INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Tuesday, November 3, 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 November 3, 2026 meeting be approved as presented.]

3. Declaration of Pecuniary Interest
   None at time of agenda creation

4. Delegations to the Board
   a) Social Services Framework Project Update - Jennifer Lloyd

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)
      - Finance Committee (Report in Section 8 of agenda)
   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-13-2026 Q3 2026 Finance Report (copy & motion)

   [Motion #2026. – THAT the Committee Report LIB-13-2026 regarding the Q3 2026 Operating and Capital results be received.]

   [Motion #2026. – THAT the 2027/2028 draft Operating and Capital Budgets be approved as presented to move forward in the budget process.]

9. Business Arising
   None at time of agenda creation

10. Policies

   a) **BOARD** – Board Honoraria Policy #B-2026-22
   b) **EMPLOYMENT** – Artificial Intelligence Policy #E-2026-23
   c) **OPERATING & TECHNOLOGY** – Financial Management Policy #2026-24
   d) **OPERATING & TECHNOLOGY** – Health & Safety Policy #2026-25
   e) **OPERATING & TECHNOLOGY** – Procurement Policy #2026-26
   f) **OPERATING & TECHNOLOGY** – Records Management Policy #2026-27

(copy & motion)

Recommendation

[Motion #2026. – THAT the BOARD – Board Honoraria Policy #B-2026-22; the EMPLOYMENT – Artificial Intelligence Policy #E-2026-23; the OPERATING & TECHNOLOGY - Financial Management Policy #2026-24; the OPERATING & TECHNOLOGY – Health & Safety Policy #2026-25; the OPERATING & TECHNOLOGY – Purchasing Policy #2026-26; and the OPERATING & TECHNOLOGY - Records Management Policy #2026-27 be approved as presented.]

[Motion #2026. - THAT the Innisfil Public Library Board By-Law #01-26, a By-Law to provide for the Preservation, Retention and Destruction of Records for the Innisfil Public Library Board be approved as presented;

And, FURTHER THAT the related Records Management Scope Notes document be received for information.]

11. Strategic Issues
    a) Board Legacy Document - Draft

12. New Business
    a) Proposed 2027 Board Meeting dates

13. Comments and Announcements
    a) Calendar of Events (link)
    Programs & Events – Innisfil ideaLab & Library

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, 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, 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) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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[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 November 3, 2026

6a.01.01	*Timeout.com,* September 30, 2026, article entitled *Canada's Most Beautiful Library is in Montreal – and Its Free to Visit,* written by Laura Osborne Canada's Most Beautiful Library Is in Montréal—and It's Free	link
6a.02.01	*CBC.ca*, October 1, 2026, article entitled *AI Agents Tried to Hack Library and Archives Canada Website, Research Firm Says*, from Thomson Reuters AI agents tried to hack Library and Archives Canada website, research firm says | CBC News	link
6a.03.01	*CTVnews.ca,* October 8, 2026, article entitled *Manitoba Reversing Course on Shelving Youth Prison Pop-Up Library*, by The Canadian Press Manitoba news: Province keeping youth prison pop-up library	link

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

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

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

Regrets: Rob Nicol

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1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The Board Chair called the meeting to order at 6:28 p.m.
- The Executive Assistant delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2026.41

Moved by: Jennifer Richardson
Seconded by: Rhonda Flanagan

THAT the agenda of the September 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

There were no delegations to the Board

CONSENT AGENDA

5. Approval of Previous Minutes

- No additions or changes

6. **Correspondence**
    - No comments on correspondence

7. **Reports for Information**
    - CEO Report
        - The CEO highlighted the abundance of meaningful programming and the great work of our summer students
        - The CEO also noted a huge uptick in people obtaining library cards in response to recent policy changes
        - The Library changed our program registration and room booking system to Time.ly; this new system changeover was seamless for the public and staff and has been well received by both
        - The Children's Area renovation is now complete

    - Municipal Council Report
        - No additions to reports

    - Library Board Report
        - A roundtable of good news stories and events attended

    - Board Committee Reports
        - The Truth & Reconciliation Committee met just prior to the Board meeting
        - The Committee discussed their legacy, lessons learned and suggestions for the incoming Committee
        - October 3, 2026 will be the Canadian Library Project event at Lakeshore (Book wrapping event to create awareness about MMIWG2S)

    - Health & Safety Update
        - Draft June, July, August and September meeting minutes were included in package

    - Library Associations Report
        - ARUPLO (Association of Rural and Urban Libraries of Ontario) conference visited our branch and had a tour of our space
        - Sue Bennett will attend an OLS Board Assembly Meeting in November

Motion #2026.42

Moved by: Raj Grover
Seconded by: Cynthia Gordon

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

CARRIED.

AGENDA

8. STAFF AND COMMITTEE REPORTS

a) LIB-12-2026 – Q2 2026 Finance Report

- The CEO reviewed the operating and capital results for Q2 2026
- A typo was noted in the report; an amount was written as $15,00 instead of $15,000. The final report will be corrected.

Motion #2026.43

Moved by: Sue Bennett
Seconded by: Rhonda Flanagan

THAT the Committee report LIB-12-2026 – Q2 2026 Finance Report be received for information.

CARRIED.

9. BUSINESS ARISING

No Business Arising

10. POLICY

a) **EMPLOYMENT** – Electronic Monitoring Policy #E-2026-19
b) **EMPLOYMENT** – Performance Management & Development Policy #-E-2026-20
c) **OPERATING & TECHNOLOGY** - Website Policy #2026-21

Motion #2026.44

Moved by: Jennifer Richardson
Seconded by: Rob Saunders

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

CARRIED.

11. STRATEGIC ISSUES

a) Board Succession Plan

- The CEO provided further context on the report and the recruitment process

Motion #2026.45

Moved by: Sue Bennett
Seconded by: Raj Grover

THAT the Board Succession, Recruitment and Transition Plan be received for information and the recommendations contained therein be approved.

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.

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,Section 239 (2) (f),* the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2023-03.

Motion #2026.46

Moved by: Jennifer Richardson
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, Section 239 (2) (f), the Public Libraries Act, R.S.O. 1990, c. P.44 and the Library Board's Procedural By-Law Policy# B-2023-03, to deal with:

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

CARRIED.

Motion #2026.47

Moved by: Sue Bennett
Seconded by: Rhonda Flanagan

THAT the Board now rise and report on the In Camera session, and resume the regular Board meeting.

CARRIED.

15. ADJOURNMENT

Motion #2026.48

Moved by: Sue Bennett

THAT the meeting be adjourned at 7:37 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, October 19, 2026 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom

_____	_____
Anne Smith, Board Chair	**Erin Scuccimarri, Secretary**

SEPT 2026 CEO REPORT



INNISFIL ideaLAB & Library

7A.01.01

Speak UP for diversity & inclusion

NATIONAL DAY FOR TRUTH & RECONCILIATION

Orange Shirt Day Storytime

On Wednesday, September 30th, the Library held an Orange Shirt Day themed storytime, focusing on stories by Indigenous authors and illustrators, talking about supporting and caring for each other, and what it means to give a sincere, meaningful apology. While reading the story, *You Hold Me Up,* by Monique Gray Smith and Danielle Daniel, which talks about supporting one another, two children who just met that day started holding hands and talking about how they are friends who take care of one another. This sparked further discussion from other children about how they are all friends and ways they care for one another. The Orange Shirt Day themed storytime bag was also used at other branches through the end of September and into October, and it provides an age-appropriate introduction to the importance of National Day for Truth and Reconciliation. Staff continue to look for additional resources for this annual storytime theme to provide further education, insight, and opportunities for conversation.

Book Chat: Indigenous Authors

This Indigenous Authors Book Chat brought participants together for an engaging discussion about favourite books and authors, including Waubgeshig Rice's *Moon of the Crusted Snow* and *Moon of the Turning Leaves*, Drew Hayden Taylor's *The Night Wanderer*, and Amanda Peters' *The Berry Pickers*. Participants shared recommendations, discussed their favourite reads, and expressed excitement about discovering new and upcoming books by Indigenous authors. Many participants wrote down recommendations to explore after the session, highlighting the enthusiasm and interest generated by the conversation.

SPACE FOR REMEMBRANCE

Community Memorial T.R.E.E.

Throughout September, the Stroud Branch hosted the Simcoe County Suicide Awareness Council's Community Memorial T.R.E.E. (Together. Remembering. Everyone. Everyday.), providing a welcoming and supportive space for community members to raise awareness of suicide while remembering those we have loved and lost. Visitors were invited to access information and support resources, as well as add a paper leaf to the T.R.E.E. in memory of someone special, creating a meaningful community memorial and space for reflection.



WELCOMING NEWCOMERS

Week of Welcome

As part of the County of Simcoe's annual Week of Welcome, and in partnership with the Town of Innisfil, the Lakeshore Branch hosted a mini municipal open house for newcomers to the community. The event provided an opportunity for residents to learn more about municipal government, connect with municipal partners, local organizations and service providers, and access resources to support their settlement in Innisfil.

Library staff were also on hand to help newcomers obtain Library cards and learn about the programs, services and resources available through the Library. Attendees were welcomed to enjoy complimentary Canadian treats and children's activities while connecting with their community.

Events like these play an important role in helping newcomers feel welcomed, connected and supported as they settle into their community. By bringing local government, community organizations and Library services together in an accessible setting, these events help residents build connections, discover resources and feel a greater sense of belonging in Innisfil.





Open UP opportunities to strengthen connection & engagement with our community

THE POWER OF BOOKS

Book Club

The Library's Book Clubs continue to be a popular way for people to connect, discover new books and enjoy great conversations. The Library currently has four Book Clubs, one at Stroud, one at Cookstown and two at Lakeshore. A recent Book Club discussion about the book *Lessons in Chemistry,* by Bonnie Garmus, was a great example of what makes the Book Clubs so successful. Some attendees had read the book when it was first published, some had watched the mini-series, and others had just finished reading it, leading to a lively discussion.

The conversation also moves beyond the book, building connections and strengthening ties to the community. Attendees share personal stories, experiences and book recommendations. A new member of the book club quickly became part of the conversation, while another member's recent retirement led to a discussion about all the Library programs she now has time to enjoy.



It is a great example of the value of the Library's Book Clubs bringing people with different backgrounds and experiences together around a shared love of reading, creating connections and introducing members to other ways they can be involved with the Library and their community. This combination of books, conversation and connection continues to make the Book Clubs such a success.

BEYOND THE BRANCHES

Margaretta Park Opening

The Library was invited to the opening of the new all-inclusive accessible playground at Margaretta Park on Tuesday, September 15. Despite the rainy weather, it was a great turnout for the community with speeches by the Mayor and the Innisfil Accessibility Advisory Committee. Once the weather cleared, we were able to showcase items from our Library of Things collection, inviting families to code the Ozobot, listen to a story with the Yoto player, or try out an e-reader with a Kobo Forma. This was a great opportunity to share information about upcoming events at the Library, like the Tia Brazda concert and the Harrison and Rachel Browne author talk. One attendee shared how much they are looking forward to the author talk specifically, and how much they love the inclusive events that the Library organizes, wishing that we had even more. There were also questions about the new registration system, and staff were able to help some patrons register for programs.

Lakeside Retirement

Library staff visited Lakeside Retirement to photograph residents for identification cards, reaching 61 of the home's 86 residents. These visits also provide an opportunity to introduce residents to Library resources and services, helping them stay connected to what the Library offers even when visiting a branch may be difficult. It's a practical, person-centred approach to outreach that combines meeting an immediate need with strengthening residents' connection to their community Library.

LIBRARY AFTER DARK

An Evening of Live Music with Tia Brazda

The Library hosted *Library After Dark*, an after-hours evening featuring live music from Tia Brazda, with Mike Freedman on guitar and Ken MacDonald on bass. The space was set up to create a relaxed, intimate concert setting, hosting just over 35 people. Tia shared that she felt the ideaLAB was the perfect space to write a song and invited the audience to take part in the creative process.



The evening was presented in collaboration with the Barrie Jazz & Blues Festival and gave attendees the opportunity to experience live music in the Library. The event was also supported by Rock 95 and KoolFM, who shared the event and held a contest for four free tickets to attend the concert. *Library After Dark* provided an amazing opportunity to bring people into the Library after hours and showcase the space as a place for music, creativity and community connection.





Build UP our reputation as a trusted community asset

CONNECTING COMMUNITIES THROUGH READING

Simcoe Reads

The Library participated in the seventh annual Simcoe Reads competition, bringing libraries, library supporters and readers from across the County together for an engaging celebration of books and reading. Each of the eight participants spoke passionately about their chosen title, sharing thoughtful insights and making a strong case for why their book should be selected as the book everyone in Simcoe County should read.

Our champion, Paula Murphy, spoke eloquently about *Finding Flora* by Elinor Florence and received the most votes to win the competition. Adding to the excitement, Elinor Florence joined the event virtually via Zoom to watch the debate and share in the celebration as Paula's book was named the winner. Beyond celebrating reading, Simcoe Reads provides a valuable opportunity for library systems across the County to collaborate on a shared initiative, strengthen relationships with neighbouring libraries and work together to create meaningful experiences for our communities. These partnerships help libraries share ideas, build connections and demonstrate the collective impact of libraries across Simcoe County.





Innisfil's Champion and 2026 Simcoe Reads winner, Paula Murphy.

RESPONDING TO USER TRENDS

Sandycove Holds Locker

Since launching in August 2025, the Sandycove Holds Locker has seen steady use, with an average of 37 books returned each month and 486 total returns to date. Holds requests continue to increase as patrons become more familiar with the locker and placing online requests, with Thursdays and Fridays being the busiest pickup days. While browse-and-borrow materials see less use, interest is growing, and popular fiction is now rotated every three months to better reflect patron preferences. Overall circulation has increased as the locker continues to operate reliably with no significant functionality issues.

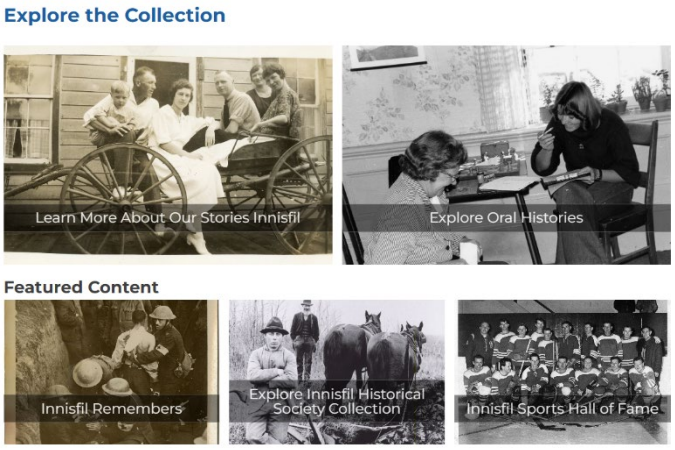
OUR STORIES REVAMPED

A New & Updated *Our Stories Innisfil* Database

Over the summer the Library's IT and Community Development & Advocacy teams worked closely with Discovery Garden and Born-Digital to build a new and improved, fully hosted platform for the *Our Stories Innisfil* database. This exciting new development not only provides additional security for the long-term preservation of the 11,000+ records of Innisfil's history but also offers a more accessible and intuitive experience when exploring our digital historical collections. The upgraded interface features easy-to-use search tools so that users will be able to discover relevant records much more quickly and easily than ever before. These enhanced tools also now mean that individuals will be able to filter their search results to specific topics, date ranges, and most importantly, to specific communities within Innisfil. This has been highlighted in the past by members of the Innisfil Historical Society as a highly valued feature that would be especially appreciated by their membership.

Designed to meet WCAG 2.2 AA accessibility standards, the site supports a broad range of assistive technologies as well as a mobile-friendly design, which solves an issue with the previous iteration of the database that required manual editing of each record individually to be AODA compliant.

Overall, this new platform strengthens the Library's ability to preserve and share Innisfil's heritage by providing a sustainable, secure, and scalable digital repository for our many local historical resources. The enhanced system also makes it easier for staff to manage, organize, and showcase the growing collection. By improving both preservation and access, the new platform helps ensure that Innisfil's history remains discoverable, engaging, and available to current and future generations.

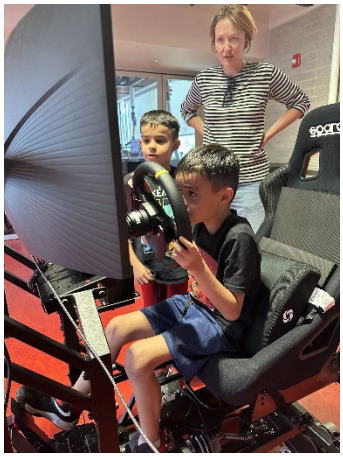


Raise UP the Library's identity as an innovative hub

WHERE CREATIVITY COMES TO LIFE

12th Annual MakerFEST

The 12th annual MakerFEST welcomed more than 750 visitors for a day celebrating creativity, hands-on learning, innovation and community connection. As one of the Library's signature community events, MakerFEST demonstrates the Library's role as a place where people can explore new interests, develop skills, share their knowledge and connect with others. The event brought together returning makers and new exhibitors, offering visitors a diverse range of creative practices, technologies and interactive experiences while showcasing the talents and interests of makers from Innisfil and surrounding communities.







Library-led activities were well attended throughout the day, including HackLAB activities, Ozobot coding and green screen experiences. The Our Stories program provided an opportunity for participants to colour archival photographs while discovering the Library's new Our Stories Database, connecting hands-on creativity with local history and community heritage. Families enjoyed a driving simulator from DriVR Academy, photo opportunities with the 501st Canadian Legion, food from Miss Richie's Kitchen, bubble shows and facepainting with Miss Raven, balloon twisting and so much more.

MakerFEST also provided an important platform for makers to share their skills and inspire others. New participant, Peter from MakerWiz, brought innovative 3D-printed creations, including colour 3D lithophanes and 3D Hueforges, introducing attendees to new possibilities in 3D printing. Local hobbyist, Karen, participated for the first time, sharing her passion for transforming broken china into mosaic art and inviting visitors to create their own decorative pieces. Both exhibitors highlighted the value of MakerFEST as a space for people to share their expertise, spark curiosity and encourage others to try something new.

Children's Area Opening Event

The Lakeshore Branch officially unveiled its newly renovated Children's Area during a special opening celebration attended by families, donors, and community partners. Designed to encourage reading, play, creativity and discovery, the new space provides children and families with a welcoming environment to explore and learn together. Interactive features include a magnet wall, light table, toy train and LEGO table, creating opportunities for hands-on learning and imaginative play.

The opening provided a wonderful opportunity to see the community's support come to life. Families spent the day exploring the new space, while Buy a Shelf donors excitedly searched for their names and personal dedications on the shelves they helped support. The event also featured the unveiling of three brand-new, limited-edition Library cards featuring designs inspired by the mural in the renovated Children's Area, creating a special connection between the space and the Library card children carry with them.

The enthusiastic response from young visitors highlighted the impact of the new space. One child exclaimed, "Holy Moly! I have to tell my friend to come here because he loves LEGO!" while another patron shared, "Love the new space and the nature theme." These reactions reflect the success of the project in creating a space that children are excited to visit, explore and make their own. The new Children's Area demonstrates the Library's commitment to creating engaging spaces that support early literacy, imagination, learning and meaningful family experiences.

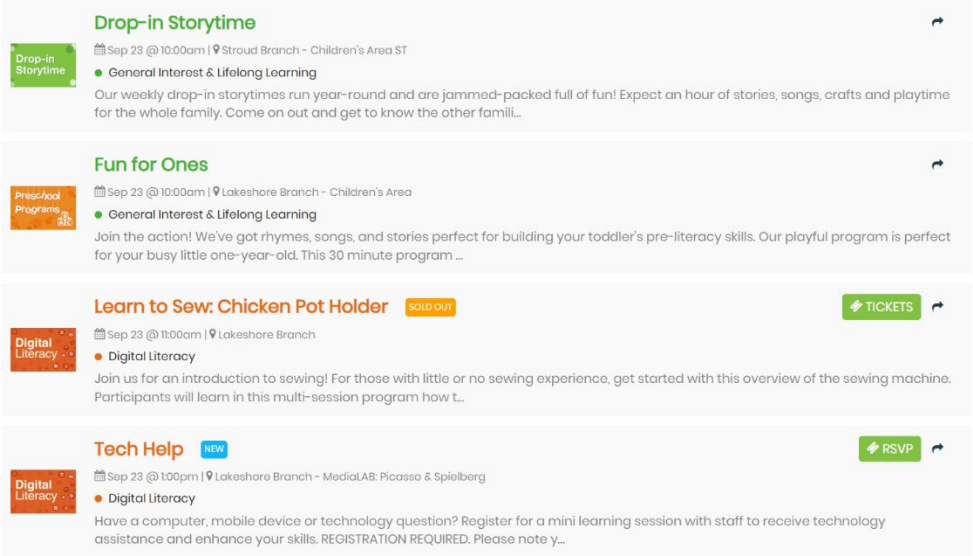




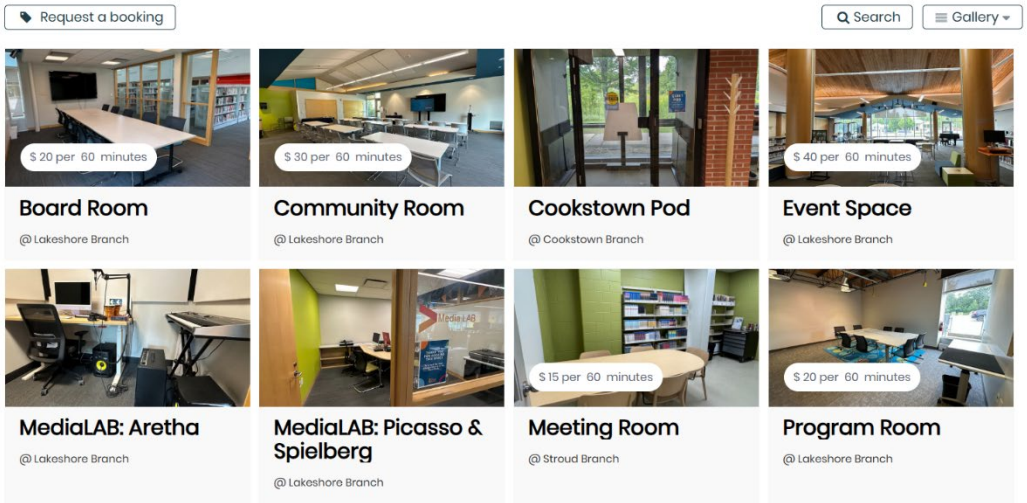
ENHANCING ACCESS

Time.ly Transition

The Library has successfully transitioned from BiblioEvents to Time.ly, a software that brings program and event registration, space bookings and payments together in one platform. Embedded in our website, Time.ly allows for activities, programs and events to appear in one calendar, lets staff schedule spaces, automates approvals and notifications, and takes payments at the time of registration. Customers have adapted quickly, with more than 100 payment transactions processed online on registration day in late August, representing over $1,200 that did not need to be collected at the front desk. One of the main benefits for switching software to Time.ly is it also validates customer card numbers, ensuring they have a Library membership when registering for programs or booking spaces.



Customers can also choose their own spaces and times when making a booking, without staff assistance, with the exception of paid spaces, which require approvals. Staff continue to encourage customers to use these self-service options and provide guidance when needed.



Light **UP** pathways to personal & professional growth

September marked a return to regularly scheduled programming for all ages following the summer program season. The fall line up features early literacy programs such as *Baby Bookworms* and *My Three and Me*, creative and hands-on learning through adult and youth *MakeIT* programs, sewing, sublimation and laser engraving *Tinkershops*, and social opportunities including conversation circles, *Teen Hubs* and adult social programs. From building a foundation for lifelong learning to helping residents develop new skills and connections, Library programs offered ways for people to learn, explore interests and build confidence at every stage of life.

- A Seniors MakeIT participant developed enough confidence with Inkscape to want to use the software and equipment independently. Other participants built on previous sessions to learn more advanced design techniques.
- During a Cookstown storytime, a school-aged child practised reading an interactive book to the group and received encouragement from other participants.
- Teen programming gave participants opportunities to gather, contribute ideas for future activities and connect with peers. A Teen Nights report recorded 35 attendees at a session with the Gilbert Centre, a new attendance record for that program.
- Crochet and social programs provided space for participants to share knowledge, encourage one another and build relationships while learning new skills.
- Participants in Tech Help received individual assistance with phone storage, passwords, internet access, Wi-Fi, the Library app and digital resources. One participant left a session feeling more confident using technology and planned to return to learn about eBooks and audiobooks.

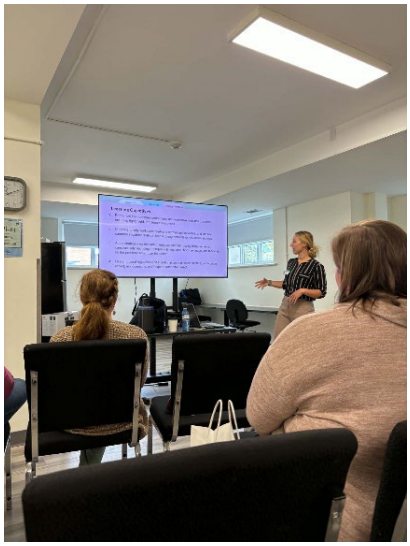
SUPPORTING EARLY LITERACY

Drop-in Storytime

As school started up, participation at *Drop-in Storytime* shifted back to a younger audience, but these early literacy programs continue to be well attended. With fewer older siblings, programmers have focused on building familiarity and routine with younger participants. Smaller groups of up to 20 participants enable more connection, and on several occasions, staff recommended additional program opportunities for families. In one instance, one parent who was new to *Storytime* asked about programs for their 10-month-old baby. At another *Storytime*, a home daycare attended with her group and spoke with staff about the transition to Time.ly and received custom support to get her reconnected with registered preschool programs. Smaller groups in Stroud have also allowed children to learn routines in a safe space. One grandparent was delighted to see her grandchild able to sit through the entirety of *Storytime* for their first time, attentively listening to all the stories.

EXPANDING OUR SKILLS

Gather and Grow Conference



Six staff members attended the 2026 Gather and Grow Conference, held at Penetanguishene Public Library, and put together in partnership with the other libraries across Simcoe County. The day featured a keynote speaker from Waypoint Centre for Mental Health Care that talked about the importance of mental health, and taking care of ourselves while doing Library work. Sessions provided opportunities for staff to learn from other public libraries, share ideas, and network with colleagues across the sector. Professional development is an important part of supporting staff growth and ensuring our team continues to build relevant skills and knowledge. Events such as Gather and Grow allow staff to gain new perspectives, discover innovative approaches, and bring valuable ideas back to the Library to support our services and the community we serve.

2026 Library Leadership Retreat

Members of the leadership team attended the N6+2 2026 Leadership Retreat, hosted by King Township Public Library. Other leaders from King Township, Bradford, East Gwillimbury, Newmarket, Georgina, Aurora, and Whitchurch-Stouffville public libraries also attended. Kim Clark, from gazelle & company, spoke about relational leadership and how libraries are uniquely situated in communities to build relationship driven teams, services, and programs. Marco Cheng-Perri, from King Township, spoke about the work King Township has done with Generative AI, the ways AI is changing our work landscape, and demonstrated how to build an AI agent. Staff were given opportunities to participate in breakout work with peers from similar departments or service areas, make connections and network during lunch, and break times. A number of connections were formed during this meeting, allowing Innisfil staff to broaden their networks.



APPENDIX A: Level UP! Communications Insights:

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Sept. 4, 2026	Innisfil Today	Four events you have to check out in South Simcoe this weekend
Sept. 7, 2026	Innisfil Today	Innisfil ready to cut ribbon on its first fully accessible park
Sept. 9, 2026	Innisfil Today	Author talk, 'intimate' live music planned for Innisfil library in coming weeks
Sept. 11, 2026	Innisfil Today	Six events you have to check out in South Simcoe this weekend
Sept. 14, 2026	Innisfil Today	Newcomers can learn about all Innisfil has to offer during Welcome Week
Sept. 14, 2026	Innisfil Today	Getting ready to vote in Innisfil's municipal election? Here are some helpful tips
Sept. 16, 2024	Innisfil Today	'An amazing project': Lakeshore library opens expanded children's area
Sept. 18, 2026	Innisfil Today	Five events you have to check out in South Simcoe this weekend
Sept. 21, 2026	Innisfil Today	'Wonderful' InnisFALL returning to Town Square in October
Sept. 22, 2026	Innisfil Today	Innisfil Rotary Club's Gingerbread House Contest cancelled for this year
Sept. 28, 2026	CTV News	This ‘Heated Rivalry’ actor will be special guest at Ont. public library event

Sept. 29, 2026	Innisfil Today	How you can mark the National Day for Truth and Reconciliation in South Simcoe
Sept. 29, 2026	Innisfil Today	Innisfil's Ward 1 incumbent points to two-term experience as he seeks re-election
Sept. 30, 2026	Innisfil Today	Ward 2 incumbent banking on financial background to win re-election
Sept. 30, 2026	Innisfil Today	Long-time volunteer sees taxation as biggest issue — both across town and in Ward 2

Facebook Insights (September 1 to 30, 2026)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,523 Followers	35 during this period	3.8K engagements. 501 reactions.	Posts earned 74.5K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):
Sept. 29, 2026. 4.3K Reach, 6.3K Views



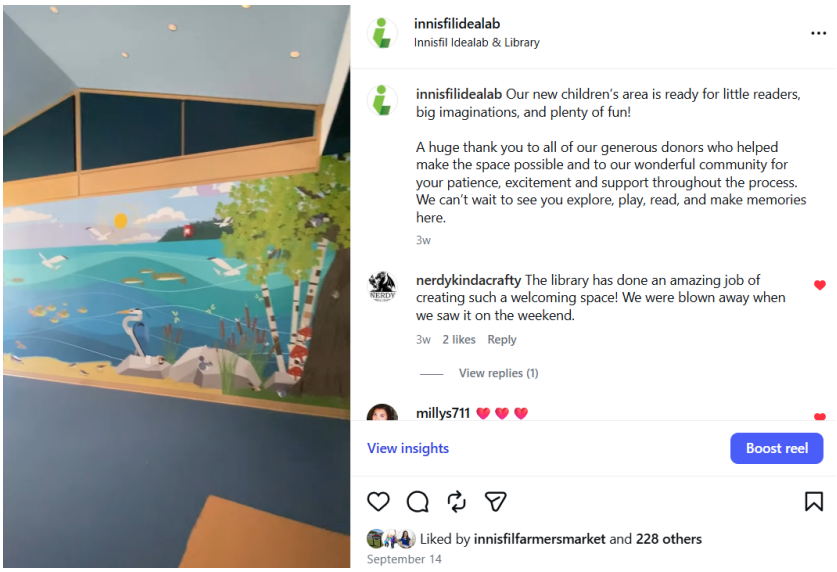
Instagram Insights (September 1 to 30, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,389	35 during this period	20.1K accounts reached. 949 likes.	36 comments in total on content posted during this period

Top Post (based on engagement): September 13, 2026, 5.6K Reach



Top Reel (based on engagement): September 14, 2026, 1.5K Reach



OCT 2026 CEO REPORT



INNISFIL idea LAB & Library

7A.01.02

Speak **UP** for diversity & inclusion

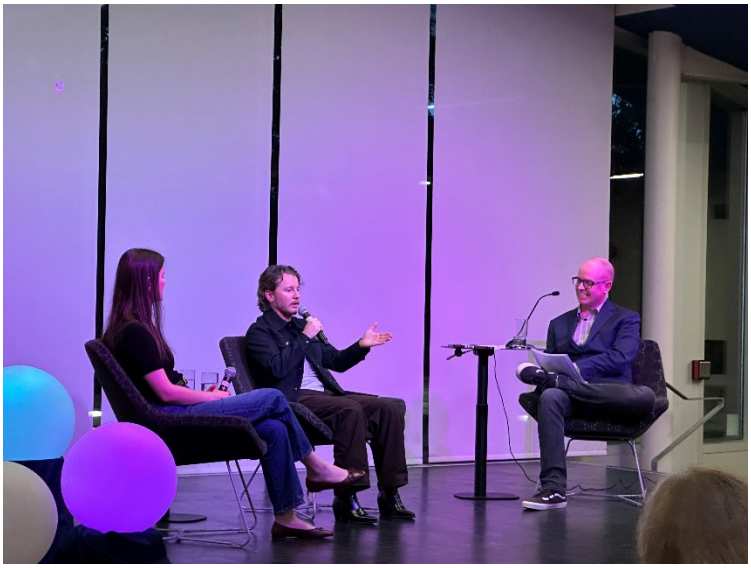
LET US PLAY: WINNING THE BATTLE FOR GENDER DIVERSE ATHLETES

Author Talk: Harrison Browne & Rachel Browne Moderated by Will Nash



The author talk featuring Harrison Browne and Rachel Browne, moderated by Will Nash, welcomed 35 attendees for an engaging discussion of their book, *Let Us Play: Winning the Battle for Gender Diverse Athletes*. Harrison Browne is the first transgender athlete in professional hockey and helped establish the first transgender policy in professional sports in North America. He has also served as an inclusion leader for the NWHL advisory board and as a special ambassador for the NHL's Hockey Is for Everyone initiative. Co-author Rachel Browne is an award-winning investigative journalist, documentary producer and podcast host. The discussion was moderated by Will Nash, an LGBTQ+ media personality and storyteller with more than 20 years of experience across radio, podcasts and digital media.

The conversation explored the experiences of gender-diverse athletes, the role of hockey culture in shaping inclusion and acceptance, and the importance of creating safer, more welcoming spaces in sports. One teacher in attendance asked a thoughtful question about fostering a more welcoming and open environment for their student, highlighting the relevance of the discussion beyond the world of sports. Attendees described the talk as informative and inspiring, with several expressing hope for a more inclusive future.



HONOURING MMIWG2S+ PEOPLE

Opening Reception for the Micro Gallery of the Canadian Library Project

The opening reception of the Canadian Library Project's Micro Gallery at the Lakeshore Branch offered an opportunity for community members to reflect on reconciliation, remembrance, and the ongoing injustices faced by Indigenous Peoples. Through a series of community sessions, participants wrapped 80 books in Indigenous-designed fabrics, with 69 bearing the names of Missing and Murdered Indigenous Women, Girls and Two-Spirit People, while 11 unnamed books represent those who remain missing.





The project also included a screening of *This River*, a 2016 Canadian short documentary co-directed by Métis writer Katherena Vermette and Erika MacPherson. The opening reception of the gallery included a prayer and smudging offered by a community member. Members of the Library's Truth & Reconciliation Committee shared the stories of several of the women represented in the installation, bringing their lives and experiences into focus and reminding attendees of the people behind the names. The Micro Gallery creates space for learning, meaningful conversations, and remembrance, reinforcing the importance of listening to Indigenous voices and recognizing that reconciliation requires ongoing commitment and action.

DEEPENING CONNECTION

Remembering Garden Harvest & Storytime

During the fall harvest season, Remembering Garden partner Tanya Gluvakov led two special programs exploring Indigenous perspectives on the changing seasons, food, and the harvest. Through books, hands-on activities, and learning opportunities in the garden, participants deepened their understanding of the relationships between people, land, and nature.



During storytime, Tanya read two children's books by Indigenous authors: *Autumn's Abundance* by Kaitlin B. Curtice, and *We Give Our Thanks* by Sara General. Both books discuss the progression of the seasons, and how fall is a time to reflect on the gifts from nature. After storytime, Tanya harvested seeds in the garden with the help of community volunteers. The volunteers worked together to harvest and bundle sweetgrass and sage leaves to donate to the Barrie Native Friendship Centre. These Indigenous medicines are used for smudging ceremonies.

Open UP opportunities to strengthen connection & engagement with our community

FALL FUN

InnisFALL

The Library once again participated in *InnisFALL*, kicking off the event with an outdoor storytime in Town Square, bringing together 35 participants for songs, stories and parachute fun. Families enjoyed the beautiful fall weather, and passersby stopped to listen as they made their way through the event. Parachute play was a fun way to wrap up, with lots of enthusiastic participation. Families thanked the Library for helping start their day at the fair. After *InnisFALL* wrapped up, families continued the fun with fall-themed crafts and play activities in the Library.

Tanger Outreach: Haunted Halloween



The Library participated in Tanger Outlets Cookstown's *Haunted Halloween Drive-In Movie Night* on Friday, October 23. During the pre-movie festivities, Library staff offered Halloween-themed crafts created in the HackLAB, shared information about upcoming programs and highlighted items from our Library of Things collection. Staff also displayed Halloween-themed picture books and middle-grade titles, several of which were taken home by attendees.

The event provided an opportunity to connect with families and promote Library resources and services. Attendees, including visitors from across the region, shared positive feedback about Library programs, with some planning to attend *Boonanza* at the Cookstown Branch. Tanger Outlets staff also expressed appreciation for the Library's participation, highlighting the value of this partnership in connecting families with Library services.

Alcona Spooktacular & Cookstown Boonanza



The Library participated in both Alcona Spooktacular and Cookstown Boonanza events, connecting with community members during these popular Halloween celebrations. At Alcona Spooktacular, trick-or-treaters were out in full force, and the beautiful weather made for a wonderful day to engage with residents of all ages. In Cookstown, families could also enjoy a Halloween themed drop-in HackLAB activity at the branch.

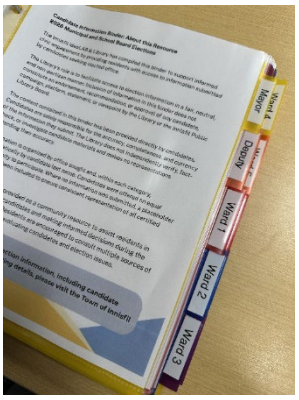
Build UP our reputation as a trusted community asset

DEMOCRACY IN ACTION: INNISFIL VOTES 2026

The Library has a role to play in supporting civic engagement within the community. During the municipal election period, the Library supported access to information, specialized services, and engagement opportunities.

Helping to Create an Informed Electorate

As part of its commitment to supporting an informed and engaged community, the Library provided non-partisan election information through candidate information binders. Residents were able to access biographical and platform information provided by the candidates, available at each branch from September 18 until October 15. All candidates running in the municipal and school board election were offered the opportunity to share one double-sided 8.5x11 sheet, sharing information about themselves and their platform. Although not all candidates took advantage of the opportunity to share their campaign materials, placeholder pages were placed in the binders, allowing all library users to browse the candidate lists, their platforms, if provided, and learn more about the upcoming election. Binders also included useful information including a ward map, and a general election info section. Binders included magnifying cards to assist with accessibility of the materials.



While residents were encouraged to consult multiple sources of information, the binders provided a convenient starting point for learning about candidates and election issues. Feedback from residents highlighted the value of the resource, including the following comments: "The binder is very useful" and “the information was very well put together and beneficial for the upcoming election as some candidates are not going door-to-door, and hope [the Library] continues to have accessible information like that for future elections!"

All Candidates Meet & Greet

The Library hosted an All Candidates Meet and Greet during the municipal election, providing residents with an opportunity to engage directly with candidates in a neutral and accessible community setting. While public attendance was lower than anticipated, the event achieved strong participation from candidates, with all but one municipal candidate in attendance. This was the only public election event that included an opportunity for School Board Trustee candidates to connect with residents, with two trustee candidates participating.

Feedback from candidates highlighted the value of the event, noting both the importance of meeting residents and the opportunity to connect with fellow candidates. One candidate shared that the event helped foster a more respectful campaign environment, observing, “It is more difficult to be harsh if you know the person on the other end,” while another noted that although turnout was modest, “the conversations that did happen were valuable” and appreciated the Library’s broader efforts to support voter education and access to candidate information. Overall, the event reinforced the Library’s role as a trusted civic gathering space that supports informed and engaged community participation in local democracy.



Election Service Centres & Resident Support

The 2026 municipal election was held exclusively in digital format; eligible voters could cast their ballots online or via telephone. Although there was no traditional paper ballot or polling stations, some residents still required assistance casting their votes. During the election period, all library branches acted as *Election Service Centres*.

All Library staff were available to provide general election support by directing residents to designated computers and offering basic instructions for accessing the online voting website, nine library staff members were trained to provide additional election services. Designated staff could further support residents: adding eligible electors to the voters list, printing Voter Information Letters, resetting PINs, and changing school support.

Staff reported that requests for support were frequent over the voting period, with the highest number of inquiries on day one (October 16) of voting, and day 10, (Election day, October 26). Throughout the voting period, Library staff assisted nearly 1000 residents with voting support and access. The Library provided a welcoming and barrier free location to access internet and provide basic instruction for those lacking the digital skills or confidence to navigate the online voting system.

CELEBRATING LOCAL AUTHORS

Writer's Fair

The *2026 Writer's Fair* featured 19 local authors from across the Simcoe County region, providing an opportunity to highlight local talent and connect with the community. Members of the public engaged with authors, learned about their work and purchased books, while participating authors had the opportunity to network with fellow writers and connect with potential readers. One local author described the fair as excellent, noting that the engaged public attendance made it a valuable event for building connections with both readers and other authors.

Before You Type the First Chapter with Brenda Chin

Editor Brenda Chin presented *Before You Type the First Chapter* as part of the 2026 Writer's Fair, offering aspiring writers insight into the early stages of the writing process. The session provided an opportunity for participants to learn from an experienced editor, explore the steps involved in developing a manuscript, and gain practical guidance to support their writing journey. The program complemented the *Writer's Fair* by helping foster connections between local writers and literary professionals.







Raise UP the Library's identity as an innovative hub

A NEW CHAPTER

Children's Area Renovations

The Lakeshore Branch Children's Area reopened to the public just before summer programming began in July. The community and staff alike were excited to use the new space for programming and exploration all summer long, with positive feedback from users of all ages. In early September, community members who had donated to the Buy a Shelf campaign were invited to see the completed space and find their recognition on the new shelves in the Children's Area.

Reflecting Innisfil's Landscape Through Design

The new mural wall was designed featuring the landscape and animals of Innisfil. It features native plants, insects, and animals, as well as the historic steamship, the *Emily May*. This steamship has been an art element featured at the Lakeshore Branch since its opening in 2001. The forest inspired design continues along the western wall, featuring custom acoustic panels that act as both decorative and soundproofing elements. Houses and cozy seating were custom built around the windows as a reference to the cottaging history in Innisfil. Floor colours were chosen to represent the land and lake around Innisfil.



Accessible and Engaging Collections

The Children's collection is one of the highest circulating collections in our system, with the most in-house and checkouts taking place at the Lakeshore Branch. The new shelving for the Children's Area focuses on maintaining easy access to these collections, keeping shelves lower and materials within easy reach. The shelves also include an increase in face out displays, allowing kids to choose their own books at first sight, which creates opportunities for discovery of new materials and increases circulation. The new shelving units are modular and moveable, able to be configured differently to accommodate the changing collection formats and usage patterns over time. This also allows for continued flexibility within the branch, as shelves can be moved and the layout reconfigured to meet the needs of different events and programs over the course of the year.

Supporting Multiple Uses

When planning the layout of the space, there was an intentional shift in the space used for programming. In the previous layout, when programming was taking place in the Children's Area, there were significant portions of the collection that were difficult to access. There was also limited additional play space, which meant that unless a family was already at the Library for the program, the Children's Area did not feel as open or inviting. The new layout maximizes the potential of the space, first by allowing the collection to remain accessible even when programs take place, and second by creating two distinct play spaces: one that can be used for programming and another that can be used all the time. These spaces sit at opposite ends of the Children's Area, which helps to manage noise and flow of people.

Opportunities for Play

The renovation introduced several new play features, or *Imagination Stations*, in the space:
The light table was an instant favourite, as children used it to build a wide variety of magnetic tile structures. Often children could be heard challenging each other to build higher or excitedly showing off their patterns and oddities with their caregivers.



Similarly, a dual-purpose LEGO/Train Table created another designated space for play. The tabletop and surrounding toys can be swapped out for either LEGO building or a map for train tracks.



A new magnetic wall featuring a ball ramp and gears challenged children to invent pathways for a ball to reach its designated cup. The complexity of the task is easily adapted for different ages and heights, with ambitious engineers adding multiple layers, while younger explorers lessened the slopes and used fewer pieces to make the balls move around.

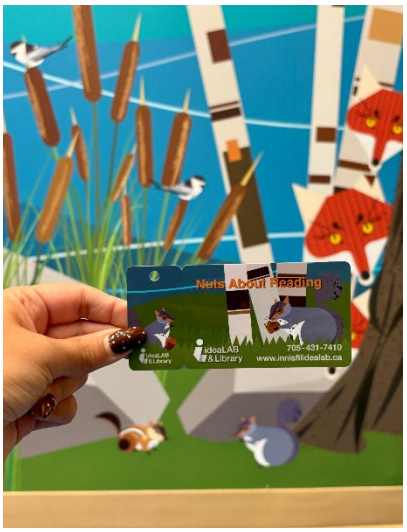


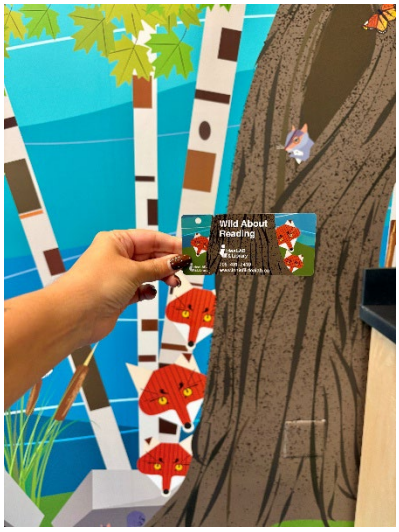


In a quieter corner of the Children's Area, wall mounted play panels perfect for babies and toddlers were added, with seating for caregivers helping to keep the space separated. The panels can be swapped with different activities encouraging different types of sensory play and fine motor skill building.

New Limited Edition Library Cards

To celebrate the opening of the new Children's Area, three limited-edition library cards featuring wildlife themes were added to the Library's selection. With playful sayings like "Fin-tastic Reader," "Nuts About Reading" and "Wild About Reading," the new designs have been a popular choice for new Library members. These cards offer a fun way for families to celebrate their love of reading while adding to the excitement surrounding the Children's Area renovation and improvements.







ENHANCING DIGITAL LITERACY

Computer Classes

Through the month of October, Library Staff offered many opportunities for adults and seniors to build and develop digital literacy skills through computer classes. These programs focused on providing accessible opportunities to develop practical technology skills, build confidence and explore a range of digital tools. In the computer class, *How to Maximize Your Phone's Potential*, Library Staff guided participants through the key features of both Apple and Android devices and provided tips on how to safely navigate within the digital world. Participants were highly engaged throughout these sessions, with many sharing their desire to continue learning and applying their new skills beyond the program.

This month, Library Staff also offered a computer class focused on using and navigating our new registration software, Time.ly. This session provided customers with hands-on training and support to log in to the software, register for programming and events and book Library spaces. By providing this support, customers were able to develop more confidence using the technology and more willingness to independently register for programming and events.

ONE CARD: ENDLESS POSSIBILITIES

Celebrating Canadian Library Month

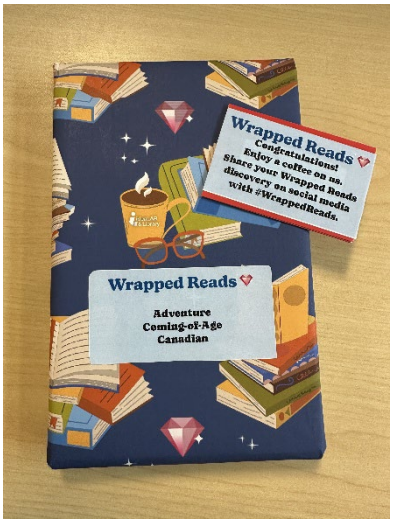


The Library participated in a regional marketing campaign, *One Card: Endless Possibilities*, which highlighted the value of a public library card and the wide range of free resources, entertainment, and services available to Ontarians. The campaign encouraged residents to explore their local library and learn more through librarycard.ca.

19 public library systems across the Greater Toronto and Hamilton Area collaborated on a five-week advertising campaign inside GO Trains during the month of October, which is also Canadian Library Month. With approximately 1,000 ads, the initiative aimed to reach new audiences and raise awareness of the many benefits of a library card. The campaign provided an opportunity to promote the value of public libraries through a shared message while allowing individual library systems to connect with their communities through their own social media channels.

The campaign targeted Innisfil commuters travelling on GO Trains, highlighting the library's digital resources to help make their commute more enjoyable and productive. From eBooks, audiobooks, Kanopy streaming, and Press Reader digital newspapers and magazines to bookable meeting spaces, community programs, and more, the campaign showcased the many ways an Innisfil ideaLAB & Library card can support residents both on and off the train.

Wrapped Reads



During Ontario Public Library Week, the Library launched *Wrapped Reads*; a campaign to increase circulation of lesser known new releases in the Library's collection. Selected books were wrapped to create a mystery read experience, with a few containing hidden coffee gift cards.

The campaign generated positive in-branch engagement and encouraged customers to discover something new. During the two-week campaign, over 30 wrapped books were borrowed, resulting in increased circulation and enthusiastic customer feedback.

Light **UP** pathways to personal & professional growth

AUTHOR PAUL COCCIA VISITS INNISFIL

Short Story School Visits and Author Talk at Library

The Library welcomed acclaimed Canadian author, Paul Coccia, to Innisfil to help promote the 25th annual *Short Story Contest*. Paul is the author of young adult novels, including *Recommended Reading*, *On the Line*, *Leon Levels Up*, and *I Got You Babe*, as well as the picture book *The Bear Fairy*. As this year's guest judge for the *Short Story Contest*, Paul shared his experiences as a published author and encouraged young writers to explore their creativity during school visits.

The visits began at Nantyr Shores Secondary School, where Paul presented to four English classes and the schools writing club. Students were attentive and engaged, asking questions about his experiences as an author. A teacher also purchased one of Paul's young adult novels for the school and had it signed. This was the first time the *Short Story Contest* author was able to visit a secondary school. Paul then visited grades 3-8 at Innisfil Central Public School and Killarney Beach Public School, encouraging students to participate throughout the presentations and setting aside time for questions about writing and the *Short Story Contest*.

On the second day, Paul visited Sunnybrae Public School, where students demonstrated strong enthusiasm for the presentation and the contest. In a follow-up email, the Teacher-Librarian shared that two teachers had remarked they had never seen their students so excited to participate in the contest. One class was so eager to continue that students asked to take clipboards outside during recess to spend more time working on their stories.

The day concluded with an engaging reading and Q&A at the Lakeshore Branch. Paul read his picture book *The Bear Fairy*, which was projected on screen so attendees could follow along, and answered questions.





The third day wrapped up with grades 3-8 at Lake Simcoe Public School and grades 3-6 at Alcona Glen Elementary School. The students were very interested in Paul's presentation, especially as finalists from the junior division last year attend the two schools. The Teacher-Librarian at Alcona Glen also used the *Short Story Contest* and the Author Visit as a jumping off point for their school writing club.

These visits provide a valuable opportunity to connect students with a published author, encourage creative writing, and build excitement for the annual *Short Story Contest*. The contest closes in December and these visits are instrumental in engaging students with creative writing and the contest.

HUMAN CONNECTION 101

Staff Workshop led by GenWell



Staff participated in a professional development session presented by GenWell, exploring the value and power of human connection and its impact on individual and community well-being. The presentation encouraged staff to reflect on their own connections and highlighted the wide-ranging benefits of meaningful social relationships, including improved mental and physical health, reduced stress and social isolation, and increased resilience. The session also explored the broader role that libraries play in fostering human connection by creating welcoming spaces and creating a culture of connection where people can feel seen, heard, understood, and valued. We play an important role in creating programs to combat social isolation, building connections and encouraging participation in social activities. The Library's role as the hub of the community benefits the overall social health and well-being of the community.



APPENDIX A: Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Oct. 2, 2026	Innisfil Today	Innisfil ideaLAB and Library opens Micro Gallery honouring MMIWG2S+
Oct. 2, 2026	Innisfil Today	Six events you have to check out in South Simcoe this weekend
Oct. 6, 2026	CTV News	Looking for a good book to read? Simcoe Reads crowns a winner
Oct. 6, 2026	Innisfil Today	Casting a ballot in the municipal election? Watch for your Voter Information Letter
Oct 6, 2026	Innisfil Today	Ward 5 candidate believes town's 'aggressive' wish list needs to be scaled back - Innisfil News
Oct. 7, 2026	Innisfil Today	Paralegal hopes to make case for Ward 6 seat by uniting Friday Harbour, Sandycove
Oct. 9, 2026	Innisfil Today	Deputy mayor candidate brings 8 years of previous council experience to campaign
Oct. 13, 2026	Innisfil Today	Writer's fair to horror books: Celebrate Canadian Library Month with Innisfil ideaLAB
Oct. 22, 2026	Innisfil Today	COLUMN: There's still time to beat Innisfil's 'paltry' 2022 election turnout
Oct. 23, 2026	Innisfil Today	Four events to check out in South Simcoe this weekend
Oct. 23, 2026	Barrie Today	'Warm, kind' retired Town of Innisfil clerk, officiant mourned
Oct. 26, 2026	Innisfil Today	It's Election Day! Here's what you need to know to vote in Innisfil - Innisfil News

Please note: Full month social media statistics were not available at the time of reporting.

Facebook Insights (October 1 to 27, 2026)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL VIEWS
4,532	30 during this period	3.5K engagements. 462 reactions.	Posts earned 71.2K views over this period (number of times our posts have entered a person's screen)

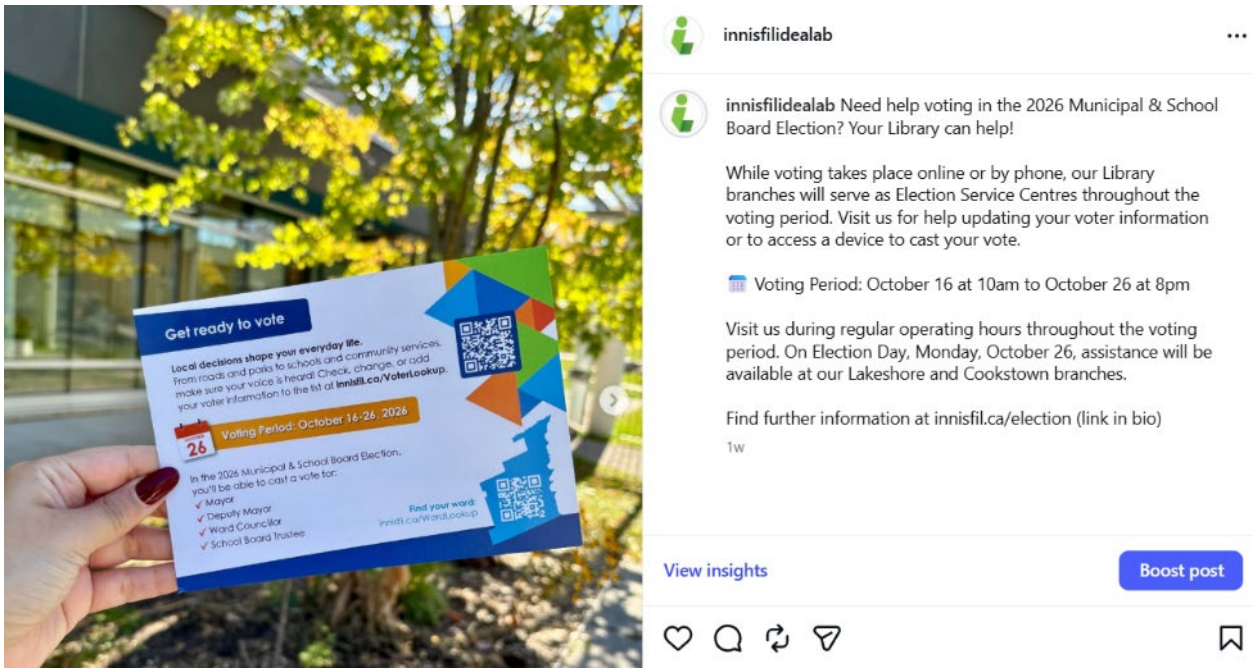
Top Organic Post (based on reach):
October 5, 2026 4.1K Reach, 8.7K Views



Instagram Insights (October 1 to 27, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,427	30 during this period	6K accounts reached. 472 likes.	3 comments in total on content posted during this period

Top Post (based on engagement): October 15, 2026, 1.2K Reach



Municipal Council Report

September 9, 2026 Council Meeting

- Watch the meeting.
- Scrooge the Ticket is returning for its 12th year, turning parking ticket fines between November 15 and 29 into donations for the **Innisfil Food Bank** and Troy Scott Community Fridges.
- The Town's recent Road Rehabilitation Program contract was awarded to Lisbon Paving Co. Limited for $5.49 million. Construction is expected to begin in 2026 and continue into 2027, supporting improvements to roads across Innisfil. See the list of projects at **innisfil.ca/paving**.
- Several community events and organizations received discretionary grants from Council, including the Innisfil Food Bank, the recent Taste the Culture Festival, and the upcoming Youth Market & Talent Show (CandY), Chanukah Menorah Lighting (**Chabad Innisfil**), and Diwali Utsav (Innisfil Indian Association).
- Council directed staff to review requests to waive municipal boat launching and parking fees for Indigenous communities. Staff will report back early in the next Council term with options, guiding principles, and associated costs or operational implications.
- Council directed staff to review options to eliminate fireworks permits outside designated dates and consider additional restrictions on the sale of fireworks. Staff will report back with the findings of the review and recommendations for potential by-law changes.

September 23, 2026 Council Meeting

- Watch the meeting.
- A presentation was shared from the 2nd Innisfil Scouting Group
- Council approved releasing additional capital reserve funds toward the Stroud Arena Emergency Repairs after the roof structural beam engineering review is complete and it is confirmed that no additional substantial work is required.
- Council directed staff to design and construct new traffic calming solutions near four schools to reduce speeding in School Zones and improve safety. These traffic calming measures replace the automatic speed enforcement cameras removed in 2025 and are eligible to be funded through the provincial "Road Safety Initiatives Fund".
- Council approved updates to our Procurement By-law. This update ensures the Town continues to meet provincial requirements, follows best practices in public governance, and remains open, fair, and transparent with our procurement practices.
- Staff were directed to work with South Simcoe Police Services on the control and management of e-scooters and e-bikes, and to report back during the next term of Council with a new by-law regulating their use.
- Staff presented the financial statements for our 2025 development charges and reserve funds. The use of development charge revenues ensures that "growth pays for growth" and reduces municipal reliance on property taxes to fund infrastructure projects. You can learn more about our reserve funds, capital and operating budgets, and financial statements at **innisfil.ca/budget**.

Municipal Council Report

News from the Community

- Innisfil launches new way for residents to volunteer
- How Service Ballots will 'make it easy' to get involved in Innisfil - Innisfil News
- Innisfil mayor ‘disappointed’ historic Alcona site is up for sale once again - Innisfil News
- Innisfil school has brand new look for fall – CTVNews
- Innisfil voters invited to hear candidates debate at Lions Hall meetings - Innisfil News
- Innisfil ready to cut ribbon on its first fully accessible park - Innisfil News
- Town of Innisfil launches 'Candidate Showcase' with bios, pics ahead of election - Innisfil News
- Decisions on boat fees, fireworks docked until next Innisfil council term - Innisfil News
- Town of Innisfil launches 'Candidate Showcase' with bios, pics ahead of election - Innisfil News
- Innisfil ready to cut ribbon on its first fully accessible park - Barrie News
- Improved Innisfil Food Bank may double clientele as cost-of-living soars - Innisfil News
- 'We extended its life': Cost to fix Stroud arena almost doubles to $2M - Innisfil News
- Alcona eye doctor turns focus to prostate cancer with book, website - Innisfil News
- Prince Harry skydives in Innisfil for fundraiser
- South Simcoe auxiliary officers offer ‘extremely important’ community service - Innisfil News

News from around the County:

- Work progressing on Nantyr addition, new Alcona elementary school - Innisfil News
- New program gives Simcoe County seniors home-based cooking support - Innisfil News
- County reviews provincial plan to standardize council conduct rules - Innisfil News
- Travelling exhibit focusing on residential schools comes to Alliston - Innisfil News

Library News from the Province and Beyond

- Project Bookmark Canada comes to CK
- Panic buttons at P.E.I. libraries providing an 'additional layer of security' | CBC News
- Is Stouffville’s library about to ditch overdue fines?
- Newmarket Public Library expanding hours by opening Mondays - Newmarket News
- Is the age of reading over? - Transcript | CBC Radio
- Kids and screens: What we should ban and what we should teach | Just Asking | On Demand | CBC Listen
- New Woodstock library branch planned for $85M recreation complex
- How leaders of Canadian-made AI are working to dampen fears — and maximize opportunity - Innisfil News
- The case for urgently training 400,000 Canadian teachers on AI - Innisfil News
- Tool aligns Ontario voters’ views with election candidates

Municipal Council Report

No Council Meetings this Month

News from the Community

- 'We're really good': Most complaints against South Simcoe police screened out, unsubstantiated - Innisfil News
- South Simcoe police see 19% jump in service calls so far this year - Innisfil News
- 'Filled with gratitude': Retirement comes calling for South Simcoe police chief - Innisfil News
- Want to improve your mental health? 'Relatable' CMHA program now available - Innisfil News
- Innisfil makes nine parks 'more beautiful and resilient' with tree plantings - Innisfil News
- New Innisfil casino along Hwy. 400 will be four times larger
- Stroud Curling Club ready to rock with 115th anniversary funspiel, gala - Innisfil News
- Innisfil continues cashing in with $2.28M OLG payment - Innisfil News
- MPP, Cookstown Curling Club team up for 'joyful' pancake breakfast - Innisfil News

News from around the County:

- County of Simcoe preparing to host Age-Friendly Recognition Awards - Innisfil News
- 'This is my dream job': Basil Clarke eyes appointed chair position after 4 years as warden - Innisfil News
- County reports first-year progress on community safety and well-being plans - Innisfil News
- Councillors push for expanded transit links across Simcoe County - Innisfil News
- 'Sustainable Simcoe' pledge aims to hold Innisfil candidates accountable - Innisfil News
- Record number of schools set to take part in Student Vote - Innisfil News

Library News from the Province and Beyond

- Here are some tips for families to manage child's screen time - Innisfil News
- Apathy or uninformed? Candidates ponder why voter turnout remains low - Innisfil News
- Leaders lauded for making Simcoe County a 'welcoming place to age' - Innisfil News
- 'Whose stories are allowed to exist?' Local teacher raises alarm over book bans - Innisfil News
- Applications now open for Simcoe County boards, committees - Innisfil News
- Province invests $38 million in Simcoe County ambulances
- Children's Privacy Code to support strong online protections for youth - Innisfil News
- Bracebridge approves $1.6M renovation of former library
- Kids and screens: What we should ban and what we should teach | Just Asking | On Demand | CBC Listen
- Is Canada underfunding its Democracy?
- CFLA Canadian Library Month 2026 Statement - news

Municipal Council Report

2026 Municipal and School Board Election News:

- Innisfil voters invited to hear candidates debate at Lions Hall meetings - Innisfil News
- Town of Innisfil launches 'Candidate Showcase' with bios, pics ahead of election - Innisfil News
- Meet municipal candidates, hear them debate at Innisfil Community Church event - Innisfil News
- Innisfil's mayor, deputy mayor candidates lay out plans to rein in property taxes - Innisfil News
- Firefighter seeking re-election as trustee on Viamonde board - Innisfil News
- Innisfil candidates weigh in on what to do about troublesome short-term rentals - Innisfil News
- Systemic change won't come at parent council, says Viamonde candidate - Innisfil News
- Innisfil's mayoral candidates made pitch for your vote at recent meeting - Innisfil News
- Innisfil's Ward 1 incumbent points to two-term experience as he seeks re-election - Innisfil News
- 'Practical, direct' business owner running for Innisfil's Ward 1 seat - Innisfil News
- Ward 1 candidate would champion back-to-basics approach if elected to Innisfil council - Innisfil News
- GUEST COLUMN: When the campaign ends, homework is assigned — and the real work begins - Innisfil News
- Long-time volunteer sees taxation as biggest issue — both across town and in Ward 2 - Innisfil News
- Ward 2 incumbent banking on financial background to win re-election - Innisfil News
- Ward 2 candidate sees herself as a grassroots politician who loves volunteering - Innisfil News
- Two-time Ward 3 candidate hopes to bring no-nonsense, common-sense approach to council table - Innisfil News
- Event organizer, Ward 3 candidate doesn't want current residents carrying growth costs - Innisfil News
- Incumbent hopes to keep working on Ward 3 issues to 'find a way forward' - Innisfil News
- Volunteer firefighter ready to build consensus if elected to Ward 4 seat - Innisfil News
- Social services, volunteer work spark Ward 4 candidate's decision to seek public office - Innisfil News
- Candidate points to 'strong work ethic, problem-solving skills' in his bid to represent Ward 2 - Innisfil News
- All-candidates' meeting brought 'healthy conversations' to Innisfil church - Innisfil News
- Ward 4 candidate pushed for new waterfront dog park by bringing petition to council - Innisfil News
- Candidate brings 'patience, professionalism and a passion for politics' to Ward 4 race - Innisfil News
- Casting a ballot in the municipal election? Watch for your Voter Information Letter -

Municipal Council Report

Innisfil News

- Ward 5 candidate believes town's 'aggressive' wish list needs to be scaled back - Innisfil News
- Paralegal hopes to make case for Ward 6 seat by uniting Friday Harbour, Sandycove - Innisfil News
- Ward 6 incumbent focusing on keeping costs down for taxpayers, repairing roads quicker - Innisfil News
- Candidate pledges to 'show up' for residents, 'listen' to concerns in sprawling Ward 7 - Innisfil News
- Incumbent councillor, business owner pumped for another run at Ward 7 seat - Innisfil News
- Deputy mayor candidate brings 8 years of previous council experience to campaign - Innisfil News
- Rookie candidate brings 4 decades of work experience to deputy mayor's race - Innisfil News
- Trustee candidate wants bump in funding for support staff at Catholic board - Innisfil News
- 'Sustainable Simcoe' pledge aims to hold Innisfil candidates accountable - Innisfil News
- Mayor runs for a third term after three decades in municipal politics - Innisfil News
- First-time mayoral candidate sees herself as 'genuine' alternative to political veterans - Innisfil News
- Deputy mayor sees town's top political position as 'pure heaven' and his 'dream job' - Innisfil News
- 'I'm not a politician': Mayoral candidate has a platform 'for the people' - Innisfil News
- Innisfil's voting period has opened — here's what you need to know - Innisfil News
- COLUMN: There's still time to beat Innisfil's 'paltry' 2022 election turnout - Innisfil News
- BREAKING: Kenneth Fowler takes mayor's seat in Innisfil municipal election - Innisfil News
- About last night: A look at municipal election results from around the region - Innisfil News
- Connors, Da Silva re-elected in local public, Catholic board trustee races - Innisfil News
- Five incumbent Innisfil council members, including mayor, lose their seats - Innisfil News

JHSC Meeting Agenda

MEETING DATE: Thursday October 15, 2026

TIME: 10:00am

LOCATION: Ops Meeting Room 2 and Teams

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

MINUTES: Jennifer Sheremeto

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

GUEST(S):

REGRETS: Brendan Bone, Tom Ehlers, Elishia LaRose, Sierra Warren

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	Call Meeting to Order	Co-Chair	Time – opened	- Meeting started 10:06am
2.	Approval of Previous Minutes	Co-Chair	2026.09.17 JHSC Meeting Agenda Minutes Draft.docx	- Jennifer motioned to approve the minutes of the previous meeting. - Seconded by Wes - All in favour; **Motion Carried**.
3.	JHSC members	Co-Chair	2026.07.15 JHSC Members List.docx	- Worker Co-Chair and Secretary elections to take place at the November meeting. Those interested can let Eric know before the meeting. - Jennifer stated that Unifor will be voting on Worker Members
4.	Workplace Inspections WHIMIS LOTO	All Members	Roundtable discussions • Findings worth sharing? • Additional action needed? • Repeat findings? • Changes to the schedule, or support needed.	**Jen –** Ec Dev was good and nothing to report. Town Square had some housekeeping issues that was sent to the Supervisors for action regarding cleaning. The one item of concern was the trip hazard of trim in concrete walking in front of Café area. Wes will have staff remove and replace. **Kristi** – A few issues at Town Hall, Ladder inspections are a problem with QR code. Once she hit submit, nothing happens. The internet connection is the problem. Janitor door near meeting room 2 not latching properly. Door opener in men's downstairs not working on inside and the door opener from outside on upstairs men's washroom. Facility requests submitted. Hay is everywhere in Community Rooms, which has since been cleaned up. Eye wash station blocked and cleaners spoken too. Janitor doors propped open. Has been

				closed many times. SOP Binder is missing. Binder was removed as the SOPs don't apply to Town Hall. ACTION: Eric to ask Facilities if there is a better location for the lift in the Town Hall visitor parking lot. **Sierra –** Ops – washrooms are not being cleaned properly by the cleaning contractor. Reported to Facilities. **Elishia –** nothing to report; not in attendance **Vivian –** all 3 branches the janitorial staff are not checking off cleaning services on board in each bathroom. Everything else was good. One of the north exit doors at Cookstown is sticky and may need lubrication. Stroud was ok. Lakeshore window has been fixed. Lakeshore entry button is broken coming into library. Part is on rush order and awaiting repair. **Tom** – Fleet inspections passed, nothing to report. Good housekeeping taking place in the shop right now. **Brendan** – IRC is completed and nothing to report. IBR is completed and nothing to report. **Paul** – Rizzardo nothing to report, everything in good shape. The roof accessible area ramp needs remarking. Ladders were moved and resecured to a different area. Churchill: nothing to report except the electrical panel is being blocked. Floor scrubber needs to be relocated. Many bottles without labels on them as well that Eric identified. Knock CC was ok in basement and nothing to report. West end of basement needs some lights. Cameras appear to have been installed in building. Not able to inspect upstairs for there was a meeting taking place. **Barrie** – nothing to report except concern of scissor lift in parking lot at Town Hall that staff are walking and driving under. **Wes** – nothing to report. **Eric** – nothing to report.
5.	SOP's Corporate Policies	Co-Chair	1. Any updates for discussion?	- Nothing to update at this time - SOP going through for Winter Operations and Parks (administrative)
6.	Workplace Incidents & Accidents	Co-Chair	1. September 2026 incidents	- No loss time or recordable injuries. 1 first aid incident and 1 vehicle incident. Struck against with vehicles is most common. Significant vehicle incident at an intersection. Fortunately, only minor injuries but damage to both vehicles.

7.	Budget & Training	Co-Chair	1. Budget 2. Training	- No concerns with budget. - Training for Barrie and Wes as well will require in the future. Eric will share dates with Barrie asap for training before end of this year.
8.	JHSC Other Business	Co-Chair All Members	1. Round table	- November is the last meeting of the year. Please attend in person, if possible. CAO is hoping to attend.
9.	ACTION ITEMS Follow up	Co-Chair	Review of Action items from September 17, 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 – No further action will be taken. Facilities have approved the current design with the Accessibility Advisory Committee. **ACTION:** Eric to ask Facilities if there is a better location for the lift in the Town Hall visitor parking lot.
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 10:42am.

JHSC Document Collection: JHSC Minutes and Documents

INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

REPORT NO.:	**LIB-13-2026**
DATE:	November 3, 2026
TO:	Innisfil Public Library Board
FROM:	Finance Committee
SUBJECT:	2026 Q3 Operating & Capital Update

RECOMMENDATION:

THAT Committee Report LIB-13-2026 regarding the 2026 Q3 Update dated November 3, 2026, be received for information.

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 September 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 September 30, 2026, the total operating budget was at 166% of total budgeted revenues, and 72% of total budgeted expenses. Overall, the Q3 results show that the Library is at 69% of the overall budget.

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

Overview of Revenues

Registration & Facility Fees: Hall rentals are trending lower at 28% of total budgeted amount, which is largely due to the renovation project reducing the number of rentals; programming is doing well at 116%.

User Fees & Licenses: Trending higher at 85% of budget, largely due to an unbudgeted payment from the LSC liquidation.

Grants: In Q3, the Library continued to receive installments of the County of Simcoe Human Navigator grant.

*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 69%.

Materials & Supplies: Trending a bit higher at 90%, 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 60%.

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 $456,673, related to projects LIB49, LIB5, LIB52, LIB54, LIB71 and LIB72.

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

FINANCIAL CONSIDERATION:

Staff will continue to monitor the operating financial results to ensure that the year-end results are in-line with the approved budget. We do however recognize that the budget estimates are developed with the best information known at the time, and that there are numerous factors that can impact the final results. Accordingly, Staff will employ cost-mitigating strategies when required and will keep the Library Board's Finance Committee and the Library Board informed of progress through the financial quarterly reports. 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 September2026
Library

	Year to Date Actuals	YTD Actual as a Percent of Budget	2026 Approved Budget	Q3 Notes/Comments
Revenue				
Total Opening (Surplus) Deficit	-59,802	0%	-	*moved to donation and computer replacement reserve*
Registration & Facility Fees				
Facility Rental				
4438 Hall Rental	-4,235	28%	(15,000)	
Total Facility Rental	-4,235	28%	**(15,000)**	
Registration Fees				
4464 Programming	-35,980	116%	(31,000)	
Total Registration Fees	-35,980	116%	**(31,000)**	
Total Registration & Facility Fees	-40,215	87%	**(46,000)**	
User Fees, Licences and Fines				
User Fees				
4447 Misc. Revenue	-17,412	70%	(25,000)	
4490 Photocopy Etc.	-19,344	114%	(17,000)	
4491 Books	-4,924	82%	(6,000)	
4492 ideaSHOP sales	-1,995	57%	(3,500)	
Total User Fees	-43,675	85%	**(51,500)**	
Total User Fees, Licences and Fines	-43,675	85%	**(51,500)**	
Other				
Government Grants				
4100 Grants - Ontario	-79,464	173%	(45,922)	County Grant
4200 Grants - Federal	0	0%	-	
Total Government Grants	-79,464	173%	**(45,922)**	
Other Revenue				
4760 Donations	-15,597	0%	-	
Total Other Revenue	-15,597	0%	**-**	
Total Other	-95,061	207%	**(45,922)**	
Total Revenue	**-238,753**	**166%**	**(143,422)**	
Expenditures				
Total Wages & Benefits	2,726,828	69%	**3,965,780**	
Materials & Supplies				
7080 Cleaning Supplies	6,354	71%	9,000	
7020 Advertising & Publicity	7,525	85%	8,865	
5230 Education & Development	26,587	110%	24,200	
7300 Prof. Dues & Memberships	3,388	113%	2,993	
7140 Equipment Maintenance	1,231	56%	2,200	
7040 Books/Publications/Subscriptio	0	0%	-	
7360 Office Supplies	6,656	72%	9,296	
7400 Photocopy	10,124	101%	10,000	
7440 Postage	352	35%	1,000	
7460 Printing	6,098	84%	7,240	
7028 Audio Materials	0	0%	-	
7029 Electronic Collections	68,210	60%	113,077	
7041 Physical Collections	98,061	61%	160,083	
7280 Material	19,275	88%	22,000	
7283 Technology Supplies	24,647	126%	19,500	
7284 ideaSHOP Supplies	55	11%	500	
5120 Board&Committee /Non-payroll	1,350	34%	4,000	
7285 Meals & Beverages	1,015	41%	2,500	
7320 Mileage	1,322	13%	9,858	
7389 Culture Engagement	17,921	55%	32,500	
7450 Pre school Storytime	0	0%	-	
7470 Programming - Children	12,405	80%	15,460	
7545 Project Expense	93,194	0%	-	

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended September2026
Library

	Year to Date Actuals	YTD Actual as a Percent of Budget	2026 Approved Budget	Q3 Notes/Comments
7485 Public Relations	7,627	102%	7,503	
7580 Software Annual Maint. Fees	64,962	90%	71,819	
Total Materials & Supplies	**480,351**	**90%**	**534,269**	
7600 Telephone	6,969	127%	5,508	
Total Utilities	**6,969**	**127%**	**5,508**	
Contracted Services				
8080 Audit	4,464	75%	5,952	
8250 Contracts - Labour	0	0%	-	
8290 Contracts	774	6%	14,021	
8781 Recruitment Services	841	0%	-	
8640 Legal	290	3%	10,000	
Total Contracted Services	**6,369**	**21%**	**29,973**	
9110 Debit/Visa Charges	1,147	26%	4,481	
Total Rents & Financial	**1,147**	**26%**	**4,481**	
Library Fleet				
7200 Fuel	1,317	71%	1,846	
7220 Insurance	181	19%	950	
7380 Purchased Services	48	6%	751	
9620 Fleet Recoveries	273	0%	-	
Total Library Fleet	**1,819**	**51%**	**3,547**	
Library Facilities				
Stroud Branch				
7180 Facility/Parks Maintenance	780	17%	4,550	
7220 Insurance	874	34%	2,600	
7600 Telephone	391	21%	1,855	
8185 Cleaning Contract	8,387	70%	11,990	
9610 Facility rental expenditures(I	19,724	75%	26,300	
Total Stroud Branch	**30,156**	**64%**	**47,294**	
Churchill Branch				
Revenue				
Registration & Facility Fees				
4538 Rental Income	-16,056	74%	(21,556)	
4541 M.I.T Income	-8,041	75%	(10,757)	
Total Registration & Facility Fees	-24,097	75%	**(32,313)**	
Expenditures				
7180 Facility/Parks Maintenance	590	24%	2,500	
7220 Insurance	1,287	34%	3,800	
7600 Telephone		0%		
7660 Utilities - Hydro	5	0%	-	
7680 Utilities - Natural Gas	0	0%	-	
7700 Utilities - Water/Sewer	2	0%	-	
9681 Snow Clearing - Expenditures	1,326	53%	2,510	
9365 Property Taxes	5,615	94%	5,959	
Total Expenditures	**8,825**	**60%**	**14,769**	
Total Churchill Branch	**-15,272**	**87%**	**(17,544)**	
Cookstown Branch				
Revenue				
Transfer from Reserve & Reserve Funds				
492507 Oblig.RF-Library DCA	-149,182	0%	(149,182)	
492513 Oblig.RF-Parks Outdoor DCA	0	0%	-	
492515 Oblig.RF-Parks Indoor DCA	-10,850	0%	(10,850)	
Total Transfer from Reserve & Reserve Fun	-160,032	0%	**(160,032)**	
Total Revenue	-160,032	0%	**(160,032)**	
Expenditures				
7180 Facility/Parks Maintenance	25,118	125%	20,018	

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended September2026
Library

	Year to Date Actuals	YTD Actual as a Percent of Budget	2026 Approved Budget	Q3 Notes/Comments
7220 Insurance	5,499	33%	16,700	
7600 Telephone	1,566	78%	2,000	
7660 Utilities - Hydro	18,464	65%	28,500	
7680 Utilities - Natural Gas	2,447	98%	2,500	
7700 Utilities - Water/Sewer	1,593	75%	2,138	
8185 Cleaning Contract	9,341	53%	17,484	
8850 Snow Removal	12,352	62%	20,066	
Total Contracts	12,352	62%	**20,066**	
Total Contracted Services	21,693	58%	**37,550**	
Long term debt - Principal & Interest				
5610 Debt Interest	27,032	0%	27,032	
5620 Debt Principal	133,000	0%	133,000	
Total Long term debt - Principal & Interest	160,032	0%	**160,032**	
9600 Facility rental revenue(Intern	-21,749	75%	(29,000)	
Total Expenditures	**214,663**	**89%**	**240,438**	
Total Cookstown Branch	**54,631**	**68%**	**80,406**	
Lakeshore Branch				
Expenditures				
7180 Facility/Parks Maintenance	28,299	93%	30,535	
7220 Insurance	11,265	24%	47,300	
7600 Telephone	1,170	32%	3,700	
7660 Utilities - Hydro	22,387	63%	35,495	
7680 Utilities - Natural Gas	9,385	73%	12,795	
7700 Utilities - Water/Sewer	4,565	106%	4,290	
8185 Cleaning Contract	10,977	58%	19,068	
8850 Snow Removal	12,759	57%	22,469	
Total Lakeshore Branch	**100,807**	**57%**	**175,652**	
Total Facilities	**170,321**	**60%**	**285,808**	
Total Expenditures	**3,453,606**			
Total Revenue	**-238,753**			
Total Library	**3,214,853**	**69%**	**4,685,945**	

Appendix B

Project Number & Description	Total Approved Budget	Actual Spent to Date	Remaining Budget	Additional Comments
Library				
LIB4 RFID	36,903	-	36,903	
LIB42 Design / Preparation for ideaLAB & Library with Recreational C	550,000	-	-	Deferred to 2027
LIB45 Updated Needs Assessment Study	40,000	-	40,000	Joint with FAC43 - spend to occur in 2027
LIB49 Lakeshore Facility Assessment & Repairs	121,930	20,435	101,495	
LIB5 Electronic Equipment - All Branches	114,810	62,542	52,268	
LIB52 Replacement Furnishings	90,323	44,724	45,599	
LIB54 Strategic Plan	60,000	30,472	29,528	
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	250,000	-	Project complete
LIB72 Digital Archive Infrastructure and Hosting Model Update	60,000	48,500	11,500	
Total Library	1,503,255	456,673	496,582	

Policy Changes Summary

10a.01.01 **BOARD –** Board Honoraria Policy #B-2026-22

- Increase in per-meeting honorarium

10b.01.01 **EMPLOYMENT –** Artificial Intelligence Policy #E-2026-23

- NEW POLICY

10c.01.01 **OPERATING & TECHNOLOGY –** Financial Management Policy #2026-24

- NEW POLICY

10d.01.01 **OPERATING & TECHNOLOGY** – Health & Safety Policy #2026-25

- Minor wording and formatting changes

10e.01.01 **OPERATING & TECHNOLOGY** – Procurement Policy #2026-26

- Removal of redundant and procedural pieces for conciseness
- Other wording and formatting changes

10f.01.01 **OPERATING & TECHNOLOGY** – Records Management Policy #2026-27

- Removal of redundant and procedural pieces for conciseness
- Inclusion of updated By-Law and Scope Notes as appendix
- Other wording and formatting changes

SUBJECT: **BOARD - HONORARIA POLICY**

Policy No: **B-2026-22**

Date: **November 3, 2026**

Review Date: **November 2030**

Pages: **2**

PURPOSE

The Board recognizes the valuable contribution of community members who volunteer their time and expertise to support effective library governance. The purpose of this policy is to establish a consistent and transparent framework for the payment of honoraria and reimbursement of authorized expenses incurred while conducting Board business.

POLICY

General

An honorarium will be paid to Board members, based on the number of regularly scheduled meetings attended per year. For the purposes of this policy, attendance may be in person or through approved electronic means, where permitted.

Application

This policy applies to all appointed community members of the Library Board. Elected officials serving on the Board are not eligible to receive honoraria under this policy, as remuneration for members of Council is established separately through municipal policies and procedures.

Guidelines

Honoraria shall be paid at a rate of $100 per regularly scheduled Board meeting attended, to a maximum of ten (10) meetings per calendar year, in line with the meeting per diem supplied to Elected Officials administered by the Town.

Honoraria shall be paid in two installments annually:

- Following the June Board meeting; and
- Following the December Board meeting.

Payments shall be based on attendance records maintained by the Board Secretary.

No additional honoraria shall be paid for attendance at:

- Committee meetings;
- Special Board meetings;
- Town Council meetings;
- Conferences, workshops, training sessions, or seminars;
- Library programs, ceremonies, community events, or other functions; or
- Any other meeting or activity undertaken on behalf of the Board.

Expense Reimbursement

Board members authorized to represent the Board at conferences, meetings, training sessions, or other approved business activities may be reimbursed for reasonable and actual expenses incurred in carrying out their duties. All claims for reimbursement must:
Be supported by original receipts or other acceptable documentation.

Eligible expenses may include:

- Registration fees;
- Transportation and mileage;
- Accommodations;
- Meals;
- Parking;
- Other expenses approved by the Board in advance.

Approved by the Innisfil Public Library Board, November 3, 2026, Motion Number: 2026.XX

Supersedes Policy #B-2021-01, approved January 18, 2021, Motion #2021.09; and Policy #B-2017-01, approved January 16, 2017, Motion #2017.02; & Policy #B-2012-07, approved May 22, 2012, Motion #2012.42; &
Policy #2009-09, approved April 20, 2009, Motion #2009.34; &
Policy #2006–19, approved May 8, 2006, Motion #2006.51; &
Policy #2002-27, approved December 9, 2002, Motion #2002.61.

SUBJECT: **EMPLOYMENT – ARTIFICIAL INTELLIGENCE POLICY**

Policy No: **E-2026-23**

Date: **November 3, 2026**

Review Date: **November 2030**

Pages: **6**

PURPOSE

To provide direction to employees on the use of artificial intelligence (AI) to ensure it is used in accordance with the Library's security and privacy requirements, and in a manner consistent with its strategic directions. This policy reflects the Library's commitment to the ethical, transparent, responsible, and secure use of AI technologies. The Library recognizes that AI is a tool to support, not replace, human judgment, professional expertise, and decision-making..

POLICY

GENERAL

The Library recognizes the potential of AI tools to improve library operations by increasing efficiency and productivity and fostering innovation. The use of AI tools is rapidly becoming a standard work practice and, while these tools offer many benefits, they also present risks that must be appropriately managed. Human oversight is required for all AI-assisted work. The Library will regularly review and update its management and use of AI tools to reflect technological advancements, legal and regulatory requirements, and community needs, updating procedures and safeguards as necessary to uphold the Library's values, legal obligations, and commitment to public trust.

AI tools are intended to support, not replace, employee judgment and decision-making. Employees remain accountable for all decisions, actions, communications, and work products created using AI.

APPLICATION

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members. For the purposes of this policy, references to "employees" include all individuals identified above.

DEFINITIONS

Artificial Intelligence

Artificial Intelligence refers to any technology, tool, or platform that can perform complex tasks typically associated with human cognition, such as reasoning, problem solving, prediction, and decision-making. AI systems process large amounts of data to train algorithms for a variety of purposes.

Generative AI

A type of artificial intelligence that produces content such as text, audio, code, videos and images. Users elicit a response from the system/tool by entering a "prompt", which describes the need, parameters, and format. Following the instructions outlined in the prompt, generative AI tools synthesize data pulled from the internet and content uploaded by the user to produce the requested output.

Public AI

An AI system made broadly accessible by a provider/company, typically via a public platform or interface. Public AI systems leverage data uploaded by users and sourced from the wider internet as inputs to train their systems and algorithms. Data uploaded to public AI systems is stored and shared outside the organization's infrastructure.

Private AI

An AI system that operates in a controlled environment where data remains within the organization's infrastructure or under the oversight of a contracted party that maintains strict protection measures in accordance with specified standards. Private AI is designed to maintain greater confidentiality, security, and compliance.

AI Prompt:

A prompt is a user-generated input or instruction given to an AI system to elicit a specific response or output.

AI-Assisted Content:

Any content that has been created, modified, or enhanced using AI tools.

GUIDELINES

Privacy and Security

Employees may only use AI tools approved by the CEO or designate for Library business purposes.

Employees are prohibited from uploading personal information or any data, text, image, document, or other content that could compromise the Library into AI systems unless the tool has been expressly approved by the CEO for that purpose.

Protected information includes, but is not limited to:

- Patron records and circulation history;
- Library cardholder information;
- Employee records;
- Resumes and performance management information;
- Board and committee materials;
- Legal advice and legal documents;
- Financial and procurement information;
- Customer information; and
- Any information deemed confidential by the Library.

Public AI tools may only be used for low-risk activities involving information that is publicly available or intended for public release.

Private AI tools are preferred over public AI tools. The selection and use of AI tools shall be undertaken in accordance with the Library's Information Technology Policy.

Employees must immediately report privacy, security, or ethical breaches, whether actual or suspected, to the CEO or designate. Incident response procedures, including notification requirements, will be implemented in accordance with applicable policies and procedures.

Human Oversight and Accountability

The Library is committed to maintaining meaningful human oversight of AI-assisted work. Employees must exercise professional judgment when using AI-generated recommendations and must not delegate decision-making authority to AI systems.

AI-generated content, recommendations, summaries, analyses, and other outputs may assist employees in carrying out their duties but shall not replace employee review, judgment, accountability, or responsibility. Employees remain responsible for the

quality, accuracy, appropriateness, and outcomes of any work product that incorporates AI-generated content.

Permitted Uses
Approved AI tools may be used for legitimate Library purposes, including:

- Drafting routine correspondence, reports, presentations, and administrative documents;
- Brainstorming and idea generation;
- Research support and information organization;
- Summarizing non-confidential information;
- Translation and formatting of non-confidential content;
- Supporting operational efficiency and administrative functions.

All AI-generated content must be reviewed, edited, and approved by the employee before use.

Equity and Bias
AI tools and services will be implemented in ways that are accessible, inclusive, and free from biases that could disadvantage community members. Employees will consider the potential for bias in AI-generated content and actively work to identify and mitigate discriminatory or inequitable outcomes.

Employees must use AI in a manner consistent with the Library's commitment to equity, diversity, inclusion, and accessibility.

Accuracy and Verification
AI systems may generate inaccurate, misleading, incomplete, outdated, or fabricated information.

Employees must critically assess and verify AI-generated content for accuracy, completeness, language, grammar, appropriateness, bias, and alignment with the Library's standards and brand before using, distributing, publishing, or relying upon such content.

Employees are responsible for independently confirming facts, references, quotations, analyses, calculations, and other information generated by AI.

Transparency
Employees are responsible for ensuring that all content they create, including text, images, videos, presentations, and other materials, meets the professional standards of the Library.

Where AI has substantially contributed to the creation of a document, image, communication, report, policy, presentation, or other work product, employees should disclose the use of AI assistance where appropriate to the audience, purpose, and context.

Copyright and Intellectual Property
Employees shall not use AI tools in a manner that infringes copyright, intellectual property rights, licensing agreements, privacy rights, contractual obligations, or applicable legislation.

Employees must ensure that AI-generated content used by the Library complies with applicable copyright requirements and shall not knowingly reproduce copyrighted works without appropriate authorization.

Prohibited Uses
Employees shall not:

- Upload confidential, personal, restricted, or proprietary information into unapproved AI systems;
- Rely solely on AI-generated outputs without appropriate review and verification;
- Use AI to make fully automated decisions affecting patrons, employees, volunteers, applicants, contractors, or members of the public without meaningful human review and oversight;
- Use AI to profile individuals or make employment, service, procurement, disciplinary, or other consequential decisions without human involvement;
- Use AI in a manner that is discriminatory, unethical, unlawful, or inconsistent with Library policies;
- Install or connect unapproved AI software, applications, browser extensions, APIs, or related tools to Library systems.

Sustainability
- The Library recognizes that AI tools have a significant environmental impact and promotes their environmentally responsible use. Employees should remain mindful of the resource requirements associated with AI technologies and consider alternative approaches where appropriate.

Training and Awareness

- The Library shall maintain mandatory training procedures and documentation practices to inform employees of their responsibilities under this policy. The CEO or designate shall establish AI training requirements and maintain training materials and completion records.
- All employees must complete onboarding and periodic refresher training covering this policy, data handling requirements, security expectations, acceptable use standards, and incident reporting procedures.
- The Library will maintain guidelines governing acceptable use of public and private AI systems to support policy compliance.

Compliance and Enforcement

Employees are responsible for adhering to this policy. Failure to comply may result in corrective or disciplinary action, up to and including termination of employment, contract engagement, volunteer assignment, or other relationship with the Library, in accordance with applicable Library policies and procedures.

Related Policies/Procedures:
Confidentiality and Protection of Privacy Policy
Corrective Action Policy
Information Technology policy

Approved by the Innisfil Public Library Board, November 3, 2026, Motion Number: 2026.XX.

SUBJECT: **FINANCIAL MANAGEMENT POLICY**

Policy No: **2026-24**

Date: **November 3, 2026**

Review Date: **November 2030**

Pages: **8**

PURPOSE

This policy establishes a consistent, transparent, accountable, and fiscally responsible framework for managing the Innisfil Public Library Board's financial resources. It supports sustainable library services, sound stewardship of public funds, effective risk management, legislative compliance, informed decision-making, and Board accountability.

POLICY

General

The Board is committed to responsible financial management and effective stewardship of all funds entrusted to the Library and recognizes its statutory responsibility for the management and control of the Library's finances under the *Public Libraries Act*.

The Board shall ensure that financial resources are managed in a manner that:

- Supports the Library's strategic objectives and service priorities;
- Demonstrates accountability and transparency;
- Protects the Library's financial assets;
- Complies with applicable legislation, regulations, Board policies, and agreements;
- Promotes long-term financial sustainability; and
- Maintains public confidence in the management of Library resources.

APPLICATION

This policy applies to the Library Board, Library employees, and any person responsible for planning, administering, authorizing, monitoring, or reporting on the use of Library financial resources.

DEFINITIONS

Budget

The Board-approved financial plan that authorizes revenues, expenditures, transfers, and financing activities required to deliver Library services and programs.

Capital Budget

The Library's overall budget plan to acquire, maintain, repair, replace, or improve capital assets and infrastructure. Capital investments may also have associated operating impacts and may include studies, assessments, technology investments, and other projects that support the Library's long-term objectives.

Capital Project

The planning, acquisition, replacement, upgrade, maintenance, or expansion of Library assets and infrastructure. Capital projects may also include studies, assessments, technology systems, software upgrades, and other investments that provide a benefit beyond one year.

Estimates

The annual operating and capital budget requirements approved by the Board and submitted to Council in accordance with the Public Libraries Act. Estimates identify the financial resources required to deliver Library services and fulfill the Library's strategic and operational objectives.

Financial Sustainability

The ability of the Library to maintain services and meet its financial obligations both now and in the future without imposing unreasonable financial burdens on future taxpayers.

Operating Budget

The annual budget that supports the day-to-day delivery of Library services and operations.

Reserve

Funds set aside by Board action for a specific purpose as part of an overall strategy to fund future operating or capital requirements, manage financial risk, or address unforeseen circumstances.

Reserve Fund

Funds set aside for a specific purpose as established by legislation, agreement, Board resolution, or municipal policy. Reserve funds may be internally or externally restricted.

Statutory reserve funds, including Development Charge reserve funds, are administered by the Town in accordance with applicable legislation and municipal policy.

Tangible Capital Asset
A non-financial asset having physical substance and an expected useful life of more than one year, including buildings, equipment, furnishings, technology infrastructure, and other assets used to support Library services.

GUIDELINES

Financial Planning

The Library shall utilize annual and multi-year financial planning to support informed decision-making, fiscal accountability, and long-term financial sustainability. Financial planning shall align with the Library's Strategic Plan and Board priorities and consider current and future service requirements, operating and capital needs, reserve requirements, asset lifecycle costs, and emerging financial risks and opportunities.

Multi-year financial planning shall consider anticipated operating pressures, capital replacement and renewal requirements, reserve sustainability, external funding opportunities, and other factors that may affect the Library's financial position. Financial decisions shall consider both immediate service needs and their long-term financial implications for the Library and the community.

Estimates and Budget Management

In accordance with section 24 of the *Public Libraries Act*, the Board shall submit to the Town of Innisfil Council, on or before the date and in the form specified by Council, estimates of all sums required by the Board. In accordance with the Library Board's Multi-Year Budget Policy, the Board shall follow the schedule established by Council for a two-year budget submission, with an opportunity to review and adjust the budget for the second year.

In developing budget estimates, consideration shall be given to:

- Strategic priorities and service objectives;
- Legislative and regulatory requirements;
- Anticipated revenues and funding sources;
- Operating and capital requirements;
- Reserve requirements and reserve sustainability;
- Asset lifecycle costs and capital replacement needs;
- Operating impacts associated with capital investments;
- External funding opportunities; and
- Current and projected financial risks and opportunities.

The approved budget establishes the Library's spending authority for the fiscal year. Expenditures shall be incurred only for purposes authorized within the Board-approved budget and shall remain subject to any approval, reallocation, procurement, or financial-control requirements established by Board policy, Board resolution, applicable municipal policy, or Council approval where required.

The CEO shall monitor financial performance throughout the year and provide regular financial reporting to the Board, including budget variances, emerging financial risks, material budget pressures, and forecasted year-end financial results. Where necessary, the CEO shall recommend corrective actions to address significant variances or changing financial circumstances.

Any year-end operating surplus or deficit shall be reported to the Board. The disposition of a surplus or the funding of a deficit shall be determined by Board motion, subject to the terms governing the relevant reserve or reserve fund, and other applicable Library Board policies.

Reserve & Reserve Funds

The Library shall maintain reserves to support financial sustainability, financial flexibility, strategic priorities, and risk management. Financial resources available to the Library may include Board-controlled reserves and Town-controlled reserves or reserve funds.

Library-Controlled Reserves

The Board shall approve the purpose and use of all Board-controlled reserves and shall review such reserves as part of the annual budget and financial planning process. The establishment, material modification, or closure of any Library reserve or reserve fund shall be subject to the appropriate Board and/or Council approvals and shall be undertaken in accordance with applicable legislation and municipal policy.

Library Reserve (formerly the Computer Depreciation Reserve)

- The Library Reserve is maintained primarily to fund technology-related capital expenditures, including the replacement, renewal, and enhancement of technology infrastructure, equipment, systems, and services.
- The reserve may also address an operating deficit, and respond to unforeseen financial pressures, subject to Board approval and any Council approval required through the budget or financial planning process.
- The reserve is funded through annual operating surpluses, proceeds from the sale of Library assets, and other Board-approved contributions.
- The reserve balance shall not fall below zero.

Library Donation Reserve

- The Library Donation Reserve is funded through donations and other externally contributed funds designated for Library purposes.
- The reserve may be used to fund one-time operating or capital expenditures that support value added Library services, programs, collections, facilities, or strategic priorities.
- Withdrawals from the Library Donation Reserve shall comply with donor restrictions, the approved budget, delegated financial authority, and applicable procurement requirements.
- The CEO has delegated authority to approve expenditures up to $10,000; all other expenditures require Board approval.
- The reserve balance shall not fall below zero.

Town-Controlled Reserves

Town-controlled reserves and reserve funds are administered by the Town and are not governed by this policy. Where such reserves or reserve funds support Library operations, projects, or capital initiatives, their use shall be governed by applicable legislation, municipal policies, approved Library budgets and capital plans, and any required Council approvals.

For Library projects funded through Town-controlled reserves or reserve funds, including statutory reserve funds established under provincial legislation, the Town shall administer, monitor, and report on those funds in accordance with applicable legislative, financial, and reporting requirements.

Capital Planning

The Library shall maintain a long-term approach to capital planning that supports the renewal, replacement, maintenance, and enhancement of Library assets, technology, facilities, and infrastructure.

Capital planning shall be informed by the Library's Strategic and Master Planning, asset condition, lifecycle requirements, service needs, affordability, available funding sources, and operating impacts. Capital projects shall be prioritized based on legislative and regulatory requirements, public health and safety considerations, asset condition and risk, service impacts, strategic alignment, and lifecycle costs.

Capital projects shall be approved through the annual budget process and included in budgets or capital plans submitted to Council for approval where required. Upon completion, cancellation, or closure of a capital project, any uncommitted funding shall be returned to the original funding source unless otherwise approved by the Board and Council where required.

Financial Risk Management
The Library shall identify, assess, and manage financial risks that may affect service delivery, financial stability, or strategic objectives. Financial risks may include revenue fluctuations, inflationary pressures, asset replacement requirements, reliance on external funding, legislative changes, economic conditions, and other emerging risks. All significant financial decisions shall consider both their immediate impact and their implications for long-term sustainability.

Grant Funding and External Funding
The Library shall actively pursue grant and external funding opportunities that support the achievement of Board priorities, strategic objectives, and community needs.

Prior to accepting significant grant-funded projects, consideration shall be given to matching funding requirements, project readiness, future operating impacts, ongoing maintenance obligations, resource capacity, and long-term affordability. The Library shall comply with all reporting requirements associated with grants and external funding received.

The CEO shall ensure the annual submission of provincial library statistics and other required reports to the Province of Ontario and shall pursue available provincial operating and project-based funding opportunities, including but not limited to the Public Library Operating Grant.

Charitable Status and Fundraising
The Library shall maintain its charitable status and comply with all applicable requirements of the Income Tax Act and the Canada Revenue Agency. Donations, sponsorships, fundraising revenues, and charitable gifts shall be administered in accordance with applicable legislation, Board policies, donor restrictions, and sound financial management practices. The CEO shall ensure the timely filing of all required charitable information returns and maintain appropriate records to support charitable activities, donations, and the issuance of charitable tax receipts.

Funds received through charitable giving shall be used for the purposes intended by the donor and in support of the Library's strategic priorities, programs, services, collections, capital projects, or other Board-approved initiatives. Charitable revenues shall be incorporated into the Library's financial planning and reporting processes and managed in a manner that supports accountability, transparency, and donor intent.

Financial Reporting and Monitoring
The CEO shall provide financial reports to the Board at least quarterly, or more frequently where significant variances, unbudgeted pressures, capital project changes, or emerging financial risks require Board awareness or direction.

Reports shall include budget performance, financial forecasts, reserve balances, capital project status, significant variances, and emerging financial risks as appropriate.

The Library’s accounts and transactions shall be audited annually in accordance with section

296 of the Municipal Act, 2001. Where the Library's financial information is included in the Town's consolidated audited financial statements, the Library Board's financial information shall be separately identified in a schedule or appendix. Audited financial statements and any information required as a condition of provincial funding shall be supplied in accordance with section 30 of the *Public Libraries Act* and applicable Ministry requirements.

RESPONSIBILITIES

The Board is Responsible For:

- Appointing a Treasurer in accordance with the *Public Libraries Act*; approving annual budget estimates and funding requests submitted to Council;
- Approving financial policies and ensuring appropriate financial governance;
- Establishing financial priorities, objectives, and funding strategies;
- Reviewing regular financial reports, reserve balances, capital requirements, and financial risks;
- Ensuring accountability and transparency in the stewardship of public funds;
- Participating in the annual audit process and reviewing reviewed financial statements; and
- Supporting the long-term financial sustainability of the Library.

The CEO is Responsible For:

- Serving as Treasurer of the Library Board;
- Receiving, safeguarding, depositing, accounting for, and disbursing Library funds in accordance with subsection 15(4) of the *Public Libraries Act,* Board direction, and this policy;
- Administering the Library's financial operations;
- Maintaining appropriate financial records, internal controls, and financial administration practices;
- Developing annual budgets, financial forecasts, and long-term financial plans;
- Monitoring financial performance, compliance, and financial risks;
- Reporting financial information to the Board on a regular basis;
- Supporting financial reporting, audit requirements, and the implementation of audit recommendations;
- Ensuring compliance with Board policies, approved budgets, and applicable legislation;
- Authorizing expenditures within delegated authority;
- Recommending improvements to financial management practices and internal controls; and
- Performing any additional financial or administrative duties assigned by the Board in accordance with applicable legislation.

Directors and Managers are Responsible For:

- Managing approved operating and capital budgets within their areas of responsibility;
- Monitoring expenditures and financial performance;
- Identifying financial risks, pressures, and opportunities;
- Supporting budget development and long-term financial planning; and
- Ensuring compliance with approved policies, procedures, and delegated authorities.

Town Administrative and Financial Services

The Board may enter into an agreement with the Town of Innisfil for the provision of administrative and financial services on the Board's behalf. Any such arrangement shall be governed by a Memorandum of Understanding (MOU) and shall not diminish or transfer the Board's authority under the Public Libraries Act.

The agreement shall define the respective roles and responsibilities of the Board and the Town in the provision of these services. The Board shall maintain a collaborative and transparent relationship with Council and Town staff regarding the Library's financial plans, priorities, performance, and municipal funding requirements.

The provision of administrative and financial services by the Town does not transfer responsibility for the governance, management, financial stewardship, or oversight of the Library from the Board.

Related Policies/Procedures:

Multi-Year Budget Policy
Purchasing Policy

Approved by the Innisfil Public Library Board, November 3, 2026; Motion Number 2026.XX.

SUBJECT: **HEALTH AND SAFETY POLICY**

Policy No: **2026-25**

Date: **November 3, 2026**

Review Date: **November 2027**

Pages: **2**

PURPOSE

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

POLICY

Application

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

Guidelines

The Innisfil Public Library Board abides by the Town of Innisfil’s current Corporate Health & Safety Policy CP.11.2.2 (Appendix 1) and the Town of Innisfil’s current Health & Safety Policy Statement signed August 5, 2026 (Appendix 2). This alignment is facilitated through the Library's active representation on the Town's Joint Health & Safety Committee, with the understanding that the Library CEO maintains full organizational authority over Library staff.

Approved by the Innisfil Public Library Board, November 3, 2026, Motion Number: 2026.XX

Supersedes Policy #2025-16, approved on October 20, 2025. Motion #2025.55; and Policy #2025-03, approved on January 20, 2025, Motion #2025.05; and policy #2023-18, approved on September 18, 2023, Motion #2023.66; and Policy #2022-27. approved October 17, 2022, Motion #2022.78; and Policy #2021-21, approved December 13, 2021, Motion #2021.94; and Policy #2020-24, approved September 21, 2020, Motion #2020.70 & Policy #2019-17, approved September 16, 2019, Motion#: 2019.58 &

Policy #2018-14, approved September 17, 2018, Motion #2018.67; &
Policy #2017-16, approved October 16, 2017, Motion #2017.75; &
Policy #2016-23, approved November 21, 2016, Motion #2016.95; &
Policy #2015-18, approved November 16, 2015, Motion #2015.88; &
Policy #2015-09, approved June 15, 2015, Motion #2015.61; &
Policy #2014-14, approved June 16, 2014, Motion #2014.46; &
Policy #2013-07, approved June 17, 2013, Motion #2013.69; &
Policy #2012-06, approved May 22, 2012, Motion #2012.41; &
Policy #2011-13, approved May 16, 2011, Motion #2011.37.

Appendix 1

Corporate Policy

One Town One Team

CP.11.2.2

Section: People and Talent

Subsection: Health Safety and Wellness

Subject: Corporate Health and Safety Policy

Approval Authority: Oliver Jerschow, CAO

Effective Date: July 21, 2022

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1. Policy Statement

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

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

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

2. Purpose

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

3. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Responsibility

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

5. Application

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

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

6. Administration

Roles and Responsibilities:

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

(i) All Individual Members of Staff

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

(ii) The Town as the Employer

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

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

- Ensure all areas of the workplace are capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.

- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.

- When appointing a Supervisor, or any person who is required to exercise supervisory functions, that a competent person is appointed.

- Ensure a worker, or person in authority over a worker, is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.

- Ensure assistance and co-operation is afforded to a Joint Health and Safety Committee (JHSC) and/or a Health and Safety Representative in the carrying out, by the Joint Health and Safety Committee (JHSC) and the Health and Safety Representative, of any of their functions.

- Require only a person over such age as may be prescribed is employed in or about the workplace.

- Require a person who is under such age as may be prescribed, is not knowingly permitted in or about a workplace. (Exception: Take Our Kids to Work Program).

- Take every precaution, reasonable in the circumstances, to protect a worker.

- The law requires employers to prepare, and review at least annually, a written Workplace Health and Safety Policy, and to develop and maintain a program to implement that policy. The Town of Innisfil will ensure due diligence and comply with all requirements set out in the *Occupational Health and Safety Act (OHSA)* and Regulations.

- Post a copy of the *Occupational Health and Safety Act (OHSA)* and any required explanatory material prepared by the Ministry of Labour, Training and Skills Development, in the workplace, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.

- Accurately record the handling, storage, use and disposal of biological, chemical or physical agents as prescribed, and are kept and maintained.

- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.

- Notify a Ministry of Labour, Training and Skills Development (MLTSD) Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.

- Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.

- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.

- Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.

- Where so prescribed provide a worker with written instructions as to the methods and procedures to be taken for the protection of the worker.

(iii) Town of Innisfil Director(s)

It is the responsibility of Town of Innisfil Director to:

- Be responsible for the administration and direction of the Town's Occupational Health and Safety Program within their own service areas.

- Ensure Supervisors and Managers of workers who work remotely take steps to ensure that each worker has a safe environment free from hazards in which to work. Any Town of Innisfil Director who is unsure whether a worker has a remote environment that is safe or free from hazards should contact People and Talent for assistance.

- Provide leadership in all safety activities including the development of safe work practices.

- Ensure that service area standards and procedures are developed and maintained to administer the health and safety policies and regulations.

- As may be applicable, ensure that their Supervisors and Managers are instructed in the procedures and requirements of the *Occupational Health and Safety Act*, *Highway Traffic Act* and other applicable legislation/regulations and corporate and/or service area policies pertaining to their safety in their workplace(s).

- Review incident/accident reports, safety audit reports, incident statistics and other related material to evaluate the effectiveness of the health and safety program in their respective service areas.

- Review and ensure follow-up on recommendations arising from Corporate and/or Fire and Rescue Services Joint Health and Safety Committee (JHSC) recommendations.

- Determine realistic health and safety goals for their department and periodically report on the results of same to the Chief Administrative Officer (CAO).

- Participate in health and safety training including the required online Ministry of Labour, Training and Skills Development Health and Safety Awareness Training for Workers and Supervisors (including Managers/Directors).

- Take every precaution reasonable in the circumstances for the protection of their workers.

- Encourage and promote psychological health and safety in the workplace.

(iv) Service Area Manager(s)

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

- Understand this policy and comply with *Fire Code*, *Occupational Health and Safety Act (OHSA)* and Regulations, *Highway Traffic Act (HTA)*, and other applicable legislation and corporate and/or service area policies and procedures pertaining to their safety.

- Ensure that worker(s) read and understand this policy and any service area policy, standards, practises, etc. for any tool, machine, vehicle, equipment, or process prior to the start of any work.

- Ensure operational training requirements, such as driver training, proper use of tools, machinery, and equipment, be provided to workers based on the position held. Ensure appropriate records of training are maintained.

- Ensure that any tool, machine, vehicle or equipment under their management are maintained in good working condition as per service area requirements to ensure the safety of all workers.

- Ensure that Supervisors/Managers who oversee workers who work remotely take steps to ensure that each worker has a safe environment free from hazards in which to work.

- Provide prompt and serious consideration to all recommendations for a safer and healthier work environment, better protective equipment, and safer work procedures.

- Appoint competent persons as Supervisors.

- Encourage positive health and safety attitudes among workers by promoting hazard identification, reporting, and implementing controls.

- Ensure that training and resources are available for the implementation of this policy.

- Encourage and promote psychological health and safety in the workplace.

(v) Supervisor(s)

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

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the *Occupational Health and Safety Act (OHSA)* and the Regulations.

- Ensure that any equipment, protective device, or clothing (PPE) required by the employer is used or worn by the worker.

- Advise a worker of any potential or actual health or safety dangers known by the Supervisor.

- When prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection.

- When overseeing workers who work remotely, Supervisors must take steps to ensure that each worker has a safe environment free from hazards in which to work. A Supervisor who is unsure whether a worker has a remote environment that is safe or free from hazards should contact People and Talent for assistance.

- Participate in health and safety training including the required online Ministry of Labour, Training and Skills Development Health and Safety Awareness Training for Workers and Supervisors (including Managers/Directors).

- Take every precaution reasonable in the circumstances for the protection of workers.

- Encourage and promote psychological health and safety in the workplace.

(vi) Worker(s)

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

- Understand and comply with the *Fire Code*, *Occupational Health and Safety Act (OHSA)* and Regulations, *Highway Traffic Act (HTA)*, and other applicable legislation and Corporate and/or service area policies and procedures pertaining to their safety.

- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

- Participate in health and safety training including the required online Health and Safety Awareness Training for Workers.

- Report to their employer or Supervisor/Manager the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker.

- Report to their employer or Supervisor/Manager any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which they know, and if necessary, to a member of the Joint Health and Safety Committee (JHSC).

- Not remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.

- Report any hazardous conditions or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker.

- Report all incidents, accidents, injuries and near miss situations no matter how minor in nature to the Supervisor/Manager.

- Not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

- Encourage and promote psychological health and safety in the workplace.

(vii) People and Talent

It is the responsibility of People & Talent to:

- Oversee the overall health and safety program for the Town acting as a health and safety resource to service areas and the Joint Health and Safety Committees (JHSCs).

- Ensure, together with the service areas and Joint Health and Safety Committees (JHSCs), that the Town is meeting its obligations as an employer under the *Occupational Health and Safety Act (OHSA)* and Regulations.

- Co-ordinate all monitoring and surveillance programs in consultation with the Joint Health and Safety Committee (JHSC). Ensuring that the Joint Health and Safety Committees (JHSCs) have the appropriate/required composition, that the Joint Health and Safety Committees (JHSCs) maintain the required records, and that the Joint Health and Safety Committees (JHSCs) achieve the required workplace circulation and/or posting of legislation/regulations.

- Facilitate employer response to formal complaints or recommendations made by the Joint Health and Safety Committee(s) and/or workers.

- Establish a comprehensive recording system for the Town's health and safety program in consultation with service areas and the Joint Health and Safety Committee (JHSC) and report at least annually on program status.

- Analyze statistical information related to workplace incident/accident reports and identify trends of potentially hazardous conditions. Respond to notifications and directions of workplace risks and hazards, provide guidance, direction and advice on health and safety issues to all levels of the organization.

- Co-ordinate and/or deliver health and safety training of a corporate and general nature. Note: operational training requirements, such as driver training, proper use of tools, machinery and equipment, will be provided by the appropriate service area under which the worker is a member and based on the position held.

- Develop policies and procedures to ensure that workers who work remotely have a safe environment free from risks and hazards in which to work.

- Monitor the Joint Health and Safety Committee's (JHSC) work, including ensuring that the Joint Health and Safety Committees (JHSCs) have the appropriate/required composition, maintain the required records, ensuring the required workplace circulation and/or posting of legislation/regulations is completed, and facilitating incident and work refusal investigations.

- Facilitate employer response to formal health and safety complaints or recommendations made by the Joint Health and Safety Committee(s) (JHSC) and/or workers.

- Administer the Workplace Safety and Insurance Board (WSIB) claims portfolio.

- Prepare and administer an annual corporate health and safety budget.

- Encourage and promote psychological health and safety in the workplace.

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

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

- Demonstrate the establishment of a Health and Safety Policy Statement and the maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and the Town of Innisfil's Health and Safety Policy and requirements.

- Implement adequate provisions in their health and safety management system to reach and maintain a consistently high level of health and safety.

- Ensure that the workers they employ are adequately trained in the work being undertaken and hazards involved; are aware of any hazardous substances that may be in use at the workplace; and wear the appropriate personal protective equipment (PPE) required for the work. Copies of all hazardous materials Safety Data Sheets (SDS) will be readily available at the work site for inspection by Town representatives.

- Provide all required information to the Project Manager and/or Purchasing Services with respect to current Workplace Safety and Insurance Board (WSIB) registration and coverage. The minimum responsibilities, or similar specific to the contracted job, will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion.

(ix) Visitor(s)/General Public

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

- Obey where appropriate, posted signs at Town facilities to inform visitors and the general public about restricted access or the requirement to report to a Town representative before proceeding further.

- Visitors and general public will not be permitted to wander unescorted, through areas that are normally restricted to workers.

- In the event it is required to enter a work area that is normally restricted to workers, the Supervisor/Manager shall be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a Town worker.

- Required personal protective equipment (PPE) will be provided by the service area and used by the visitor for any PPE identified zone within or on a Town owned and operated facility, property or identified place of business to which the Town is responsible.

Joint Health and Safety Committees (JHSCs):

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

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

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

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

- The Corporate Joint Health and Safety Committee (JHSC) is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town.

- The Fire and Rescue Services Joint Health and Safety Committee (JHSC) is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town's Fire and Rescue Services.

- To champion the spirit of the *Occupational Health and Safety Act* (OHSA*)*, the functions of the Joint Health and Safety Committee (JHSC) both Corporate and Fire and Rescue Services will be to:

    - Identify, evaluate, and recommend resolution through the *Occupational Health and Safety Act* (OHSA) and Legal resources for all matters pertaining to health and safety in the workplace to the Management of the Town of Innisfil.
    - Ensure adequate education and training programs so all workers are knowledgeable in their rights, restrictions, responsibilities and duties under the *Occupational Health and Safety Act* (OHSA), and Regulations.
    - Address matters related to Workplace Hazardous Materials Information System (WHMIS) and Designated Substance Regulations where applicable according to the Global Harmonized System (GHS).

- Deal with matters that are directly related to the health and safety of workers. Identifying conditions that may be a source of danger, risk or hazard to workers.

- Make recommendations for the establishment, maintenance and monitoring of programs, standards and procedures for the health and safety of workers.

- Make recommendations to ensure workers who work remotely have a safe environment free from hazards in which to work.

- Review incident/accident and near miss statistics, and health and safety training records and make recommendations for the improvement of the health and safety of workers.

- Assist in developing communications and in the promotion of health and safety in the workplace.

- Enhance awareness of safety issues in the workplace in accordance/compliance with current and applicable legislation.

- Advise on matters of mutual concern to the various other health and safety committees operating within the Town; and to make recommendations to service area Leadership as appropriate.

- Receive reports from the Joint Health and Safety Committee (JHSC) representatives on service area health and safety meetings and to provide assistance when required/requested.

- Recommend and/or co-ordinate health, wellness and safety promotional/educational activities and special events.

- Make recommendations on the standardization of incident/accident reports and forms and regular workplace/equipment inspections; to review same; and ensure appropriate follow-up or make recommendations on preventative programs.

- Ensure the Joint Health and Safety Committee (JHSC) Members are knowledgeable of their role and duties as representatives, and to encourage/improve their education in this field by recommending appropriate/required seminars and workshops.

- Make recommendations to the Town on health and safety initiatives and programs of benefit to its workers.

- Encourage an atmosphere of co-operation between management and workers to achieve a safe work environment and safe work practices.

- Review Workplace Safety and Insurance Board (WSIB) information and Town claims statistics and make recommendations on appropriate programs/action to ensure minimum charges are incurred.

- Provide input to People and Talent in the preparation of an annual budget for the health and safety function within the Town.

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

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

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

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

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

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

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

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

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

the CAO.

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

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

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

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

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

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

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

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

Health and Safety Training:

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

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

- Duties and responsibilities as prescribed by the *Occupational Health and Safety Act* and/or any other applicable safety legislation.

- The provisions of this policy.

- Service area health and safety Standard Operating Procedures (SOP's), Safe Work Practices (SWP's), policies and protocols, as provided by their service area Manager and/or Supervisor.

- Applicable occupational health and safety (or other) regulations for their specific position.

- Incident/accident, near miss, hazard, and unsafe work refusal reporting procedures.

- Workplace Hazardous Materials Information System (WHMIS), which is aligned to Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

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

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

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

Personal Injury Reports:

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

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

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

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

Non-Compliance:

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

7. Exceptions

There are no exceptions to this Policy.

8. References

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

9. Revision History

Revision No.	Date	Summary of Changes	Approval Authority

V1	2005.07.27	Adoption	CR—337.5
V2	2022.07.21	Review and Amend	CAO – O. Jerschow

THE CORPORATION OF THE TOWN OF INNISFIL
HEALTH AND SAFETY POLICY STATEMENT

PURPOSE

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

POLICY

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

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

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

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

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

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

Oliver Jerschow
Chief Administrative Officer

August 5, 2026
Date

SUBJECT: **PROCUREMENT POLICY**

Policy No: **2026-26**

Date: **November 3, 2026**

Review Date: **November 2030**

Pages: **11**

PURPOSE

The Innisfil Public Library Board is committed to procuring goods and services in a manner that is fair, transparent, accountable, fiscally responsible, and compliant with applicable legislation.

This Policy establishes the framework for the procurement of goods and services and supports the responsible stewardship of public funds while achieving best value for the Library.

POLICY

General

The Library shall conduct procurement activities in accordance with the principles of:

- Accountability;
- Transparency;
- Fair and equitable treatment of suppliers;
- Open competition where appropriate;
- Ethical conduct and conflict-free decision making;
- Accessibility and inclusion; and
- Best value.

The Library recognizes that procurement decisions should reflect the best value for the organization, protect the Library's financial interests, and encourage competitive procurement whenever practical.

This Policy shall operate in conjunction with administrative Procurement Procedures established by the CEO. These procedures may be amended from time to time without requiring amendments to this Policy.

APPLICATION

This Policy applies to:

- Members of the Library Board;
- Employees of the Library;
- Contractors, consultants, and volunteers acting on behalf of the Library; and
- All purchases of goods, services, consulting services, subscriptions, technology, equipment, construction, and other Deliverables.

DEFINITIONS

Approval Authority

Means the level of authority delegated to applicable Library staff to approve initiation of a procurement process, award, renewal of a Contract, or commitment of funds, subject to the financial limits, competitive requirements, and responsibilities set out in this Policy and associated Procurement Procedures.

Contract

Means a legally binding commitment by the Library for the procurement of Deliverables from a Supplier which may be in the form of an Agreement executed by the Supplier and the Library or a Purchase Order accepted by the Supplier.

Cooperative Purchasing

Means a competitive procurement process that is conducted by one public body or group purchasing organization on behalf of one or more public bodies in order to obtain the benefits of volume purchases and administrative efficiency.

Deliverables

Means any goods, services, or construction, or any combination thereof.

Emergency

Means a situation that poses an immediate risk to public health or safety, Library operations, Library property, collections, facilities, information systems, or compliance with legal obligations, and requires immediate action to prevent or mitigate harm.

Non-Competitive Procurement
Means the procurement of Deliverables directly from a particular Supplier without conducting a Competitive Process when a Competitive Process would normally be required.

Procurement Value
Means the estimated maximum total value of the Deliverables being procured over the entire duration of the Contract, including all options for extension and scope expansion, and all anticipated costs associated with the Deliverables, excluding HST.

Purchase Order
Means the Library's written document issued by a duly authorized employee to a Supplier formalizing the terms and conditions of the purchase of Deliverables.

Supplier
Means a person carrying on the business of providing Deliverables, also referred to as a vendor.

Surplus
Means goods or tangible assets that are fully owned by the Library and are no longer required for operational purposes.

GUIDELINES

Best Value
Procurement decisions shall be based on best value and may consider price, quality, service, supplier performance, lifecycle costs, sustainability, accessibility, and risk.

Competition
Competitive procurement shall be utilized whenever practical and appropriate based on the value, complexity, and risk associated with the procurement.

Non-Competitive Procurement
Non-competitive procurement may be utilized where permitted under the Procurement Procedures, including situations involving:

- Emergency circumstances;
- Compatibility or standardization requirements;
- Proprietary products or services;
- Cooperative purchasing arrangements; or
- Other circumstances where a competitive process is not feasible or in the Library's best interest.

Appropriate documentation shall be maintained to support all non-competitive procurements.

Accessibility
Procurement activities shall incorporate accessibility criteria and features where required by legislation and where practical to do so.

Ethical Conduct and Conflict of Interest
All procurement activities shall be conducted in accordance with the Library's Conflict of Interest Policy, Staff Code of Conduct Policy, Board Code of Ethics Policy, and applicable legislation.
Individuals involved in procurement activities shall avoid actual, potential, or perceived conflicts of interest and shall disclose any conflict immediately.

Suppliers shall conduct themselves ethically and shall not seek to influence procurement decisions through lobbying, gifts, inducements, collusion, or other inappropriate means. The Library reserves the right to reject a supplier from a procurement process where such conduct has occurred.

Buy Ontario Compliance
The Library shall conduct procurement activities in accordance with the Buy Ontario Act, related directives, and any other applicable legislative or regulatory requirements.

Sustainable Procurement
Where practical and consistent with best value, the Library shall consider environmental sustainability, accessibility, social responsibility, lifecycle costs, and long-term operational impacts in procurement decisions.

Surplus Assets
Surplus assets shall be disposed of in accordance with established procedures and applicable financial controls.

No Board member, employee, volunteer, consultant, or contractor acting on behalf of the Library shall acquire surplus Library assets except through an approved and transparent disposal process.

RESPONSIBILITIES
All individuals involved in procurement activities are accountable for the decisions and actions they take under this Policy and for the proper administration of Contracts awarded by the Library. Where authority is assigned to the CEO under this Policy, that authority may be exercised by a designate authorized by the CEO. All procurement activities shall be conducted in accordance with applicable legislation, Board policies, and the Procurement Procedures established by the CEO.

The Board is responsible for:

- Approving and maintaining this Policy;
- Approving the annual operating and capital budgets;
- Approving procurements requiring Board approval under this Policy;
- Receiving reports respecting significant non-competitive procurements, emergency procurements, procurement exceptions, and other procurement matters requiring Board attention, and where appropriate approvals;
- Providing oversight of procurement activities and compliance with this Policy;
- Establishing procurement policy and strategic direction.

The Board shall not participate in the evaluation, selection, negotiation, or award of suppliers except where Board approval is specifically required by this Policy. The Board's role is to establish policy, approve budgets, and provide oversight of procurement activities.
Any exception to this Policy that is not otherwise authorized through the Procurement Procedures shall require Board approval.

The CEO is responsible for:

- Administering and enforcing this Policy and the Procurement Procedures;
- Ensuring procurement activities comply with applicable legislation, Board policies, and delegated authority;
- Establishing and maintaining Procurement Procedures and related documentation;
- Approving and executing Contracts within delegated authority;
- Documenting and approving non-competitive and emergency procurements within delegated authority and providing information reports to the Board as appropriate;
- Ensuring staff are appropriately trained in procurement requirements;
- Reporting significant procurement matters, policy exceptions, emergency procurements, non-competitive procurements, and material non-compliance issues to the Board;
- Reporting annually to the Board on procurement activities and compliance with this Policy.

The LeadershipTeam is responsible for:

- Supporting the implementation of this Policy and the Procurement Procedures;
- Ensuring sufficient budget is available prior to initiating procurement activities;
- Promoting fair, transparent, and competitive procurement practices;
- Obtaining required approvals before committing Library funds;
- Managing Contracts and supplier relationships within their areas of responsibility;
- Monitoring supplier performance and contract compliance;
- Ensuring contracts are administered to achieve value, performance, and compliance with contractual requirements;
- Reporting non-compliance, procurement risks, or policy exceptions to the CEO.

Employees Involved in Procurement Activities are responsible for:

- Complying with this Policy and the Procurement Procedures;
- Conducting procurement activities ethically, fairly, and professionally;
- Obtaining required approvals before making purchases or committing Library funds;
- Maintaining appropriate procurement documentation;
- Disclosing actual, potential, or perceived conflicts of interest;
- Supporting the achievement of best value in procurement decisions.

Municipal Procurement Support

The Town of Innisfil's procurement services team may be engaged, as needed, to provide procurement guidance and support. They may also assist the Library with cooperative bidding opportunities for goods and services that may include the Town, Library and potentially other entities.

Where the Town's procurement services team is engaged to conduct or support a procurement on behalf of the Library, the Library Board acknowledges that the procurement shall be conducted in accordance with the Town of Innisfil's Procurement By-law and any related procedures, protocols and requirements. The resulting contract award shall remain subject to the Library's applicable approval authorities and budget approvals.

Appendices

Schedule A – Exemptions to the Procurement Policy
Schedule B – Procurement Methods, Thresholds and Approval Authorities

Related Documents

Procurement Procedure
The Buy Ontario Act: https://www.ontario.ca/laws/statute/25b27
The Buy Ontario Procurement Directive: https://www.ontario.ca/page/buy-ontario-procurement-directive
The Municipal Buy Ontario Procurement Directive: https://www.ontario.ca/page/municipal-buy-ontario-procurement-directive
The US Procurement Restriction Policy: https://www.supplyontario.ca/wp-content/uploads/US-Procurement-Restriction-Policy-Guide-March-31-2026-2.pdf
The Capital Infrastructure Policy: https://www.supplyontario.ca/wp-content/uploads/Capital-Infrastructure-Guide-for-Public-Sector-Buyers-April-2026.pdf
The Fleet Vehicle Policy:
https://www.supplyontario.ca/wp-content/uploads/Fleet-Vehicle-policy-March-2026_EN.pdf
Town of Innisfil Procurement By-Law
https://www.innisfil.ca/media/file/procurement-by-law

Approved by the Innisfil Public Library Board on November 3, 2026, Motion Number 2026.XX

Supersedes Policy #2018-16, approved October 9, 2018, Motion #2018.74; and Policy #2018-04, approved February 26, 2018, Motion #2018.20; &
Policy #2014-22, approved November 17, 2014, Motion #2014.84; Policy #2011-28, approved November 21, 2011, Motion #2011.77; &
Policy #2008-14, approved September 15, 2008, Motion #2008.55; &
Policy #2004-10, approved December 13, 2004 Motion #2004.61.

Schedule A - Exemptions to the Procurement Policy

The following goods, services, and expenditures are exempt from the competitive procurement requirements of this Policy, unless otherwise directed by the CEO. These purchases remain subject to approved budgets, delegated authority, and applicable financial controls.

Governance and Human Resources

- Recruitment and employment expenses;
- Employee salaries, wages, benefits, pensions, and statutory remittances;
- Professional development, conferences, memberships, training, and certifications;
- Board member training, conferences, and registrations;
- Employee recognition and wellness programs.

Legal and Professional Services

- Legal services and litigation-related expenditures;
- External legal counsel retained on behalf of the Library;
- Audit services appointed by the Board;
- Insurance services and premiums;
- Banking and investment services;
- Professional services where the provider is appointed by legislation or regulatory requirement.

Library Collections and Content

- Print collections, including books, magazines, and newspapers;
- Electronic resources, databases, and digital content subscriptions;
- Cataloguing and bibliographic services;
- Inter-library loan and resource-sharing services;
- Library materials acquired through standing agreements, cooperative purchasing arrangements, or consortium agreements;
- Specialized collection materials available from a sole supplier.

Technology and Communications

- Software licence renewals and maintenance agreements where changing vendors is impractical or would result in significant operational disruption;
- Domain registrations, website hosting, cloud services, and software subscriptions;
- Telecommunications and internet services.

Memberships and Cooperative Agreements

- Memberships in professional associations, library organizations, consortia, and cooperative purchasing groups;
- Purchases made through approved cooperative purchasing arrangements, consortium agreements, or publicly procured contracts available to the Library.

Facility and Operational Expenditures

- Utilities, including electricity, natural gas, water, wastewater, and waste collection;
- Postal, courier, and shipping services;
- Advertising, public notices, and promotional services;
- Facility rentals and venue bookings;
- Emergency repairs necessary to maintain Library operations, public safety, security, or building integrity.

Government and Public Sector Payments

- Payments to government agencies;
- Licences, permits, registrations, and regulatory fees;
- Court-ordered payments and settlements;
- Grants and contributions approved by the Board.

Donations and Sponsorships

- Expenditures funded entirely through restricted donations where donor conditions specify the supplier or service provider;
- Sponsorship agreements approved in accordance with Library policies.

Emergencies

- Goods or services procured in response to an emergency that threatens:
    - public health or safety;
    - Library operations;
    - Library property or assets; or
    - the security of Library information systems.

Emergency procurements shall be documented and reported in accordance with the Purchasing Procedures.

Other

Other exemptions authorized by legislation or approved by the CEO through the Procurement Procedures.

Schedule B - Procurement Methods, Thresholds and Approval Authorities

The procurement method shall be determined based on the total estimated Procurement Value, excluding HST, over the entire term of the Contract, including any renewals, extensions, and associated costs.

Procurement Value (excluding HST)	Procurement Method
Up to $25,000	Low Cost Purchase in accordance with Purchasing Procedures.
$25,001 - $139,000	Invitational Competitive Procurement. Minimum of three suppliers where practical.
Over $139,000	Open Competitive Procurement through a publicly advertised solicitation process.

Non-Competitive Procurement

Non-competitive procurement may be utilized where a competitive process is not practical or is not in the Library's best interest, including:

- Emergency circumstances;
- Compatibility or standardization requirements;
- Proprietary or sole-source goods and services;
- Cooperative purchasing arrangements;
- Contract extensions permitted under an existing agreement;
- Library collections, databases, subscriptions, and specialized resources available from a limited number of suppliers; or
- Other circumstances approved by the CEO and documented in accordance with the Purchasing Procedures.

All non-competitive procurements shall be appropriately documented and approved in accordance with delegated authority.

Cooperative Purchasing

The Library may utilize contracts, standing offers, vendor of record arrangements, consortium agreements, cooperative purchasing organizations, and publicly procured contracts where such arrangements provide best value and comply with applicable legislation and Board policy.

Approval Authorities

Approval authorities are cumulative and subject to approved budgets, procurement thresholds, and any Board approvals required under this Policy.

The following approval authorities apply to procurements, contract awards, renewals, extensions, amendments, and commitments of Library funds:

Authority	Maximum Approval Authority
Designated Employees	Up to $50,000
Other Library Directors	Up to $100,000
Director, Business Strategy	Up to $500,000
CEO	Within the limits of the Board-approved budget and subject to procurement thresholds established in this Policy

SUBJECT: **RECORDS MANAGEMENT POLICY**

Policy No: **2026-27**

Date: **November 3, 2026**

Review Date: **November 2030**

Pages: **7**

PURPOSE

To ensure that all library records, regardless of their media, are managed throughout the record's lifecycle. In accordance with this policy and further, that the Innisfil Public Library Board (the Library) complies with the intent and requirements of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and all applicable legislation, by implementing practices that will facilitate open access to public records, while protecting the privacy of personal information.

POLICY

General

This policy will provide guidelines to both Board and Employees for the creation, collection, maintenance, use, disclosure, retention, storage and disposal of records as required by applicable legislation and to the extent necessary for operational, regulatory, fiscal purposes, and personal information).

Application

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

DEFINITIONS

Active Record *means the records that are referred to and used on a regular basis.*

Archival Record *means those records that are to be retained on a permanent basis due to their historical and research value.*

Current *means the year in which the record was prepared.*

Data *means the representations of information or of concepts, in any form that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.*

Database *means data organized and stored so that it can be manipulated or extracted by computer hardware or software.*

Disposition *with respect to records – means the range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership which are documented in disposition authorities or other instruments.*

Formal Access Request *refers to the process of submitting a request for access to records in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*

Inactive *refers to the status of those records which have exceeded their active use but are still required on a less frequent basis.*

Inactive Storage *means a low-cost facility for the controlled maintenance, retrieval, and disposal of semi-active or inactive records.*

Official Records *refers to recorded information in any format or medium that documents the Board's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the Board in compliance with a legal obligation.*

Official Records System *means the Board's network, database systems and any document management systems utilizing the corporate records classification system.*

Original *means a record that was first produced, or is a source document, or is received by a department.*

Orphan Data *means data that:*

a. *Is not machine readable because the data exists with no identifiable application which can retrieve the data; or*
b. *Is machine-readable but does not have sufficient content, context or structure to render it understandable*

Permanent *means a record that is preserved or never destroyed or removed from the official records keeping system.*

Personal Information, *means recorded information about an identifiable individual. This includes their employment, health, identity, financial, technological, business, and professional information.*

Record *refers to any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise and includes:*

> *(a) data, in any form, and any record made, recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic, optical or any other means, and*
>
> *(b) subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution; ("document")*

Records Coordinator *means the employee charged with overseeing records management for the Library.*

Retention Period *means the time during which records must be kept by the Board before they may be disposed of.*

Retention Schedule *refers to the length of time that each record shall be retained before its final disposition. Records retention schedules serve as the legal authorization for the disposal of the Board's records.*

TOMRMS *is The Ontario Municipal Records Management System, which is the Library Board's standardized file classification system.*

Transitory Record *means a record that is:*

- *Insignificant/of no value in documenting library business*
- *Not required to meet statutory obligations or to sustain administrative or operational functions;*

Vital Records *refers to those records, which contain information essential to the continuation or resumption of library business.*

Background

Records created or received during daily business activity are Board property, and their retention and disposal must be managed in accordance with the Board's Records Management by-law, policies and procedures. These records are needed to ensure accountability and compliance with legislated obligations.

Since 2007, the Library has had a Records Retention By-Law in place, approved by the Board. The By-Law's accompanying Retention Schedule has been based on the Town's Retention Schedule, as per Section 255 (3).

In accordance with Section 254 (2) of the *Municipal Act, 2001*, the Board is required to retain and preserve its records in a secure and accessible manner.

Guidelines

General Guidelines

- The Board will manage its corporate records in accordance with all applicable legislation and regulations and, wherever possible, adopt and incorporate codes of best practice;
- Records will be retained in the most cost-effective manner, and only for as long as needed;
- Access to corporate records shall be made available to all employees designated as requiring access in order to perform the functions of their job, subject to certain limitations pertaining to access and disclosure;
- Board records are to be protected from unauthorized access, disclosure, and alteration, as well as deterioration and loss;
- Technologies being developed or purchased must provide for the accurate capture of metadata so that records can be referenced in the future;
- Systems must also protect the integrity of records, allow for the classification and application of retention periods, and have safeguards in place to prevent loss.

Guidelines for Retention

- The CEO or designated Records Coordinator shall review the Records Retention By-Law and Schedule annually and recommend amendments to ensure compliance with legislative requirements and–current industry standards.

Guidelines for Storage

- Employees are to ensure that official records within their custody and control remain accessible for designated employees and retrievable for the period set out within the retention schedule;
- Employees shall store official records in an environment, which provides for the preservation of the record over its entire lifecycle. The type of storage and services required shall be dictated by the purpose, physical form, use and value of the official record;
- Emails that are official records shall be classified/coded in accordance with the Board's records classification system and filed within an electronic records system of the Board and/or printed;
- Access restrictions will be applied to official records where specifically required to comply with access and privacy provisions outlined in MFIPPA or other statutes.

Guidelines for Disposition

- Destruction of records may only occur if a retention period for the record has been established and if that retention period has expired or the record is a copy of an original record per the *Municipal Act, 2001. S. 255*;
- Records are to be destroyed on an annual basis in a private and confidential manner through the expressed written consent of the CEO or Designate.
- Original destruction notices must be kept permanently;
- Transitory records are not classified within TOMRMS and can be disposed of immediately after use unless needed for an MFIPPA request.

Exemptions to Destruction:

- Archival and Vital records are not to be destroyed;
- Any records subject to a MFIPPA request--pending litigation or investigation must be retained as notified by the CEO or Designate;
- Any destruction, deletion, alteration, or attempts to discard or interfere with the accessibility of any record or other information which may be relevant and required for an ongoing, imminent, or pending audit, investigation, litigation, or pertaining to an access request under MFIPPA, that is brought to the attention of an employee, is a violation of both legislation and this policy and may result in criminal charges;
- Any record deemed to have archival value by the CEO or Designate will be exempt from the destruction process and placed with fellow archival records.

Information Database and Orphan Data

Prior to destruction of an information database or orphan data, the following documents are to be completed:

a) A written description of the following:
    i. The title of the system;
    ii. The name of the department/division responsible for the creation or use of the data;
    iii. A brief description of the system's purpose;
    iv. Where possible, a listing of the contents/information being destroyed.
b) The written approval of the signing authority;
c) Where applicable, an exemption from the Minister of Revenue, in order to satisfy the provision of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan.

A destruction certificate must be created and kept for audit trail purposes once destroyed.

Vital records are stored physically and electronically for ease of access for authorised employees.

Responsibilities

CEO

The CEO or Designate will:

- Develop and administer the Board's Records Management program in accordance with legislative requirements and industry best practices;
- Ensure that reasonable measures are established, documented and implemented enabling the Board to properly manage and protect its records from inadvertent destruction or damage, taking into account the financial and staff employees resources available to protect such records;
- Develop and communicate processes which enable service areas employees to maintain compliance with this policy;
- Provide records management training to Board employees;
- Provide inactive storage centre retrieval services to Board employees;
- Ensure the preservation, security and timely disposal of official records being maintained in storage centres
- The CEO or designate will be responsible for the administration of the Records Retention Schedule and the destruction or transfer of records that are no longer required.
- The CEO may designate a Records Coordinator.

Directors and Managers

Directors and Managers will:

- CEO and other employees, as designated by the CEO shall:
- Ensure that all employees are aware of their responsibilities under this policy;
- Address any non-compliance with the policy;
- Act as the signing authority or designate a suitably knowledgeable individual as a signing authority.

All Employees will:

- Familiarize themselves with this policy;
- Demonstrate compliance with this policy;
- Report any violation of this policy;
- Identify and distinguish official records and transitory records;
- Create, classify and store official records;
- Adhere to the retention periods stipulated;
- Ensure that records are destroyed in accordance with this policy;
- Ensure that records under their custody and control are protected from inadvertent destruction and properly preserved throughout their lifecycle;
- Protect records from unauthorized use or access;
- Maintain the confidentiality records;
- Ensure that designated users have access to records created within and for service area use.

Appendix #1 – Innisfil Public Library Board By-Law Number: 01-26

Approved by the Innisfil Public Library Board, November 3, 2026, Motion Number 2026.XX

Supersedes Policy #2019-05, approved March 18, 2019, Motion #2019.26; and Policy #2010-09, approved May 17, 2010, Motion #2010.38; and Policy #2007-01, approved May 22, 2007, Motion #2007.28.

Appendix 1

INNISFIL PUBLIC LIBRARY BOARD
BY-LAW NUMBER: 01-26

A By-Law to provide for the Preservation, Retention and Destruction of Records for the Innisfil Public Library Board

WHEREAS Section 254 of the Municipal Act, S.O. 2001, c.25, as amended, requires that a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner; and,

WHEREAS Section 255, Section (3) of the Municipal Act, S.O. 2001, c25, as amended, states that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

AND WHEREAS the Innisfil Public Library Board deems it expedient to establish retention periods as a means to effectively retain, preserve and destroy library records;

NOW THEREFORE, the Innisfil Public Library Board enacts as follows:

1) **DEFINITIONS**

In this By-Law:

a) ***Active Record*** *means the records that are referred to and used on a regular basis.*

b) ***Archival*** *refers to those records that are to be retained on a permanent basis due to their historical and research value.*

c) ***Archival Agreement*** *refers to an agreement for archival services with respect to the Board's records, which are transferred to a person or entity, but still under the ownership and control of the Board.*

d) ***Board*** *means The Innisfil Public Library Board.*

e) ***Classification*** *means The Ontario Municipal Records Management System, (TOMRMS), which is The Library Board's standardized file classification system.*

f) ***Destroy*** *refers to the process of eliminating or deleting data, documents and records so that the recorded information no longer exists.*

g) ***Disposition*** *with respect to records – means the range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership which are documented in disposition authorities or other instruments.*

h) ***File*** *has the same meaning as "records" and may be used inter-changeably*.

i) ***Inactive*** *refers to the status of those records which have exceeded their active use but are still required on a less frequent basis.*

j) ***Medium/media*** *means the format the record is saved as. Paper, electronic/digital, microfilm, photographs, plaques, trophies, oil or watercolour paintings, charcoal sketches, needlework and fabric are all examples of record mediums.*

k) ***Official Records*** *refers to recorded information in any format or medium that documents the Board's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the Board in compliance with a legal obligation.*

l) ***Off-Site*** *means the period of time records are kept "Off-'Site" or in storage during the inactive portion of their life cycle.*

m) ***Record*** *refers to any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records".*

n) ***Records Coordinator*** *The employee who oversees the preservation, retention and destruction of records on behalf of the Library Board*

o) ***Retention Period*** *means the period of time during which records must be kept by the Board before they may be disposed of.*

p) ***Retention Schedule*** *refers to a control document that describes the Board's records at a series level and indicates the length of time that each series shall be retained before its final disposition. Records retention schedules serve as the legal authorization for the disposal of the Board's records.*

q) ***Transitory Records*** *refers to records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Board policy or programs.*

r) ***Vital Records*** *refers to those records which contain information essential to the continuation or resumption of Library business. Such records are required in order to recreate the financial and legal status of the Library in an emergency situation and/or are needed in order to enable the Library to recover from a disaster situation with minimal disruption, cost and risk.*

2. DUTIES AND RESPONSIBILITIES

(a) The "Official Record Holder" refers to the department, division, or service area which holds custody and control of the original records for the length of time required under Schedule "A" attached;

(b) All Library Board employees who create, work with, or manage records shall:
   (i) Comply with the retention periods as specified in Schedule "A" attached hereto;
   (ii) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and,
   (iii) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

(c) Where the Board deems it necessary, the Board may enter into an agreement for Archival Services (Section 254, Municipal Act, S.O. 2001, c.25, as amended). Records transferred pursuant to an agreement remain the property of the Board.

3. RETENTION SCHEDULE

a) The retention schedule attached hereto as Schedule "A" forms part of this By-Law.

b) The CEO/Chief Librarian or designate shall administer this By-Law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.

4. DEFINITION OF RETENTION SYMBOLS

Schedule “A” attached hereto includes letters and symbols under the Retention Period Column. Such letters and symbols signify the following:

“S” – stands for “Superseded”. A file with this retention limit is transferred or destroyed when it has been replaced.

“T” – represents “Terminated”. A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way.

“P” – stands for “Permanent”. A file with this retention limit is never destroyed.

“**” – represents “Subject to Archival Selection”. Certain records have been designated as having potential historical and research value to the Board when their other values have been exceeded. Prior to their destruction, these records will be set aside for review to assess their archival value.

“*” - represents “Until Transaction Completed”. It only applies to Code R11 – Loans, Reserves.

5. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

a) The following principles govern the destruction of official records.

   i. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
   ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
   iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

b) Official records in the custody or control of the Board shall not be destroyed unless such records are older than the retention period set out in Schedule “A” attached.

c) “Copies” of official records may be destroyed at any time if the original records are being retained in accordance with Schedule “A” attached hereto.

d) In the event of any conflict between this By-Law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario, such statute or regulation shall prevail. If changes in the Act or pending legislation require the retention of any documents or records beyond the period stipulated in this By-Law, then such documents or records shall be retained according to such requirements.

6. **REPEAL OF BY-LAW**

That By-Law 03-19 including all appendices is hereby repealed.

7. **APPROVALS**

This By-Law, including the retention periods, shall come into force upon passage by the Innisfil Public Library Board.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF NOVEMBER, 2026.

_____	_____
Anne Smith, Board Chair	**Erin Scuccimarri, CEO**

A	**ADMINISTRATION** Includes records regarding routine administration and office service functions.
B	**BOARD AND LEGISLATIVE SERVICES** Includes records regarding the establishment of policy and By-Laws, and the operations of the Board.
C	**COUNCIL AND LEGISLATIVE SERVICES** Includes records regarding the establishment of policy and by-Laws, and the operations of Town Council and of Boards for which Council is responsible.
D	**DEVELOPMENT AND PLANNING** Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
E	**ENVIRONMENTAL SERVICES** Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management, environmental monitoring, tree removal and pruning.
F	**FINANCE AND ACCOUNTING** Includes records regarding the management of funds.
H	**HUMAN RESOURCES** Includes records regarding the Library's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
L	**LEGAL AFFAIRS** Includes records regarding legal matters such as contracts and agreements, insurance, and real estate matters.
M	**MEDIA AND PUBLIC RELATIONS** Includes records regarding the Library Board's relationship with the media and the general public.
P	**PROTECTION AND ENFORCEMENT SERVICES** Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.
R	**RECREATION AND CULTURE** Includes records regarding the provision of library services including programming information. May include joint library/recreation programmes and ventures.
S	**SOCIAL AND HEALTH CARE SERVICES** Includes records regarding social and health care programs.
V	**VEHICLES AND EQUIPMENT** Includes records regarding library equipment and related maintenance activities.

SCOPE NOTES

CODE	SECONDARY HEADING	On Site	Off Site	Total
A	**ADMINISTRATION**			
A00	**ADMINISTRATION-GENERAL** Includes general administrative records, which cannot be classified elsewhere. To be used only if no other heading is available.	1	0	1
A01	**ASSOCIATIONS AND ORGANIZATIONS** Includes correspondence, minutes, agendas, notices, and reports pertaining to organizations, associations to which staff belong or which staff communicate with in the course of their duties. **Excludes -** Membership Fees – see F01	1	0	1**
A02	**STAFF COMMITTEES AND MEETINGS** Records associated with the activities of staff committees, task forces, and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports. **Excludes -** Board Minutes and Agendas – see B03 or B04 - Standing Committees – see B05 or B06	1	3	4**
A03	**COMPUTER/INFORMATION SYSTEMS** System specifications and requirements and LAN/WAN, network administration such as acquisitions, operations including accounts, back-up and restore, PC programming information and packaged product information system specifications. Includes activity logs, help desk tickets. Also includes Software and hardware licenses and agreements. **Excludes -** Acquisitions – see F18 - System Development – see A23	S	4	S+4
A04	**CONFERENCES AND SEMINARS** Records associated with conferences, seminars, and workshops attended by staff or sponsored by the Town. Includes invitations, approvals, itineraries, notes and presentation hand-outs. **Excludes -** Travel Arrangements – see A13 - Speeches and Presentations – see M08 - Employee and Council Expenses – see F09 - Ceremonies and Events – see M02	1	0	1**
A05	**CONSULTANTS** Includes correspondence, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors. **Excludes -** Reports – file by subject - Quotations and Tenders (RFP) – see F18 - Contracts and Agreements – see L04 or L14	2	0	2**
A06	**INVENTORY CONTROL** Includes inventory statements, reports, and all other records regarding the control of supplies and equipment stock levels. **Excludes -** Assets – see F06	1	5	6
A07	**OFFICE EQUIPMENT AND FURNITURE** Records associated with the design and maintenance of owned and leased equipment and furniture. Includes copiers, microfiche readers, service records and equipment inventory. **Excludes -** Computer Hardware and Software – see A03 - Service Agreements – see L14	T	1	T+1
A08	**OFFICE SERVICES** Records regarding the inter-office mail systems, internal printing and word-processing services.	1	0	1

S=Superseded; T=Terminated; P=Permanent; **=Subject to Archival Selection; *=Until Transaction Completed

SCOPE NOTES

CODE	SECONDARY HEADING	On Site	Off Site	Total
A09	**POLICIES AND PROCEDURES** Records associated with policy and procedure manuals, guidelines and directives, corporate policy and standards issues. May include background information relating to the development of policies and regulatory by-laws. Also includes Committee Terms of Reference.	S	15	S+15
A10	**RECORDS MANAGEMENT** Includes administration of records management program, information pertaining to transfer of records as well as the records classification system. This records series may include file inventories, forms management, transfer records, and Records Centre Operations. **Excludes -** Retention By-Law – see B01 - Policies and procedures – see A09 - Records Disposition – see A11	1	2	3
A11	**RECORDS DISPOSITION** Records associated with the disposition of the Board's corporate records. Include records relating to the disposal method used and forms authorizing and describing the destruction of records.	P	0	P
A12	**TELECOMMUNICATIONS SYSTEMS** Records associated with all types of telecommunications systems. Includes telephone systems, fibre optics, facsimile machines, wireless. **Excludes -** Licences – see P08 - Assets – see F06	S	2	S+2
A13	**TRAVEL AND ACCOMMODATION** Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites and restaurants.	1	0	1
A14	**CLOTHING AND UNIFORMS** Records associated with special clothing used by Library Staff Members, such as clothing created specifically for library marketing use, and safety clothing.	S	2	S**+2
A15	**VENDORS AND SUPPLIERS** Records associated with vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets. **Excludes -** Purchase Orders and Requisitions – see F17 - Office Equipment – see A07 - Fleet Management – see V01.	2	0	2
A16	**INTERGOVERNMENTAL RELATIONS** Includes correspondence and other records of a general nature regarding the relationship between the Board and all levels of government. May include correspondence to and from Boards and Commissions. **Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.**	1	4	5**
A17	**ACCESSIBILITY OF RECORDS (MFIPPA)** Includes documents regarding the Board's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act.	T+2	0	T+2**
A18	**SECURITY** Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties, such as security passes and control of keys. Records related to the management of and access to software programs, including individual access, password management, etc. **Excludes -** Vandalism Reports – see P05	2	0	2

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SCOPE NOTES

CODE	SECONDARY HEADING	On Site	Off Site	Total
A19	**FACILITIES CONSTRUCTION AND RENOVATIONS** Records associated with the planning and construction of library facilities, joint use facilities and library administration offices. Includes site meetings, consultants' reports, and cost reports. Also includes architectural and engineering drawings.	T+2	2	T+4**
A20	**BUILDING AND PROPERTY MAINTENANCE** Records associated with the maintenance of the Library managed buildings and properties. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting, as well as heating, air conditioning, electrical services and plumbing. Also includes interior design of buildings, including floor layouts, office cleaning, and inspections for Fire, Alarms, Health & Safety, as well as Accessibility Audits. **Excludes** - Contracts – see L04 or L14 - Recreational Facilities – see R05	2	3	5
A21	**FACILITIES BOOKINGS** Includes copies of permits and bookings issued for the rental of library facilities for specific activities.	1	4	5
A22	**STUDIES** Records associated with general studies, which cannot be classified elsewhere. Includes the background studies for development charges.	1	10	11**
A23	**SYSTEMS DEVELOPMENT** Records associated with the development of information systems, system development methodologies and system architecture.	1	1	S+2
A24	**SERVICE STATISTICS/PERFORMANCE MEASUREMENT** Records relating to the measurement of performance. May include monthly or annual statistical reports or information related to efficiency and effectiveness. **Excludes** - Employee Performance Appraisal – see H03 Board/Departmental Goals &Objectives – see B08	1	5	6
A25	**SURVEYS/QUESTIONNAIRES** Surveys, questionnaires, and evaluations developed for internal or external use. Used primarily to obtain statistical data that cannot be classified by subject.	1	2	3
B	**BOARD AND LEGISLATIVE SERVICES**			
B00	**BOARD AND BY-LAWS – GENERAL** Records associated with Council, Board and By-Laws, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
B01	**BY-LAWS** Includes final versions of the Board's By-Laws and amendments and attachments that legally form part of the By-Laws. **Excludes** - Background information – file by subject	P	0	P
B02	**BY-LAWS (OTHER LIBRARY BOARDS)** Includes final versions of by-laws of other libraries, which are of interest to the Board.	1	0	1
B03	**BOARD AGENDAS** Includes agendas of Board meetings and all back-up material associated with the agenda. Includes working notes used in agenda preparation. **Excludes** – Board/Board Committee Correspondence not forming part of the agenda – see Applicable Subject	P	0	P
B04	**BOARD MINUTES** Minutes of the proceedings of Board meetings. Includes attachments to the minutes. **Excludes** - Board Committees – see B05, B06 -Reports to the Board – see B11	P	0	P

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SCOPE NOTES

CODE	SECONDARY HEADING	On Site	Off Site	Total
B05	**BOARD COMMITTEE AGENDAS** Includes agendas of Committees of the Board and all back-up material associated with the agenda. Includes working notes used in agenda preparation.	P	0	P
B06	**BOARD COMMITTEE MINUTES** Records associated with Committees of the Board, including minutes of proceedings and original supporting documents to minutes. **Excludes -**Staff Committees and Meetings – see A02 -Reports to the Board and its Committees – see B11	P	0	P
B07	**BOARD ELECTIONS AND APPOINTMENTS** Includes notices, notifications, appointments, resignations. Includes advertising, flyers, pamphlets and promotion materials associated with the appointments.	T+5	4	T+5
B08	**GOALS AND OBJECTIVES** Records associated with library planning and performance, goals and objectives and mission statements **Excludes** – Service Statistics and Performance Measures – see A24 -Strategic Plans – see B14	S	0	S**
B09	**MOTIONS AND RESOLUTIONS** Includes final signed versions of resolutions and motions of the Board.	P	0	P
B10	**BOARD, COMMISSIONS AND AUTHORITIES** Records associated with affiliated Boards, Commissions and Authorities. May include notices of meetings, agendas, minutes, reports, etc.	1	5	6
B11	**REPORTS TO BOARD/COMMITTEE** Includes all reports to the Board and Committees of the Board.	P	0	P
B12	**APPOINTMENTS TO BOARD COMMITTEES** Records associated with appointments by the Board of Staff and Board Members. Includes Building Committees, Fund Raising Committees, Finance Committees, etc.	P	0	P
B14	**STRATEGIC PLANNING** Records regarding strategic planning, internal realignment of services associated with library operations. Includes business/services planning, strategies, studies, initiatives, organization reviews, redesign and evaluation of programs and projects. **Excludes** – Service Statistics/Performance Planning – see A24 -Goals and Objectives – see B08	1	10	11**
B15	**GOVERNANCE** Records involving realignment of local services including the downloading or contracting of library services, amalgamation of business processes, restructuring and federal/provincial initiatives, library history. **Excludes –** Strategic Planning – see B14 -Annexation/Amalgamation – see D17	1	20	21**
C	**COUNCIL AND LEGISLATIVE SERVICES**			
C00	**COUNCIL, BOARDS AND BY-LAWS – GENERAL** Records associated with Council, Board and By-Laws, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
C01	**BY-LAWS** Includes final versions of the Town's By-Laws, and amendments and attachments that legally form part of the By-Laws.	P	0	P

S=Superseded; T=Terminated; P=Permanent; **=Subject to Archival Selection; *=Until Transaction Completed

SCOPE NOTES

CODE	SECONDARY HEADING	On Site	Off Site	Total
	Excludes - Background information – file by subject			
C02	**BY-LAWS – OTHER MUNICIPALITIES** Includes final versions of by-laws of other municipalities which are of interest to the Town of Innisfil	1	0	S
C03	**COUNCIL AGENDAS** Includes agendas of Council meetings and all back-up material associated with the agenda.	1	P	P
C04	**COUNCIL MINUTES** Minutes of the proceedings of Council meetings. Includes attachments to the minutes. **Excludes -** Council Committees – see C05, C06 - Reports to Council – see C11	1	P	P
C05	**COUNCIL COMMITTEE AGENDAS** Includes agendas of Committees of Council and all back-up material associated with the agenda. Includes working notes used in agenda preparation.	1	P	P
C06	**COUNCIL COMMITTEE MINUTES** Records associated with Committees of Council, including minutes of proceedings and original supporting documents to minutes. **Excludes -** Staff Committees and Meetings – see A02 - Staff Reports to Council/Committee – see C11	1	P	P
C07	**ELECTIONS** Includes returned notices, lists of officials, voter's lists, nominations, election results, and information on ward boundaries. Includes advertising associated with elections.	T+5	0	T+5
C08	**GOALS AND OBJECTIVES** Records associated with departmental/divisional planning and performance, goals and objectives, and mission statements. **Excludes -** Service Statistics and Performance Measures – see A24	S	1	S**+1
C09	**MOTIONS AND RESOLUTIONS** Includes final signed versions of resolution and motions of Council.	1	P	P
C10	**BOARDS, COMMISSIONS AND AUTHORITIES**	1	5	6
C11	**REPORTS TO COUNCIL** Includes all reports to Council and Committees of Council.	3	P	P**
C12	**APPOINTMENTS TO BOARDS AND COMMITTEES** Records associated with appointments by Council of staff and Council members.	1	P	P
C13	**OATHS AND AFFIDAVITS** Records associated with affidavits of oaths by government officials, commissioners and notaries public. This record series may include applications and appointments.	1	1	S+2
C14	**CORPORATE STRATEGIC PLANNING** Records regarding strategic planning, internal realignment of services associated with Town operations. Includes business/services planning, strategies, studies, initiatives, organization reviews, redesign and evaluation of programs and projects. Also includes records relating to strategic partnerships such as Municipal Services Corporations. **Excludes -** Services Statistics/Performance Planning – see A24 - Goals and Objectives – see C08	1	10	11**
C15	**GOVERNANCE** Records involving realignment of local services including the downloading or contracting of municipal services, amalgamation of business processes, restructuring and federal/provincial initiatives.	1	20	21**

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SCOPE NOTES

CODE	SECONDARY HEADING	On Site	Off Site	Total
	Excludes - Corporate Strategic Planning – see C14 - Annexation/Amalgamation – see D17			
D	**DEVELOPMENT AND PLANNING**			
D00	**DEVELOPMENT AND PLANNING – GENERAL** Records associated with general development and planning which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
D01	**DEMOGRAPHIC STUDIES** Records associated with population projections and growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. **Excludes** - Vital Statistics – see L12	5	5	10**
D02	**ECONOMIC DEVELOPMENT** Includes records regarding the growth of the economy and initiatives/planning to attract, retain and expand business. Includes studies, statistics, projections, etc. **Excludes** - Demographic Studies – see D01 - Residential Development – see D04 - Tourism Development – see D06	5	5	10**
D03	**ENVIRONMENT PLANNING** Records associated with environmental studies and environmental records that have a long range planning emphasis, such as conservation, impact of development on environment**,** pollution, waterfront, natural resources, parks and open spaces. Includes Environmental Assessments and Windfarm information. **Excludes -** Environmental Monitoring – see E05	5	10	15**
D06	**TOURISM DEVELOPMENT** Records associated with the tourism industry and efforts made by library services to promote and encourage tourism.	5	5	10**
D08	**OFFICIAL PLANS** Records associated with the adoption of the Town's Official Plan including broad reaching updates or amendments to the official plan as they pertain to library services.	P	P	P**
D15	**EASEMENTS** Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private lands. **Excludes -** Original Agreements – Under Seal – see L04	T+1	5	T+6**
D17	**ANNEXATION/AMALGAMATION** Records associated with the annexing and amalgamating of land adjacent to municipal lands to accommodate growth as they pertain to library services. May include studies on restructuring.	P	P	P
D22	**COMMUNITY IMPROVEMENT PROJECTS** Includes records, studies, statistics and any required background information on community development programs, which include library services participation. **Excludes** - Economic Development – see D02 - Demographic Studies – see D01 - Residential Development – see D04 - Community Improvement Revenues – see F21	T+1	5	T+6**
D23	**GEOGRAPHIC INFORMATION SYSTEMS** Includes records pertaining to geocoding, remote sensing, and Geographic Information Systems (GIS).	S	0	S

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SCOPE NOTES

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E	**ENVIRONMENTAL SERVICES**			
E00	**ENVIRONMENTAL SERVICES – GENERAL** Records associated with environmental topics, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
E06	**UTILITIES** Includes location drawings provided to the Library from utility companies such as telephone lines, gas mains, fibre and power lines, water mains, etc. Also includes water meter readings. To include records relating to Solar and Wind Power.	2	3	5**
F	**FINANCE AND ACCOUNTING**			
F00	**FINANCE AND ACCOUNTING – GENERAL** Records associated with finance and accounting, which cannot be classified elsewhere. Use only if no other heading is available.	1	1	2
F01	**ACCOUNTS PAYABLE** Records associated with documenting funds payable by the Board, such as paid invoices, rebates, reports, membership fees, telephone bills, employee and Board expenses. **Excludes -** Cancelled Cheques – see F07	1	6	7
F02	**ACCOUNTS RECEIVABLE** Records associated with documenting funds owing to the Board, such as invoices. Includes correspondence and any supporting documentation related to the collection of fines, charges and fees. **Excludes** - Write-offs - see F23	1	6	7
F03	**AUDITS** Records associated with internal and external financial audits of accounts. Also includes working papers and notes for preparation of year-end reports. **Excludes** - Operation audits - see relevant subject. - Audited Financial Statements - see F10.	1	6	7
F04	**BANKING** Records associated with banking transactions and relationships with banks for any account held by the Board. Includes bank reconciliations and deposit records.	1	6	7
F05	**BUDGETS AND ESTIMATES** Includes library budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	1	6	7**
F06	**ASSETS** Records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization and disposal. **Excludes** - Land Acquisition and Sale - see L07 and L10.	T+1	9	T+10**
F07	**CHEQUES** Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques. N.S.F. cheques and bank statements. **Excludes** - Banking - see F04	1	6	7
F08	**DEBENTURES AND BONDS** Records associated with debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. **Excludes** - Debenture Registers - see F14	T+1	6	T+7
F09	**EMPLOYEE AND BOARD EXPENSES** Includes travel and meeting expense statements and all receipts submitted by	1	6	7

SCOPE NOTES

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	employees or Board and Committee members to substantiate expense claims. May include credit card information (i.e. account numbers and statements, etc.) May also include employee time sheets combined with travel and expense statements. **Excludes -** Attendance – see H01			
F10	**FINANCIAL STATEMENTS** Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. **Excludes** - all working notes, calculations and background documentation, see F26	2	P	P**
F11	**GRANTS AND LOANS** Records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports.	1	6	7
F12	**INVESTMENTS** Records associated with any Board investments.	T+1	6	T+7
F13	**JOURNAL VOUCHERS** Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	1	6	7
F14	**SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS** Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. **Excludes** - Documents and vouchers used to support entries - see relevant subject under 'F' primary.	1	6	7**
F15	**GENERAL LEDGERS AND JOURNALS** Includes all records in the Books of Original Entry.	1	P	P
F16	**PAYROLL** May include copies of any records of payments of salary, wages and deductions to employees held by the Board, time sheets, pay lists, OMERS agreements; honoraria and fees to the Board. **Excludes** - Payroll Registers - see F14.	1	6	7
F17	**PURCHASE ORDERS AND REQUISITIONS** Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. **Excludes** - Quotations and Tenders - see F18.	1	6	7
F18	**QUOTATIONS AND TENDERS** Records regarding quotation and tenders for all library related projects obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-Qualifications, and all documentation regarding the selection process. **Excludes** - Successful quotations and tenders - see L04.	1	5	6**
F19	**RECEIPTS** Includes receipts issued for payment of items such as lost books, fines and fees.	1	6	7
F20	**RESERVE FUNDS** Includes records documenting discretionary reserve funds such as reserves for future capital projects, donation reserves and information systems, reserves, etc.	1	6	7
F21	**REVENUES** Records associated with the generation of revenues, such as development charges, etc. **Excludes -** Accounts Receivable - see F02	1	6	7
F23	**WRITE-OFFS** Includes accounts receivable that have been written off as uncollectible. **Excludes** - Accounts Receivable - see F02	1	6	7
F26	**WORKING PAPERS** Includes all working notes, calculations, and background documentation used to	T+1	6	T+7

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	calculate financial statements such as the Monthly Trial Balance. **Excludes** - Financial Statements – see F10			
F27	**FINANCIAL INFORMATION RETURNS** Records associated with reporting requirements to regulatory agencies. This record series may include all financial information returns required to be submitted to agencies such as the Ministry of Municipal Affairs and Housing, the Ministry of Culture.	1	6	7**
H	**HUMAN RESOURCES**			
H00	**HUMAN RESOURCES – GENERAL** Includes records regarding human resources, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
H01	**ATTENDANCE AND SCHEDULING** Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc. **Excludes -** Individual Time Sheets - see F16.	1	2	3
H02	**BENEFITS** Includes brochures, rates, correspondence, and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, EAP and general information on EHT. **Excludes** - Payroll - see F16.	T+10	0	T+10
H03	**EMPLOYEE RECORDS** Records regarding the employment history of Library Employees, including initial resumes and applications, performance evaluations, correspondence with the employee and employee assistance. Includes part-time and student employees. Also includes Criminal and Police Vulnerable Sector Checks.	T+3	4	T+7**
H04	**HEALTH AND SAFETY** Records regarding the occupational health and safety of staff. Includes accident reports, Workers' Compensation reports, and information on health and safety programs for staff. **Excludes** - Accidents of the Public - see P05. - Lost time reports and claims – see H15	1	6	7**
H05	**HUMAN RESOURCE PLANNING** Records associated with succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. **Excludes** - Employee Records - see H03.	2	0	2**
H06	**JOB DESCRIPTIONS** Includes job descriptions and specifications as well as background information used in their preparation and amendment.	S	0	S**
H08	**ORGANIZATIONAL STRUCTURE** Records associated with reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. **Excludes** - Job Descriptions - see H06.	S	2	2+ S**
H09	**SALARY PLANNING/COMPENSATION** Records associated with the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity. **Excludes** - Employee Records - see H03.	5	0	5
H10	**PENSION RECORDS** Records detailing obligations to individuals under OMERS. Includes OMERS acceptance information for Permanent Part-Time Library Staff.	1	P	P

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	Excludes - Deductions for Pension - see F16. - General information on Pension Plans – see H02. - Payments made to OMERS - see F01.			
H11	**RECRUITMENT** Records associated with the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	T+3	0	T+3**
H12	**TRAINING AND DEVELOPMENT** Records associated with courses offered to employees, and information on career and professional development programs. Also includes orientation materials. **Excludes** - Employee Records – see H03	T+3	0	T+3**
H15	**CLAIMS** Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. **Excludes –** Includes Non-Lost-time incidents/accidents – see H04	T+1	6	T+7**
H16	**EMPLOYEE SERVICE AWARDS/RECOGNITION** Records associated with employee service awards and recognition programs.	2	0	2
H17	**JOB EVALUATIONS** Records associated with the Job Evaluation process.	S	5	S+5**
H18	**PERFORMANCE MANAGEMENT** Includes records regarding the administration of the performance management program. **Excludes** - Performance Reports – see H03	S	0	S
H19	**WELLNESS PROGRAMS** Includes records relating to the wellness programs offered to staff **Excludes** – Health & Safety Programs – see H04; Training – see H12	1	1	2
L	**LEGAL AFFAIRS**			
L00	**LEGAL AFFAIRS – GENERAL** Records associated with legal affairs, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
L02	**CLAIMS AGAINST THE LIBRARY BOARD** Includes all litigation made by other parties against the Library Board.	T+1	6	T+7
L03	**CLAIMS BY THE LIBRARY BOARD** Includes all litigation made against other parties by the Board.	T+1	6	T+7
L04	**CONTRACTS AND AGREEMENTS** Includes all agreements entered into by the Board, which require a resolution or By-Law for approval. Includes construction contracts, etc. Also includes agreements regarding easements, and encroachments. **Excludes** - Simple Contracts and Agreements – not under seal - see L14 - Contracts regarding Land - see L07 - Insurance Policies - see L06	T+2	13	T+15**
L05	**INSURANCE APPRAISALS** Includes appraisals of library property for insurance purposes.	T+1	14	T+15
L06	**INSURANCE POLICIES** Includes library/Town insurance policy documents, such as vehicle, liability, theft, and fire insurance. **Excludes** - Employee Group Insurance - see H02 - Third Party Contracts - see L04	T+1	14	T+15
L07	**LAND ACQUISITION** Records associated with the acquisition of lands by the Board. Includes all transaction records, purchase letters, etc.	T+5	10	T+15**

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	Excludes - Deeds – see L16			
L08	**OPINIONS AND BRIEFS** Includes copies of opinions and briefs prepared by the Board's legal counsel on specific issues and By-Laws.	S	0	S**
L11	**LEGISLATION** Includes records regarding Bills, Acts and Regulations enacted by the Parliament of Canada or the Ontario Legislature, which affect or are of interest to the Board.	S	0	S
L14	**CONTRACTS AND AGREEMENTS – NOT UNDER SEAL** Includes contracts and agreements, which do not require approval by resolution or By-Law such as equipment rental and service contracts, vehicle leases and purchase agreements.	T+1	14	T+15**
L15	**RISK MANAGEMENT** Records associated with the identification and control of potential hazards and accidental loss that may jeopardize the Library. May include risk analysis, insurance coverage and claims adjustment.	1	6	7**
L16	**DEEDS** Deeds associated with all Library Board owned properties.	T	10	T+10**
L17	**LITIGATION** Includes all non-insured claims against the Library, including notices of potential claims, negotiation of settlements and lawsuits.	T	10	T+10
M	**MEDIA AND PUBLIC RELATIONS**			
M00	**MEDIA AND PUBLIC RELATIONS-GENERAL** Records associated with media and public relations, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
M01	**ADVERTISING** Records associated with public advertising in magazines, newspapers, radio, television, and transit. **Excludes** - News Releases - see M06 - Recruitment - see H11 - Board Appointments - see B07	1	0	1**
M02	**CEREMONIES AND EVENTS** Records associated with participation in special events, openings, and anniversaries. Also includes records regarding the set-up and running of special events.	1	4	5**
M03	**CHARITABLE CAMPAIGNS/FUND RAISING** Records associated with the raising of funds and donations for the Library, for Board-run programs, or for other charitable organizations. **Excludes** - Receipts - see F19	1	0	1**
M04	**COMPLAINTS, COMMENDATIONS AND INQUIRIES** Records associated with complaints, commendations, requests for information, and very general types of inquiries. Also includes concerns about services offered by the Library, inquiries about Board proceedings and congratulatory letters. **Excludes** - Accessibility of Records (Freedom of Information) – see A17 - Specific complaints – see appropriate subject - Comments collected on Surveys – see A25	1	1	2**

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	- Actions as a result of inquiry – see appropriate subject			
M05	**NEWS CLIPPINGS** Includes clippings from newspapers, information from journals and other printed media. **Excludes** - Clippings used as reference material - see relevant subject.	1	0	1**
M06	**NEWS RELEASES** Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	1	0	1**
M07	**PUBLICATIONS** Includes typed manuscripts, artwork, printed copies and related records regarding the publication of library and tourism information, shows, current events, business directories, and maps. May include annual reports of a non-financial nature.	S	5	S**+5
M08	**SPEECHES AND PRESENTATIONS** Includes background notes and final versions of speeches, presentations and news conferences given by the Board Chair or Trustees. **Excludes** - Media coverage of speeches/presentations - see M05 - News Releases - see M06	1	2	3**
M09	**VISUAL IDENTITY AND INSIGNIA** Records associated with the standards, which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, clothing, etc. May also include records regarding corporation insignia and seals of office.	S	5	S+5**
M10	**NEWLETTERS** Records associated with working documentation and final versions of newsletters published for Staff, library customers and residents of the Town.	1	2	3**
M11	**SOCIAL MEDIA** Records regarding creation and maintenance of website, electronic information signs and on-line communications, including correspondence, submissions forms, maintenance logs, evaluation reports and a -news. Incorporates snapshots of website content and copies of web pages created by the municipality for general public use. May also include information on social media sites such as Facebook, Twitter, Flickr, YouTube, etc., or any other current or future electronic messaging technology or device. Excludes -Technical aspect of maintaining website - see A23	1	1	2
P	**PROTECTION AND ENFORCEMENT SERVICES**			
P00	**PROTECTION AND ENFORCEMENT SERVICES – GENERAL** Records associated with protection and enforcement services, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
P02	**DAILY ACTIVITY/OCCURRENCE LOGS** Records associated with the maintenance of daily activity or logs related to facility security.	1	6	7**
P03	**EMERGENCY PLANNING** Records associated with the planning and rehearsal of emergency measures. May include evacuee centres in the event of disaster, provision of services and emergency resources, and contingency planning. May also include 9-1-1 emergency services.	S	0	S + 1**
P04	**HAZARDOUS MATERIALS** Information and reports on chemicals and substances that pose fire hazards.	S	0	S

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	Also includes records dealing with toxic substances control, transportation and effects. **Excludes** - Staff Safety Training - see H04			
P05	**INCIDENT/ACCIDENT REPORTS** Includes vandalism and security incident reports and reports of accidents that occur at any Branch of the Library System. **Excludes** - Security - see A18 - Accidents of Staff - see Health and Safety, H04 - Vehicle Accidents - see L02 **Incidents involving minors must be kept for 20 years**	T	5	T+5
P09	**PERMITS, OTHER** Includes applications and documents related to permits issued by other government bodies. Also includes fire permits and sign permits.	T	2	T+2
P13	**EMERGENCY CALLS** Records associated with emergency calls such as fire incidents.	1	5	6
P14	**FIRE PREVENTION PLANNING** Fire Plans and other records associated with fire prevention and response programs for library services.	2	3	5
R	**RECREATION AND CULTURE**			
R00	**RECREATION AND CULTURE – GENERAL** Records associated with recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
R02	**LIBRARY SERVICES** Includes information on specific services sponsored or provided directly by the Library.	2	3	5
R03	**MUSEUM AND ARCHIVAL SERVICES** Includes registers of holdings, such as historical society holdings, and related records.	2	3	5**
R08	**PROGRAMMING** Includes correspondence, reports and general information associated with the development and delivery of literacy/reading programs. Includes OLA/SOLS sponsored programs, outreach programs offered in schools, HomeBound Services, affiliated Town of Innisfil Recreation Programs, etc. **Excludes –** Statistics – see A24 -Program Registrations – see R09	2	3	5**
R09	**PROGRAM REGISTRATIONS** Includes registration information for all library programming.	1	0	1
R10	**MEMBERSHIP REGISTRATIONS** Includes electronic membership registration information for customers at all branches of the Library system and all temporary paper membership registration forms. **Excludes –** Program Registrations – see R09	2	1	3
R11	**LOANS, RESERVES** Includes hard copy and electronic information required to complete a transaction. May include Interlibrary loan requests, hold reserves or information about other library customer borrowing transactions.	*	*	*

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S	**SOCIAL AND HEALTH CARE SERVICES**			
S05	**ACCESSIBILITY** Includes relating to accessibility. Includes Library Accessibility Plan and related documents, **Excludes** - Accessibility Legislation – see L11 - Accessibility Committee Agendas and Minutes – see B05/B06	1	5	6
V	**VEHICLES AND EQUIPMENT**			
V00	**VEHICLES AND EQUIPMENT – GENERAL** Includes records regarding vehicles and equipment, which cannot be classified elsewhere. Use only if no other heading is available.	1	0	1
V03	**TRANSPORTABLE EQUIPMENT** Records associated with transportable equipment used by the Library. Also includes maintenance and history files on equipment such as portable sound systems, projectors, etc.	T+1	0	T+1
V05	**EQUIPMENT INVENTORY** Records associated with inventories, reports and control of supplies, fuel and equipment.	T+1	5	T+6

SCOPE NOTES

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INNISFIL PUBLIC
LIBRARY BOARD

Our Impact 2023-2026

INNISFIL
ideaLAB
& Library

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Introduction

A Library Evolving with its Community

During its 2023–2026 term, the Board strengthened governance, expanded access to essential community services, built a foundation for fund development, adapted Library spaces and outreach, supported newcomers, and reinforced intellectual freedom. It leaves the next Board with strong foundations, established partnerships, and clear priorities for sustaining accessible, responsive public library service.

The Innisfil Public Library Board is proud of the progress made during its 2023–2026 term and of the role the Library continues to play in the lives of Innisfil residents.

Over the past four years, the Library has evolved alongside a growing and changing community. The Board led the Library to be more responsive to emerging needs, more connected to community partners, more resilient in how it serves residents, more accessible in where and how services are delivered, and more confident in its public role.

The Library remained a place for reading, learning, creating, and connecting, while expanding its role in the community. Residents turn to the Library not only for collections, programs, technology, and learning opportunities, but also for help navigating the challenges of everyday life.

Through partnerships, residents connected with supports related to housing, employment, newcomer settlement, youth counselling, legal services, caregiver support and other essential needs.

This evolution required the Library to think differently about how it serves the community. The Library increasingly delivered services through partnerships and beyond its walls, and adapted its spaces to reflect how people learn, work, and connect. New approaches to fundraising created opportunities to invest in the Library's future, and the Library strengthened its role in welcoming newcomers and championing intellectual freedom.

These accomplishments reflect the collective work of the Board, Library staff, community partners, and residents. Together, they have helped build a Library that is an essential community asset: a trusted place where people can find information, access services, develop skills, build relationships, participate in community life, and pursue new possibilities.



Governance

Under Ontario's Public Libraries Act, the Board has management and control of the Library. It sets direction and policy, ensures accountability, and focuses on community needs and outcomes.

Policy is one of the most important tools a board uses to govern effectively. Through policy, the Board sets expectations, provides clarity and helps ensure decisions remain consistent over time, even as people and circumstances change.

Policy Decisions That Changed How We Serve

Some of the Board's most significant contributions were policy decisions that changed how the Library removes barriers, protects access to information, reflects the community and supports staff in delivering effective services.

BOARD DECISION	IMPACT
Removing barriers to access	Expanded membership to Indigenous, Métis, and Inuit people across Ontario; introduced an Access Membership for people without stable housing, and established policy foundations for Home Library Service and resource sharing. These changes expanded access to Library services and increased the ways residents could use the Library and receive materials.
Strengthening intellectual freedom	Strengthened the Collection Management Policy, reinforced the Library's commitment to provincial and national intellectual freedom principles, and established the Book Sanctuary and stronger processes for responding to challenges to Library materials.
Making the Library more representative	The Board embedded equity, diversity, and inclusion into Library policy and decision-making, and strengthened the Library's commitment to preserving local history that reflects Indigenous Peoples and other underrepresented voices.
Strengthening how services are designed and evaluated	Updated the Program Policy to connect programming to strategic priorities, community needs, and evaluation, supporting a more intentional approach to designing and measuring the impact of Library programs.
Building organizational resilience	Advanced pay equity and job evaluation work and strengthened the Library's compensation framework, supporting fair, consistent, and sustainable employment practices.

Board Achievements

2023

- Completed first ROI Study
- Opened the Book Sanctuary
- Solo Pods introduced
- Received W.K. Lamb Award for Service to Seniors

2024

- Spark Gala Raises $22K
- New partnerships to deliver teen programs (BSCF)
- Human Services Navigator Pilot Project
- Launched Library App
- Received the Hopeful Hearts Award from CFS Counselling + Wellbeing

2025

- Increased multilingual collection
- Opened the Remembering Garden
- Launched ideaLAB on the GO
- Opened Holds Locker at Sandycove Acres
- Launched 'Buy a Shelf' Campaign

2026

- Renovated Lakeshore Children's Area
- Upgraded *Our Stories Innisfil* digital repository
- Opened Microgallery of the Canadian Library Project
- Received Newcomer Inclusive Service Award

Key Accomplishments

1

Delivering Services Our Community Needs

Over the past four years, the Library significantly expanded its role as an accessible point of connection to essential community services. The Board recognized that the Library was increasingly serving residents who were seeking assistance with a variety of complex situations. People were coming through the doors looking for help with housing, employment, food insecurity, mental health, financial hardships, immigration and other challenging issues.

The Library responded by building stronger relationships with community agencies and bringing services directly into Library spaces. Through these partnerships, residents connected with organizations including YMCA Immigrant Services, CONTACT Community Services, YouthCALL, employment services, and legal supports. This partnership-based approach means residents can access services in a familiar, welcoming and non-stigmatizing public space.



A significant milestone was the launch of the Human Services Navigator pilot in 2024, supported by funding from the County of Simcoe. The Navigator provided individualized support to connect residents with the right services and overcome barriers to accessing help. Rather than expecting residents to navigate a complicated network of agencies on their own, the Library created a trusted point of entry where people can begin.

The Navigator model has also strengthened the Library's understanding of community needs. Staff gained a clearer picture of the challenges facing residents and have used that knowledge to shape partnerships, programs and services. The Library has become better equipped not only to respond to individual needs, but also to identify emerging community needs and build relationships around them.

This represents an important shift in the Library's role: using our unique position as an accessible, trusted, and community-based space to help people connect with the organizations and supports they need to thrive.

Key Accomplishments

2

Building a Foundation for Fund Development

Recognizing the incredible impact that additional sources of funding can have in enabling the Library to respond to emerging needs, pilot new ideas and provide value-added opportunities for the community. The Board established a Fundraising Committee and began building the structures, relationships, and community awareness needed to support long-term fundraising. The Library secured charitable status registration, strengthening its ability to pursue future philanthropic opportunities.

In February 2024, the Library hosted its first fundraising gala, *Spark: A Celebration of Creativity and Imagination*. The event raised more than $22,000 and demonstrated that local businesses, residents and community leaders were willing to invest in the Library's future. More importantly, *Spark* demonstrated that fundraising could be an opportunity to celebrate the Library, tell its story, and invite people to become partners in its work.

The Library diversified its fundraising efforts. Community campaigns such as *Buy a Shelf* have connected donors directly to a visible, tangible improvement in the Library, while other community fundraising initiatives have helped generate support for programs and services.

The Library Board significantly increased grant revenue during this term. The Library continues to receive approximately $46, 000 annually through the Provincial Public Library Operating Grant. The Library secured additional grant funding totaling just under $600, 000 over the course of this board term. These investments have enabled the Library to expand services, strengthen community partnerships, and advance key priorities identified by the Board.

These efforts represent the beginning of a longer-term fund development journey. The Library now has a growing presence in the philanthropic community, some early fundraising successes, new donor relationships, and greater experience in asking the community to invest in their Library.



Key Accomplishments

3

Transforming Library Spaces Around Community Needs

The Library made a fundamental shift in how we think about physical spaces. Rather than treating Library buildings as fixed facilities, the Board supported an approach that asks a more important question: *What does the community need this space for?*

That meant adapting existing spaces, creating new ways to access Library services, and investing in spaces that reflect how residents live, work, learn, and connect today.

The Library responded to growing demand for quiet and flexible spaces at by introducing study pods and adapting rooms for different uses at all locations. The renovation of the children's area at Lakeshore was another significant investment, expanding and reshaping the space to better serve Innisfil's growing population of children and families.

In 2025, the Library extended its footprint beyond traditional branches. The *ideaLAB on the Go* outreach vehicle brought Library services directly into neighbourhoods, parks, beaches, and community events. The mobile outreach model allows staff to bring books, technology, Library of Things materials, activities, and information directly to residents rather than expecting every resident to come to a branch location.

A Holds Locker was installed in Sandycove Acres, representing another new way of thinking about access. The Locker gave residents the ability to pick up and return Library materials in a convenient location.

The Board has supported a more flexible approach to space that recognizes changing demographics, different ways of learning and working, accessibility needs, community partnerships and the geography of Innisfil.







Key Accomplishments

4

Supporting Newcomers

As Innisfil grows and becomes more diverse, the Library has made a commitment to ensuring newcomers can find information, connection, and a sense of belonging in their new community.

In addition to providing multilingual resources, the Library has built relationships with the organizations and communities that support newcomers directly. Library staff participated in the County of Simcoe's Local Immigration Partnership, developed relationships with settlement and employment organizations, and worked to better understand the real experiences and barriers faced by newcomers.

This work has led to practical services within Library spaces. YMCA Immigrant Services provides settlement support at the Lakeshore Branch, while newcomer employment services, English-language learning, and conversation opportunities help residents build confidence, find work, and establish connections. The Library has also developed resources to help residents navigate Canadian citizenship and other complex systems.

The Library's approach has increasingly focused on the fact that settlement is not simply about finding information; it is about finding people, building relationships, and becoming part of a community. Through initiatives such as *Week of Welcome*, the Library has provided a neutral and accessible setting where newcomers can meet municipal staff, service providers, community organizations, and other residents. These initiatives connect newcomers not only to services, but also to opportunities to more fully participate in daily life in Innisfil.

In 2026, the Library received the *County of Simcoe's Newcomer Inclusive Service Delivery Award* in recognition of its innovative programs and services for immigrant residents. The award highlighted the Library's commitment to creating welcoming, inclusive services that helped newcomers feel connected, supported, and part of the Innisfil community.



Key Accomplishments

5

Championing Intellectual Freedom

The Library strengthened its role as a defender of intellectual freedom and the individual's right to read, learn, and explore ideas.

This became increasingly important over the last four years as public libraries across Canada faced growing challenges to books, programs and access to information. The Board recognized that protecting intellectual freedom cannot simply be a statement in a policy. The Library needed clear policies, consistent processes, and the confidence to explain why intellectual freedom matters when difficult questions arise.
In 2023, the Library launched its Book Sanctuary Collection, bringing together more than 50 adult, teen, and children's titles that have been challenged, censored or removed from public libraries or schools in North America. The collection provides an opportunity for residents to encounter challenged books while learning about the broader issue of censorship and the freedom to read.

The Library continued to use Freedom to Read Week and social media campaigns to educate the community about intellectual freedom. Staff also developed greater expertise in discussing challenges to materials and the principles that guide Library decisions.

Behind the public-facing work, the Library strengthened its policies and processes around collections, room use, programs, and individual rights.
Intellectual freedom is tested not when it is easy to defend, but when a controversial book, program, speaker, or idea generates disagreement.
The Board's role is to provide the governance framework and support needed for staff to make decisions based on established principles rather than on the popularity of an idea.

In doing so, the Library positioned intellectual freedom as part of its role in a healthy democracy. This commitment ensures residents have meaningful opportunities to access information, encounter different perspectives, and make their own informed choices.



Advocacy and Relationships

COUNCIL RELATIONSHIPS

The Library's success depends on a strong partnership with the municipality. Over the past four years, the Board worked to build and maintain positive relationships grounded in mutual respect, regular communication, and a shared commitment to serving the residents of Innisfil.

The Library and Town share many common priorities, including community well-being, economic development, lifelong learning, service accessibility, and building a connected and inclusive community. By working together, both organizations can leverage their unique strengths to advance these goals and maximize value for residents.

Throughout this term, the Board provided regular updates to Council, shared evidence of the Library's impact, and sought opportunities to align Library initiatives with broader municipal priorities. This collaborative approach supported major projects, service innovations, community partnerships, and ongoing investments in Library facilities and services.

As Innisfil continues to grow and evolve, maintaining strong relationships with the Mayor, Council, CAO, and municipal staff will remain essential. The next Board should continue to foster open communication, identify shared priorities, and look for opportunities to work together in support of a vibrant, connected, and thriving community.







Advocacy and Relationships

COMMUNITY PARTNERSHIPS

The Library's ability to respond to emerging community needs depends on strong relationships with organizations across Innisfil, the County, and beyond. Over the past four years, the Library strengthened partnerships with social service organizations, newcomer-serving agencies, youth organizations, community groups, the County of Simcoe, and other local partners to expand services, reach new audiences, and create greater impact for residents.

These partnerships have allowed the Library to serve as a trusted community hub where residents can access information, programs, services, and supports in a welcoming and accessible environment. By bringing organizations together around shared goals, the Library has helped improve access to resources and reduce barriers for residents seeking assistance.

This approach reflects a broader shift in how the Library serves the community. By working alongside partners and aligning around shared priorities, the Library has extended its impact beyond traditional services and created new opportunities to support residents throughout Innisfil.







Advocacy and Relationships

SECTOR ADVOCACY AND THE PROVINCIAL LIBRARY LANDSCAPE

The Library is part of a strong network of organizations that work together to advance public library service, strengthen governance, share expertise, and advocate for the important role libraries play in their communities. Board members and staff actively participated in provincial organizations, professional networks, conferences, and training opportunities. These connections helped the Library stay informed about emerging trends, strengthen governance and operational practices, contribute to sector-wide discussions, and learn from the experiences of other library systems.

Equally important were the Library's ongoing relationships with neighbouring public libraries. Regular collaboration with libraries across Simcoe County and York Region provided opportunities to share ideas, discuss common challenges, explore innovative service models, and identify opportunities for partnership. These regional relationships strengthened the Library's ability to respond to changing community needs while benefiting from the collective knowledge and experience of peer library systems.

Organizations such as the Federation of Ontario Public Libraries (FOPL), Ontario Library Association (OLA), Ontario Library Boards' Association (OLBA), Ontario Library Service (OLS), Administrators of Medium Public Libraries of Ontario (AMPLO), the Canadian Federation of Library Associations (CFLA), and the Canadian Urban Libraries Council (CULC) provide valuable opportunities for advocacy, professional development, collaboration, and knowledge sharing.

The incoming Board should remain actively engaged with both the broader library sector and regional library networks. Participation in these relationships helps board members and staff understand emerging issues, access leading practices, strengthen advocacy efforts, and identify opportunities for collaboration.










Thank You!




spark


ELAINE FRIEDA ALOOK
JEANNE BENWELL
DIANE DOBSON
TERESA BRUYERE
SHELLEY MACCUMAYEOSON








spark





Future Considerations: Advice to the Next Board

Advice from the 2022-2026 outgoing Board.

Public purpose

Safeguard the Library's independence, accessibility, neutrality, and commitment to intellectual freedom. Continue to protect the Library as a welcoming public space where residents can access information, learn, and connect without barriers.



Strengthen advocacy and prepare for emerging challenges

Support information and digital literacy, civic engagement, and the Library's ability to respond to misinformation and challenges to intellectual freedom. Maintain constructive relationships with Council, municipal leadership, community partners and sector organizations, using evidence and community stories to advocate for sustainable funding and strong public library service.



Keep changing how the Library serves Innisfil

Build on outreach, flexible spaces, and community partnerships to make services easier to access. As Innisfil grows, continue asking who is being reached, who faces barriers, and how service delivery can evolve.

Build organizational resilience

Maintain a long-term view of funding, facilities, technology, and staffing capacity. Continue developing community giving alongside municipal funding, and strengthen how the Library measures and communicates its economic and social impact.

The Innisfil Public Library Board supports community, impacts lives and makes change.

Acknowledgements

2022-2026 Innisfil Public Library Board

Anne Smith, Board Chair
Rob Nicol, Vice-Chair
Councillor Jennifer Richardson, Council Representative
Councillor Robert Saunders, Council Representative
Barb Baguley, Board Trustee
Sue Bennett, Board Trustee
Rhonda Flanagan, Board Trustee
Cynthia Gordon, Board Trustee
Raj Grover, Board Trustee

With thanks to the Board Legacy Committee.

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Proposed 2027 Library Board Meeting Dates			
Month	**Day**	**Room**	**Time**
January	18	Lakeshore Board Room	6:30 pm
February	16 (Tuesday)	Lakeshore Board Room	6:30 pm
March	15	Lakeshore Board Room	6:30 pm
April	19	Lakeshore Board Room	6:30 pm
May	17	Lakeshore Board Room	6:30 pm
June	21	Lakeshore Board Room	6:30 pm
JULY	NO MEETING		
AUGUST	NO MEETING		
September	20	Lakeshore Board Room	6:30 pm
October	18	Lakeshore Board Room	6:30 pm
November	15	Lakeshore Board Room	6:30 pm
December	13	Lakeshore Board Room	6:30 pm