2022.

POLICY

General

The Library may engage in electronic monitoring to support the secure, effective, and responsible operation of Library services, systems, facilities, and resources.

Electronic monitoring will be conducted in a manner that:

- Supports the health, safety, and security of employees, patrons, facilities, information, and assets.
- Protects the integrity, reliability, and security of the Library's technology systems and networks.
- Supports compliance with applicable legislation, including the Employment Standards Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and other applicable legislation, regulations, and Library policies.
- Respects employee privacy while recognizing the Library's legitimate operational, security, and legal requirements.

- Demonstrates responsible stewardship of Library resources and information.

APPLICATION

This policy applies to all employees, including full-time, part-time, contract, seasonal, casual, student employees, and Board members, who use Library-owned or Library-managed technology, systems, networks, applications, facilities, or electronic services, whether working onsite, remotely, in a hybrid environment, or in a mobile capacity.

GUIDELINES

Electronic Monitoring

The Library utilizes electronic monitoring practices to support the security, operation, and administration of its facilities, technology systems, information resources, and services.

The Library generally engages in passive monitoring, whereby information related to the use of Library-owned or Library-managed systems, devices, networks, applications, facilities, and electronic services may be automatically collected, recorded, or logged in the normal course of business. This may include information generated through the use of computers, networks, internet services, email systems, telephones, access control systems, security systems, and other Library technologies.

The Library may also engage in active monitoring where circumstances warrant, including to investigate suspected policy violations, security incidents, misuse of Library resources, or other matters affecting the Library's operations, employees, patrons, information, or assets.

Employees should not expect privacy when using Library-owned devices, systems, networks, applications, or other technology resources provided for Library business.

Use of Monitored Information

The Library may collect, access, use, and disclose information generated through the use of Library technology systems and resources where required for operational, administrative, legal, security, safety, or investigative purposes.

Electronic monitoring information may be used to:

- Maintain the security and integrity of Library systems, networks, information, facilities, and assets.

- Investigate suspected breaches of legislation, Library policies, or security requirements.
- Support cybersecurity, risk management, incident response, and business continuity activities.
- Diagnose technical issues and improve the reliability and effectiveness of Library services.
- Respond to legal proceedings, audits, investigations, access requests, or other lawful requirements.
- Support the administration and protection of Library operations, property, employees, and users.

Privacy and Confidentiality

Information collected through electronic monitoring will be managed in accordance with applicable privacy, confidentiality, records management, and information security requirements, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable legislation.

The Library may use information obtained through electronic monitoring where reasonably required to support operational, administrative, legal, security, safety, investigative, or regulatory purposes.

Third-Party Systems

The Library may utilize third-party systems, cloud-based services, and technology providers that collect or process information as part of delivering Library services. Such providers may be subject to their own terms of service, privacy practices, and data management requirements.

Responsibilities

The CEO is responsible for the administration and oversight of this policy.

Information Technology (IT) staff are responsible for supporting the security, reliability, administration, and monitoring of the Library's digital infrastructure, systems, and technology services.

The Leadership Team is responsible for ensuring that electronic monitoring practices are consistent with this policy and support the Library's operational, legal, and security requirements.

Employees and Board members are responsible for complying with this policy and for the appropriate use of Library technology resources and services.

References:

Employment Standards Act, 2000

Working for Workers Act, 2022 (Bill 88)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Board Procedural By-Law

Related Policies:

Flexible Work Arrangement Policy

Health and Safety Policy

Disconnecting from Work Policy

Hours of Work and Overtime Policy

Approved by the Innisfil Public Library Board, September 22, 2026,

Motion Number: 2026.XX

Supersedes Policy #E-2022-26, approved September 19, 2022, Motion #2022.68



SUBJECT: EMPLOYMENT - PERFORMANCE MANAGEMENT & DEVELOPMENT POLICY

Policy No: E-2026-20

Date: September 22, 2026

Review Date: September 2030

Pages: 3

PURPOSE

The Innisfil Public Library Board recognizes that a comprehensive and collaborative employee performance management system is a key factor in an organization's success.

POLICY

General

Regular feedback and opportunities to celebrate employee successes, value contributions, address performance concerns and plan for future growth are important components of an effective system.

Performance management and development provide a framework to recognize employees for their contributions, identify strengths and opportunities for improvements, and strive towards personal and professional development.

Communicating performance expectations, corporate and departmental competencies is essential to ensure that employees know what is expected from them and what constitutes successful job performance. These expectations are based on departmental objectives and corporate strategic priorities. Employees can then focus their efforts accordingly and strive to meet or exceed expectations. Employees play an important role in assessing their own performance as part of this more inclusive approach to performance

management. Performance concerns will be addressed in a timely manner as they arise and will not normally be deferred until a structured performance review discussion.

Performance management shall be fair, respectful, consistent, inclusive, and aligned with Library objectives and strategic priorities.

Application

This policy applies to all Library employees, including full-time, part-time, contract, seasonal, casual and student employees.

The Chief Executive Officer (CEO)'s performance evaluation is conducted in accordance with applicable Board policies and procedures.

Responsibilities

Employees are accountable for participating in performance management and development, meeting established expectations, pursuing agreed goals and development priorities, and providing professional, constructive feedback while respecting confidentiality.

Directors and Managers are responsible for setting clear expectations; conducting fair, respectful and consistent reviews; providing ongoing coaching and timely feedback; supporting appropriate goals and development plans; addressing performance concerns promptly; and protecting the confidentiality of employee information.

Library Administration is responsible for supporting consistent implementation, administering applicable compensation adjustments following satisfactory performance, and ensuring compliance with the *Accessibility for Ontarians with Disabilities Act*.

Performance Management Requirements

All employees shall participate in regular performance reviews that evaluate performance against established expectations and addresses goals and development priorities throughout the year. New employees shall participate in performance review during their probationary period.

Performance evaluations shall be based on established expectations, direct observation, documented outcomes, and relevant professional feedback. Employee self-assessment and colleague feedback may supplement, but shall not replace, the Manager's evaluation.

Performance concerns shall be addressed in a timely manner. Where performance falls below expectations following probation, a Performance Improvement Plan shall be established. Employees who receive a satisfactory performance evaluation may progress through the Library salary grid until reaching its maximum, subject to applicable employment terms.

Related Policies:

EMPLOYMENT – Correction Action Policy

EMPLOYMENT – Inclusion, Diversity, Equity & Accessibility Policy

Approved by the Innisfil Public Library Board, September 22, 2026

Motion Number: 2026.XX

Supersedes Policy #E-2022.20, approved June 20, 2022, Motion #2022.49; and Policy #E-2018.01, approved January 15, 2018, Motion #2018.08; & Employment – Performance Management Policy #E-2008-13, approved May 20, 2008, Motion #2008.36.



SUBJECT: WEBSITE POLICY

Policy No: 2026-21

Date: September 22, 2026

Revision Date: September 2030

Pages: 3

PURPOSE

The Innisfil ideaLAB & Library ("the Library") maintains websites and digital services to provide information, resources, and services that support its mission and strategic priorities. This policy establishes the principles governing the Library's online presence..

POLICY

General

The Library will manage its websites and digital services in a manner that:

- Supports the Library's mission, strategic priorities, and service objectives.
- Provides accurate, relevant, and timely information about Library services, programs, collections, and resources.
- Promotes equitable access to information, intellectual freedom, inclusion, and accessibility.
- Protects user privacy and supports the secure delivery of digital services.
- Complies with applicable legislation, including the Public Libraries Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Accessibility for Ontarians with Disabilities Act (AODA), and other applicable legislation, regulations, and Library policies.
- Demonstrates responsible stewardship of public resources.

Application

This policy applies to all employees, contractors, volunteers, and other individuals who create, approve, publish, procure, administer, or maintain content or services on websites and digital platforms under the Library's control.

Guidelines

The Library may provide access to information, resources, services, and websites maintained by external organizations where such access supports the informational, educational, cultural, or community needs of users. The inclusion of external links does not constitute endorsement by the Library of the content, services, or viewpoints of external organizations.

The Library may utilize third-party platforms and service providers to deliver digital services, collections, programs, registrations, payments, bookings, communications, and other online resources. Users may be subject to the terms, conditions, privacy practices, and data collection practices of those service providers.

The Library will make reasonable efforts to ensure that third-party service providers and Library-managed digital services align with applicable accessibility, privacy, security, and risk management requirements.

The Library's websites shall include copyright information and provide access to the Library's Website Disclaimer.

Responsibilities

The CEO is responsible for the administration and oversight of this policy.

Information Technology (IT) staff are responsible for supporting the security, reliability, and administration of the Library's digital infrastructure and services.

The Leadership Team is responsible for ensuring that websites and digital services support the Library's mission and are managed in accordance with this policy.

Employees, contractors, volunteers, and other individuals acting on behalf of the Library are responsible for complying with this policy and supporting its implementation.

Related Policies:

Information Services Policy

Internet Service Policy

Approved by the Innisfil Public Library Board, September 22, 2026

Motion Number: 2026.XX

Supersedes Policy #2022-19, approved June 20, 2022, Motion #2022.48; and Policy #2018-12, approved June 18, 2018, Motion # 2018.56; & Policy #2013-14, approved October 21, 2013, Motion #2013.93; &

Policy #2010-15, approved June 14, 2010, Motion #2010.48; & Policy #2005-08, approved October 11, 2005, Motion #2005.45

Appendix #1
Website Disclaimer

All information provided on Innisfil ideaLAB & Library's website is believed to be accurate and reliable. Employees will make changes, updates and deletions as required and make every effort to ensure the accuracy and quality of the information provided. However, the Library assumes no responsibility for any errors and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained on the site. Those who access the site may use material from the site for personal, non-commercial use only, provided they keep intact all copyright and other proprietary notices.

Communications made through the Library's electronic mail and message system shall in no way be deemed to constitute legal notice to the Innisfil Public Library Board or any of its officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Board or any of its officers, employees, agents, or representatives, where notice to the Board is required by any federal, provincial or local laws, rules, or regulations.

Due diligence is performed to ensure off-site links are valid and appropriate but when selecting an off-site link, you are leaving the Library site. The content of and/or views expressed on off-site web pages and links are strictly those of the external agency, organization or business. The Innisfil Public Library Board bears no responsibility for the information, graphics, or links. The materials in this site and the third-party sites are provided "as is" and without warranties of any kind either expressed or implied. The Library reserves the right to accept or deny any requests for off-site links.

Links from or to websites outside the site are meant for convenience only. Linking to any other site is at your sole risk and the Innisfil Public Library Board will not be responsible or liable for any damages in connection with linking. Links to downloadable software sites are for convenience only and the Board is not responsible or liable for any difficulties or consequences associated with downloading the software. Use of any downloaded software is governed by the terms of the license agreement, if any, which accompanies or is provided with the software.



BOARD SUCCESSION, RECRUITMENT AND TRANSITION PLAN

September 2026

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10. Orientation and Board Development
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1. Purpose

The Innisfil Public Library Board is committed to maintaining an effective, knowledgeable, diverse, and representative governing body that supports the delivery of comprehensive and efficient public library service in accordance with the Ontario Public Libraries Act.

The purpose of this Board Succession, Recruitment and Transition Plan is to:

- Support continuity of governance and leadership;
- Establish a transparent and equitable recruitment and appointment process;
- Identify the skills, experience, perspectives, and community knowledge required for effective governance;
- Promote diversity, equity, inclusion, accessibility, and representation reflective of the community served by the Library;
- Support Board development, leadership succession, and knowledge transfer; and
- Ensure compliance with applicable legislation, Board by-laws, and municipal policies.

This Plan applies:

- At the conclusion of a Council and Library Board term; and
- When a vacancy occurs during a term of office.

2. Legislative Context

The Innisfil Public Library Board is established under the Ontario Public Libraries Act (PLA) and operates in accordance with the Act and the Board's Procedural By-Law.

Under the Public Libraries Act:

- Public library boards are appointed by municipal council;
- Public library boards must consist of at least five members;
- Members of Council appointed to a library board may not constitute a majority of the Board;
- Vacancies are filled by Council for the unexpired term unless the remaining term is less than forty-five (45) days; and
- Board members must meet the eligibility requirements established by the Act.

3. Board Composition

In accordance with the PLA and the Board's Procedural By-Law, the Innisfil Public Library Board consists of nine (9) members appointed by Town Council:

- Two (2) members of Council; and
- Seven (7) members from the public at large.

The Board seeks to maintain a balance of knowledge, skills, backgrounds, perspectives and community representation that will enable effective governance of the Library.

4. Board Succession Planning Principles

The Board recognizes that effective governance requires ongoing succession planning throughout the Board term.

The Board shall:

- Conduct succession planning activities on an ongoing basis;
- Maintain a balance of experienced and newly appointed members wherever possible;
- Recruit individuals possessing skills and experiences relevant to the Library's strategic priorities;
- Seek representation reflective of the diversity of the Innisfil community;
- Support the development of future Board leaders;
- Preserve institutional knowledge while welcoming new perspectives; and
- Review Board composition annually.

5. Process Overview

The following process will be utilized for Library Board recruitment and appointments:

a. Recruitment Planning

The Board Succession Committee (the Committee) will assess Board composition, anticipated vacancies and recruitment priorities.

b. Public Recruitment

Aligned with the Municipal Election cycle, or as required due to resignations or vacancies, the Town Clerk will issue a public call for applications.

c. *Application Review*

Applications will be reviewed by a Recruitment Panel selected by the Committee, using a Board Skills and Competency Matrix.

Potential candidates will be invited to participate in an interview with the Recruitment Panel.

d. *Recommendations to Council*

Recruitment Panel findings and supporting information will be provided to the Town Clerk for submission to Town Council.

e. *Appointment*

Town Council will appoint all Library Board members.

Where a vacancy arises during a term, Council shall appoint a person to fill the vacancy for the balance of the unexpired term except where the unexpired term is less than forty-five (45) days.

Board members shall satisfy any screening, disclosure or appointment requirements established by the Town of Innisfil or the Innisfil Public Library Board from time to time.

6. Annual Board Composition Review

The Committee shall review annually, or as needed:

- Board composition;
- Attendance and participation levels;
- Skills, competencies and expertise represented on the Board;
- Community representation;
- Leadership succession requirements;
- Anticipated retirements or resignations; and
- Recruitment priorities.

Findings shall be used to identify future recruitment needs and Board development opportunities.

The Committee may facilitate periodic Board self-assessments to identify governance strengths, development opportunities, and succession priorities.

The Board recognizes the value of both continuity and renewal. Reappointment decisions shall consider the need to balance institutional knowledge with opportunities for new perspectives and community representation.

7. Governance & Recruitment Committee

The Board may establish a Governance and Recruitment Committee as a Committee in accordance with the Board's Procedural By-Law. The Committee shall support the Board in succession planning, recruitment, governance development, and Board composition review.

The Committee shall:

Assess Board Composition

Review Board composition in relation to governance responsibilities, strategic priorities, community representation, diversity objectives, and succession requirements.

Maintain a Skills and Representation Profile

Identify Board strengths, skill gaps, future needs, and opportunities for succession planning.

The Committee shall maintain a Board Skills and Competency Matrix that is reviewed and updated at least once each Board term.

Support Recruitment

Develop recruitment priorities and recommend strategies that attract qualified candidates reflective of the diversity and strengths of the Innisfil community.

Maintain Recruitment Tools

Review and update:

- Recruitment postings;
- Recruitment brochures;
- Applicant information packages;
- Skills and competency assessment tools; and
- Other recruitment materials.

Engage a Recruitment Panel to Review Applicants

A panel comprised of 2 outgoing Board members not seeking re-appointment and the CEO will be engaged to assess applicants. Recruitment panel members shall disclose any actual, potential, or perceived conflict of interest and recuse themselves where appropriate. Recruitment Panel members shall maintain confidentiality regarding applications, deliberations, interviews, and recommendations.

The panel will assess applicants using a Board Skills and Competency Matrix, considering:

- Eligibility requirements;
- Skills and expertise;
- Strategic priorities;
- Community representation;
- Governance experience; and
- Board continuity considerations.

The Recruitment Panel shall provide a summary of its assessment and recommendations for Council's consideration. Final appointment authority rests solely with Council.

8. Board Vacancy Posting

The Committee, in collaboration with the Town Clerk, shall review and update the Board Vacancy Posting as required.

Recruitment opportunities may be promoted through:

- Town communication channels;
- Library communication channels;
- Local media;
- Community organizations;
- Social media platforms; and
- Other recruitment opportunities identified by the Committee.

The goal of recruitment is to encourage broad community participation and attract qualified candidates who reflect the diversity and strengths of the Innisfil community.

9. Appointment

In accordance with the Public Libraries Act, Board members serve for a term concurrent with the appointing Council or until a successor is appointed and may be reappointed.

Current Board members seeking reappointment may be evaluated based on:

- Attendance and participation;
- Contribution to Board objectives;
- Adherence to Board policies and governance practices;
- Demonstrated commitment to the Library's mission and values; and
- Ongoing relevance of skills and experience to Board priorities.

Following Council's appointment process:

- Successful candidates are notified by the Town Clerk;
- Appointees confirm acceptance;
- The Board Chair and CEO are advised of appointments; and
- New members begin the Board orientation process.

10. Orientation and Board Development

Following appointment, Board members shall participate in an orientation process coordinated by the Board Chair and CEO.

The orientation program may include:

- Public Libraries Act overview;
- Board Procedural By-Law;
- Governance structure and responsibilities;
- Board policies;
- Strategic Plan;
- Current budget and financial overview;
- Municipal funding process;
- Board committees;
- CEO responsibilities;
- Library services and operations; and
- Library facility tours.

Board members are encouraged to participate in learning opportunities offered through the Ontario Library Service, Ontario Library Boards' Association and other governance organizations.

11. Leadership Succession

The Board recognizes the importance of developing future governance leaders.

Succession planning will identify opportunities for members interested in leadership roles, including:

- Board Chair;
- Vice-Chair(s);
- Committee Chairs; and
- Representatives to external organizations.

Leadership development opportunities may include:

- Committee participation;
- Mentoring;
- Governance training;
- Strategic initiatives; and
- Board leadership assignments.

Succession planning supports leadership development but does not predetermine the election of Board officers, which shall occur in accordance with the Board's Procedural By-Law.

12. Legacy of the Outgoing Board

Prior to each municipal election, the Board shall prepare a Legacy Report for the incoming Board.

The report shall summarize:

Governance

- Major Board decisions;
- Policy development and review activities;
- By-Law amendments.

Planning

- Strategic Plan achievements;
- Progress toward Board goals;
- Major initiatives and priorities.

Finance

- Current financial position;
- Budget trends and pressures;
- Capital planning considerations.

Future Considerations

- Emerging opportunities;
- Risks and challenges;
- Recommendations for future Board priorities.

The Legacy Report shall be provided to all newly appointed Board members as part of orientation and transition activities.