



Revised Agenda
Orangeville Public Library Board

Wednesday, March 26, 2025, 5:00 p.m.
The Corporation of the Town of Orangeville

Meeting Location - Library Boardroom, 1 Mill St, Orangeville, ON L9W 2M2

NOTICE

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to jmoule@orangeville.ca. Such written comments will become part of the public record. Members of the public may access the meeting on the above-noted date and time by telephone at (audio only) at +1-289-801-5774 Phone Conference ID: 567 669 823#. Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2256 or via email at clerksdept@orangeville.ca

Pages

1. **Call to Order**
2. **Disclosures of (Direct or Indirect) Pecuniary Interest**
3. **Land Acknowledgment**

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.
4. **Adoption of Minutes of Previous Meeting**

Recommendations:
That the minutes of the following meeting are approved:

 - 4.1 **2025-02-26 Library Board Minutes** 4
 - 4.2 **2025-03-06 Library Board Minutes** 9
5. **Presentations**
 - 5.1 **Nicole Martin, CAO Township of Amaranth regarding the geographical limitations on support for library membership.**

6. Information Items

Recommendations:

That the following information items are received:

6.1	CEO Report - March 2025	11
6.2	2025 - Pre-Budget Submission - OLA FOPL	17
6.3	CFLA-FCAB Residential School Press Release	23
6.4	Verbal Report from the Succession Planning Working Group	

7. Staff Reports

7.1	Overview of Health & Safety at the Library	24
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Recommendations:

That Report 25-07 Overview of Health and Safety at the Library be received; and

That the Board adopt the following Town of Orangeville policies:

- Health and Safety Policy (Appendix A)
- Violence in the Workplace Prevention Policy (Appendix B)
- Harassment in the Workplace Prevention Policy (Appendix C)

7.2	Committees of the Board	39
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Recommendations:

That Report 25-08, Committees of the Library Board be received.

7.3	Policy Review - Planning Policy	43
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Recommendations:

That Report 25-09 Policy Review – Planning be received; and

That the Planning Policy attached to this report as Appendix A, be adopted.

8. Correspondence

9. Announcements

10. Closed Meeting

Recommendations:

That a closed meeting of the Orangeville Public Library Board be held, pursuant to section 16.1(4) of the Public Library Act for the purposes of considering the following subject matters:

Role of the Library Chief Executive Officer,

Labour relations or employee negotiations.

11. Rise and Report

Recommendations:

That the confidential verbal update regarding the Role of the Library Chief Executive Officer be received; and

That the Succession Planning Working Group will delay the recruitment plan submission to the Board until June 2025.

12. Date of Next Meeting

The next meeting is scheduled for Wednesday April 23, 2025 at 5 p.m.

13. Adjournment



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

February 26, 2025, 5:00 p.m.

Members Present: P. LeBlanc
S. Marks
Councillor J. Andrews
Councillor T. Prendergast
B. Rea
V. Speirs
D. Waugh

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
R. Patel, Makerspace Specialist
C. Braan, Chief Financial Officer/Treasurer, Operations
R. Medeiros, Financial Analyst, Operations

1. Call to Order

The meeting was called to order at 5:01 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgment

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee and is home to many Indigenous people today.

4. Adoption of Minutes of Previous Meeting

Recommendation: 2025-005

Moved by Councillor J. Andrews

Seconded by Councillor T. Prendergast

That the minutes of the following meeting are approved:

4.1 2024-11-27 Library Board Minutes

4.2 2025-01-13 Library Board Minutes

4.3 2025-01-13 Library Board Closed Minutes

Carried Unanimously

Recommendation: 2025-006

Moved by B. Rea

Seconded by Councillor J. Andrews

Chair P. LeBlanc requested that the order of items on the agenda be amended;
and

That items 6.2 and 7.3 be discussed next.

Carried

6.2 2024-12-31 Library Operating Financial Report

Recommendation: 2025-007

Moved by Councillor J. Andrews

Seconded by Councillor T. Prendergast

The 2024-12-31 Library Operating Financial Report be received.

Carried Unanimously

7.3 Report 25-05 Project Update - Exploratorium

The Board decided to have a special meeting on Thursday March 6, at 4 p.m. to discuss the construction budget. Staff will provide a fulsome report that includes the procurement process.

Recommendation: 2025-008

Moved by D. Waugh

Seconded by V. Speirs

That Report 25-05, Project Update - Exploratorium be received.

Carried Unanimously

5. Presentations

None.

6. Information Items

Recommendation: 2025-009

Moved by B. Rea

Seconded by Councillor J. Andrews

That the information items listed as 6.1 and 6.3 be received.

Carried Unanimously

6.1 CEO Report - February 2025

6.3 2025 Collection Agreements

7. Staff Reports

7.1 Report 25-03 2025 Schedule A – Circulation Policy Fees and Fines

Recommendation: 2025-010

Moved by Councillor J. Andrews

Seconded by Councillor T. Prendergast

That Report 25-03, 2025 Schedule A – Circulation Policy Fees and Fines be received.

Carried Unanimously

7.2 Report 25-04 Review of Safety and Security Measures

Recommendation: 2025-011

Moved by D. Waugh

Seconded by S. Marks

That Report 25-04 Review of Safety and Security Measures be received.

Carried Unanimously

8. New Business

8.1 CEO Selection Committee Vacancy

Recommendation: 2025-012

Moved by Councillor J. Andrews

Seconded by B. Rea

That the Board change the name of the CEO Selection Committee to CEO Succession Planning Committee.

Carried Unanimously

Chair P. LeBlanc left the meeting and Vice Chair V. Spiers assumed the role of Chair for this matter.

Recommendation: 2025-013

Moved by B. Rea

Seconded by Councillor J. Andrews

That the Board accept the resignation of Board Member P. LeBlanc from the CEO Succession Planning Committee; and

That the Board appoint David Waugh and Councillor Prendergast as Board Member representatives on the CEO Succession Planning Committee.

Carried Unanimously

Chair P. LeBlanc returned and resumed the role of Chair.

9. Announcements

The Chair recognized Board Member Bill Rea for receiving the King Charles III Coronation Medal on January 14, 2025. This honor acknowledges individuals who have made a significant impact or outstanding achievement in their community. Mr. Rea was nominated by Parkinson's Canada for his work in developing Pedaling for Parkinson's in Orangeville.

10. Date of Next Meeting

The Chair called a special meeting on March 6, 2025 at 4 p.m. The next regular meeting is scheduled for March 26, 2025 at 5 p.m.

11. Adjournment

The meeting adjourned at 6:53 p.m.

Darla Fraser, CEO

P. LeBlanc, Board Chair



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

March 6, 2025, 4:00 p.m.

- Members Present: P. LeBlanc
Councillor J. Andrews (remote)
Councillor T. Prendergast (remote)
B. Rea
V. Speirs
D. Waugh (remote)
- Members Absent: S. Marks
- Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
R. Patel, Makerspace Specialist
C. Braan, Chief Financial Officer/Treasurer, Operations (remote)
R. Medeiros, Financial Analyst, Operations (remote)

1. Call to Order

The meeting was called to order at 4:01 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgment

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also

recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

4. Staff Reports

4.1 Report 25-06 Project Update – Exploratorium

Recommendation: 2025-014

Moved by B. Rea

Seconded by D. Waugh

That Report 25-06, Project Update - Exploratorium be received; and

That the Board approve the Exploratorium Policy as amended as follows:

- Policy Statement, change the first sentence to “The community makerspace operated by The Orangeville Public Library will be marketed as the Exploratorium.”
- Section 1. Access and Hours - Remove "beverages must be in lidded containers" and change to "No food or drink is allowed." ;and

That the Board approve an expenditure increase of \$124,950 for the Library Creation Lab project 20381.1200 to be funded by a Friends of the Library Donation (\$2,500), and the Library Capital Reserve (\$122,450).

Carried Unanimously

5. Date of Next Meeting

The next meeting is scheduled for Wednesday, March 26, 2025, 5 p.m.

6. Adjournment

The meeting adjourned at 4:43 p.m.

Darla Fraser, CEO

Peter LeBlanc, Board Chair



CEO Report – March 2025

Sector Updates

Ontario Library Association (OLA)

OLA recently launched the [Inclusive Librarianship: State of the Sector Survey](#). They are requesting assistance in sharing this important initiative widely across networks and within the library system.

“As part of OLA’s commitment to becoming an anti-racist organization, we are conducting this benchmarking survey to better understand the state of equity, diversity, and inclusion (EDI) in the Ontario library and information sector. The results will directly inform OLA’s anti-racism strategy, helping to address barriers to entry for IBPOC library professionals and other systemic challenges related to equity and inclusion.”

Link to the survey is [here](#).

To ensure this effort is as impactful as possible, we need participation from a broad range of voices within Ontario’s library community:

- OLA members and non-members
- IBPOC and non-IBPOC/white library staff
- Former members of OLA

OLA particularly encourage non-IBPOC/white members of the community to participate, as addressing racism and advancing inclusion is a shared responsibility.

Federation of Ontario Public Libraries (FOPL)

The provincial election is over and in the Dufferin Caledon riding Sylvia Jones has been re-elected. Sylvia Jones remains Deputy Premier and Minister of Health.

FOPL’s AGM is coming up in April (more information to come), members are encouraged to attend. They will be shaping their advocacy plan for the next few years and your feedback is important to them.

A copy of the Ontario Library Association & Federation of Ontario Public Libraries 2025-26 Pre-Budget Submission is attached as information item 6.2.

Canadian Federation of Library Associations (CFLA)

CFLA has put out a statement on the release of all outstanding residential school documents. The press release letter and statement is attached as information item 6.3 or via this link: [Canadian Federation of Library Associations Calls for the Release of all Outstanding Residential School Records | Canadian Federation of Library Associations](#)

"The library community is united in the belief that truth must first come before reconciliation... For families, documents can represent important missing pieces of truth or can serve to clarify stories that have been passed down. The importance of this material cannot be overstated in supporting intergenerational healing and understanding. We hope that all organizations including governments and churches who currently hold these materials will turn these documents over to be respectfully and appropriately shared with the families and communities." - Lorisia MacLeod, Chair and Indigenous Ancestry Representative at CFLA-FCAB, excerpt from the statement found online at link above, March 14

Operations

Cybersecurity Incident

The Town of Orangeville issued a [statement](#) on February 28 regarding the response to a recent cybersecurity incident.

"...a cybersecurity incident affecting our systems. Upon identification of the incident, Town staff took immediate action to safeguard information and mitigate potential risks, and in doing so we were able to limit exposure. We are actively collaborating with cybersecurity experts and local authorities to understand the nature and full scope of the incident." [Source](#) Town of Orangeville website.

As at the time of writing March 19, 2025:

Both locations are up and running with service restored for all services EXCEPT:

Currently **NOT available**:

Debit payments, Library Printing, Scanning, Faxing, Self-serve check-outs.

ALL other services **are available**

- Doors are open
- Book and item borrowing
- Place and pickup holds
- Inter-library loan and book club requests
- On-site library computer use
- Public catalogue
- Programming and events

Email messages are getting through however the phone system was impacted. We have temporarily equipped the branches with cell phones to maintain communication channels.

- Mill Street Library: 519-278-6801
- Alder Library: 519-278-1103

Library staff did an outstanding job responding to this incident to ensure that there was limited impact on library customers. Although, paper based manual checkout was used for the first few days, we quickly put our ILS system back online using laptops. Kim Carson and the library team are to be commended for their initiative and adaptability in responding.

Library Wedding Event

A debrief is planned for the event held on March 1st at the library. The wedding was a notable success, as evidenced by the positive feedback received on the event night. Library staff have

garnered several insights from this experience. The potential of offering wedding services as a revenue stream is promising, though further investigation is necessary before a formal proposal can be presented to the board.

Sustainable Orangeville Library Initiatives

Our partnership with Sustainable Orangeville continues to develop, recently regarding their Bird Nerdin' project. The library anticipates launching a 'Birdwatching in Orangeville Kit', sponsored and supplied by Sustainable Orangeville. These kits will provide a fascinating addition to our non-traditional collection.

The library will seek clarification on Sustainable Orangeville's plan for the delivery of the Seed Library – a community initiative hosted some years at the Mill Street Library. The library has space and a point person to offer.

Staff Professional Development Day

Plans are underway for the April 14 professional development day; "Grow, Learn and Develop @ the Library (GLAD)". Closed to the public for the day, we will focus on enhancing skills amongst library staff. The day will feature a presentation by Kimberly Van Ryn, a respected local expert on "Trauma-Informed Service".

This training delivers on action item 2.1 of the Safety and Security Measures review. Integrate trauma-informed approaches; train staff on tailoring responses to behaviour and social contexts, including comprehensive trauma-informed service training.

Community Volunteer Income Tax Program (CVITP)

The Community Volunteer Income Tax Program is active for its sixth year at the Mill Street Library. Coordinated by our dedicated community champion, Suzanne Lachance, the program offers free tax return preparation for eligible individuals. Last year, nearly 500 tax returns were filed. This initiative will operate from March 3 to April 25, allowing eligible participants with modest incomes and straightforward tax situations to access this service at no cost. Details can be found on our website. [Rogers Community TV](#) recorded a conversation about this program which can be viewed on Cable 63.

Alder Branch Library Hours Adjustment

The library will pilot a seasonal reduction in hours at the Alder branch. Starting after the Victoria Day weekend (specific dates to be confirmed) until after the Labour Day weekend:

- Weekdays: 10 AM to 6 PM
- Saturdays: 9 AM to 5 PM
- Closed on Sundays

Additionally, following Good Friday, Friday hours will be permanently adjusted to 10 AM to 6 PM.

Exploratorium Update

The request to access Library Capital Reserve Funds has been prepared, pending its inclusion in the March 24 Council meeting agenda. Facilities have drafted the tender request, with document review pending from the Procurement Specialist.

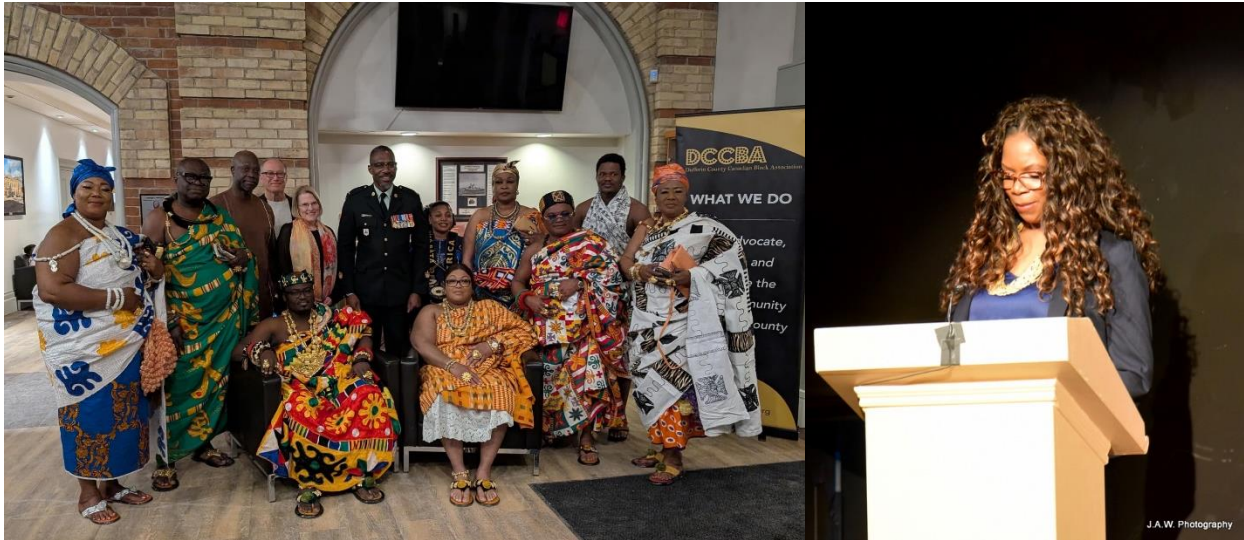
Engagement with Amaranth Council

Our recent presentation to the Amaranth Council was positively received. We anticipate continued dialogue, with CAO Nicole Martin addressing the board at the March meeting.

Board/Staff/Friends and Volunteer Appreciation Night

Based on the responses received through the online poll, the first choice for the date of this event is **Friday, November 14, 2025**. This celebration will be held in the Mill Street library after closing.

Program Update as submitted by Lauren Tilly



The Dufferin County Canadian Black Association (DCCBA) Annual Black History Month Event took place on March 1 at the Orangeville Opera House in collaboration with the Town of Orangeville, Theatre Orangeville, Orangeville Public Library, Town of Shelburne and Town of Shelburne DEI and ICCD. It was a wonderful evening with special cultural performances, distinguished speakers and appearances fostering unity and reflection on Black Canadians.



Kids attending the February After School Club had a giggling good time as they engineered marshmallow toothpick structures to withstand a Jello earthquake!

March Break was a lot of fun with the library this year! Below are snapshots of some of the excellent entertainment shows enjoyed by over 850 attendees in the mornings and a lineup of our in-house programming in the afternoons:



Up and Coming

- OPL in partnership with BookLore and supported by the Town of Orangeville EDI Committee, will be hosting author [Dr. Samra Zafar](#) on Saturday, March 22 at 2 p.m.
- [Teen Chronicles Book Club](#) meets the second last Friday of the month on March 28 at the Alder Library
- March [After School Club](#) is on Monday, March 31 at 4:30 p.m. at the Mill Library where participants will be building fabulous flyers for some STEM filled fun
- In partnership with the Headwaters Writers' Guild there will be a [Spring Open Mic](#) event celebrating Poetry Month (April) on Sunday, April 6 from 1 to 3 p.m.
- The spring session of [Coffee, Conversation & Books](#) (done in partnership by Dufferin Libraries) will be held in Grand Valley on Wednesday, April 16 and will feature local author Sonia Day
- The Mill Street Library will provide space for EarlyON Dufferin and The Parent Support Network to host the weekly Bounce Back and Thrive program for parents of young children from April 2 to the end of May
- [Experts in the Library](#) will feature Outdoor and Nature Journal educator Billie-Jo Reid for a workshop on Sunday, April 27 from 1 to 3 p.m.
- Save the date for Battle of the Books 2025: Thursday, April 24 is the Intermediate Battle and Thursday, May 8 is the Junior Battle at the Alder Street Recreation Centre from 9 a.m. to 12 p.m.
- Save the date for an Author Talk celebrating Nurses Week with local author Cheryl van Daalen-Smith on Thursday, May 15 at 7 p.m.
- Save the date for our annual International Day Against Homophobia, Transphobia and Biphobia (IDAHOBIT) hosted in partnership with the Dufferin Child & Family Services (DCAFS) 2SLGBTQ+ youth group GLOW on Saturday, May 17 at 6 p.m.
- Save the date for the May Experts in the Library which will take place Thursday, May 29 and feature local teacher, author and educational consultant Linda Kent who will be talking about dyslexia and different ways of learning

Supporting Ontario's Public & School Libraries to Empower Local Communities

Ontario Library Association & Federation of Ontario Public Libraries 2025-26 Pre-Budget Submission

Public libraries are critical to communities across Ontario and essential to thriving local economies and economic growth.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource. They are engines of innovation, entrepreneurship, and local economic development in communities of all sizes.
- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.
- Despite this, many individuals and families across the province are unable to access the local public library resources they need.
- In urban centres, rural and Northern communities alike, public library budgets are overstretched – and the situation is getting worse.
- The combined impact of the pandemic, the pressure of inflation on public library and municipal budgets, and growing social and economic challenges in communities across the province have brought public libraries to a critical point.

Building on Ontario's Investment in Public Libraries

Over the past several years, OLA & FOPL have worked successfully with the Ontario Government to secure vital support for Ontario's public libraries.

- Through the 2024 Ontario Budget, \$1.25 million in enhanced, ongoing provincial funding to support the operations and staffing of First Nations Public Libraries on reserve.
- \$582,000 investment for up to 155 eligible public libraries in small, rural and First Nation communities to provide internet access.
- \$4.8 million investment to install or upgrade high-speed broadband internet at over 100 public libraries across Ontario

Priorities Overview

Public Libraries

- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through **the creation of an Ontario Digital Public Library**, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.
- **Increase provincial operating funding for Ontario's public libraries** to address critical shared priorities and community needs.
- Building upon the enhanced funding committed in the 2024 Ontario Budget, **develop a sustainable funding model for public libraries on reserve** to ensure that these important local hubs are fully funded and viable.

School Libraries

- **Restore and enhance protection of provincial funding for school libraries and library staff** under the new Core Education Funding Model, as well as accountability for school boards about how these funds are used, in recognition of their importance for meeting Ontario's student literacy goals and supporting student achievement.

Public Library Priorities

Provide critical e-learning support and equitable access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- Ontario's public libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has already recognized the crucial importance of public libraries to broadband connectivity and equity of access:
 - in *Building a Digital Ontario*, making a \$4.8 million investment to install or upgrade broadband connectivity at more than 100 public libraries across the province; and
 - in February 2024, the Ontario Government invested an additional \$122,000 to the *Internet Connectivity Grant* enabling up to 155 eligible public libraries that serve communities of 20,000 or less to be fully reimbursed for the costs of providing publicly accessible internet access.
- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed – no matter where they live in Ontario.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness. These include:
 - in-depth job and career skills training;
 - language learning;
 - live tutoring and homework help;
 - health information; and
 - resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.

A proposed Ontario Digital Public Library would provide a core suite of highly impactful digital resources accessible by every Ontarian through their local public library. While the specific resource set will depend on the outcome of competitive negotiations with vendors, potential resources could include:

- **Live Tutoring;** resources are available that provide a powerful suite of live tutoring, skills development and test preparation tools for learners of all ages, with a focus on K-12.
- **Job Skill Development and Training;** some libraries already subscribe to databases that include an ever-expanding catalogue of virtual courses and learning modules for career, creative, digital skills development and certifications
- **Language Learning;** these apps have become increasingly popular, providing highly personalized and comprehensive language learning capabilities for dozens of global languages.

- However, **these resources are expensive, especially when purchased on a patchwork, library-by-library basis** – and a diverse set of the highest impact resources is well beyond the means of an individual or family to afford. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

Recommended Priority:

- By following the well-established approach used in Alberta and Saskatchewan and leveraging volume purchasing through an annual provincial investment, as well as existing public library infrastructure, the Ontario Digital Public Library could provide a universal set of the highest-impact digital resources to every public library – and every Ontarian – **at an overall cost savings of up to 40%** when compared to library-by-library subscription.
- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario’s vision of an economy where every individual and community can contribute and compete.
- *Projected cost:* \$10 million - \$20 million / annually.¹

Critical Digital Resources are Out-of-Reach for Many Ontarians and Public Libraries

- According to the 2023 Annual Survey of Public Libraries, only 145 of our 363 library systems are able to afford subscriptions to five (5) or more databases.
- Meanwhile, 69 public libraries reported having zero (0) database subscriptions; majority of which are public libraries on reserve.

¹ See Appendix for provincial investment scenarios based on different funding levels.

How Would an Ontario Digital Public Library Work?

- Based on an annual provincial investment, Ontario’s public library sector would work closely with the Ministry of Tourism, Culture and Gaming and agency partners to determine the appropriate mix of resources to deliver the greatest impact across the province.
- The designated delivery partner – such as the Ontario Library Service or another identified entity – would negotiate to secure province-wide access to a universal set of resources.
- Access to these resources will ideally be connected directly through local public library websites, providing a seamless experience for local users.
- Ontarians will be able to access the complete resource set either in-person at their local library, from home, or through their personal devices wherever they are.
- For those public libraries without an online presence, the Ontario Digital Public Library will maintain a direct online portal to provide access.

Increase provincial funding for Ontario’s public libraries to address critical shared priorities and community needs.

- Public libraries in Ontario have received no increase in provincial funding support (Provincial Libraries Operating Grant, or PLOG) in over 25 years, during which time the value of the province’s investment in public libraries has decreased by over 60%.
- Although over 90% of public library funding is provided by the local municipal government, provincial operating funding provides critical stability to public library budgets.
- Libraries have adapted and maximized the impact of every dollar despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource.
- Across Ontario – in communities of all sizes – these **budget pressures are reaching a tipping point.**
- Public libraries are the focal point of municipalities across Ontario; critical to social cohesion and community building. As a result, they find themselves on the front lines of many of the most critical challenges facing our communities, including homelessness, mental health and addictions, newcomer integration, re-skilling in a changing economy, and overcoming the digital divide.
- Ontario’s public libraries are proposing a targeted investment in additional operating funding for public libraries **to specifically address critical areas of shared community and provincial priority**, including:
 - Supporting economic recovery through job training and skills development;
 - Addressing the community impacts of mental health and addictions;

- o Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members; and
- o Supporting early literacy and K-12 success.
- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.
- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to the four identified priority areas based on community need.
- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.
- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.
- *Projected cost:* \$25 million / annually.

Building upon the enhanced funding committed in the 2024 Ontario Budget, develop a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully funded and viable.

- Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintaining a sense of community and to minimizing social isolation, many of which are remote or face systemic social and economic challenges.
- Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.
- Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities.
- There is little to no funding available for collections, programming and technology resources. Librarians rely on one-time grants or donations to develop their collections, and many librarians contribute personally to purchase programming supplies and food.
- Many public libraries on reserve operate with only one staff person who is expected to perform many functions. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.
- Of the 133 First Nations communities in Ontario, only 37 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four public libraries on reserve closing their doors due to inadequate funding over the past 20 months.
- In recognition of the significant financial barriers faced by First Nations Public Libraries on reserve, **the Ontario Government made a multi-million-dollar enhancement through the 2024 Ontario Budget** to both the First Nation Salary Supplement and Public Library Operating Grant funding. This investment amounted to \$1.25 million in additional, ongoing annual funding.
- This critical investment is a vital first step to restoring stability to First Nations Public Libraries on-reserve.
- There is more important work to be done. Together with the Ministry of Tourism, Culture and Gaming and First Nations Public Library leaders, this recent investment provides an opportunity to work together on a sustainable funding and operating model to preserve the long-term viability of these important local hubs.

Recommended Priority:

- Work alongside First Nations Public Library leaders towards the design and implementation of a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable.
- *Projected cost:* N/A; projected funding requirements would be based on the identified model and requirements.

School Library Priorities

Restore and enhance protection of provincial funding for school libraries and library staff under the new Core Education Funding Model, as well as accountability for school boards about how these funds are used, in recognition of their importance for meeting Ontario's student literacy goals and supporting student achievement.

- Ontario's Ministry of Education has embarked upon a "back to basics" strategy with a commitment to boosting student literacy and math skills.
- This reflects ongoing trends indicating that fewer and fewer Ontario students are meeting the provincial standard in reading and writing. Last year's Grade 3 and Grade 6 EQAO scores indicated a further decrease in reading and writing scores.
- Access to school libraries is a proven part of student success, especially in literacy.
- School libraries are at the heart of student literacy achievement. Literacy and critical research skills are foundational to student success in STEM and other key subject areas. Teacher-librarians serve as literacy leaders and provide support and expertise while working alongside classroom teachers to meet literacy and curriculum objectives.
- Despite the importance of school libraries and staff to achieving Ontario's literacy objectives, student access to school libraries has significantly declined over the past 20 years.
- Due to school board-level decisions, **hundreds of thousands of students across Ontario have lost access to school libraries and the critical resources and support they provide.** This has accelerated in the past several years as several of Ontario's largest school boards have made dramatic reductions to school libraries and library staff; other school boards in both urban and rural communities have eliminated them altogether.
- According to reporting by school boards to the Ministry of Education, 1 in 3 school boards in Ontario self-reported underfunding school libraries for the 2021-22 school year – a number that has likely increased since then.
- Ontario's Core Education Funding Model, introduced last spring, is putting school libraries at further immediate risk. The new model:
 - Eliminated protected funding for school libraries and library staff.
 - Put library staff funding in the same category as materials like Chromebooks and crayons.
 - School boards are no longer required to report to the Ministry of Education on how or if they are funding school libraries – a requirement previously introduced by the Ontario Government in 2021.

Ontario's School Libraries and Student Literacy are At Risk

- Closure of school libraries and reductions/eliminations in library staff for 20+ years
- 1 out of 3 of school boards reported underfunding school libraries and library staff in 2021-22
- Loss of enveloped funding & reporting measures via Core Education Funding
- 2023-24 EQAO results show decrease in number of students meeting provincial standard for reading & writing

Recommended Priorities

- Update the Core Education Funding Model to create a defined sub-allocation for all school libraries and staffing funding, consistent with the provincial per-student formula;
- Update the Funding Model to fully protect these allocations; and
- Restore the annual reporting and accountability requirements regarding school libraries for school boards and implement recommended enhancements previously submitted by the OSLA.

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually-operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

Appendix

ODPL – Provincial Investment Scenarios

- Different funding levels listed below provide incremental increases for access to online databases and e-learning products, based on library sector understanding of preferred/high-use resources, current subscription costs, and required technical support and maintenance.
- Each funding level provides all 310 public library systems and First Nations public libraries in Ontario with:
 - o A suite of online resources for a full subscription year with unlimited, 24/7 and simultaneous access, and
 - o Annual operating costs for staff, support and supplies.
- At each funding level, the breadth of resources provided substantially increases, while operating costs remain stable.
- The ODPL would be delivered seamlessly through local public library websites, with centralized support to coordinate and manage resources and operations.

Funding Level*	Number of Databases	Database Examples**
\$10 million	14	General: <ul style="list-style-type: none"> • Health and Small Business reference • Language learning • Consumer Reports • Legal forms and templates • Magazines and News in 70 languages • French e-books • Auto Repair • Genealogy • Self Publishing
\$15 million (recommended)	18	General and Advanced – all content listed above and: <ul style="list-style-type: none"> • K-12 e-content • Live Tutoring • Resume and Job coaching
\$20 million	22	General, Advanced and Specialized - all content listed above and: <ul style="list-style-type: none"> • Online learning courses, including business essentials • Wellness and personal development

* The three funding levels include funds for online databases as well as \$780,000 for operational requirements including supplies, support materials and 5 full-time staff for training, technical support, outreach and digital content management for the ODPL.

** At the levels of investment outlined in the scenarios above, OLA/FOPL is not recommending that further investment in e-books be included in the ODPL due to borrowing limits/restrictions, and high purchasing costs. The funding would be more impactful and beneficial to a greater number of Ontarians when expended on online databases and e-learning resources.



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

For Immediate Release

Canadian Federation of Library Associations Calls for the Release of all Outstanding Residential School Records

September 29, 2022 (Ottawa, ON) – The Canadian Federation of Library Associations (CFLA) has sent an open letter to federal Cabinet Ministers calling on their support for the full public release of outstanding residential school records currently being withheld by the Catholic Church and other orders of government.

Following calls from the National Centre for Truth and Reconciliation (NCTR), the federal government has committed to turning over 12,000 residential school documents. Over five million documents and six thousand witness statements have been archived by the NCTR.

“The library community is united in the belief that truth must first come before reconciliation,” said Lorisia MacLeod, Chair and Indigenous Ancestry Representative at CFLA-FCAB. “For families, documents can represent important missing pieces of truth or can serve to clarify stories that have been passed down. The importance of this material cannot be overstated in supporting intergenerational healing and understanding. We hope that all organizations including governments and churches who currently hold these materials will turn these documents over to be respectfully and appropriately shared with the families and communities.”

The Pope’s recent visit to Canada is an important step in the long healing process needed. However, in order for the apology to have an impact in the journey towards reconciliation, action must be taken to uncover the full truth of the Canadian residential school system. Not only are these documents pertinent to understanding the scope of profound injustices and human rights abuses committed and by whom, they are also integral to the achievement of justice for survivors and Indigenous communities.

The release of this information should be made in consultation with the NCTR and libraries and archives to ensure it is first made available to Indigenous peoples, while also working to minimize secondary trauma for survivors.

As representatives of the library and archive community, we are calling on elected officials and Church officials to take the steps necessary for reconciliation by working to uncover any and all documents that remain withheld.

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CFLA-FCAB is the united voice of Canada’s libraries. We work to influence public policy, advance library excellence, and raise the visibility of libraries in Canada to advance our national intellectual, social, economic, and cultural success.

For media inquiries or more information, please contact:

Will Greene, Public Affairs Representative
Will@impactcanada.com
(613) 233-8906

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: March 26, 2025
Report #: 25-07
Subject: Overview of Health and Safety at the Library

Recommendation

That Report 25-07 Overview of Health and Safety at the Library be received; and

That the Board adopt the following Town of Orangeville policies:

- **Health and Safety Policy (Appendix A)**
- **Violence in the Workplace Prevention Policy (Appendix B)**
- **Harassment in the Workplace Prevention Policy (Appendix C)**

Purpose

The purpose of this report is to provide an overview of the policies and processes in place at the Orangeville Public Library (OPL) for the board's review and approval. The overview provides applicable legislation and corresponding actions by the library.

Health and Safety in the Library

Orangeville Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property.

1. The Board, Chief Executive Officer (CEO), library staff, and volunteers share the responsibility along with the Town of Orangeville to ensure a safe and secure place for all.
2. The Board requires individual staff members to take responsibility for their own safety, as well as that of the public. The board endorses the annual Town of Orangeville Health and Safety policy signed by the Mayor, the CAO, and the Employee and Management Representatives of the Joint Health and Safety Committee.
3. All board members, staff, and volunteers will take initiative on safety issues and contribute to solving problems and prevent hazards on an ongoing basis.

4. The Board ensures that funding, time, and resources are dedicated to training staff and volunteers in safety, security and emergency procedures.
5. The CEO develops written safety and security procedures that include implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a. harassment and violence (see Town of Orangeville Policies attached)
 - b. safe work practices, including WHMIS, ergonomics,
6. In accordance with **Ontario Regulation 191/11 Integrated Accessibility Standards**, all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
7. Closing the library may be necessary in emergencies, the primary consideration is the safety of all persons in the building and on the property. The CEO or designate in collaboration with the General Manager, Community Services will participate in a decision to close the library during an emergency. The board will be informed and will participate in the decision of any long-term closure.

Conversely, on January 28, 2021 the Town Inclement Weather policy was enacted. It states that The Chief Administrative Officer (CAO) is responsible for making the decision to close the Town facilities/offices due to inclement weather.

8. The library cooperates with the Town of Orangeville and other agencies responsible for health and safety and local emergency preparedness.

Section 1: Legislative Requirements

The library board and CEO are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principle of the policy is the responsibility of all employees in maintaining a safe workplace which is best achieved through consultation and co-operation between management and employees.

1. The Occupational Health and Safety Act (OHSA) requires those who have any degree of control over the workplace to ensure a safe and healthy work environment.
2. The requirements of the OHSA apply to every worker who is being paid, regardless of the location where the work is performed. If workers work at home and are being paid or are driving and being paid enroute, they are covered under the Act.
3. If a paid worker suffers a critical injury, the OHSA requires that the employer immediately notify the Ministry of Labour Health & Safety Contact Centre and the Workplace Health and Safety representative. The employer and the employee health and safety representative must prepare a written report, and forward to a director of the Ministry of Labour within 48 hours.
4. The OHSA sets out duties with respect to workplace safety, and materials and equipment in the workplace. Section 25(2) of the Occupational Health and Safety Act requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

NOTE: Town of Orangeville does issue a reviewed statement each year – it is recommended that the board also move that portion of the policy to a one-year review cycle. In 2021, it was adopted for the four-year standard review cycle.

5. Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training requires a worker to complete a basic occupational health and safety awareness training program.

NOTE: This is completed as part of the Employee onboarding and probationary requirements.

Section 2: Responsibilities

1. The Ontario Occupational Health and Safety Act (OHSA) and its regulations impose a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety.
2. The Library Board delegates authority to administer and direct health and safety to the Library CEO.
3. The Library CEO is responsible for:
 - a. ensuring adherence to the principles of this policy
 - b. including a Health and Safety item on all staff meeting agendas
 - c. ensuring compliance with all applicable health and safety legislation
 - d. ensuring training and procedures for effective health and safety program management, including adequate allocation of funds and resources
 - e. investigating all accidents involving personal injury and reporting incidents to proper authorities when required
 - f. addressing employees' safety concerns promptly
 - g. ensuring that health and safety infractions are addressed
4. Librarians are responsible for:
 - a. making sure that work is done safely
 - b. ensuring employees are aware of hazards and how to protect themselves
 - c. maintaining an orderly and uncluttered work area
 - d. providing adequate training to employees in order to protect their health and safety
 - e. investigating in the presence of the employee health and safety representative, refusals to work or, in the event that they are not available, a fellow employee
5. Employees are responsible for:
 - a. knowing procedures to follow in the case of accidents or sudden illnesses
 - b. wearing appropriate personal protective equipment as directed
 - c. reporting any known hazards to their supervisors
 - d. reporting any accidents or injuries to their supervisors

- e. understanding the hazards associated with any materials they used and all relevant safety information regarding their use
- f. reporting any missing or defective equipment
- g. maintaining an orderly and uncluttered work area
- h. operating any equipment in a way that will not endanger any employee
- i. knowing the location of the first aid kit and the stretcher
- j. knowing the locations and use of the fire extinguishers as well as the location of emergency exits
- k. participating in fire drills and other emergency evacuation procedure

Section 3: Health and Safety Representative

1. The **OHS**A requires that a workplace with fewer than 20, but more than five employees, have a workplace Health and Safety Representative. In accordance with [Section 8](#) of the *Occupational Health and Safety Act*:
 - a. employees will appoint one health and safety representative from among the workers who does not exercise managerial functions and has powers as set out in Section 8(11) of the **OHS**A
 - b. the library board will pay the representative while carrying out his or her duties

NOTE: The JHSC is a single joint health and safety committee, when established and maintained for more than one workplace, each of which would normally require its own committee it is legally referred to as the MJHSC (Multi-Workplace Joint Health and Safety Committee). However, town practices support the use of JHSC as the name. The library participates as part of this joint health and safety committee (JHSC). Currently elected to this position is the Administrative Assistant, Library.

2. The Health and Safety Representative will, in accordance with [Section 8](#) of the *OHS*A:
 - a. identify workplace hazards
 - b. inspect the workplace at least once a month

NOTE: Both Library locations are inspected monthly by a representative of the JHSC. The JHSC shall establish a schedule for monthly inspections. During the inspections, the employer (CEO) shall provide the member with the necessary information to complete the inspection of the workplace. Following the inspection the member shall inform the JHSC and management of any situations that may be a source of danger to workers and the committee shall consider such information within a reasonable time.

The JHSC is empowered to put a 'stop work' notice up where they have assessed an immediate hazard. The member of the JHSC completing the inspection of that area will inform the Supervisor immediately of the action taken.

Inspection results are provided to the CEO, Library and the Manager, Facilities or designate(s) for responses. The CEO, Library is responsible for final sign-off of items completed and responding to reports or recommendations from the JHSC within 21 days.

In addition to the monthly inspections by the JHSC all fire extinguishers and emergency lighting are visually inspected monthly and fully tested annually.

- c. be consulted about workplace testing
- d. make recommendations to the CEO

- e. investigate work refusals and serious accidents
- f. maintain a health and safety bulletin board which will include but not be limited to:
 - i. a copy of the **Occupational Health and Safety Act**
 - ii. copies of the following Orangeville Public Library policies: **Health and Safety Policy Statement, Prevention of Workplace Violence, Human Rights – Discrimination and Workplace Harassment**
 - iii. the most recent version of the poster from the Ministry of Labour entitled **What You Should Know About the Ontario Employment Standards Act**
 - iv. the most recent version of the poster from the Workplace Safety and Insurance Board entitled **In Case of Injury—1234**
- g. be trained in basic first aid by an accredited agency

NOTE: All frontline staff (Public Service Assistants) are required to maintain certification in First Aid Training.

- h. maintain the first aid box which meets the requirements of the **Workplace Safety and Insurance Act Regulation 1101** (For contents, see Appendix B of this policy)

NOTE: In addition to the representation on the JHSC, the library is also represented by Public Services Librarian, Kathryn Creelman on the Town of Orangeville Supervisor Safety Initiative group (TOSSI). TOSSI is a Town of Orangeville Supervisor Network that provides mutual support to members for personal and professional development. This group is made up of supervisors, lead hands, future leaders.

TOSSI Goals/Objectives:

- Support new leaders in their role
- Provide opportunities for sharing of best practices and experiences between supervisors /lead hands/ future leaders within the Town.
- Provide professional development opportunities
- Get insights and input from the group on policies, issues, challenges
- Build relationship with JHSC

Next Steps

Staff recommend the adoption of the following three policies attached to this report and summarized below.

Health and Safety Policy Appendix A

The purpose of the policy Statement is to indicate the board's commitment to providing and maintaining an accident and injury-free workplace and will make every effort to provide a safe and healthy work environment for workers.

Policy Statement

The Orangeville Public Library Board has chosen to follow the Human Resource Policies of the Town of Orangeville and in doing so has adopted the Town of Orangeville's Health and Safety Policy as attached.

The Town's Policy Statement is updated annually and so at any given time the Orangeville Public Library Board's Health and Safety Policy will be the latest version of the Town's policy.

As noted above the library has representation on both the Town of Orangeville Supervisor Safety Initiative group (TOSSI), and Multi-site Joint Health and Safety Committee.

The following two policies were developed and adopted by the Town of Orangeville under By-Law # 106-2016 on October 17, 2016. Bill 132 amended the Occupational Health and Safety Act requiring the development and adoption of policies in both areas; Ontario Public Guidelines requires that the library adopt policies which adhere to relevant provincial and/or federal legislation regarding violence and harassment in the workplace. Adoption of these policies meets both of those requirements.

Violence in the Workplace Prevention Policy Appendix B

The intention of this policy is to prevent violence from taking place, and where necessary to act upon incidents of violent behaviour promptly, fairly, and judiciously.

Policy Statement

The Town of Orangeville is committed to providing a respectful, supportive, healthy, safe, accessible and inclusive work environment for all employees who are entitled to work in an environment free from violence, threats of violence, intimidation, and other disruptive behaviour. The Town is also committed to providing a safe and respectful environment for all those who enter its facilities and access its services.

Harassment in the Workplace Prevention Policy Appendix C

The Library Board and Town of Orangeville is committed to the principle of equal rights and opportunities for all employees and will provide and maintain a workplace where the dignity and worth of every employee is respected without discrimination and/or harassment that is contrary to law.

Policy Statement

Every person who is an employee of the Town of Orangeville or who works for an employer who conducts business with the Town of Orangeville has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee as defined under the Ontario Human Rights Code, and/or as defined by the Occupational Health and Safety Act and revisions made by Bill 132 in 2016 that addresses sexual harassment.

Conclusion

Based on the review by staff the library meets or exceeds all legislated regulations focused on Health & Safety in the library.

Strategic Alignment

Strategic Direction: Soar

Objective N: Strong, effective governance will guide our actions with an emphasis on fiscal accountability and environmental sustainability.

Action 35: Maintain adherence to legislated responsibilities and obligations.

Financial Impact

These policies, as presented, will have no significant financial impact on the existing budget. Training hours for part time staff are included in the approved 2025 operating budget.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer



2025 Town of Orangeville Health and Safety Policy

The Corporation of the Town of Orangeville acknowledges the duty and responsibility to provide and maintain a healthy workplace that is physically and psychologically safe for all workers. The Town of Orangeville will strive to provide and maintain a workplace where the dignity and worth of every employee is respected; where employees can work without discrimination and/or harassment. Including sexual harassment, and/or violence, in a diverse and inclusive environment.

Management will be held accountable for the health and safety of employees by ensuring hazards are identified and controlled, and by making sure that employees are working in compliance with established safe work practices and procedures. Management must ensure employees receive adequate training in their specific work tasks to protect their health and safety. Management will review data and trends, ensuring a proactive approach to workplace health and safety.

All employees are accountable for protecting their own health and safety by working in compliance with the law and with safe work practices and procedures established by the Town of Orangeville. Employees must immediately report unsafe conditions and accidents to their supervisor. Employees must behave in a respectful manner and contribute to a positive workplace environment.

The management team, with the assistance of the Joint Health and Safety Committee, will meet or strive to exceed all legislative requirements for health and safety.

By considering health and safety in everything we do, we can maintain a workplace that supports physical and mental wellbeing.

Lisa Post, Mayor

David Smith, C.A.O.

Ben Roberts, Employee Rep.
J.H.S.C. Co-Chairperson

Allison Dukovski, Management Rep.
J.H.S.C. Co-Chairperson



Corporate Policy

Violence in the Workplace Prevention Policy

Department: Corporate Services

Approved by Council or CAO: September 23, 2022

1. Policy Statement

The Town of Orangeville is committed to providing a respectful, supportive, healthy, safe, accessible and inclusive work environment for all employees, who are entitled to work in an environment free from violence, threats of violence, intimidation, and other disruptive behaviour. The Town is also committed to providing a safe and respectful environment for all those who enter its facilities and access its services.

2. Purpose

The intention of this policy is to prevent violence from taking place, and where necessary to act upon incidents of violent behaviour promptly, fairly, and judiciously.

3. Definitions

‘Workplace violence’ is defined as:

- A) The exercise of physical force by a person against a worker in the workplace that causes or could cause physical injury to the worker.
- B) An attempt to exercise physical force against a worker in the workplace that could cause physical injury to the worker.
- C) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

4. Scope

This policy applies to all Town of Orangeville employees, contractors, volunteers, council, members of the public and anyone else who may interact with Town of Orangeville employees.

5. Policy

All employees have the right to work in an environment free from violence, and all employees share the responsibility to support a violence free workplace.

- 5.1** Any employee who believes they have experienced violence in the workplace needs to report the incident to their direct supervisor. If this is not possible, employees are to

report the incident to a supervisor or manager who is available. In the case that the employee feels uncomfortable to report to a manager or supervisor due to the nature of the incident, the employee will report to Human Resources.

- 5.2 All reports of violence involving a third party will be submitted using the RZone program incident form. The results and consequences of the investigation will be communicated through the RZone program.
- 5.3 All internal violence incidents will be reported using our violence incident form.
- 5.4 All reported incidents will be taken seriously and followed up on by management. If a formal investigation is initiated, it may be internal or may involve an external third party.
- 5.5 Upon completion of the investigation the employees directly involved in the incident will receive a letter/memo with the result.
- 5.6 Any employee who is found to have violated this Policy may be disciplined according to the severity of the actions, up to and including dismissal.
- 5.7 Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.
- 5.8 Any employee found to have lodged or otherwise supported a false accusation will be subject to appropriate disciplinary action up to and including dismissal.
- 5.9 The Town of Orangeville will make every effort to ensure appropriate confidentiality where an incidence of violence has occurred.
- 5.10 Employees have the right to take their complaint outside the organization, to the Ministry of Labour.

6. Responsibilities

6.1 Management

- If violence occurs or if management staff becomes aware of violence in the workplace, or the threat of violence, action must be taken in accordance with this policy.
- Management must approach an employee if violence is suspected because some employees may be embarrassed or reluctant to report an incident
- Are accountable for the own actions and must deal with the actions of their staff.
- All incidents must be forwarded to Human Resources.
- Depending on the nature of the incident, management may advise those involved of their option to contact the Police, or alternatively, may decide the situation warrants them to call the Police directly.
- Cooperate with any workplace investigation
- Keep all information confidential during the investigation and after the investigation.

- If during the investigation it becomes evident that this incident fits under the 'harassment' definition, management will indicate this to Human Resources and Health and Safety, and will take action to follow the harassment procedures.

6.2 Employee:

- Employees are expected to treat all other employees and members of the public with respect and dignity.
- Employees must not engage in any violent behaviour in the workplace that fall under the definition of violence under the OHSA at any work related functions, or in any other work related circumstances, including work-related relationships while away from the workplace.
- Employees must report any incidents of violence in the workplace, to supervisors or managers, or directly to the Human Resources division
- If an employee has information indicating that there is or was a 'violent' situation, they have an obligation to notify their supervisor.
- Employees are expected to co-operate in any investigation of a violent incident.

6.3 Human Resources

- Will actively monitor industry standards and available current information on "Violence in the Workplace Prevention" issues.
- Will participate in the investigation of reported violence incidents in the workplace.
- Will review, analyze and track all reported incidents of violence in the Town of Orangeville facilities and operational activities.
- Will review and provide input on work practices, operational controls and training programs as may be needed by departments to address specific needs.

7. Domestic Violence

Workplace violence/harassment may extend off Town property and may occur outside of normal working hours. Therefore this policy will apply for any violence type of behaviours that are determined through investigation to stem from, or are related to or can be linked back to the individuals' employment with the Town. This may include domestic issues.

Management is obligated to act on domestic violence that may escalate into violence in the workplace. The Town will assist any employee that has concerns about their own situation by creating a personal safety plan for the workplace and providing support resources.

Related documents:

Harassment in the Workplace Prevention Policy

RZone Policy and Program

Violence Workplace Assessment

Discipline Process



Corporate Policy

Harassment in the Workplace Prevention Policy

Department: Corporate Services

Approved by Council or CAO: September 23, 2022

1. Policy Statement

Every person who is an employee of the Town of Orangeville or who works for an employer who conducts business with the Town of Orangeville has a right to freedom from harassment and sexual harassment in the workplace by the employer or agent of the employer or by another employee as defined under the Ontario Human Rights Code, and/or as defined by the Occupational Health and Safety Act.

2. Purpose

The Town of Orangeville is committed to the principle of equal rights and opportunities for all employees and will provide and maintain a workplace where the dignity and worth of every employee is respected without discrimination and/or harassment that is contrary to law.

3. Definitions

Complainant: is any person that make a complaint of harassment.

Harassment is defined in the Occupational Health and Safety Act as 'engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome and includes sexual harassment.

Sexual harassment is defined as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Harassment is also defined under the Ontario Human Rights Code as comments or conducts that are known or ought reasonably to be known to be unwelcome. It consists of words or actions that insult or cause humiliation to a person in relation to one of the

prohibited grounds of discrimination as contained in the Ontario Human Rights Code. Prohibited grounds of discrimination include, but are not necessarily restricted to, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, gender identity, gender expression or disability, or political or religious affiliation.

Harassment includes, but is not limited to, verbal comments and/or gestures, unwelcome touching or attention, written or graphic materials, social media comments or photos, sabotage of work, bullying and systematic avoidance or exclusion.

Respondent – any person who is the subject of a complaint of harassment (Complaint made against them)

4. Scope

This policy applies to all Town of Orangeville employees, contractors, volunteers, council, members of the public and anyone else who may interact with Town of Orangeville employees.

5. Policy

- 5.1.** All persons involved with a harassment complaint, including complainants, respondents, support persons, witnesses, management, union/association representatives and investigators are expected to treat the matter as confidential. Persons involved with a harassment complaint may be required to sign a confidentiality agreement. Employees, including management, may be disciplined if confidentiality is breached.
- 5.2** All complainants must make good faith efforts to attempt to resolve matters themselves before filing a complaint. If a complainant feels they are experiencing harassment or discrimination, the complainant should immediately make known to the person responsible that the conduct is unwelcome or offensive. If addressing the person responsible could lead to safety risks, or is not appropriate, complainants may pursue other resolution options outlined below.
- 5.3** All complaints will be accepted by management from any source that provides reasonable grounds. This may include the individual who was the subject of the action complained about, an involved person or group, a witness or other third parties. A member of management or human resources may initiate a complaint if it has information that suggests the existence of a specific or systemic problem. If the harassment concern is regarding the employer, employees are to take their complaint to the Ministry of Labour or the Human Rights Commission.
- 5.4** On receipt of the complaint, managers should use the **Manager's Resources Guide and Checklist** to evaluate the issue. If the issue is deemed to require further steps, human resources, managers and general managers will review and determine the best course for action. (refer to **Harassment Reporting Procedure**) This may include an investigation and/or other remedy.

- 5.5** In the case that there is a third party involved who is not an employee, the results and consequences of the investigation will be communicated through the RZone program.
- 5.6.** Employees who are guilty of engaging in comments or conduct of harassment of any nature will be subject to disciplinary action to up and including termination of employment. Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.
- 5.7** The time limit to submit a complaint is one year from the last allegation of alleged harassment.
- 5.8** Any record of a complaint and all related documentation will be handled confidentially and stored in a secure location separate from employee personnel files. Records of a complaint will only be placed on an employee's personnel file when they have been found to have engaged in conduct contrary to the Town policy.
- 5.9** Workplace harassment may extend off Town property and may occur outside of normal working hours. Therefore, this policy will apply for any harassment types of behaviours that are determined, through investigation to stem from, or are related to or can be linked back to the individuals' employment with the Town. This may include domestic issues.

6. Responsibilities

6.1 Manager responsibilities

- Provide employees with a safe work environment, free from harassment and other disruptive behaviour. They must ensure that harassment is not tolerated.
- Review the corporate program as often as necessary, but at least annually, to ensure that it adequately implements the policy.
- Provide harassment awareness education and information to employees, managers and supervisors where appropriate.
- Report incidents of harassment if the employee who is the victim is reluctant, too frightened or otherwise unable to do so.
- Ensure that the incident is reported to Human Resources and an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances and to co-operate with any investigation.
- In consultation with Human Resources, take corrective action up to and including discipline where employees have violated this policy.

6.2 Human Resources

- Monitor industry standards and consult with managers to allow for the most effective implementation of harassment in the workplace procedures.
- Participate in the investigation of reported harassment related incidents.
- Review, analyze and track all reported incidents of harassment in the Town.
- Review and provide input on work practices, operational controls and training programs as may be developed by departments to address specific department needs.

6.3 Employee:

- Help to ensure that their work environment is free from harassment. Employees must not engage in any harassment in the workplace, at any work-related functions, or in any other work-related circumstances.
- Report any incidents of harassment in the workplace, to supervisors or managers, or directly to Human Resources if other options are not viable.
- Co-operate fully in any investigation of an incident of harassment.
- Treat all other employees and members of the public with respect and dignity.
- Document details of harassment that are experienced or witnessed.

Related documents:

RZone Policy and Program

Violence in the Workplace Prevention Policy

Harassment Reporting Process Steps

Manager's Resource Guide and Checklist

Discipline Process

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: March 26, 2025
Report #: 25-08
Subject: Committees of the Library Board

Recommendation

That Report 25-08, Committees of the Library Board be received.

Purpose

The purpose of this report is to provide information regarding the implications of establishing working committees within the Board, and a recommendation for the implementation of a committee structure within the Library Board according to the Procedural By-laws (April 2023).

Background

Board committees serve as practical tools for handling tasks on the Board's agenda and providing counsel and advice. Their primary role is to help structure and manage the Board's work, although they typically do not have decision-making authority. Recommendations from committees must be approved by the full Board.

Traditionally, procedural bylaws define standing committees and their roles. However, Orangeville's bylaws offer flexibility, authorizing the Board to form committees and define the necessary terms of reference.

Figure 1: Procedure Bylaw Section 8

The board may establish committees which may include but are not limited to:

- a. Finance and Personnel
- b. Planning and Policy
- c. Building
- d. Technology

The Orangeville Public Library Board shall be responsible for establishing terms of reference and specific duties for each of these committees.

Committees shall be limited in responsibility and power to advising the full board, unless specifically authorized to act on behalf of the board.

Section 8: Library Board Procedure By-law Dated April 2023

Although Section 8 of the Library Board Procedural By-law (figure 1) allows for their establishment, structured committees have been inactive for the past decade. That said, on January 13, the Board established a Succession Planning Committee. This ad hoc committee was granted delegated authority to undertake the search, complete executive recruitment and secure a candidate for the new CEO of the Orangeville Public Library; and that the Committee shall remain in place until the position is filled. The committee composition includes three board members and the General Manager, Community Services as well as support staff and subject matter experts. Meetings are scheduled by the chair of the committee.

According to the Ontario Public Libraries Act, all Board meetings and their committees must be open to the public, except under specific circumstances that permit closed sessions.

Committee Membership: No board possesses all the necessary skills internally, making it beneficial to invite non-board members with specific expertise or experience to serve on committees. This inclusion of external experts not only brings new talents and perspectives but also provides people with lived experience to share knowledge and guidance.

Benefits of Board Committees

Committees enhance work efficiency by allowing more tasks to be accomplished, thus leading to shorter meetings and freeing up the time of board members. Additionally, involving an administrator in committee work promotes trust and understanding, ultimately leading to more informed recommendations to the Board. Committees also enable members to engage deeply in areas that interest them, potentially yielding better outcomes for all.

Challenges and Considerations

There are several challenges to consider. The Board has only five public members, all with limited time, making participation in committee work demanding. Furthermore, open meetings necessitate public notice, agendas, and minutes, requiring extensive administrative support. Committees can draw members into excessive involvement in administrative details, which may detract from their role as policymakers.

Conclusion

Moving forward, the Board will need to contemplate which tasks committees can perform better than the entire board and administrative staff. The decision between forming a standing committee or an ad hoc committee needs to be considered: a standing committee is a permanent committee focused on ongoing areas like finance or governance, while an ad hoc committee is formed for a specific, one-time project and dissolves upon completion. Once a committee is established, criteria need to be defined and documented: Terms of Reference, covering responsibilities, reporting requirements, and administrative details – frequency, dates and times.

These Terms should be created by the committee and presented for approval to the entire Board to ensure clear communication and engagement.

Possible next steps

Decide on committee types, either standing or ad hoc, and membership. Based on the direction provided by the board; the committee members shall develop, define and document clear roles

and responsibilities including comprehensive terms of reference and reporting requirements all to be approved by the board.

Suggested starting point...

Finance Committee - Standing Committee

Membership: CEO and 2 board members.

Subject Matter Experts: Finance division (CFO or delegate, as required).

Meeting Frequency: 4-6 times per year

Proposed Work Plan:

1. Financial Monitoring: Ensure alignment between the library's financial status and Board priorities. Review and monitor quarterly financial reports and variances prepared by the Finance division.
2. Library Reserve Accounts: Stay informed and engaged with the Reserve and Reserve Funds Framework adopted by the Municipality in October 2024. Review library reserve accounts for proper management and alignment with long-term library goals and municipal guidelines. Acknowledge that library reserve accounts must not include annual provincial funding such as Public Library Operating Grants (PLOG) or Pay Equity, which need to be allocated to library services within the fiscal year received.
3. Tangible Capital Assets: Review the long-term capital plan in coordination with Asset Management Policies and Plans, ensuring alignment with the library's strategic and operational goals.
4. Long-term Capital Plan: Develop a comprehensive, board-approved long-term financial plan.

Strategic Planning Committee – type TBD

Membership: CEO and/or Librarians and 3 board members.

Meeting Frequency: Monthly beginning late 2025 - 2028

Proposed Work Plan:

1. Strategic Plan Implementation Review: Conduct a thorough assessment of the 2022-2027 Strategic Plan, evaluating progress toward goals and objectives.
2. Consultation with the Community
3. New Branding: Evaluate the success and implementation effectiveness of the library's re-branding efforts.
4. Program Framework: Oversee the development and refinement of the Program Framework to ensure alignment with the library's long-term programming goals.
5. Goal and Action Items: Develop new strategic goals and action items, ensuring alignment with the Town of [Orangeville's Corporate Strategic Plan](#).
6. Exploratorium: Provide guidance for new services through the Exploratorium to support innovation and community engagement.
7. Technical Long-term Goal Setting: Identify long-term technical goals that support the library's strategic vision and enhance its service offerings.

The committee should be authorized to invite non-board members with specific expertise or experience to serve on committees, as appropriate. The inclusion of others supports the

possibility of offering former members of Town Council's EDI Committee the opportunity to volunteer at the library. This fulfills another strategic objective (A) to Champion inclusivity and promote community cultural expression. An invitation to serve as subject matter experts or by sharing lived experiences allows the board to expand opportunities for social interactions (Obj C; action 5 Create new opportunities to bring people of different backgrounds together).

Strategic Alignment

Strategic Direction: Soar

Objective N: Strong, effective governance will guide our actions with an emphasis on fiscal accountability and environmental sustainability.

Action 32: Transparent and accountable decision-making processes.

Financial Impact

This policy, as presented, will have no significant financial impact on the existing budget. There may be some administrative costs associated with the meetings themselves.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: March 26, 2025
Report #: 25-09
Subject: Policy Review - Planning

Recommendation

That Report 25-09 Policy Review – Planning be received; and

That the Planning Policy attached to this report as Appendix A, be adopted.

Purpose

The purpose of this report is to present the planning policy for the board's review as per the policy review plan.

Background

Back in 2022 the library engaged a consultant to assist the board in understanding the unique needs of the community and articulating a long-term vision with goals for the library including new branding.

Based on the findings and recommendations from that Business and Branding Strategy Final report, the board approved the 2022- 2027 Strategic Plan: Connect Discover Soar and the revised branding.

This was the first strategic plan developed for the library and many lessons have been learned. It is recommended that a working group / task force should be set up prior to 2026 in order to prepare for a new 2027 Strategic Plan (see Report 25-08 Committees of the Library Board).

Strategic Alignment

Strategic Direction: Soar

Objective O: Develop a plan to promote library services and their power to enrich and transform lives.

Financial Impact

This policy, as presented, will have no significant financial impact on the existing budget.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer



Planning Policy

Board motion number:

Date of next review: March 2029

Date: March 26, 2025

Date of original motion: October 2009

Policy type: Board

Chair's signature: _____

Purpose

This policy establishes a formal planning process for the Library Board to fulfill its mandate under the *Public Libraries Act, RSO 1990 c. P44, s. 20(a)*: "A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs".

Policy

The planning process will help ensure that:

- the vision of the library board is realized
- the library is able to respond to changing needs and trends in the community
- key decision makers in the community make a long-term commitment to library services
- services available elsewhere in the community are not unnecessarily duplicated
- library funds are responsibly expended in a deliberate and accountable manner
- continuity of services is maintained regardless of personnel changes in the board or staff

1. Planning Process

a) Formal Planning Document – every 3 to 5 years

The board will develop a formal planning document that will be considered a "living" document and will include at a minimum:

- i) mission statement / tagline
- ii) goals

This may include strategies and methods of evaluation

b) Strategic directions and service priorities - Annually

Annually the library board will set strategic directions and service priorities for the library to be reflected in the annual budget estimates.

Based on that direction, the Chief Executive Officer will develop an operational and capital plan/budget. The plan will highlight significant achievements of the previous year and action items for the coming year.

2. Situational Analysis

The library board will review and assess the library's current environment through the following:

a) Statistical Summary – semi-annually

An in-depth summary of:

- i) Circulation of materials – eResources, print and audio/visual items
- ii) Program information – type of programs and attendance figures
- iii) Customer feedback – received from all sources and categorized by topic and tone

b) Community Information

Environmental scans to be reviewed as required on:

- i) demographic data
- ii) municipal planning documents
- iii) information on local agencies and services

c) Develop a cycle for reviewing and assessing

- i) client needs served by the library in the community
- ii) the services of the library in light of client needs and feedback
- iii) the priorities of the municipality
- iv) current board strategic planning documents: mission statement, goals and objectives