



Newmarket Public Library Board Agenda

Date: Wednesday, September 18, 2019
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Pages

1. Adoption of Agenda Items

- 1.1 Adoption of the Regular Agenda
- 1.2 Adoption of the Closed Session Agenda
- 1.3 Adoption of the Consent Agenda Items

2. Declarations

3. Consent Agenda Items

- 3.1 Adoption of the Regular minutes for Wednesday, June 19, 2019 1
- 3.2 Adoption of the Special Meeting minutes for August 6, 2019 6
- 3.3 Adoption of the Closed Session minutes for August 6, 2019
- 3.4 Strategic Operations Report for June, July and August, 2019 9
- 3.5 Second Quarter Statistical Report 11
- 3.6 Monthly Bank Transfer 15
- 3.7 Second Quarter Financial Statement 16
- 3.8 Annual Renewal of Policies 19

4. Business Arising

- 4.1 Marketing and IT Realignment Agreements 25

4.2	Library Advocacy during Election Campaigns	27
4.3	2020 Operating and Capital Budget Requests	37
4.4	Library Board Action List	39
5.	New Business	
5.1	Reciprocal Borrowing Request from Bradford West Gwillimbury Public Library	42
5.2	Drug and Alcohol Policy	44
5.3	York Region Inclusion Charter	49
6.	Closed Session (If Required)	
7.	Dates of Future Meetings	
7.1	The next Regular Board meeting is scheduled for Wednesday, October 16, 2019 at 5:30 pm in the Library Board room.	
8.	Adjournment	



Newmarket Public Library Board

Minutes

Date: Wednesday, June 19, 2019
 Time: 5:30 PM
 Location: Newmarket Public Library Boardroom
 Newmarket Public Library
 438 Park Avenue
 Newmarket ON L3Y 1W1

Members Present: Darcy McNeill, Chair
 Jane Twinney, Vice Chair
 Darryl Gray
 Leslee Mason
 Art Weis
 Victor Woodhouse

Members Absent: Kelly Broome

Staff Present: Linda Peppiatt, Deputy CEO
 Todd Kyle, CEO
 Lianne Bond, Administrative Coordinator

1. Adoption of Agenda Items

Motion 19-06-36

Moved by Jane Twinney

Seconded by Leslee Mason

That agenda items 1.1 to 1.3 be adopted as presented.

Carried

1.1 Adoption of the Regular Agenda

1.2 Adoption of the Closed Session Agenda

1.3 Adoption of the Consent Agenda Items

2. Declarations

None were declared.

3. Consent Agenda Items

Motion 19-06-37

Moved by Art Weis

Seconded by Darryl Gray

That Consent Agenda items 3.1 to 3.4 be approved and adopted as presented.

Carried

3.1 Adoption of the Regular Board meeting for May 15, 2019

3.2 Adoption of the Closed Session minutes for May 15, 2019

3.3 Strategic Operations Report for May, 2019

3.4 Monthly Bank Transfer

4. Reports

4.1 2018 Draft Audited Financial Statements

The Library Board reviewed the draft Audited Financial Statements for 2018 completed by Deloitte LLP.

Motion 19-06-38

Moved by Victor Woodhouse

Seconded by Darryl Gray

That the Library Board approve the 2018 Audited Financial Statements as presented.

Carried

5. Business Arising

5.1 Marketing and IT efficiencies update

The CEO is continuing discussions with the Town of Newmarket senior staff as to the best way forward and will bring back a report to the Board with recommendations.

Motion 19-06-39

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board receive the report on Marketing and IT efficiencies update;

And That the Library Board defer to the next meeting a decision on marketing and IT integration.

Carried

5.2 Interlibrary Loan Service update

The CEO reported that inter-library loan service has been restored however the system has been reduced. The Library will now ship items by Canada Post using the Library Book Rate discount and will monitor the impact of the costs. Southern Ontario Library Service will reimburse some of this cost but the amount is unknown at this time.

Motion 19-06-40

Moved by Jane Twinney

Seconded by Leslee Mason

That the Library Board receive the verbal report on Interlibrary Loan service.

Carried

5.3 Library Board Action List

The Library Board reviewed the Action List.

Motion 19-06-41

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library Board receive the Action List as presented.

Carried

6. New Business

6.1 2020 Operating and Capital Budget Requests

Highlights of Changes to the Operating Budget 2020 over 2019 were distributed to the Library Board. The CEO reviewed the changes of the draft 2020 Operating Budget submission with the Board and asked the Board if a request for Monday openings should be submitted.

Motion 19-06-42**Moved by** Jane Twinney**Seconded by** Darryl Gray

That the Library Board receive the verbal report on the draft 2020 Operating Budget;

And that the Library Board submit a request for additional budget to pay for Monday service.

Carried

6.2 Patron Retention Strategies

The CEO advised the Library Board the the Library is working on a number of proposals that will be brought to the Board to remove barriers for patrons and promote better customer service.

7. **Closed Session (If required)**8. **Dates of Future Meetings**

A tentative Special Board meeting for 2020 Budget and Closed Session items is scheduled for Tuesday, July 15, 2019 at 5:30 pm in the Library Board room.

The next Regular Board meeting is scheduled for Wednesday, September 18, 2019 at 5:30 pm in the Library Board room.

9. **Adjournment****Motion 19-06-43****Moved by** Victor Woodhouse**Seconded by** Leslee Mason

That there being no further business the meeting adjourn at 6:35 pm.

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer



Newmarket Public Library Board Minutes

Date: Tuesday, August 6, 2019
 Time: 3:00 PM

Members Present: Darcy McNeill, Chair
 Kelly Broome (joined by phone)
 Leslee Mason
 Victor Woodhouse

Members Absent: Jane Twinney, Vice Chair
 Darryl Gray
 Art Weis

Staff Present: Linda Peppiatt, Deputy CEO
 Todd Kyle, CEO
 Lianne Bond, Administrative Coordinator

Guests: Lynn Georgeff, Director, Human Resources, Town of Newmarket

1. Closed Session

Motion 19-08-44

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library move in to a Closed Session at 3:00 pm to discuss labour relation matters.

Carried

Motion 19-08-45

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library Board move out of Closed Session at 3:20 pm.

Carried

Motion Arising from Closed Session

Motion 19-08-46

Moved by Leslee Mason

Seconded by Kelly Broome

That the Library Board receive the report on Labour relations;

And That the proposed settlement between Newmarket Public Library and CUPE Locals 905.09 and 905.10 be ratified.

Carried

Motion 19-08-47

Moved by Leslee Mason

Seconded by Victor Woodhouse

That the Library Board approve the recommendations for non-union market adjustments.

Carried

2. Dates of Future Meetings

The next Regular Board meeting is scheduled for Wednesday, September 18, 2019 at 5:30 pm in the Library Board room.

3. Adjournment

Motion 19-08-48

Moved by Victor Woodhouse

Seconded by Leslee Mason

That there being no further business, the meeting adjourn at 3:22 pm.

Carried

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer



Strategic Operations Report: June-August, 2019

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Library planning Indigenous film and discussion program for the fall Cross-cultural communication workshop held in partnership with Global Intersections group (10 attendees) CEO participating in Business Excellence Awards as jury member 	<ul style="list-style-type: none"> Southlake Cinemania dates and films set for fall for 2019-2020 season Author reading with Lauren Carter held (15 attendees) Seminar on self-publishing held with Writers Community of York Region (35 attendees) Two programs planned for October in partnership with the Code Mobile 	<ul style="list-style-type: none"> Problem with occasional short Internet outages solved Staff attended grand opening of The Lendery in Markham; NPL's Lendery scheduled to open in January 2020 with donation drive September 14; marketing and web promotion underway; opening event with Mayor being planned
Spaces	<ul style="list-style-type: none"> Storytimes held at HollisWealth Story Pod over the summer York Info community information desk on main floor discontinued as staffed service point in order to offer more Maker Hub and Digital Shift hours; staff still available on demand Pride Month celebrated with flag and display 	<ul style="list-style-type: none"> Maker Hub hours increased from 15.5 to 20 hours/week; Digital Shift from 6.5 to 14 Bi-weekly Make Your Own 3D Object program continues to be successful Third 3D printer purchased as replacement for oldest one, which still works Maker Hub user guidelines revised on website and new brochure produced 	<ul style="list-style-type: none"> Basement and 2nd floor carpet replacements successfully completed Additional shelving bays added in basement using spare parts to relieve overcrowding of books
Positioning	<ul style="list-style-type: none"> Article on library's local history & genealogy services 	<ul style="list-style-type: none"> Staff participated in Kids Downtown events to promote library, read 	<ul style="list-style-type: none"> Outreach events at Newmarket Staff Wellness Fair, Pride Fest,

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
	<p>published in Ontario Genealogical Society newsletter</p> <ul style="list-style-type: none"> Article on library staff as “info champions” written for Town staff newsletter 	<p>stories, and register kids for Summer Reading Club</p>	<p>hospital, farmer’s market, Chamber of Commerce BBQ, Ward 7 open house, Old Town Hall music & poetry program</p>
Resources	<ul style="list-style-type: none"> Infant hearing screening tests being held bi-monthly with Children’s Treatment Network Library purchased public performance film license and began Film Fridays program; successful so far 	<ul style="list-style-type: none"> As of August there are 45 book club kits to borrow; 54 total current loans and bookings. Borrowers include library, private clubs, retirement residences. 377 children and teens registered for Summer Reading Club; summer kids’ programs mostly registered to capacity Laptops for loan replaced with a new set of off-cycle laptops Replacement public workstations deployed and upgraded to Windows 10 	<ul style="list-style-type: none"> Interlibrary loan service reinstated with deliveries through Canada Post Hoopla and Kanopy use continues to grow: 13304 Hoopla items borrowed since 2017 launch; 2289 Kanopy plays since January 2019 launch. Southern Ontario Multilingual Pool book sharing group has disbanded and is being replaced by a joint purchasing/sharing model through a supplier Online catalogue upgrades installed
Organization & Operations	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Staff attended Digipalooza conference hosted by Overdrive ebook consortium 	<ul style="list-style-type: none"> Strategic Projects Officer contract position extended for a third year Recruitment of Human Resources Generalist (1/5 time for library HR support) is underway Senior staff attended leadership training seminars held by the Town

Newmarket Public Library Statistical Data - 2019

Library Card Holders

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	23,537	23,338	23,508	23,403	23,494	23,590						
Residents	20,795	20,583	20,709	20,584	20,631	20,659						
Non-Residents	2,742	2,755	2,799	2,819	2,863	2,931						

New and Renewed Library Cards

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	251	211	302	255	333	411							1,763
New non-resident	37	42	49	72	79	84							363
Renewed membership	801	628	788	666	562	788							4,233

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	16,627	14,307	17,118	14,895	13,819	11,999							88,765
PAC Account Logins	7,043	6,263	6,989	6,571	6,656	6,036							39,558
Room Rentals	60	69	65	69	67	74							404
Room Rental Hours	173	182	181	182	165	200							1,082

Programs

5 Year Trend - year to date June 30

# of Programs Held	2015	2016	2017	2018	2019
Adult	124	134	150	178	145
Children's	650	747	723	508	506
Total Programs	774	881	873	686	651

Program Attendance	2015	2016	2017	2018	2019
Adult	1,174	976	1,305	2,720	2,077
Children's	6,934	6,908	7,200	7,376	4,987
Total Attendance	8,108	7,884	8,505	10,096	7,064

Newmarket Public Library Statistical Data - 2019

Borrowing

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	1,789	1,627	1,809	1,837	1,835	1,789							10,686
eBooks	4,822	4,456	4,569	4,370	4,294	4,362							26,873
eMagazines	743	727	772	851	874	794							4,761
eMusic	3,223	2,359	2,621	2,393	2,080	2,284							14,960
eVideo	584	511	601	557	633	582							3,468
Backpack Kit	7	9	9	8	7	12							52
Book	27,233	24,011	29,644	26,980	26,390	26,740							160,998
Camcorder	-	-	2	-	-	-							2
CD-ROM/DVD-ROM	2	5	3	5	4	6							25
DVD/Blu-ray	4,171	3,579	4,248	3,738	3,850	3,550							23,136
eBook Reader	1	-	-	-	1	-							2
GPS	1	1	-	-	-	-							2
Green Screen	-	-	2	1	1	1							5
ILL	252	223	210	129	5	44							863
Language Kit	30	20	28	41	24	14							157
Laptop	56	39	38	38	38	30							239
Multimedia Kit	34	42	63	62	30	62							293
Music CD	227	245	277	271	222	250							1,492
Pedometer	1	1	1	1	-	-							4
Periodical	1,040	857	983	766	903	761							5,310
Portable Audio Book	17	24	29	22	19	14							125
Talking Book	610	497	747	554	576	546							3,530
Video Game	259	212	283	255	230	255							1,494
Total Borrowing	45,102	39,445	46,939	42,879	42,016	42,096							258,477

Database Usage

Adult Subscriptions	4,381	3,396	4,896	3,645	3,172	2,828							22,318
Children's Subscriptions	457	402	339	189	359	312							2,058
York Info (Community)	148,251	94,705	90,171	85,930	88,430	97,210							604,697
York Info (Volunteer)	23,156	14,118	12,428	14,280	14,709	17,036							95,727
Total Database Usage	176,245	112,621	107,834	104,044	106,670	117,386							724,800

Newmarket Public Library Statistical Data - 2018

Library Card Holders

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	23,992	23,607	23,809	23,747	23,694	23,941	24,048	23,873	23,880	23,891	23,834	23,645
Residents	21,466	21,071	21,226	21,135	21,081	21,306	21,383	21,190	21,186	21,174	21,110	20,931
Non-Residents	2,526	2,536	2,583	2,612	2,613	2,635	2,665	2,683	2,694	2,717	2,724	2,714

New and Renewed Library Cards

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	254	220	396	204	215	460	363	302	334	263	193	233	3,437
New non-resident *	56	48	61	37	37	41	51	50	44	53	43	32	553
Renewed membership	706	653	682	698	682	685	1,069	899	694	653	598	410	8,429
Total 2018	960	873	1,078	902	897	1,145	1,432	1,201	1,028	916	791	643	11,866

* included in New registrations

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,959	13,788	16,400	14,560	14,054	14,191	17,470	16,851	14,544	14,097	13,035	11,987	176,936
PAC Account Logins	7,021	6,359	7,201	7,427	7,052	6,701	7,853	8,300	7,691	7,771	7,510	6,190	87,076
Room Rentals	74	73	89	74	80	66	68	67	66	64	46	39	805
Room Rental Hours	267	267	204	259	248	252	230	199	210	197	211	165	2,707

Programs

5 Year Trend - year to date December 30

# of Programs Held	2014	2015	2016	2017	2018
Adult	247	256	254	310	359
Children's	1,345	1,320	1,308	1,282	888
Total Programs	1,592	1,576	1,562	1,592	1,247

Program Attendance	2014	2015	2016	2017	2018
Adult	2,229	2,660	1,961	2,627	8,064
Children's	13,794	13,566	12,276	12,516	12,030
Total Attendance	16,023	16,226	14,237	15,143	20,094

Newmarket Public Library Statistical Data - 2018

Borrowing

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	1,255	1,114	1,293	1,344	1,225	1,441	1,502	1,653	1,527	1,638	1,458	1,484	16,934
eBooks	3,737	3,664	3,777	3,877	3,670	3,758	4,358	4,474	4,032	4,099	4,014	4,084	47,544
eMagazines	321	266	300	277	247	212	284	288	264	488	887	681	4,515
eMusic	2,747	2,815	3,590	2,896	2,357	2,717	3,124	2,632	3,484	3,195	2,666	2,555	34,778
eVideo	182	190	228	193	187	210	203	209	207	209	239	237	2,494
Backpack Kit	4	8	7	9	16	16	18	13	7	12	4	6	120
Book	25,015	23,217	26,214	25,055	26,060	26,084	33,471	32,471	27,545	26,905	24,745	22,296	319,078
CD-ROM/DVD-ROM	4	2	4	-	2	7	4	4	15	4	-	2	48
DVD/Blu-ray	4,007	3,464	4,365	3,705	3,646	3,704	3,891	4,199	3,704	3,407	3,363	3,147	44,602
eBook Reader	-	-	-	-	1	-	-	-	-	-	-	2	3
GPS	-	-	-	-	-	8	2	-	-	-	-	1	11
ILL	143	191	193	164	186	178	133	194	221	228	224	127	2,182
Language Kit	43	27	44	39	26	47	33	26	32	37	35	26	415
Laptop	29	44	41	47	64	61	48	46	53	53	49	33	568
Multimedia Kit	47	41	74	45	47	39	86	88	82	92	58	48	747
Music CD	248	227	379	360	333	285	305	314	350	305	240	251	3,597
Pedometer	1	2	3	-	5	3	4	4	1	2	2	-	27
Periodical	833	690	739	798	823	933	1,070	841	1,011	906	853	736	10,233
Portable Audio Book	5	9	9	8	5	6	15	10	20	23	22	26	158
Talking Book	686	623	696	655	760	658	679	700	606	725	572	536	7,896
Video Game	272	241	312	253	272	270	354	376	272	238	256	212	3,328
Total Borrowing	39,579	36,835	42,268	39,725	39,932	40,637	49,584	48,542	43,433	42,566	39,687	36,490	499,278

Database Usage

Adult Subscriptions	2,104	3,530	3,051	5,038	3,236	2,451	2,742	2,557	2,905	4,756	3,015	5,737	41,122
Children's Subscriptions	210	263	365	247	482	422	307	197	232	232	168	381	3,506
York Info (Community)	139,809	130,230	149,855	179,945	153,681	153,896	153,175	129,586	154,878	192,335	171,101	191,104	1,899,595
York Info (Volunteer)	34,053	22,557	16,226	22,057	20,590	16,215	19,777	18,229	17,491	33,882	29,474	47,108	297,659
Total Database Usage	176,176	156,580	169,497	207,287	177,989	172,984	176,001	150,569	175,506	231,205	203,758	244,330	2,241,882



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca
Website: newmarketpl.ca
Phone: 905-953-5110

Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 18, 2019

RE: **Newmarket Public Library Bank Account – Fund Transfer**

Recommendation:

The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at August 31, 2019 of \$42,020.86 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca

Website: newmarketpl.ca

Phone: 905-953-5110

Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: Second Quarter Financial Statement

Background:

The Library continues to be on target for the second quarter of 2019 in both expenditures and revenue, and there are no significant issues to report at this time that might affect our ability to meet budget for 2019.

NEWMARKET PUBLIC LIBRARY**2nd QTR Income Statement Comparison of 2019 Actual to 2019 Budget and 2018 Actual**

10-09-2019

EXPENSES

2019 2nd QTR	2019 ANNUAL BUD	2018 2nd QTR	Q2 2019 Vs Q2 2018	% of Budget
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Comments for 2019 Vs 2018 variances > \$3000

MATERIALS

Books	\$73,537	\$153,864	\$68,548	(\$4,989)	48%
Reference Materials	7,827	10,500	8,082	255	75%
Magazines & Newspapers	11,332	13,200	9,117	(2,216)	86%
Electronic Materials and Subscriptions	114,723	139,530	102,571	(12,152)	82%
Talking Books	3,575	9,100	3,920	346	39%
Compact Sound Discs	0	100	21	21	0%
DVD/Console Games	9,415	18,200	6,920	(2,495)	52%
Book Binding and Materials Processing	25,835	30,843	26,023	188	84%
Sub-Total	\$246,244	\$375,337	\$225,202	(\$21,042)	66%

Timing of purchases

FACILITIES AND EQUIPMENT

Caretakers' Contract	\$19,365	\$48,000	\$19,501	\$136	40%
Caretakers' Supplies	1,180	4,393	1,143	(37)	27%
Equipment-Repairs/Maintenance Contracts	49,238	88,499	43,441	(5,797)	56%
Building-Repairs/Maintenance Contracts	11,890	27,400	15,423	3,533	43%
Sub-Total	\$81,674	\$168,292	\$79,508	(\$2,165)	49%

Timing and new maintenance agreements in 2019

Fewer inter-departmental building repairs and maintenance expenses

CAPITAL

Minor Capital	\$385	\$5,656	\$536	\$152	7%
Asset Replacement Fund	111,775	223,550	111,775	-	50%
Sub-Total	\$112,160	\$229,206	\$112,311	\$152	49%

UTILITIES

Hydro	\$35,631	\$90,000	\$38,132	\$2,501	40%
Heat	6,917	11,000	6,884	(33)	63%
Water	1,621	4,000	1,915	294	41%
Sub-Total	\$44,169	\$105,000	\$46,931	\$2,762	42%

ADMINISTRATION - Salaries, Wages & Benefits

Salaries and Wages	\$1,032,415	\$2,071,266	\$999,823	(\$32,592)	50%
Employee Benefits	191,964	427,809	190,763	(1,201)	45%
Inter-Depart Human Resources Cost	7,280	14,560	0	(7,280)	50%
Sub-Total	\$1,231,659	\$2,513,635	\$1,190,586	(\$41,073)	49%

Youth internship started late in 2018 and continued through Q2 in 2019; Gapping in 2018

New in 2019

ADMINISTRATION - General

Stationery and Office Supplies	\$596	\$2,800	\$466	(\$131)	21%
Photocopier/Microfilm Lease & Supplies	940	3,000	1,522	581	31%
Health and Safety	956	2,400	143	(813)	40%
Program and Project Costs	8,417	28,759	11,931	3,651	29%
Coffee Supplies	419	1,000	304	(115)	42%
Circulation and Processing Supplies	5,355	15,300	6,388	1,033	35%
Miscellaneous Expense	1,099	4,655	603	(496)	24%
Telephone and Internet	1,981	7,550	3,010	1,029	26%
Audit Legal and Finance	0	4,000	0	-	0%

Fewer contractor-led programs offered in 2019, offset below in revenue

NEWMARKET PUBLIC LIBRARY**2nd QTR Income Statement Comparison of 2019 Actual to 2019 Budget and 2018 Actual**

10-09-2019

EXPENSES	2019 2nd QTR	2019 ANNUAL BUD	2018 2nd QTR	Q2 2019 Vs Q2 2018	% of Budget	Comments for 2019 Vs 2018 variances > \$3000
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	-	\$14,400	\$1,018	\$1,018	0%	
Postage and Freight	2,627	6,325	2,481	(146)	42%	
Advertising	7,843	17,700	11,690	3,847	44%	Timing of paid on-line ads
Education and Training	2,769	11,400	6,837	4,068	24%	Timing of staff training and tuition reimbursements
Copyright fees	509	500	509	-	102%	
Other Fees	672	600	305	(366)	112%	
Travel Expense	2,735	6,700	2,471	(264)	41%	
Memberships and Subscriptions	4,467	10,845	3,875	(592)	41%	
Conference/Seminar Fees & Expenses	8,158	12,405	8,127	(31)	66%	
Bank Charges	684	3,000	849	164	23%	
Transfer to LTD. Reserve	18,146	44,090	17,748	(399)	41%	
Sub-Total	\$68,374	\$197,429	\$80,277	\$12,040	35%	
TOTAL EXPENSES	\$1,784,279	\$3,588,899	\$1,734,817	(\$49,326)	50%	

2nd QTR Income Statement Comparison of 2019 Actual to 2019 Budget and 2018 Actual

REVENUES	2019 2nd QTR	2019 ANNUAL BUD	2018 2nd QTR	Q2 2019 Vs Q2 2018	% of Budget	Comments for 2019 Vs 2018 variances > \$3000
Municipal Grant	\$1,628,711	\$3,257,422	\$1,591,226	\$37,485	50%	Higher grant in 2019
Provincial Grant	0	64,401	96	(96)	0%	
Federal Grant	10,679	0	0	10,679		Grant for youth internship
Program Fees	7,651	33,706	12,018	(4,366)	23%	Fewer fee based programs offered in 2019
Photocopier/Microfilm Receipts	6,130	10,000	5,232	898	61%	
Room Rentals	17,231	37,000	17,991	(760)	47%	
Coffee Supplies Recovered	569	1,000	530	39	57%	
Fines	12,667	38,070	12,103	564	33%	
Financing from D.C.	62,500	125,000	62,500	-	50%	
Sundry Receipts	5,836	19,000	13,151	(7,315)	31%	Reimbursement from Findhelp for 211 expansion project in 2018
Non-Resident Fees	330	300	180	150	110%	
Donations Received	871	3,000	498	374	29%	
Gain/Loss on Disposal	12	0	71	(59)		
TOTAL REVENUES	\$1,753,186	\$3,588,899	\$1,715,595	\$37,592	49%	
SURPLUS/(DEFICIT) CURRENT	(\$31,093)	\$0	(\$19,222)	(\$11,734)		



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: Annual Renewal of Policies

Background

Legislation requires that the Library reviews annually its Health and Safety policy and policies on Workplace Violence and Workplace Harassment.

Conclusion

No changes are recommended to these policies, which accompany this report.



Newmarket Public Library

Health and Safety Policy

A safe and healthy workplace environment is contingent upon the co-operation of the Public, Staff and Newmarket Public Library Board. The Board is committed to providing a safe and healthy environment for the staff through the Joint Health and Safety Committee and through training and educational programs and procedures, while ensuring that each party complies with all occupational safety and health standards, rules, regulations and orders. Through these initiatives, both the employer and the worker can establish safe and healthy procedures.

The Newmarket Public Library Board is responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Newmarket Public Library, and immediately bring to the attention of his/her supervisor any hazard or unsafe condition.

The Library's policy includes the following commitments:

1. Training and education to ensure that workers are competent to perform their respective tasks
2. Training and education to ensure that workers are knowledgeable of current first aid and AED/CPR standards and emergency procedures.
3. The establishment of a Joint Health and Safety Committee in compliance with the Ontario Occupational Health and Safety Act.
4. An annual review of the Health and Safety Policy as required by the Ontario Occupational Health and Safety Act.

Darcy McNeil, Chair
Newmarket Public Library Board

Todd Kyle, CEO
Newmarket Public Library



For Renewal
Workplace Harassment Policy

The management of the Newmarket Public Library is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Sources of workplace harassment could be:

- Type I: External perpetrator
- Type II: Client/Customer
- Type III: Employee to employee (including where the alleged harasser is the supervisor or employer)
- Type IV: Domestic (personal relationship)

Everyone in the workplace must be dedicated to preventing workplace harassment. Employees, volunteers and any person providing a service on behalf of the Library are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

Engaging in a course of vexatious comment or conduct, against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. Harassment may also, but does not have to, relate to a form of discrimination as set out in the Ontario Human Rights Code which states that every person has a right to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. Workplace harassment also includes sexual harassment.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance monitoring and discipline.

Workers are encouraged to report any incidents of workplace harassment. Information on this process is available in the *Workplace Violence and Harassment Policy and Procedures* binder in each service area. Management will investigate and deal with all concerns, complaints, or

incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible. The complainant and the respondent will be informed in writing of the results of the investigation and any corrective action taken.

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal options available.

This Policy shall be reviewed annually by the Library Board.

The Workplace Violence Policy should be consulted regarding concerns about violence in the workplace.



For Renewal
Workplace Violence Policy

The management of the Newmarket Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

- a) **The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,**
- b) **An attempt to exercise physical force against a worker, in a 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**

Types of workplace violence are:

- Type I: External perpetrator (thefts, vandalism, assaults by a person with no relationship to the workplace)
- Type II: Client/Customer (physical or verbal assault of an employee by a client/or customer)
- Type III: Employee to employee (physical or verbal assault from an employee or former employee)
- Type IV: Domestic violence (personal relationship)

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, volunteers and any person providing a service on behalf of the Library.

The Occupational Health and Safety Act defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This information is available in a binder labelled *Workplace Violence and Harassment Policy and Procedures* in each service area.

Newmarket Public Library, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors must adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves. Supervisors must acquaint their staff with the *Workplace Violence and Harassment Policy and Procedures* binder.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

The Workplace Harassment Policy should be consulted regarding concerns about harassment in the workplace.



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: **Marketing and I.T. realignment agreements**

Background:

As a result of extensive facilitated discussion among Library and Town administrators and staff, agreements have been drafted on providing for Library marketing and I.T. services within an integrated framework as envisioned by the Library Operational Efficiencies Study. These discussions have taken into consideration the concerns of both parties related to efficient integration and collaboration as well as the need to maintain the strategic agility of the Library.

Information Technology:

For I.T. services, it was recognized that certain functions are unique to the Library and so are out of the scope of the realignment. This encompasses a broad set of mainly public-facing functions that provide the backbone of delivery of Library services, including the Integrated Library System (Polaris), library materials automation, public workstations, and maker equipment. At the same time, it is recognized that considerable efficiency can be gained in gradually integrating shared functions, including the network backbone, Internet access, and staff functions such as e-mail. In particular, it was recognized that the security of shared IT systems is paramount and needs to be assured in common.

In order to make this possible, an Information Technology Joint Steering Committee (IT-JSC) would be struck to recommend, coordinate, prioritize, and assign resources to projects and ongoing operations in those areas to be integrated. Reporting structures would not change, but a commitment would be made for Library I.T. (Systems) staff to participate not only in the Steering Committee but in all joint research, procurement, strategy, implementation, and operations as required. The IT-JSC would be accountable to a Sponsor group of senior Town and Library staff and ensure periodic joint reporting to the Library Board. A Terms of Reference (TOR) for the IT-JSC, envisioned as a one-year pilot, has been drafted and is ready to implement should this direction be approved by the Board. If the Board wishes to discuss details of the TOR and how it might impact specific individuals on staff, this may be done in Closed Session.

Marketing:

For marketing services, it was recognized that the Library's current marketing efforts have met with measurable success using staff "embedded" in Library services to execute all facets of marketing including copywriting, design, outreach, social media, and Web content. It was agreed that further success might be assured by continuing to have Library-dedicated staff but within the context of the larger Marketing & Sponsorship team, taking advantage of that group's broader reach, expanded channels, and wide-ranging talents. At the same time, it was agreed that efforts to market Library programs and services needed to continue to be accountable to the strategies and vision of the Library CEO and ultimately to the Board.

In order to make this possible, a Service Level Agreement (SLA) has been drafted that outlines a one-year pilot whereby Library marketing efforts would take place as part of the Marketing and Sponsorship team in Town of Newmarket Recreation and Culture. The SLA outlines commitments of both parties to a series of timelines, processes, and a joint reporting and accountability structure. The SLA also proposes several methods by which the success of the pilot period would be determined, in order to ensure Library needs are met and that its success is built on through the collaboration envisioned. If the Board wishes to discuss details of the SLA and how it might impact specific individuals on staff, this may be done in Closed Session.

Conclusion:

The agreements submitted to the Board have taken into account the input and concerns of all of the various parties involved including the Library staff in the respective areas and their counterparts at the Town and have the full support of both the Commissioner of Community Services (marketing and general Library alignment) and the Commissioner of Corporate Services (I.T.). It is my recommendation that they be approved by the Board in accordance with the Library Operational Efficiencies Study, and that a one-year review of the pilots be placed on the board's Action List for the fall of 2020.

The following motions are recommended:

THAT the Library Board receive the report on Marketing and IT realignment agreements;

AND THAT the Library Board authorize the C.E.O. to execute and implement the one-year pilot Information Technology Joint Steering Committee, effective October 15, 2019;

AND THAT the Library Board authorize the C.E.O. to execute and implement the one-year pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library, effective October 15, 2019;

AND THAT the Library Board direct the C.E.O. to report on a regular basis to the Board on the progress and outcome measures related to these pilots and make recommendations to the Board regarding the future status of the agreements after the completion of the pilot year.



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: **Library advocacy during election campaigns**

Background:

Municipal councils and local boards are required under the Municipal Elections Act to adopt a policy establishing rules with respect to the use of municipal or board resources during the election campaign period. Last year, the Board voted to formally adopt the Town of Newmarket's Use of Corporate Resources & Election Campaign Activities Policy with no revisions. At that time, it was reviewed by myself and I did not find any instances where it would substantially change any existing practice or conflict with Library Board objectives.

However, during the provincial election campaign that followed, the Town Clerk's office was of the opinion that it was contrary to the Policy for the C.E.O. to send to all local candidates a proposed package containing a letter and an election brief on library issues as provided by the Federation of Ontario Public Libraries. According to the Clerk's office, this activity was not in compliance with clause 5.6 of the Policy, which states:

Employees shall not use their official authority or influence for the purpose of interfering with or affecting the result of an election, nor use their official title while participating in otherwise permissible political activities.

It was suggested that the package be sent instead from my personal e-mail account as a member of FOPL but not as the library C.E.O. Given that the purpose of FOPL's election campaign advocacy was to provide materials for libraries to engage in non-partisan advocacy, the package was not sent. No such activity was undertaken by the Library during the municipal elections later that year; in fact, the Library declined to host the "Coffee and donuts with the CEO" drop-in during Ontario Public Library Week as it concided with the election period, for fear that the CEO's messaging would be construed as election interference.

After discussion with other libraries, it is recommended at this time that the Library's version of the Policy be revised to permit the Library to engage in non-partisan advocacy on behalf of the

interests of the Library and of the library community as a whole. This is particularly timely as the Canadian Federation of Library Associations-Fédération Canadienne des associations de bibliothèques will be providing a series of briefs to members to engage in dialogue with candidates of all parties in the upcoming federal election. These briefs will advocate for library infrastructure funding, fair and balanced copyright, support for accessible materials, and Indigenous knowledge and language preservation.

The suggested revision to the Policy would be the addition of an addendum which would read:

Notwithstanding Clause 5.6, employees of Newmarket Public Library shall be permitted to engage in non-partisan advocacy on library-related issues as authorized by the C.E.O. and on behalf of the Library Board.

Conclusion:

The following motion is recommended:

THAT the Library Board receive the report on Library Advocacy during election campaigns;

AND THAT the Library Board approve the revision to the Use of Corporate Resources and Election Campaign Activities Policy as drafted;

AND THAT a copy of the approved Policy addendum be forwarded to the Clerk's office for their records.



Corporate Policy

Sub Topic: Use of Corporate
Resources & Election
Campaign Activities
Policy

Policy No. Corp.1-01

Topic: Use of Corporate
Resources & Election
Campaign Activities
Policy

Applicability: Members of Council,
Election Candidates, Third Party
Advertisers & All Employees

Section: Legislative Services,
Corporate Services

Council Adoption Date:
December 12, 2005

Effective Date: December 12, 2005

Date:
November 27,
2017

Revision No: 2

Policy Statement & Strategic Plan Linkages

In order to preserve the public trust and comply with the provisions of the Municipal Elections Act, 1996, as amended it is essential that Members of Town Council, all election candidates, and all Town employees maintain the highest standards of ethical conduct. This Policy reflects both provincial legislation and the conduct necessary to set a leading example in meeting the objectives of the Town's Strategic Plan for being well equipped, and managed through decision-making processes that reflect sound governance and accountability.

Purpose

This Policy provides a consistent approach and direction to Town employees, elected officials, candidates and third party advertisers on how Town resources can and cannot be used for election related purposes. It also ensures that incumbent municipal candidates do not enjoy any material advantage over other candidates through the use of corporate resources. This Policy develops a framework for addressing any real or perceived advantages that incumbent candidates may have over non-incumbent candidates.

Scope

This Policy applies to all, Town **employees, candidates**, including **Members**, an acclaimed **Member** or a **Member** not seeking re-election.

Definitions

Note: Defined terms in this Policy have been bolded.

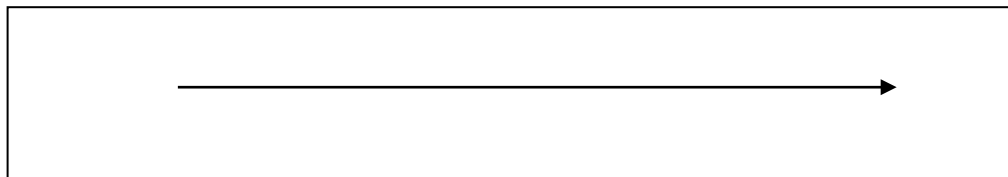
Candidate means any person who has filed, and not withdrawn a nomination, for an elected office at the municipal, regional, school board, provincial or federal level, or political party in an **election** or by-election.

Campaign Activity means any activity, using **campaign materials**, by or on behalf of a candidate, political party, or registered third party meant to elicit support during the election period.

Campaign Materials means any materials used to solicit votes for a **candidate(s)** or question in an **election** including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. **Campaign materials** include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

Corporate Resource means anything that a person would have access to only by virtue of their elected Office or employment with the Town of Newmarket. This includes the items such as use of: an Office title (such as “Mayor”, “Deputy Mayor & Regional Councillor”, or “Councillor”); Town **employees**; Town events; **Town facilities**; Town funds; information; and infrastructure.

Directional Sign means a temporary sign that is a maximum of 11” in length and 17” in width which is used to advise individuals of the specific location of an event within a facility. **Directional signs** must only include: 1) the first and/or last name of the **candidate** or the name of the **registered third party** followed by the word “event”; and, 2) an arrow pointing to the direction of the room within the facility; and, 3) the name of the room within the facility. As an example, **directional signs** must follow the below format (note: example is not to scale):



Election means an **election** or by-election at the municipal, regional, school board, provincial and federal level of government, political party election or the submission of a question or by-law to the electors.

Election-Related means anything that relates directly to an **election** as defined above.

Election Period is defined for the purposes of this policy as follows:

Regular municipal election (includes regional and school board)	the period commences on the first day nominations may be filed and ending on Voting Day .
Municipal by-election (includes regional and school board)	the period commences on the first day nominations may be filed and ending on Voting Day
Provincial or federal election	the election period commences the day the writ for the election is issued and ends on Voting Day ;
Provincial party leadership contests	the period commences with the date of registration as a candidate with the Chief Electoral Officer of Ontario and ends with the date fixed for the leadership vote as filed with the Chief Electoral Officer of Ontario
Federal party leadership and nomination contests	the period commences when a contestant receives contributions, incurs expenses or borrows money/is deemed to be a contestant as stated in sections 478.2 (2) and 476.2 of the Canada Elections Act and ends with the date of selection.

Employee means all full-time and part-time individuals hired by the Town and Central York Fire Services, including all contract, temporary, student, secondment or co-operative placement persons.

Event means an organized activity that is not a **campaign activity**.

Member means an elected **Member** of the Council of the Corporation of the Town of Newmarket.

Registered Third Party means in relation to an **Election** in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996 as amended.

Town Facility means any Town of Newmarket owned or leased facility, including Town parks, sports fields and civic event spaces, and designated premises of that facility such as parking areas. Including but not limited to: The Magna Centre, Ray Twinney Recreation Complex, Lions Hall, Community Centre, and Riverwalk Commons, etc.

Voting Day means, in the case of a regular **election**, the fourth Monday in October in the year of the **election** or in the case of a by-election means the 45th day after Nomination Day, in accordance with the Municipal Elections Act.

Ward Meeting means an informal public meeting or gathering hosted by a **Member** of Council to discuss local issues with residents, including but not limited to drop-ins, barbeques, information sessions and more.

1. General Policy Principles

- 1.1 Pursuant to the Municipal Elections Act, the Town of Newmarket cannot make a contribution, including money, goods and services, to any **candidate, registered third party**, or in support of or opposition of a question on the ballot during an **election period**.
- 1.2 Nothing in this Policy shall preclude a **Member** from performing his/her duty as an elected official, nor inhibit him/her from representing the interests of the constituents who elected him/her.
- 1.3 Subject to section 2.0 of this Policy, **campaign activities**, or **election signs** or any other **election-related campaign material** will not be displayed in any Town-owned and/or operated facility.
- 1.4 The municipality's logo, crest, coat of arms, slogans, etc. shall not be printed or distributed on any **election-related campaign materials** or included on any **election-related** website, except in the case of a link to the Town's website to obtain information about the municipal **election**.
- 1.5 Photographs produced for and owned by the Town of Newmarket shall not be used for any **election** purposes.
- 1.6 Town **employees** may not engage in political activity during working hours and shall not identify as Town **employees** when engaged in any kind of political activity in accordance with section 5 of this Policy.
- 1.7 **Members** may not use **corporate resources** for **campaign activities**, to print or distribute campaign material, or for any **election-related** purpose.
- 1.8 **Members** are responsible for ensuring that the content of any communication material, including printed materials such as newsletters, advertising, etc. funded by the Town for the operation of each **Member's** Office, is not **election-related**.
- 1.9 **Member's** social media accounts, domain names or websites, that are funded by the Town, may not include any **election-related campaign material** and may not be re-designated for campaign purposes or provide a link to a campaign site or **campaign activities**.

2. Campaign Activities at Town-owned and/or operated facilities

- 2.1 **Candidates** and **registered third parties** may not display **campaign materials** or hold/host **campaign activities** at **Town facilities** except subject to the following:
 - 2.1.1 **Candidates** and **registered third parties** pay the full market rental fees and rates for use of such facilities; and,
 - 2.1.2 **Candidates** and **registered third parties** set up and remove all **campaign materials**, including, but not limited to, signs, posters, and other campaign-related paraphernalia within the allotted rental period; and,
 - 2.1.3 **Campaign materials** may only be displayed within the rented area designated within the rental agreement; and,
 - 2.1.4 **Candidates** and **registered third parties** are permitted up to a maximum of 3 **directional signs** within the facility. The **directional signs** must be temporarily affixed to the wall, using non-permanent tape that can easily be removed, without causing damage to the wall and/or paint. **Directional signs** cannot obstruct or interfere with any existing signage.
- 2.2 Despite subsection 2.1 of this Policy, **Candidates** and **registered third parties** shall not use the Municipal Offices (located at 395 Mulock Drive) or the Town's Operations Centre (located at 1275 Maple Hill Court) to display **campaign material** or undertake **campaign activities**.
- 2.3 **Candidates** and **registered third parties** shall not rent **Town facilities** for **campaign activities** on a date when there is a Voter Assistance Centre or Voting Location established at that facility or property.

3. Campaign Activities at Events

- 3.1 **Candidates** and **registered third parties** may attend Town organized **events** during the **election** period, but may not display or distribute **campaign materials** or undertake any **campaign activities** for themselves, a political party, registered third party, or in support of or opposition of a question on a ballot.
- 3.2 With the exception of the Municipal Offices (395 Mulock Drive), and the Operations Centre (1275 Maple Hill Court), **candidates** and **registered third parties** may attend, campaign, and undertake **campaign activities** at non-Town organized **events** held at Town-owned facilities only with the permission of the **event** permit holder.

4. **Activities not permitted for: 1) Members of Council during a Municipal Election Period; and, 2) Candidates during other Election Periods**

- 4.1 In any material printed or distributed by the Town of Newmarket, using **corporate resources**, **Members** during a municipal **election period**, or **candidates** in other **election periods**, are not permitted to:
 - 4.1.1 Illustrate that an individual (either a **Member** or any other individual) is a **candidate** registered in any **election**;
 - 4.1.2 Identify where they or any other individual will be running for office; or,
 - 4.1.3 Profile or make reference to a **candidate** in any **election**.
- 4.2 **Members** during a municipal **election period**, or **candidates** in other **election periods**, may not hold **Ward Meetings** during this period.
- 4.3 The Town shall not provide the following to **Members** during a municipal **election period**, or **candidates** in other **election periods**, and will resume these services the day after the end of the **election period**:
 - 4.3.1 All forms of advertising, including in municipal publications;
 - 4.3.2 All printing, high speed photocopying for distribution including but not limited to distribution of publications such as newsletters;
 - 4.3.3 The ordering and use of custom branded stationery; and,
 - 4.3.4 All expenses related to ward or community meetings, business cards.
- 4.4 Notwithstanding section 4.3 **Members**, or **candidates** in other **election periods**, may make a request to Council to direct staff to use **corporate resources** to inform constituents of emerging, urgent community issues during an **election period**.
- 4.5 Subject to the Elected Officials Expense Policy and the Guidelines for Discretionary Expenses, all expenses as outlined in section 4.3 of this Policy are subject to the following:
 - 4.5.1 Received and used prior to May 1 in a municipal **election** year, or the date a **candidate** files his/her nomination papers with the Clerk in a by-election.

4.5.2 Submitted before May 1, in a municipal **election** year or the date a **candidate** files his/her nomination papers with the Clerk in a by-election, or within 2 months of the expense being incurred.

4.6 **Members** during a municipal **election period**, or **candidates** in other **election periods**, shall not use **corporate resources** to organize/host an **event**, seek donations for an **event**, or seek sponsorships for an **event**.

4.7 Ward publications will not be distributed following the start of the **election period** in a municipal **election** year, or the day after a **candidate** files his/her nomination papers in other **election periods**.

5. Procedures for Town of Newmarket Employees

5.1 **Employees** shall not use **corporate resources** in support of or in opposition to a **candidate**, political party, or **registered third party**.

5.2 **Employees** shall not canvass nor actively work in support of or in opposition to a **candidate** or party during normal working hours, unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.

5.3 **Employees** shall not canvass nor actively work in support of or in opposition to a **candidate** or party while wearing a Town uniform, badge, crest or other item identifying them as a Town of Newmarket **employee**, or while using a Town owned or leased vehicle.

5.4 **Employees** working directly for a **Member(s)** of Council (i.e., Executive and Administrative Assistants), shall not be assigned to work as **election** officers in a municipal **election**.

5.5 **Employees**, who are also relatives of any **Member** of Council or **candidate** for municipal **election**, shall not be assigned to work as **election** officers in a municipal **election**.

5.6 **Employees** shall not use their official authority or influence for the purpose of interfering with or affecting the result of an **election**, nor use their official title while participating in otherwise permissible political activities.

5.7 **Employees** are advised to be especially mindful of public perception during municipal **elections**, and to ensure that their activities do not conflict with nor adversely affect their duties as **employees** of the Town. Moreover, **employees** have a responsibility to ensure that public resources are not used for political campaign purposes.

6. Administration and Contact

- 6.1 This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.
- 6.2 All questions, or concerns with respect to this Policy should be directed to the Director of Legislative Services/Town Clerk.

Cross-References

Municipal Elections Act, 1996, as amended
Canada Elections Act, S.C. 2000, c.9, as amended
Election Act, R.S.O. 1990, c. E.6, as amended
Municipal Act, 2001, as amended
Municipal Conflict of Interest Act, 1990, as amended
Council Code of Conduct
Employee Code of Conduct
Use of Corporate Logo, Crest and Images Policy

2020 Budget Requests

Operating Budget

Base budget for 2020

\$3,699,875 details on Highlights of Changes to Base 2020 over 2019

**Growth/Enhancement for
Monday Service - 1 pm - 9 pm**

2020 is for 6 months only due to
requirement in Collective Agreements
and preparation time.

	<u>2020</u>	<u>2021</u>
\$	66,602	\$ 135,868

Capital Budget

<u>Project</u>	<u>Financing</u>	<u>2020</u>
Computer hardware/software	ARF	\$ 124,500
Equipment	ARF	61,800
Total Capital Projects		\$ 188,320

<u>New Library</u> (placeholder for discussion)	<u>Financing</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Costs are estimates from 2008	ARF	\$ 1,750,856	\$ 3,501,712	\$ 1,750,856	\$ 7,003,424
	DC	684,654	1,369,309	684,654	2,738,617
	Other	5,251,191	10,502,382	5,251,191	21,004,764
Total New Library		\$ 7,686,701	\$ 15,373,403	\$ 7,686,701	\$ 30,746,805

Highlights of Changes to Base Operating Budget 2020 over 2019

<u>EXPENDITURES</u>	2020 Request	2019 Request	\$ change	% change	Comments
Materials	\$ 403,887	\$ 375,337	\$28,550	7.61%	Includes planned growth for pay-per-use electronic products & for proposed internet hot spots for public loan
Facilities & Equipment	169,800	168,292	1,508	0.90%	Cost increase for janitorial contract and snow plowing
Capital includes ARF	229,206	229,206	0	0.00%	
Utilities	105,000	105,000	0	0.00%	
Salaries & Wages	2,147,188	2,085,826	61,362	2.94%	EA and step increases; hiring gap increased by \$5K, includes planned growth for expanded Maker Hub hours
Benefits	495,015	471,899	23,116	4.90%	Reflection of salary & wage increase
General	149,779	153,339	-3,560	-2.32%	Fewer paid program costs offset in revenue
Total Expenditures	\$ 3,699,875	\$ 3,588,899	\$ 110,976	3.09%	

REVENUES

Provincial Grant	64,401	64,401	0	0.00%	
Municipal Grant	3,371,402	3,257,422	113,980	3.50%	2% for CPI increase, 1.5% growth per Library Board plan
Operating Reserve	0	0	0	0.00%	
Financing from Development Charges	125,000	125,000	0	0.00%	
Other (Fines, Room Rentals, etc)	139,072	142,076	-3,004	-2.11%	Fewer paid program fees offset in costs
Total Revenues	\$ 3,699,875	\$ 3,588,899	\$ 110,976	3.09%	



Newmarket Public Library – Action Tracking List

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> Board to consider policies according to policy review schedule Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules Revise section on Gifts Approve full revised Governance Policy 	<ul style="list-style-type: none"> Ongoing April 2018 Code of conduct and investigations sections revised except for section on Gifts May 15, 2019 Board approved revisions to Governance policy
2-13	Ongoing	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	Next review due May 2019
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> TBD 	Last report completed October 2017
2-15	June 2019	Library facility and service delivery options	<ul style="list-style-type: none"> Motion 16.09.144 “And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it” 	<ul style="list-style-type: none"> Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<ul style="list-style-type: none"> • Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter of 2019” Board to reconsider study 	<ul style="list-style-type: none"> • Council declined to include a study in its Strategic Priorities for 2019-2023 • CEO to work with ToN staff on a joint effort to doing a facility study (Motion 19-05-32)
1-19	June 2019	2020 budget	<ul style="list-style-type: none"> • Draft budget request to be presented to board for approval 	<ul style="list-style-type: none"> • To Board for approval September 18, 2019
2-19	TBD	Collective Agreements (2019-)	<ul style="list-style-type: none"> • Updates and discussions as negotiations progress • Board to ratify agreement when negotiated 	<ul style="list-style-type: none"> • Board briefed March 2019 • Negotiations began April 2018 • Library Board and Union ratified as of August 19, 2019
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • Current plan ended 2016. Previous board moved to update actions only but this not completed.
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> • Leadership by Design presentations to be held at first 3 board meetings • N6 Library Board orientation session May 11 	<ul style="list-style-type: none"> • Part 1 and 2 completed – April 17, 2019 • 3 Board members attended N6 Orientation session May 11
4-19	May 2019	Library Operational Efficiencies Review	<ul style="list-style-type: none"> • Board to consider recommendations 	<ul style="list-style-type: none"> • Board approved implementation of recommendations February 2018 but reserved approval of marketing and IT sections pending draft Service Level Agreements

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<ul style="list-style-type: none"> • Board to give input into marketing and IT SLAs in light of Library-IT Shared Services Review • Board to consider report on benefits and risks of marketing and IT recommendations May 2019 	<ul style="list-style-type: none"> • Marketing and IT SLAs discussed April 2018 • Marketing and IT Agreements to Board September 18, 2019



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: **Reciprocal borrowing request from Bradford-West Gwillimbury Public Library**

Background:

Newmarket Public Library has had reciprocal borrowing agreements with neighbouring libraries in place for a number of years. Under these agreements, people who live, work, or attend school in one municipality can obtain a library card free of charge in a second municipality where both municipalities are party to such an agreement. Since 1991, an agreement has been in place with Aurora, Markham, Richmond Hill, and Vaughan. King Township, East Gwillimbury, Whitchurch-Stouffville, and Georgina requested and were granted an agreement by this Board in 2012. These arrangements were formalized in 2017 with the creation of the York Region Public Library Partnership under which reciprocal borrowing was permitted among all 9 libraries.

Due to changes to the inter-library loan system, Bradford-West Gwillimbury (BWG) Public Library has been pursuing a similar arrangement for libraries in Simcoe County. At the same time, they have requested reciprocal borrowing from Newmarket, similar to what they have had for some time with East Gwillimbury and King Township. They have received a number of customer comments from Newmarket residents requesting free library access. At the time of writing this report, BWG's plan was to have the proposal approved by their Board on September 16 and to take the proposal to the rest of the Simcoe County libraries at a meeting on September 17.

Concerns about extending free borrowing to neighbouring libraries are minimal. There is some impact on non-resident fee revenue. This budget line was at roughly \$3000 per year when the 2012 changes were implemented and is now down to \$300, with the 2018 actuals at \$545. It is likely this revenue would mostly disappear, as it appears that the few remaining patrons who pay non-resident fees are BWG residents (the annual fee is \$30).

At the same time there has been some concern that residents of smaller municipalities will unfairly monopolize Newmarket's extensive collection, or that Newmarket will lose cardholders

to a library that might been seen as more convenient for users. To date there has been no evidence to suggest that this is the case, and the prevailing philosophy is that fewer barriers to access results in higher usage and accessibility of libraries overall. It is also worth noting that along with the N6 libraries, BWG is part of a group of 7 libraries who share characteristics of geography and scale and who meet frequently to discuss issues of mutual concern and to coordinate consortial purchasing among them.

Conclusion:

The following motion is recommended:

THAT the Library Board approve a reciprocal borrowing agreement with Bradford-West Gwillimbury Public Library contingent on similar approval by the Bradford-West Gwillimbury Public Library Board.



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: **Drug and alcohol policy**

Background:

In June 2019 the Chief Administrative Officer of the Town of Newmarket approved a revised Drug and Alcohol Policy covering Town employees, included in this package. The revisions were put in place to align the Policy with new legislative frameworks surrounding cannabis, smoking, and vaping. I recommend that the Library Board adopt the Policy as written to apply to Library employees.

There is some minor concern about provisions 2 and 4, prohibiting the consumption and purchase of alcohol or legal recreational drugs while wearing Newmarket branded clothing. While Library employees do not wear uniforms, they are provided with NPL-branded fleece jackets and have not previously been expected to refrain from wearing them while going about non-work activities.

As well, it should be pointed out that although the “Scents and Sensitivity workplace protocol” referred to in the Policy (provision 6) has not been adopted by the Library, the Library’s employee handbook does advise employees “to be cognizant of others and to voluntarily refrain from using strongly scented perfumes or products”. Therefore the provisions meant to avoid employees smelling of drugs or alcohol would still be in effect.

Conclusion:

The following motions are recommended:

THAT the Library Board receive the report on Drug and Alcohol Policy;

AND THAT the Library Board approve the Drug and Alcohol Policy as presented to be applicable to Library employees.



Corporate Policy

Drug and Alcohol

Policy Number: HR.5-02

Sub-Topic: Employee Performance

Topic: Health, Safety and Wellness

Applies to: All Employees

Policy Statement and Strategic Plan Linkages

The Town of Newmarket as the employer is committed to maintaining the health, safety and wellness of its employees. In support of the employer's "well-balanced" culture, employees are required to report to work in an appropriate, fit to work condition, and to perform their jobs safely and efficiently.

Purpose

This policy outlines employer expectations of employee abilities to report for work free from impairment to maintain a healthy and safe work environment.

Definitions

Alcohol: any product which contains ethyl alcohol, including beer, wine, liqueurs and spirits, and medicinal products. Very low alcohol products (e.g. beer with 0.5% alcohol by volume) are included in this definition.

Illegal Drugs: drugs which cannot be legally possessed under Canadian law, including a wide range of "street" drugs (such as cocaine, heroin) and pharmaceutical drugs obtained without a physician's prescription.

Impairment or Impaired: consumption that interferes with an employee's ability to carry out their job functions (whether physical or mental) in a safe, efficient and productive manner.

Legal Recreational Drugs: the recreational use of cannabis including smoking, vaping or edible forms and other recreational drugs legally approved by Canadian legislation.

Over-the-Counter Drugs: medications which do not require a prescription from a physician, dentist, or other healthcare professional.

Prescription Drugs: medications which are prescribed by a physician or dentist, legally require a prescription, and are dispensed by a registered pharmacist or physician.

Provisions

- 1) This policy prohibits employees from working while impaired due to alcohol, illegal drugs, legal recreational drugs (such as cannabis), over-the-counter drugs, prescription drugs, or any other substance.
- 2) The consumption of alcohol, legal recreational drugs, or illegal drugs is prohibited at a workplace, during scheduled work hours, or anytime while wearing Newmarket branded clothing.
- 3) Employees, while in the course of their duties, shall not be in possession of alcohol, legal recreation drugs and/or illegal drugs while on municipal property or at any work location.
- 4) Employees shall not, while dressed in a work uniform, displaying any form of Newmarket employee identification and/or wearing Newmarket branded clothing, purchase illegal drugs, legal recreational drugs, and/or alcohol.
- 5) Employees are responsible for working with their physician to ensure prescription drug use will not impair their judgement and safety, and that they can remain alert while at work. Employees are also responsible for determining any potential adverse effects of using over-the-counter drugs. Employees will make their Supervisor aware of any adverse effects which could cause impairment, and will work together to determine if a reasonable accommodation is available and required.
- 6) The employer has a Scents and Sensitivity workplace protocol and as such, employees shall not come to work smelling of legal recreational drugs, illegal drugs, or alcohol.
- 7) Employee smoking or vaping within municipal facilities and workplaces shall be limited to designated smoking areas. Smoking or vaping in municipally owned vehicles is strictly prohibited. Employees shall abide by applicable legislation, York Region's Smoking in Public Places and Workplaces Bylaw, and any employer smoking bylaw.
- 8) Employees on "standby" or "on-call" duty will exercise utmost personal judgement on every occasion before responding to a call to work to exclude any possibility of being impaired when reporting to or performing work.
- 9) Employees in violation of this policy are subject to progressive discipline up to and including termination.

Exceptions

- 1) Employees attending employer sanctioned social functions or events shall behave responsibly and in accordance with this policy and the law in regard to alcohol consumption or legal recreational drug use and shall not endanger their own safety or the safety of others, nor interfere with the enjoyment of others. The employer expects employees to abide by the principle of "Don't Drive while Impaired". Please note that recreational cannabis is not permitted on Town property.
- 2) The organizers of work related social events involving alcohol consumption have a responsibility to arrange transportation for any guest who appears to be impaired, and to make every reasonable effort to ensure that anyone in attendance who may become impaired does not put themselves or others at risk

or otherwise expose the employer to the possibility of liability action. Organizers of work related social events held on third party premises have the added responsibility of ensuring that said third party has an appropriate alcohol service policy in place and will provide alternate transportation for those unable to drive due to impairment.

- 3) Employees and/or their guests attending work related social events who become impaired, refuse safe transportation, and proceed to operate a vehicle are subject to having their actions reported to police authorities. The organizers of such events shall, in all cases, immediately report said incidents to police authorities.
- 4) Employees attending business-related conferences, seminars, lunches and/or receptions by virtue of their position with the employer, shall behave responsibly and in accordance with the law in regard to alcohol consumption, the use of legal recreational drugs, over-the-counter drugs and/or prescription drugs so as to protect their own and others' safety, as well as the employer's corporate image and reputation.
- 5) The employer recognizes that certain employees may be required, as part of the normal course of their duties, to purchase and serve alcohol, and assist in loading, unloading and delivering alcohol between vehicles and municipally owned facilities in relation to public events for which municipal facilities have been leased or rented or in relation to other employer sanctioned social events.
- 6) Employees in violation of exceptions numbered 1 through 4 of this section are subject to progressive discipline up to and including termination.

Use of Prescription and Over-the-Counter Drugs

- 1) Employees using prescription drugs in accordance with a medical practitioner's care, or over-the-counter drugs for the purpose of symptomatic relief, have an obligation to understand the potential risk of impairment as a result of consuming drugs and disclosing such risk to their supervisor. When required, the supervisor will provide a reasonable accommodation if available. In addition, all such use shall be in compliance with the applicable provision of the Policy.

Alcohol & Drug Addiction

- 1) Employees who think they may have an illegal drug, legal recreational drug, alcohol, prescription drug and/or over-the-counter drug addiction or substance use issue may be referred to formal rehabilitation type programs through the Employee and Family Assistance Program (EFAP) provider. In addition, such employees may avail themselves of other employee benefits to ensure sufficient support to assist them in overcoming their addiction or substance use.
- 2) The employer retains the discretionary right to request an employee to participate in an appropriate rehabilitation program. When an employee refuses to participate in a rehabilitation program and the employee's work performance continues to be unsatisfactory, the employee will be subject, to progressive discipline, up to and including termination.
- 3) The employer is committed to providing reasonable accommodation to those employees whose drug or alcohol consumption issue is considered to be an addiction to the extent provided for under Provincial law. Each case will be assessed on its own circumstances.

Cross-References

Corporate Procedure:

Drug and Alcohol Procedure HR.5-02-001

Corporate Policy:

Employee Code of Conduct CAO.3-01

Progressive Discipline Policy HR.4-01

Return to Work Policy HR.8-06

Return to Work Program Managers Guideline

Sick Leave Policy HR.11-04

Stand By/On Call Duty HR.2-03

Violence Free Workplace Policy HR.13-03

Wearing Apparel HR.7-01

Other Government Legislation as amended from time to time:

Cannabis Act (Canada)

Cannabis Act, 2017 (Ontario)

Smoke-Free Ontario Act, 2017

Ontario Cannabis Retail Corporation Act (OCRCA)

Occupational Health and Safety Act and Regulations

Ontario Human Rights Code

Employment Standards Act

Contact

Human Resources Department or at hr@newmarket.ca

Policy Details

Approved by: Chief Administrative Officer

Approval Date: June 10, 2019

Policy Effective Date: December 10, 2001

Last Revision Date: May 21, 2019

Revision No: 001



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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: **York Region Inclusion Charter**

Background:

In March 2019 Town of Newmarket Council endorsed the York Region Inclusion Charter including a paragraph developed for the Town of Newmarket by a staff Diversity and Inclusion Working Group. This working group includes Newmarket Public Library staff. The report to council and the Charter itself are both included in this package.

Newmarket Public Library is also committed to diversity and inclusion as an employer and as a public service provider. Some examples of inclusion in the Library include recent and planned programs in partnership with Connecting Cultures (Indigenous) and Global Intersections.

I would like the Library Board to endorse the Charter as well so that it can be publicly shared in the Library facility as well as on the website. The Charter is also included as an attachment.

Conclusion:

The following motion is recommended:

THAT the Library Board receive the report on York Region Inclusion Charter;

AND THAT the Library Board endorse the Inclusion Charter for York Region as applicable to Newmarket Public Library as an employer and as a public service provider.



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Diversity and Inclusion Charter Staff Report

Report Number: 2019-19

Department(s): Human Resources

Author(s): Jennifer Rose, Healthy Workplace Program Specialist

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled Diversity and Inclusion Charter dated February 25, 2019 be received; and,
2. That Council endorse the draft Inclusion Charter for York Region attached as **Attachment 1**; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

This report serves to provide Council with proposed language for the Town of Newmarket section within the Inclusion Charter for York Region, and request endorsement of the Charter.

Background

York Region is one of the fastest growing and most diverse communities in Canada. As of the 2016 Census, 1.2 million people called York Region home, representing all ages, backgrounds and interests.

Inclusion Charter for York Region:

A Municipal Diversity and Inclusion Group (MDIG) has been established and is comprised of staff from 20 member organizations who share a common commitment to welcoming and inclusive communities. The participating organizations include: York

Regional Police, York Region District School Board, York Catholic District School Board, Mackenzie Health, Southlake Regional Health Centre, Markham Stouffville Hospital, United Way of Toronto and York Region, both the Lake Simcoe and Toronto and Region Conservation Authorities, York Region Children's Aid Society, York Region and the 9 municipalities in York Region.

The Charter is the result of three rounds of community consultations and discussions with individuals, organizations, boards, councils and groups. The members of MDIG have met and finalized the Inclusion Charter for York Region, and to date, 15 of the 20 participating organizations have finalized and endorsed their Charter.

The Inclusion Charter for York Region has gained international recognition by the United Nations Institute for Training and Research (UNITAR) and International Training Centres for Authorities and Leaders (CIFAL Atlanta) (CIFAL Atlanta is the North American hub of UNITAR). They recognize the Inclusion Charter as a leading practice model that communities around the world could use to become more inclusive.

Diversity and Inclusion Program at the Town of Newmarket

Human Resources in collaboration with senior staff have developed a Diversity and Inclusion framework for staff which aligns with corporate strategic priorities and supports the Talent Management Strategy within the Organization Ready 2020 initiative. The Town's Diversity and Inclusion framework also aligns with the values and principles of the Inclusion Charter for York Region.

A Diversity and Inclusion Working Group (DIWG) has been formed to create, implement, and review a formal program as well as develop a Diversity and Inclusion Plan for the Town. This Group is comprised of staff from all levels of the organization.

One of the main objectives of the Diversity and Inclusion Program is initially to enhance staff knowledge on the concept of diversity and inclusion which will position us well in the face of the Corporation's changing workforce demographics. Staff will have the tools and resources to recognize and embrace each other's differences in culture, faith, gender, sexual identity/orientation, accessibility, family status, ethnicity, work status, personality, education, age, etc.

The Town's Operational Leadership Team provided their support and endorsement of the Charter language on January 30, 2019.

Discussion

The Newmarket section of the Charter (the last paragraph in **Attachment 1**) was developed to be a clear and concise message that communicates three main items that can be related to internal staff as well as external citizens.

- 1) What the Town's commitment is: We are committed to nurturing and embracing diversity in creating and environment for extraordinary customer service.

This statement reflects an internal work environment that is safe and inclusive for staff so they can provide services and programs to the public that are inclusive for all citizens.

- 2) How we will achieve it: The Town promotes equity, accessibility, and inclusion through our thoughts and actions in support of our growing community.

Internally this relates to how we think and act on a daily basis toward each other as colleagues, how we develop policies and programs, or how we recruit new employees. Externally this may include items such as a variety of programs offered that are welcoming to the diverse range of Newmarket citizens.

- 3) What the goal is: This Charter positions us to build our community together by inspiring personal, social, and economic development aligned with our core values.

The intent is that if we can build an inclusive community together, we can increase personal satisfaction, social interaction, and economic development within the Town of Newmarket.

Conclusion

Staff is seeking Council's endorsement of the Inclusion Charter for York Region inclusive of the Town of Newmarket section. Once endorsed, the Town of Newmarket version of the Charter is recommended to be posted on our website with a link to [York Region's Diversity and Inclusion webpage](#).

Next Steps:

Upon approval of the Charter, staff will engage in promoting it through a variety of mechanisms, such as at special events, open houses, and through social media.

Business Plan and Strategic Plan Linkages

Well-balanced, Well-equipped and managed, Well-planned and connected, and Well-respected.

Consultation

The Town of Newmarket section of the Inclusion Charter for York Region was developed by the Diversity and Inclusion Working Group. The DIWG is comprised of a cross section of Town employees.

Human Resource Considerations

Not applicable.

Budget Impact

There may be potential costs associated with initiatives developed by the Diversity and Inclusion Working Group as the framework continues to evolve.

Attachments

Attachment 1 - Inclusion Charter for York Region

Approval

Lynn Georgeff, Director, Human Resources

Contact

Jennifer Rose, Healthy Workplace Program Specialist

jrose@newmarket.ca

INCLUSION CHARTER

OUR COMMITMENT
TO **WELCOMING** AND
INCLUSIVE COMMUNITIES

The **Inclusion Charter for York Region** is a community initiative that brings together businesses, community organizations, municipalities, police services, hospitals, school boards, conservation authorities and agencies with a common commitment to create an inclusive environment with equality for all who work, live and play here. Together our organizations share the vision of York Region as a welcoming and inclusive community where diversity is celebrated and where everyone can develop to their full potential, participate freely in society and live with respect, dignity and freedom from discrimination.

The Charter reflects an evolving approach in support of existing federal and provincial legislation that promotes human rights and accessibility. By endorsing this Charter we affirm our commitment to inclusion, whereby all people feel they belong and have access to the same opportunities.

THE TOWN OF NEWMARKET

Together with other participating organizations, the Corporation of the Town of Newmarket is committed to taking action to achieve the vision of the Charter in our organization and in the community.

The Town of Newmarket commits to nurturing and embracing diversity in creating an environment for extraordinary public service. The Town promotes equity, accessibility, and inclusion through our thoughts and actions in support of our growing community. This Charter positions us to build our community together by inspiring personal, social, and economic development aligned with our core values: Courage & Creativity; Accountability & Accessibility; Respect & Integrity; and Excellence.

Endorsed by: _____
John Taylor
Mayor

CAO

This ____ day of _____, 2019.

