

Georgina Public Library
Library Board Meeting
April 21, 2022 @ 7:00 p.m.
Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

“The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements - *None*
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – March 24, 2022 Board meeting minutes
9. Delegations/Speakers
 - a. *None*
10. Presentations
 - a. *None*
11. Consent Agenda
 - a. Branch & CYS Report
 - b. Quarterly Statistics

- c. Work Plan Update
 - d. Financial Statement – March 2022
- 12. Verbal Communications
 - a. CEO update (V. Stevens)
 - b. Board Chair update (M.C. Macaluso)
 - c. Friends of the Library update (B. Sabatini)
 - d. Strategic Planning Committee update (N. Rodrigues)
 - e. OLS Board Assembly update (N. Rodrigues)
- 13. Old Business
 - a. Policy: Dress Code
- 14. New Business
 - a. Policy Review: Use of Library Resources for Election purposes
 - b. Board Recruitment pamphlet
 - c. Town-Library MoU
 - d. 2023 budget sub-committee
 - e. When to return to in-person Board meetings
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session - None
- 17. Next Meeting Date /Time

May 19, 2022 @ 7:00pm – Zoom
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
March 24, 2022 @ 7:00 p.m.

Zoom

1. Call to Order

The meeting was called to order by the Chair at 7:01 p.m.

2. First Nations Acknowledgement Statement

"The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities."

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice-Chair
Rita Beechey
Leslie Johnstone
Adrienne McDowell
Nancy Rodrigues
Shari Hawkins
Councillor Dave Neeson
Naomi Davison (arrived at 7:25)

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna DeLong, *eServices Library Technician / CUPE Representative*

4. Introduction of Addendum Items

Closed Session item added to agenda

5. Approval of the Agenda

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-017

That the Georgina Public Library Board meeting Agenda of March 24, 2022 be approved as amended.

Carried.

6. Announcements - *None*

7. Declarations of Pecuniary Interest – *None*

8. Adoption of the Past Minutes– February 17, 2022 Board meeting minutes

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-018

That the minutes of the February 17, 2022 Board meeting be adopted as circulated.

Carried.

9. Delegations/Speakers – *None*

10. Presentations – *None*

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – December 2021 updated, February 2022

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-019

That Item 11 – Consent Agenda be received as presented.

Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Amy Butcher is continuing to meet & familiarize herself with various community organizations in Georgina and York Region

SPACES

- Nothing to report

PEOPLE & LEADERSHIP

- Significant staff movement in the wake of staff retirements and temporary position fills; interviewing is ongoing.

COLLECTIONS & PROGRAMS

- Spring programming starts next week
- Successful virtual adult program with local Bee Keeper earlier this week

TECHNOLOGY

- The planned Sirsi system outage was handled well by staff, and patron expectations were well-managed with advance notice to patrons. Services were restored within the expected timeframe.

MISCELLANEOUS

- Provincial regulations changed several times since our last Board meeting; patrons are now permitted to enter without masks. Town of Georgina and GPL continue to require masking for staff.

b. Board Chair Update (M.C. Macaluso)

- The Board Chair has been attending the strategic planning meetings and has been meeting with the CEO regularly
- The Board Chair has been going through Board Legacy information

c. Friends of the Library Update (B. Sabatini)

- The Friends had a meeting this week, have had two since the last Board meeting
- The Book a Friend initiative is wrapping up at the end of March
 - there have been approximately 90 requests so far
- The Friends have received a request to donate to the Summer Reading program, are currently waiting for more details.
- The Friends have been talking about having a booth at the Music in the Streets Festival, as they have done in the past. The Festival is taking place in June.

d. Strategic Planning Committee Update (A. McDowell)

- Met with Stephen last Monday and made some final updates to the survey that they will be distributing to the public.
 - waiting to finalize timelines and the best platform to deploy the survey
 - after discussing translation needs and looking at census data, have concluded that the numbers for any translated survey is very low – looking at using a tool such as google translate
- The Strat Planning Committee was given homework to complete to look at the current strat plan and pull out certain elements that they would like to carry forward in the new strat plan
- Started to have discussion about planning rationale – incorporate rationale into final plan
- Next steps: environmental scanning activity analysis, then they will compare survey data with that analysis

Moved by Rita Beechey, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2022-020

That items 12 a., b., c., and d. Verbal Communications be received as presented.

Carried.

13. Old Business

a. Policy: Board Evaluation

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-021

That the Board Evaluation policy be accepted as amended

Carried.

14. New Business

- a. SuperConference updates

(N. Davison arrived)

The Board members who attended shared their experience with attending the virtual SuperConference held in early February.

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-022

That the verbal updates on the SuperConference be accepted as presented

Carried.

- b. Board Legacy Document

The Board selected a committee to work on the new Board Legacy document and stressed the importance of getting input from all Board members.

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-023

That the committee to start working on the Board Legacy Document consist of:

Shari Hawkins
Bobbi Sabatini
Mary Catherine Macaluso
Rita Beechey

Carried.

- c. Policy Review: Dress Code

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2022-024

That the dress code policy be accepted as amended with the minor changes discussed and that the adoption of the policy be deferred indefinitely for the purpose of the referral of the document to the Town's Human Resources Department

Carried.

15. Other Business For Which No Notice Has Been Given

16. Closed Session

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-025

That the Georgina Public Library Board move into closed session at 8:08 pm

Carried.

1. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

-Update on a staffing matter

2. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

-Update on a staffing matter

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-026

That the Georgina Public Library Board reconvene into open session at 9:19 pm

Carried.

In regards to Closed Session item #2 of the agenda - Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

- Update on a staffing matter

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-027

That the Library Board receive the CEO's verbal communications and that they be accepted as presented and that the CEO be directed to execute as directed

Carried.

17. Next Meeting Date /Time

April 21, 2022 @ 7:00 p.m. - Zoom

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-028

That the Georgina Public Library Board meeting of March 24, 2022 adjourn at 9:24 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 03 - MARCH 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Sarah James - Manager, Library Customer Experience

COMMUNITY CONNECTIONS

- Amy Butcher and Sara Forsyth attended Seedy Saturday on behalf of Georgina Public Library on Saturday, March 26. Over five hours, Amy and Sara spoke to 192 people about Georgina Public Library's programs and services. Sara F also ran a story time at the event for 25 children.
- Amy Butcher connected with the Immigrant Services Welcome Centre. They will be at the Keswick Library on the first and third Thursday of the month starting in April. They will be providing complimentary settlement services to newcomers to Canada.
- Amy Butcher connected with the Vaughan Community Health Centre to see if they would be interested in running two zoom presentations for the library in April and May. They will be running a nutrition program in April and a mental health program in May.

SPACES

- Furniture continues to be slowly be reintroduced on the library floor including some soft chairs and tables.
- The Town of Georgina has implemented an online parking pass system, as such the library is no longer issuing parking passes. We are assisting residents through the online process.
- Following instruction from Human Resources, library staff remain masked while at work.
- The Peter Gzowski (Sutton) Branch experienced an extended power outage on March 17th requiring the early closure of the branch to the public and staff. Normal branch services resumed the following day

PEOPLE AND LEADERSHIP

- Amy Knifton's last day at work was March 11th.
- Jennifer Murray was hired as the new Children and Youth Services Assistant. Jennifer starts in her new role either at the end of April or beginning of May.
- Two new students were hired. Both Zoe West and Runi Friday will work at the Keswick branch.
- Lynn McKinley was the successful candidate for the Library Assistant/Collection position at Pepperlaw. Lynn will join the Pepperlaw staff on April 16th.

COLLECTION AND PROGRAMS

- On March 22nd, Georgina Public Library ran a program called “A Conversation with Beekeeper Christopher Campbell” over Zoom. Twelve adults attended this program and got an opportunity to learn about how Chris got his start with beekeeping and the actions they can take to support the local bee population.
- CYS staff ran a variety of online programs over March break (March 15 to March 18). The department resumed online programming the week of March 28.
- We continue to have our adult programs run online.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	62
March 1	Pefferlaw Book Club	Zoom	6
March 1	Sutton Book Club	Zoom	9
March 1	Lego Club	Zoom	8
March 1	Tales for Tots	Facebook Live	7
March 2	Baby Time	Zoom	2
March 2	Ukulele Circle	Zoom	4
March 3	Musical Tales	Facebook Live	0
March 3, 17	Family Bake Along	Facebook Live	2
March 3	Sketchbook Club	Facebook Live	6
March 15	Pajama Storytime	Facebook Live	4
March 15	Teen Book Talk	Zoom	1
March 16	LEGO Building Challenge	Zoom	4
March 17	Bad Art Challenge	Kit	8
March 17	Spooky Stories	Zoom	1
March 18	Maple Storytime	Facebook Live	0
March 22	A Conversation with Bee Keeper Christopher Campbell	Zoom	12

March 26	Seedy Saturday Storytime	In person	25
March 26	Seedy Saturday Outreach	In person	192
March 29, 30	Family Storytime	In person	27
March 31	Ukulele Circle	In person	8
March 31	Baby Time	In person	10
Previous uploads	All recorded videos, re-watched in February		58
		TOTAL	456

TECHNOLOGY

- The Board's newly adopted Social Media policy was presented to all staff and they were required to read and sign-back their acknowledgement. eServices staff, in particular, are happy about the new policy. They were eager to have a governance document in this area. All staff seem to be comfortable with the new policy and sign-offs have been completed.

CYS REPORT - March 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement

COMMUNITY CONNECTIONS

- Amy Butcher and Sara Forsyth attended Seedy Saturday on March 26 at the Pefferlaw Lions club. We talked to 192 people over the course of five hours about library programs and services. Sara F ran a storytime for 25 children at the event.
- Sara F continues to offer book checkouts to Jericho's after school program.

SPACES

- Nothing to report.

PEOPLE AND LEADERSHIP

- Amy Butcher joined Georgina Public Library as Manager, Library Community Engagement on January 10.
- Jo Scott retired from Georgina Public Library on January 12 after many years of dedicated service to the community.
- Jennifer Murrar was the successful candidate for the Child and Youth Services position.

COLLECTION AND PROGRAMS

- The CYS Team continued to offer virtual programming for children and youth in January, February, and March 2022.
- The CYS Team started offering in person programming at the end of March 2022. We plan on running both virtual and in person programs to reach as many people in our community as possible.

Dates	Program Name	Platform/format	Total views/ participants
Jan 12, 19, 26, Feb 2, 9, 16, 23 March 2	Babytime	Zoom	40
March 31	Baby Time	In person	10

Jan 11, 18, 25 Feb 1, 8, 15, 22 March 1	LEGO Club	Zoom	60
March 16	LEGO Building Challenge	Zoom	4
March 31	LEGO Club	In person	3
Jan 12, 19, 26 Feb 2, 9, 16, 23 March 2	Ukulele Circle	Zoom	35
March 30	Ukulele Circle	In person	8
Jan 13, 20, 27 Feb 3, 10, 17, 24 Mar 3	Musical Tales	Facebook Live	39
Jan 13, 20, 27 Feb 3, 10, 17, 24 Mar 3	Family Bake-Along	Facebook Live	20
March 17	Family Bake-Along	Facebook Live	0
Jan 20, 27 Feb 3, 10, 17, 24 March 3	Sketchbook Club	Facebook Live	25
Jan 11, 18, 25 Feb 1, 8, 15, 22 March 1	Tales for Tots	Facebook Live	19
Feb 1, March 1	Jericho After School Program Book Checkout	Outreach	160
Jan 1 to March 31	Teen Book Reviews	Jotform	5
March 15	Pajama Storytime	Facebook Live	4
March 15	Teen Book Talk	Zoom	1
March 16	Bat Art Challenge	Kit	8
March 17	Spooky Stories	Zoom	1
March 18	Maple Storytime	Facebook Live	0
March 29, 30	Family Storytime	In person	27
March 26	Seedy Saturday Family Storytime	In person	25

TOTAL	494
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TECHNOLOGY

- Amy Butcher is meeting with staff from East Gwillimbury Public Library to see what kind of technology they purchased for their pop up Maker Space. This will help GPL decide which type of technology they should purchase in the future.

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	3,448	598	0	50	164		13	4,273	curbside only for 3 wks of Jan
Pefferlaw	620	182	0	0	135		5	942	
Sutton	2,284	332	0	5	66		0	2,687	
CYS			0	0	0			0	
eBranch	6,212	10,440	57	389		4,169		21,210	
Total	12,564	11,552	57	444	365	4,169	18	29,112	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	6,413	1,706	0	36	488		92	8,735	extended hours Feb 19
Pefferlaw	749	377	0	0	110		10	1,246	
Sutton	3,314	1,302	0	8	97		0	4,721	
CYS			0	0	3			3	
eBranch	5,318	8,654	50	353		1,309		15,634	
Total	15,794	12,039	50	397	698	1,309	102	30,339	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,852	2,447	0	56	708		69	12,132	Seedy Saturday
Pefferlaw	1,091	460	0	192	123		13	1,879	
Sutton	4,983	1,641	0	6	188		0	6,818	
CYS			5	70	6			76	
eBranch	6,120	9,748	37	468		1,063		17,399	
Total	21,046	14,296	42	792	1,025	1,063	82	38,304	

2022 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	18,713	6,132	0	142	1,360		174	26,521
Pefferlaw	2,460	1,178	0	192	368		28	4,226
Sutton	10,581	4,033	0	19	351		0	14,984
CYS			5	70	9			79
eBranch	17,650	28,842	144	1,210		6,541		54,243
Total	49,404	40,185	149	1,633	2,088	6,541	202	100,053

Georgina Public Libraries Circulation & Active User Statistics

2022

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	3,448	2,284	620	6,212	12,564	11,293	curbside only for 3 weeks of January
February	6,413	3,314	749	5,318	15,794	11,360	extended hours effective Feb 19
March	8,852	4,983	1,091	6,120	21,046	11,532	
TOTALS	18,713	10,581	2,460	17,650	49,404		
Averages	6,238	3,527	820	5,883	16,468	11,395	

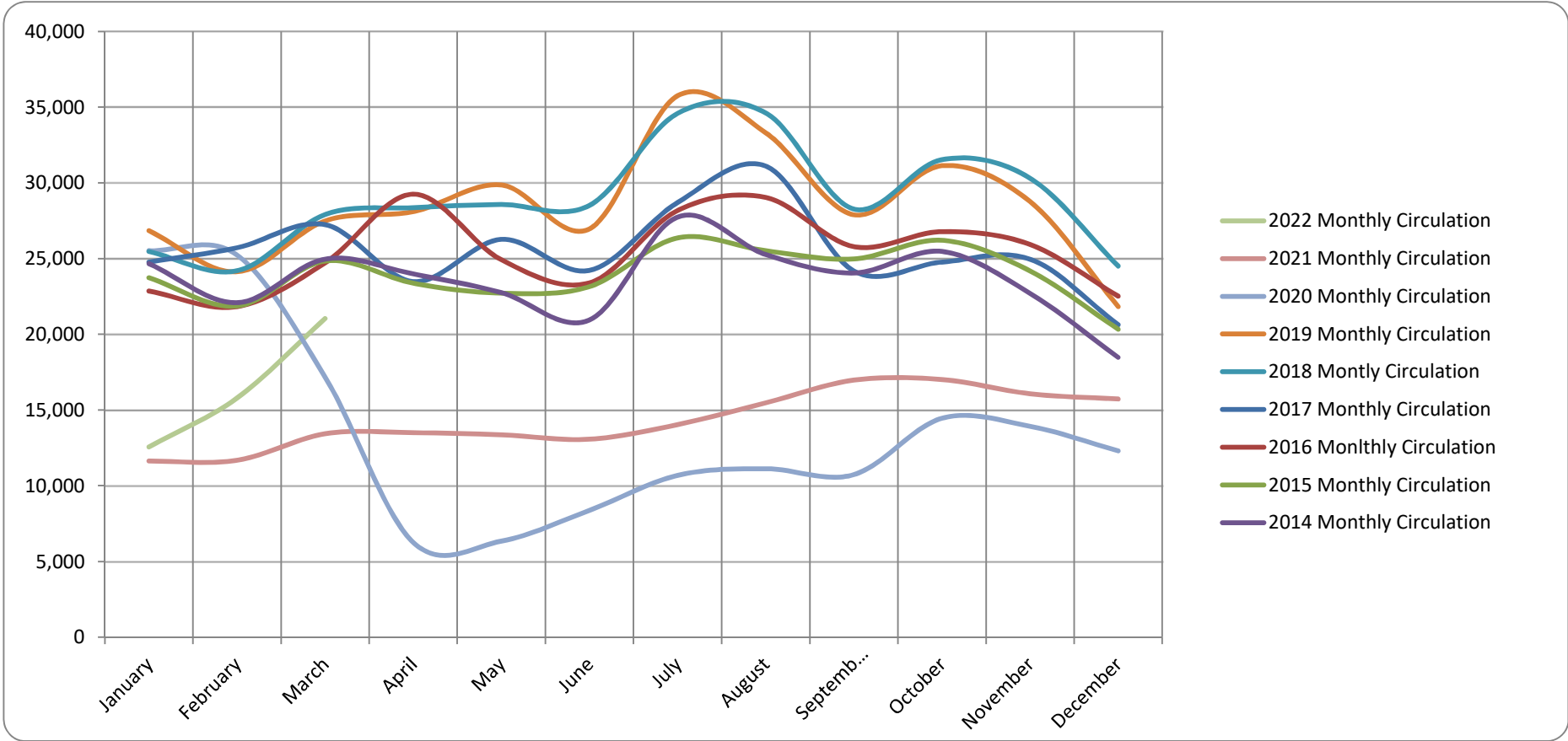
2021

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	2,831	2,228	518	6,053	11,630	13,344	
February	3,276	2,001	825	5,581	11,683	13,159	
March	3,912	2,717	733	6,073	13,435	13,036	
April	4,088	2,461	953	6,005	13,507	12,855	
May	4,012	2,455	724	6,175	13,366	12,742	
June	3,963	2,430	606	6,075	13,074	12,675	
July	6,224	1,200	746	5,871	14,041	12,107	SN closure & temp curbside location (roofing)
August	7,183	1,278	828	6,186	15,475	11,927	
September	7,461	3,016	833	5,666	16,976	11,783	SN back in-branch Aug 31
October	7,150	3,170	1,209	5,488	17,017	11,643	
November	7,097	2,988	679	5,313	16,077	11,497	
December	6,132	3,499	794	5,306	15,731	11,384	
TOTALS	63,329	29,443	9,448	69,792	172,012		
Averages	5,277	2,454	787	5,816	14,334	12,346	Active members lower than in past years due to past calculation errors. See comment for further details.

2020

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	12,578	6,057	1,714	5,176	25,525	15,264	
February	13,396	5,795	1,496	4,551	25,238	15,432	
March	7,170	3,986	769	5,251	17,176	16,072	
April	51	26	0	6,180	6,257	16,074	online renewals
May	10	0	23	6,315	6,348	16,078	online renewals
June	1,215	994	285	5,883	8,377	16,086	
July	2,644	1,729	391	5,925	10,689	16,104	
August	2,743	2,052	459	5,873	11,127	16,106	
September	3,842	597	523	5,771	10,733	16,131	Sutton closed for most of Sept for carpet & desk
October	6,285	1,898	684	5,592	14,459	16,221	
November	5,010	2,617	677	5,624	13,928	16,260	
December	4,058	1,936	632	5,678	12,304	16,291	
TOTALS	59,002	27,687	7,653	67,819	162,161		
Averages	4,995	2,341	638	5,649	13,623	15,984	

2014 - 22 Annual Total Circulation By Month Comparison



Audience Overview

All Users
+0.00% Sessions

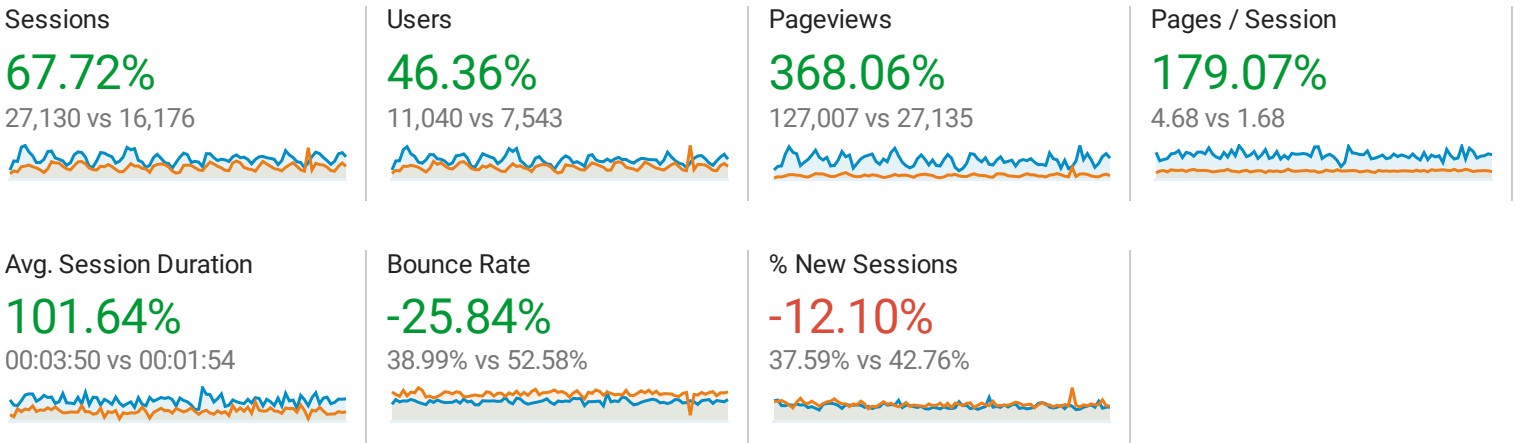
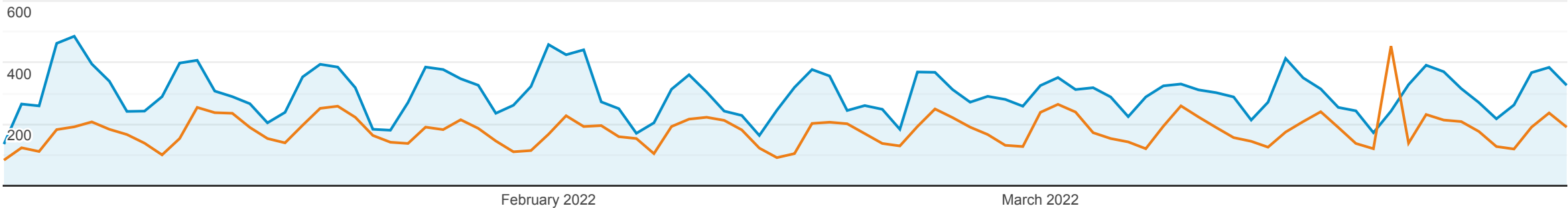
Jan 1, 2022 - Mar 31, 2022

Compare to: Jan 1, 2021 - Mar 31, 2021

Overview

Jan 1, 2022 - Mar 31, 2022: Sessions

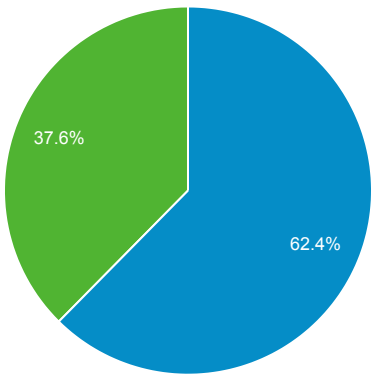
Jan 1, 2021 - Mar 31, 2021: Sessions



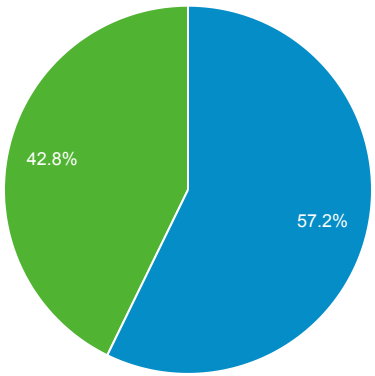
Returning Visitor

New Visitor

Jan 1, 2022 - Mar 31, 2022



Jan 1, 2021 - Mar 31, 2021



2022 Work Plan – March Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q3-2022		Reviewed at March Board meeting
Succession Planning-staff					
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2021 Annual Report	Val Stevens	Q1	Q2	In Progress	Design work started March 2022
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2022?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic. Updated projected end to 2022.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2022?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic. Updated projected end to 2022.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q2-2022	In Progress	Memorandum of Understanding between Library Board and Town. Meeting planned with ToG on Dec 15, 2021; bringing draft to GPL Board April 2022.
Board Self-Evaluation	Board Chair	Q4	Q4		Year 2 and end of term

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q3-2023	In Progress	Ground breaking on Nov 10, 2021.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q4	In Progress	Community consultation underway; survey to launch soon. Committee meeting on monthly basis.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q4		Deferred from 2021 due to lack of resources in Facilities dept.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q3	Deferred from 2020	Delayed due to pandemic
De/re-magnetizers	Sarah James (Becky George/ Amy Knifton)	Q2	Q3		
Pefferlaw Carpet Replacement	Town Facilities/ Amy Knifton (Sarah James)	Q1	Q3	In progress	Facilities is working on RFP

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	3 grant applications submitted
Adult Programming support	Amy Butcher	Q2	Q3		Three additional hours budgeted in 2022 operating budget

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1?	ongoing		Approved through Town IT budget for entire municipality, including library staff

Georgina Public Library

Financial Statement - March 2022

Date: April 4, 2022

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	632,510.00	2,530,040	1,897,530	25%	25%	Pro-rated
Provincial Grants	15,650	62,600	46,950	25%	25%	Pro-rated
Misc Grants	-	9,240	9,240	0%	25%	
School Board Revenue	14,625	58,500	43,875	25%	25%	Pro-rated
Donations	10	1,800	1,790	1%	25%	
Fines	24	22,000	21,976	0%	25%	
Misc Fees	18	3,100	3,082	1%	25%	Exam Proctoring, etc
Photocopying Fees	104	8,500	8,396	1%	25%	
Program Registrations	-	4,200	4,200	0%	25%	
Book Sale	9	2,400	2,391	0%	25%	
Room Rentals	-	4,100	4,100	0%	25%	
Provision from Reserve	-	-	-	100%	25%	
Total Revenues	662,949	2,706,480	2,043,531	24%	25%	
Expenses						
Salaries & Benefits	365,088	1,909,070	1,543,982	19%	25%	
Library Board	1,040	4,800	3,760	22%	25%	
Library Operations	45,836	349,500	303,664	13%	25%	Utilities, cleaning, courier, supplies, etc.
Training	-	18,800	18,800	0%	25%	
Collections	58,279	232,730	174,451	25%	25%	
Telecommunications	3,872	30,040	26,168	13%	25%	
Covid-19 Expenses	183	-	(183)	N/A	N/A	No allotted budget
Misc	690	3,300	2,610	21%	25%	
Contribution to Reserve	39,560	158,240	118,680	25%	25%	Pro-rated
Total Expenses	514,548	2,706,480	2,191,932	19%	25%	
Net	148,401	-	(148,401)			

Georgina Public Library Board Policy Manual

Policy Title: HR - Dress Code

Intent

All employees of Georgina Public Library are in contact with the citizens of our community, the business people both from within and outside the Town, and other government representatives. It is therefore imperative that employees present themselves in the workplace in a manner which reflects professionalism, and a positive public image. Good public opinion is vital to the success of the Library, and all Library employees are ambassadors of Library services. The Library policy is consistent with the policy of the Town of Georgina.

In an effort to maintain and enhance good public opinion, employees are expected to comply with a reasonable standard of appropriate attire for the workplace, as set out below.

Regulations

1. First and foremost, employees must adhere to all Health and Safety Policies, Guidelines and Regulations. Required safety equipment must be worn, as well as all clothing considered as personal protective equipment. Examples include, but are not limited to, proper, safe, and tidy footwear, appropriate to the job function (closed toe if moving furniture, carts of books etc).
2. Employees are expected to dress suitably and appropriately for their job. Staff must project a professional image at all times and wear proper business casual clothes and footwear. Examples: yoga pants/leggings should only be worn under long tunic tops to at least fingertip length; no blue jeans or sweatshirts/hoodies during public service hours (except for students); other pants should always be neat, tidy and in good condition; necklines should be appropriate to an office environment.
3. It is understood that all attire must be clean, presentable, and worn in a respectable manner. Apparel should not be perceived as detracting from the professionalism which library customers expect from employees.
4. Staff permitted to wear t-shirts and sweatshirts will ensure that such clothing does not entertain any logos, phrases, words or graphics that would be considered offensive or discriminatory to other individuals.
5. Strong fragrances of any sort (perfume, hair spray etc.) should be avoided because of possible allergies among co-workers and members of the public.
6. All staff are issued nametags and are required to wear them when interacting with the public. Manager tags include first and last name and

Georgina Public Library Board Policy Manual

- position; other staff tags include first name and position. Library staff serve the public and the names of staff are not private information. The expectation is that staff names are provided, unless someone has a valid concern for their safety (i.e. concerns about a person with a known history of violence or feeling threatened). Staff are expected to safeguard their tags and may be required to pay for a replacement if lost or damaged.
7. In the event of a disagreement of interpretation, the CEO will determine appropriate dress, as long as these determinations are applied in a fair and consistent manner.
 8. Library management realizes that from time to time there may be occasions where staff are required to prepare for or deliver various events/programs, and normal business casual attire would not be appropriate. In these situations the employee should discuss with their immediate supervisor what is considered appropriate dress.
 9. Non-compliance may result in an employee being sent home to change. In these circumstances the employee will be responsible for making up any lost time.

POLICY HISTORY:	
Initial Draft	Oct 28, 2015
Draft Presentation Review	
Board Presentation:	Dec 17, 2015
Board Adoption:	Dec 17, 2015
Board review:	April 21, 2022

Georgina Public Library Board Policy Manual

Policy Title: Use of Library Resources for Election Purposes

Intent

The purpose of this policy is to ensure that ~~the~~ Georgina Public Library is in compliance with Municipal Election Act 1996 and the Municipal Elections Modernization Act 2016, concerning the use of library resources for election purposes.

Regulations

The Georgina Public Library Board adopts the following policy of the Town of Georgina, and its accompanying programs and statements, as amended from time to time:

- Use of Corporate Resources for Election Purposes Policy (DSC-CL-032)

By adopting this Policy, it is understood that references made to "Members of Council", "Town of Georgina staff", and "corporate resources", apply to the Library Board Trustees, Library staff and Library resources.

POLICY HISTORY:	
Initial Draft	13 April 2018
Draft Presentation Review	
Board Presentation:	19 April 2018
Board Adoption:	19 April 2018
Board Review:	<u>April 21, 2022</u>

TOWN OF GEORGINA – CLERK’S DIVISION
POLICY No. DCS-CL-032 as amended

Subject: USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES	Authority, Ref. & Sec. Council		
Policy Classification: Clerk’s Division	Pages: 1 of 7	Year	Month Day 2022 04 06
Recommended/Approved by: Council	Contact Position for Inf. Town Clerk		

1. Policy Statement

The purpose of this policy is to clarify that all election candidates, including Members of Council, are required to follow the provisions of the *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended* (the Act) and during a municipal election campaign period:

- 1) No candidate or third party advertisers shall use the facilities, equipment, supplies, services, staff or other resources of the Town for any election campaign or campaign-related activities, including Councillor newsletters, e-newsletters, Councillor budgets, Town of Georgina registered trademarks or Town of Georgina branding such as the logo.
- 2) No candidate, including Members of Council, or third party advertisers shall use the services of persons during hours in which those persons receive any compensation from the Town. A Town employee must be on a leave of absence without pay, lieu time, float day or vacation leave to participate in any election campaign or campaign-related activity.
- 3) No candidate shall undertake campaign-related activities on *any* facility that is owned, operated and/or controlled by the municipality other than under the following circumstances. Notwithstanding Clause 1 above, candidates, including Members of Council, and third party advertisers may use municipal facilities for campaign related meetings subject to the usual rental charges and permit procedures for such use. Campaign-related signs or any other election/campaign-related materials shall only be displayed within the area designated in the rental agreement and all materials shall be removed when the rental period ends. “All Candidates” meetings may be held in a municipal facility; however, neither campaign-related signs nor any other election/campaign-related materials will be displayed in any municipal facility during an “All Candidates” meeting.

This provision excludes the use of facilities in the Town of Georgina Civic Centre at 26557 Civic Centre Road, which shall not be used by any candidates or Members of Council for any election-related purpose.

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2. Definitions

Acclaimed: A candidate elected by acclamation pursuant to Section 37 of the *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended*.

Candidate: A person who has filed, and not withdrawn, a nomination for elected office pursuant to the *Municipal Elections Act*.

Campaign Materials: Any materials used to solicit votes for a candidate(s) or question on the ballot, during an election campaign period, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all media, for example, print, displays, electronic radio or television, or online including websites or social media.

Campaign Period:

- For Candidates, the period commencing on the date a Candidate files their nomination and ending on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election, unless the campaign period is extended pursuant to the *Municipal Elections Act, 1996*. The Candidate Campaign Period is deemed to end on the day a nomination is withdrawn, on Nomination Day if the nomination is rejected, or on the day the Candidate files their financial statement pursuant to the *Municipal Elections Act, 1996*.
- For Registered Third Parties, the period commencing on the date a Third-Party Advertiser is registered and ending on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election, unless the campaign period is extended pursuant to the *Municipal Elections Act, 1996*.

Clerk: The Town Clerk for the Town of Georgina or his/her designate.

Corporate Resources: Any items, services, or resources which are the property of the Town of Georgina, including but not limited to, materials, equipment, vehicles, facilities, and, technology, intellectual property, images, logos and supplies. Working hours, the time where the Town pays its employees to complete certain duties or tasks, is also considered to be a Corporate Resource.

Election: An election or by-election held under the *Municipal Election Act*.

Election-related: Anything that relates directly to an election.

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Nomination Day: Nomination day, in the case of a regular municipal election, is the 3rd Friday of August in the year of the election, and in the case of a by-election, the date established in accordance with Section 65 of the Act.

Staff: Full-time and part-time individuals hired by the Town of Georgina, including contract, temporary, student, secondment or co-operative placement.

Third Party Advertisers: Any person, who is not a registered candidate, corporation or trade union who is registered under Section 88.6 of the Act.

Voting Day: Voting day in a regular election is the fourth Monday in October and in the case of a by-election, the 45th day after Nomination Day.

3. Direction

This policy applies to all employees of the Town of Georgina, candidates in a municipal election, Members of Council, including acclaimed Members and Members not seeking re-election, Registered Third Party Advertisers, and persons or groups supporting or opposing a candidate or a question on the ballot.

4. Scope and Responsibilities

It is necessary to establish guidelines on the appropriate use of corporate resources during a municipal election to protect the interests of both the Members of Council and the Town. The *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended* prohibits a municipality from making a contribution to a candidate or third party advertiser. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council, candidate or third party advertiser of the Corporation's resources for his or her election campaign would be viewed as a contribution by the Town to the Member, candidate or third party advertiser, which is a violation of the Act.

5. Details

5.1 Specific Policy

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The Town of Georgina is committed to ensuring a fair and transparent election process. Elections must be fair and unbiased while making certain candidates and voters are treated in a fair and consistent manner. This policy ensures incumbent candidates do not experience a material advantage over other candidates through the use of corporate resources.

- (a) Corporate resources, assets and funding may not be used for any election-related campaign purposes, including Town registered trademarks or Town branding, such as the Town logo.
- (b) Town events shall not be used for any election-related campaign purposes.
- (c) Staff shall not:
 - (i) use corporate resources to support or oppose a candidate or third party advertiser;
 - (ii) canvass or actively work in support of or opposition to a municipal candidate or party during regular working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave and shall not identify as a Town employee if engaged in political activity in accordance with this policy;
 - (iii) canvass or work in support of or opposition to a candidate wearing any item identifying themselves as a Town employee;
 - (iv) work as an election official if related to a Member of Council or a candidate;
 - (v) use official authority or influence to interfere or affect the result of an election, nor use their official title identifying themselves as a Town employee while participating in permissible political activities.
- (d) Candidates, including Members of Council, shall not display materials in municipal facilities for any election-related campaign purposes, which includes displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office.
- (e) The Town logo, slogan, brand, etc. shall not be used on any election-related campaign materials or be included on a candidate’s or election-related campaign website, including social media, unless it

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is a link to the Town’s website to obtain information about the municipal election process.

- (f) Photographs or images of Town facilities are not permitted for use on election-related campaign materials or websites, including social media.
- (g) Photographs produced for and owned by the Town shall not be used for election-related campaign purposes.
- (h) Distribution lists prepared using corporate resources shall not be utilized for election purposes.
- (i) No Town facility shall be rented for an election-related purpose during any day voting is taking place on the facility property.
- (j) The Budgets for Members of Council for the period January 1st to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
 - i) New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - ii) Re-elected Members of Council have available to them the balance of funds remaining as of Election Day.
- (k) The following be discontinued for Members of Council from the day prior to Nomination day in a municipal election year to Election Day:
 - (i) all forms of advertising, including in municipal publications;
 - (ii) all printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
 - (iii) the ordering of office furniture and furnishings, except those of an emergency nature, as well as no movement of furniture and furnishings; and
 - (iv) the ordering of stationery.
- (l) Members of Council may not deliver any unsolicited material outside their existing ward where the printing and/or distribution costs are

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paid by the municipality. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only (with accommodation made for the normal spillage associated with Canada Post postal walks). This recommendation is to be effective not only during an election year but at all times.

- (m) Members of Council shall not:
 - (i) print or distribute any material paid by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
 - (ii) profile (name and/or photograph) or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
 - (iii) print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidate, for municipal elections; and that Minutes of municipal Council and Committee meetings be exempt from this policy; and
 - (iv) enter into joint ventures using municipal funds outside their existing wards from Nomination Day to Election Day, in the year of the municipal election, unless specifically approved by Council. At all other times a signed agreement between Ward Councillors is required.
- (n) Members of Council are responsible to ensure that the content of any communications material, including printed and electronic material such as newsletters, advertising, etc. funded by the Town for the operation of each Councillor's Office, is not election-related.
- (o) Web sites or domain names that are funded by the municipality may not include any election-related campaign material.
- (p) Members of Council may not use the municipality's voicemail system to record election related messages; and the computer network (including the Town's e-mail system) may not be used to distribute election-related correspondence.
- (q) Cell phones, tablets and laptops that are funded by the Town may not be used for any election-related campaign purposes.
- (r) The above rules apply to an acclaimed Member or a Member not seeking re-election.

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5.2 Authorization

That the Town Clerk be authorized and directed to take the necessary action to give effect to this policy.

5.3 Staff Prohibitions

Staff are required to abide by Town Human Resources Policies and Procedures, including Respectful Workplace and Code of Ethics Policies.

5.4 Limitation

Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor nor inhibit them from representing the interests of the constituents who elected them.

5.5 Implementation

This policy shall become effective immediately upon approval by municipal Council.

History: Policy in effect 2010/05/06
 Policy amended 2018/04/11
 Policy amended 2018/04/25
 Policy amended 2022/04/06

A library board member...

- Promotes and advocates the value of public libraries in Georgina.
- Recognizes the Library as a prized cultural asset in the community.
- Participates in essential planning for Georgina Public Library.
- Identifies and represents local community needs and interests.
- Hires and evaluates the ongoing performance of the Director of Library Services/CEO.
- Ensures the delivery of programs & services that reflect the unique needs and interests of the Georgina community.
- Approves budget to be presented to Municipal Council that will provide sufficient levels of funding to ensure quality library service for the Georgina community.
- Monitors and evaluates the management of the Library within approved budget limits.
- Adheres to the Public Library Act, its regulations and legislation.

A board member is...

- Passionate about Public Libraries.
- Willing to represent the interests, concerns and attitudes of the community.
- Willing to work with other board members and the Director of Library Services/CEO in a team environment designed to provide programs and services that meet the greatest number of needs in the Georgina community.
- Recognized by the community as a person of substance and integrity.
- Skilled in marketing, media relations, advocacy, fundraising, financial, business, literacy or has other non-profit committee experience.
- Interested in being an active participant in board leadership activities in the community.

Legal requirements...

The Georgina Public Library is governed by the Ontario Public Libraries Act and its regulations as well as all other applicable legislation.

Municipal Council is responsible for appointing public library trustees through an established selection process. This process begins after the municipal elections and when vacancies occur. Appointments are made for a four-year term, concurrent with Municipal Council. An advertisement will appear in the Georgina Advocate Town Page soliciting applicants who are:

- At least 18 years old;
- Canadian citizen;
- Residents of the municipality within which the Library operates; and
- Not employed by Georgina Public Library or the Town of Georgina.

For further information contact:

Val Stevens, CEO
905-476-7233, Ext 4521
Email: vstevens@georgina.ca

Who We Are

Composition

There is one municipal councillor and eight community representatives on the Georgina Public Library Board.

Time Commitment

Library Board meetings are held once a month, generally on the third Thursday of the month starting at 7:00 pm. The location of our meetings rotates among the three branches.

Library Board members should expect to attend other sub-committee meetings, planning meetings, provincial training, or networking opportunities a few times per year.

Library Board members represent the Georgina Public Library at various events throughout our municipality.

Georgina Public Library
“A visit will get you thinking”

October 2019

Where We Are

Our Branches

Keswick:

90 Wexford Drive
Keswick, ON
L4P 3P7
(905) 476-5762

Sutton:

Peter Gzowski Branch
5279 Black River Road
P.O. Box 338
Sutton, ON
L0E 1R0
905-722-5702

Pefferlaw:

76 Pete's Lane
Pefferlaw, ON
L0E 1N0
(705) 437-1514

Online 24/7/365 at:
www.georginalibrary.ca

Georgina Public Library



“Opening Doors and Minds”

We open doors to information,
entertainment, and learning.

Information for
Potential Library
Board Members

www.georginalibrary.ca



DRAFT

Memorandum of Understanding

between

Georgina Public Library Board

and

Town of Georgina



With Respect to the Relationship Between Town Administration and Library Administration

Purpose:

To outline the roles and responsibilities of both the Town of Georgina (the “Town”) and Georgina Public Library (the “Library”), with respect to services provided by the Town to the Library, and by the Library to the Town.

Governance:

The Town is an independent entity which provides municipal services to the residents of Georgina pursuant to the provisions of the Municipal Act, and related legislation.

The Library is an independent entity and separate from the Municipality, subject to the provisions of the Public Libraries Act, and has been established to provide public library services to the residents of the Town (bylaw 1971-0055, dated March 22, 1971, as amended).

The Town annually reviews and approves budgetary estimates received from the Library Board for the operation of the Library in accordance with Section 24 of the Public Libraries Act. The Library Board approves the detailed budget estimates and projects. Council deliberates and approves the annual grant necessary to fund the annual budget put forward by the Library Board.

The Library Board, through its appointment by Council at the beginning of each term, delivers library services and resources to the residents of Georgina, in accordance with the Public Libraries Act (PLA), and the Library Board’s Strategic Plan, including vision, mission, and values, as amended from time to time.

The Library Board is fully responsible and accountable for any/all services provided by the Town to the Board, to ensure full compliance with the Public Libraries Act.

The Library Board consists of 9 members including one Council representative. As stipulated in the Public Libraries Act, all meetings, with the exception of those specifically identified by the Public Libraries Act, are open to the public.

The Director of Library Services/CEO is an employee of the Library Board, and reports directly to the Library Board. Library staff are employees of the Library Board and accountable to the Director of Library Services/CEO.

The Director of Library Services/CEO participates as a full member of the Town Senior Leadership Team, receives Town Council agendas and minutes, participates in Senior Leadership Team meetings, and attends Town Council when agenda items pertain to the Library and/or Library Services

Agendas and minutes of the Library Board are presented to Town Council, along with other Town committee/board minutes, and are posted on the Town website.

The Town and the Library commit to share and consult with each other regarding any service delivery review that may impact the other or be helpful to the other.

Services provided by the Town, with agreed upon cost recovery:

Accounting services, including payroll, accounts payable and receivable, bookkeeping including HST remittance, preparation of annual charity revenue form, coordination of annual audit, preparation of Finance section of Annual Report to the provincial Ministry responsible for Public Libraries, and other financial services from time to time.

Budget assistance, utilizing the Town Budget templates.

Information Technology maintenance and support, excluding specialized library information technology. The Library agrees in general, to comply with and will cause its employees to comply with any software licensing agreements. In order to facilitate cohesion, the Library will take every reasonable step to align its IT policies and procedures with the Town, although differences in service models and business practices may sometimes necessitate different policies and procedures.

Human Resources support, including assistance with recruitment, performance management, dismissal, relevant training/leadership opportunities, and Health and Safety compliance. Pay equity review is to be contracted out and paid for by the Library. In order to facilitate cohesion, the Library will take every reasonable step to align its HR policies and procedures with the Town, although differences in service models and business practices may sometimes necessitate different policies and procedures. Library CUPE staff are governed by a Collective Agreement for CUPE 905.13. Excluded Library staff are included in the Town's compensation program and practices, including salaries and benefits.

Legal Services-The Town will support discussions with Legal counsel as needed. The Library is responsible for Library legal costs.

Procurement of goods and services support In order to facilitate cohesion, the Library will take every reasonable step to align its Procurement policies and procedures with the Town, although differences in service models and business practices may sometimes necessitate different policies and procedures. The Library's Procurement Policy mirrors the Town's policy, except with regard to the approvals structure, referencing the roles of the Director of Library Services/CEO and the Library Board.

Facility maintenance:

- Routine, regular maintenance shall be performed by either Town staff or contracted third parties and associated costs incurred shall be the responsibility of the Town.
- Regular housekeeping shall be performed by Town staff or contracted third parties and associated costs incurred shall be the responsibility of the Library.
- Internal renovations and upgrades (leasehold improvements above and beyond the base building operations and upkeep) to specifically address and accommodate Library programs, services, and operational requirements shall be the responsibility of the Library.
- Refer to Schedule A attached for a detailed and prescriptive division of associated cost responsibilities. Schedule A shall be reviewed annually by the Director of Library Services/CEO and the Director of Community Services.

Town staff advisory services when available and appropriate.

Library Board Meeting administrative support In case of a vacancy in the position of Executive Assistant to the Director of Library Services/CEO, a member of the Town Clerk's department may provide committee support for Library Board Meetings on an interim basis as approved by the Town Clerk.

Services provided by the Library:

The Library agrees to provide a selection of Town/Regional services at its branches, as reasonable, appropriate to the community, and so long as the delivery of such services is within the scope and skill set of Library staff. The cost of extra Library staff time during peak times will be included as part of the Library Board's annual operating budget estimates, and the provision of such services will be dependant upon approval of sufficient funds in the Library Grant provided by the Town.

Accounting Procedures:

Costs for the provision of the above services provided to the Library by the Town shall be established and updated on an annual basis and expensed to the Library's operating budget.

The authority to withdraw or transfer funds from the Library Bank Account shall remain vested entirely with the Library Board in accordance with the Public Libraries Act and executed in accordance with Library Board policy.

The Library Board shall establish policies with respect to banking resolutions, signing officers at the bank, and all operational aspects of the Library, and, through the appointment of Chief Executive Officer, Treasurer, and Secretary, shall ensure the effective implementation of those policies in accordance with the Public Libraries Act.

The Library Board will transfer funds upon receipt from the Library Board bank account to the Town to be applied to the appropriate general ledger accounts for disbursements. The Library and its Board will follow Town accounting practices and procedures.

Summary:

This document may be reviewed and amended from time to time, as deemed appropriate jointly by the Town and the Library Board. The Town and the Library Board are committed to cost-effective delivery of services, avoiding unnecessary duplication and costs, and minimizing the impact of support services on the taxpayer.

The Town and the Library Board also commit to ongoing partnership and collaboration with programming, to avoid duplication and schedule conflicts, and to maximize options and crossover opportunities.

This document does not in any way limit the Board in its appointment decisions for the positions of Chief Executive Officer, Treasurer, and Secretary.

Approved by:

For the Town of Georgina:

Town Clerk

Date

CAO, Town of Georgina

Date

For Georgina Public Library:

Library Director/CEO, Georgina Public Library

Date

Chair, Georgina Public Library Board

Date

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. LS-2022-0005

**FOR THE CONSIDERATION OF
COUNCIL**

April 6, 2022

**SUBJECT: CONTINUATION OF ELECTRONIC PARTICIPATION AND
RESUMPTION OF IN-PERSON MEETINGS**

1. RECOMMENDATION:

1. That Council receive Report No. LS-2022-0005 prepared by the Clerks Division, Legislative Services Department, dated April 6, 2022 respecting the continuation of electronic participation and resumption of in-person meetings.
2. That Council provide direction with respect to the method to be employed in conducting Council and Committee meetings.

2. PURPOSE:

Staff are seeking Council's direction to clarify the expectations for electronic participation by any Member in a Council meeting and resumption of in-person Council and Committee meetings. Staff are also seeking direction with respect to public participation.

3. BACKGROUND:

On March 9, 2022, Ontario's Chief Medical Officer of Health, Dr. Kieran Moore, announced that the province's mask mandate will end in most settings, along with remaining regulatory requirements for businesses, effective March 21, 2022. The remaining masking mandates are expected to expire on April 27, 2022, along with any remaining mandates and emergency orders.

Council is now in the position to determine the timing and preferred method to resume in-person Council and Committee meetings.

4. ANALYSIS:

4.1 COMMITTEE MEETINGS

At this time, staff are recommending Committee meetings remain virtual. The Clerks Division have received positive feedback from Committee members with respect to virtual meetings. Members have indicated their preference is to remain fully virtual at

this time as it adds flexibility. Attending virtually also increases the number of prospective candidates interested in becoming a member on our committees.

4.2 COUNCIL MEETINGS

There are three options available for Council meetings going forward: virtual, fully in-person and hybrid meetings.

4.2.1 Virtual Meetings

The continuation of virtual meetings would be seamless as we have been conducting virtual meetings for 2 years. Everything required is in place and functioning well. Virtual meetings are easily accessible and can provide increased citizen engagement. It has also provided environmental benefits such as reduced emissions as staff, Council members, consultants and the public are not required to drive to the Civic Centre to participate in meetings.

Since the introduction of virtual meetings, the Clerks Division have not received any complaints with respect to access to meetings. If someone does not have a computer, they can access the meeting through a phone. We have continued to hold meaningful meetings and the business of the municipality has gone forward as it should.

The original move to virtual meetings required one additional staff member to attend all Council meetings. Continuing with virtual meetings will not demand any additional staffing resources in the Clerks Division.

4.2.2 Fully In-Person Meetings

Council also has the option to return to fully in-person Council meetings. This option could be implemented quickly and would also be seamless as the appropriate processes were in place prior to Covid.

Fully in-person meetings are the traditional format for Council meetings and affords a more formal atmosphere than virtual or hybrid meetings. There may be some hesitancy with staff, Council members or the public to return fully in-person in the Council Chambers. Others may welcome the change as a sign that life is returning to some normalcy.

If we resume fully in-person Council meetings, staff, Council members, consultants and the public will no longer be participating virtually. This may be construed as a drawback as we have not required physical attendance at a meeting for 2 years and it will be an increased demand on time.

Returning to in-person meetings will result in less staffing resources required at each Council meeting from the Clerks Division.

4.2.3 Hybrid Meetings

There are two types of hybrid meetings that staff are proposing: Flexible Hybrid Meetings and Structured Hybrid Meetings.

Flexible Hybrid Meetings:

The flexible hybrid meeting format combines the best of both virtual meetings and fully in-person meetings. It allows the most flexibility and allows for a more gradual return to Council Chambers. The flexible hybrid option allows staff, Council members and the public the option to participate either in-person or virtually. While the flexible hybrid option offers increased flexibility, it also presents more logistical and resourcing issues.

Staff met with eScribe, our meeting management software provider, to discuss the implementation of flexible hybrid meetings. In order for Council to participate in flexible hybrid meetings with our current technology, Council members and staff will be required to utilize their laptops/tablets in the Council Chamber to access the Council meeting through the Zoom platform. Council members and staff will also be required to wear noise cancelling headphones in order to participate in the meeting via Zoom. Earbuds, lapel microphones and wireless headphones will not be able to be utilized by staff or Council members. The meeting will continue to be viewed and conducted through the Zoom platform. This will allow for visual equity for members and is easier for the Chair to manage the meeting.

Staff are investigating the best method for in-person public participation. A laptop will be available on the podium to allow the speaker access to the Zoom meeting. The speaker will need to mute and unmute themselves. As a headset will not be available for sharing between speakers, the difficulty is the sound for the speaker. As they are not utilizing a headset, there may be delay which could result in echoing between the in-person participants speaking and the Zoom meeting audio. Should a member of the public prefer to access the meeting virtually, it would be the same process currently in place.

Running a flexible hybrid meeting will increase demands on staff. Generally, other municipalities have indicated a production person is needed during a hybrid meeting. IT staff may be able to assume the extra responsibility or an additional staff member from the Clerks Division may be required to attend all Council meetings. Additionally, an IT staff member will be required to be in Council Chambers during the meeting which takes a staff member away from other duties.

Structured Hybrid Meetings:

A structured hybrid could also be utilized for Council meetings. With the structured hybrid option, all Council Members and staff would be required to attend the Council Chambers in person. Members of the public could choose if they wish to participate in person or virtually.

The structured hybrid meeting is a return to formal in-person meetings while allowing the public the choice to access the meeting in person or virtually. This will ensure, should the public attend a meeting in person, Council is present in the Council Chamber; whereas, in the flexible hybrid option, there is the possibility that the public may attend a meeting in person and all of Council is attending virtually.

Hybrid Meeting Considerations:

Staff do not recommend a hybrid option for Committee meetings. The Committee meetings are currently functioning well in the virtual environment. Should Council wish Committee meetings to be conducted as a hybrid meeting, there will be additional staffing resources required for every Committee meeting and it will be a significant demand on staff time.

Should Council wish to conduct hybrid meetings in either format, staff will move back to utilizing paper agendas for in-person participants as a temporary measure. Staff will investigate either additional screens for each station in the Council Chambers or purchase a number of iPads. When staff or Council members attend a meeting in-person, an iPad would be signed out for use during the meeting to view the agenda. The iPads would be returned to the Clerks Division staff at the end of the meeting.

Should Council wish to go forward with hybrid meetings but not through either of the suggested methods, staff will need to investigate further and report back. Significant upgrades to the Council Chambers may be required in order to accommodate hybrid meetings in an alternative manner.

If Council wants to implement hybrid meetings, staff will require additional time to test and implement a solution and would not recommend beginning hybrid meetings until at least May. Updates may also be required to the Procedural By-law.

Flexibility will be necessary, going forward, with respect to the manner in which meetings are held. We may need to change methods, based on technology constraints or further health restrictions.

5. RELATIONSHIP TO STRATEGIC PLAN:

Engage our community & build partnerships

Deliver exceptional service

This engages our community and delivers exceptional customer service by creating a sense of accountability and empowerment.

6. FINANCIAL AND BUDGETARY IMPACT:

Budgetary impacts will be dependent on the option Council wishes to utilize. There will be additional technology required with either hybrid option.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

There are no notice requirements or public consultation necessary in this determination.

8. CONCLUSION:

As we continue to cautiously open, Council is in the position to determine the timing and preferred method to resume in-person Council and Committee meetings.

APPROVALS

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