

Georgina Public Library
Library Board Meeting
February 15, 2024 @ 7:00 p.m.

Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

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

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – January 18, 2023 Meeting minutes
9. Delegations/Speakers - None
10. Presentations
 - a. OLA Super Conference – B. Sabatini
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – December 2023 – Year End (not final)
 - d. Media Scan
12. Verbal Communications

- a. CEO update (V. Stevens)
 - b. Board Chair update (B. Sabatini)
 - c. Friends of the Library update (R. Beechey)
- 13. Old Business - None
- 14. New Business
 - a. Policy Review:
 - i. Other Rates & Fees
 - ii. Violence and Harassment-Free Workplace
 - iii. Health and Safety
 - b. August Board Meeting Date
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session
 - i. Motion to move into closed session
 - ii. Motion to reconvene into open session
- 17. Next Meeting Date /Time

March 21, 2024 @ 7:00pm – Zoom
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
January 18, 2024 @ 7:00 p.m.

Zoom

1. Call to Order

The meeting was called to order by the Chair at 7:04 p.m.

2. First Nations Acknowledgement Statement

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

3. Roll Call

The following Board Members were present:

Bobbi Sabatini, Chair
Rita Beechey
Leslie Johnstone
Nancy Rodrigues, Vice-Chair
Madalyn Calzavara
Councillor Dave Neeson
Regional Councillor Naomi Davison (arrived late)
Amalee Lavigne

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna Delong, *eServices Library Technician*
Cathy Tustin, *Human Resources Business Partner*
Rob Wheeler, *Deputy CAO/Treasurer*
Lisa Andersen, *Manager, Human Resources*

4. Introduction of Addendum Items

5. Approval of the Agenda

Moved by Madalyn Calzavara, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2024-001

That the Georgina Public Library Board meeting Agenda of January 18, 2024 be approved as amended.

Carried.

6. Announcements – *None*

7. Declarations of Pecuniary Interest – *None*

8. Adoption of the Past Minutes – December 21, 2023 Board meeting minutes

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2024-002

That the minutes of the December 21, 2023 Board meeting be adopted as amended.

Carried.

16. Closed Session

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2024-003

That the Georgina Public Library Board move into Closed Session at 7:07 p.m.

Carried.

1. Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act

-Labour Market Review discussion
(N. Davison arrived during the Closed Session)

2. Review of Closed Session minutes

- September 21, 2023 meeting minutes

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

- Update on a staffing matter

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, Section 16.1 (4) of the Public Libraries Act

- Update on a legal matter

- December 21, 2023 meeting minutes

Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act

-Labour Market Review discussion

The CEO and Recording Secretary left the Closed Session prior to item #3 being reviewed.

3. Closed Session minutes to be reviewed separately

- October 19, 2023 meeting minutes

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

- CEO Performance Evaluation

- December 21, 2023 meeting minutes

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

- CEO Performance Evaluation

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2024-004

That the Georgina Public Library Board reconvene into Open Session at 7:54 p.m.

Carried.

The Board reconvened into Open Session and made the following motions:

In regards to Closed Session item #1:

Moved by Dave Neeson, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2024-005

That the Board accept the recommendations as presented in regards to Closed Session item #1.

Carried.

In regards to Closed Session item #2:

Moved by Nancy Rodrigues, Seconded by Madalyn Calzavara

RESOLUTION NO. GLB-2024-006

That the Closed Session meeting minutes of September 21, 2023 and December 21, 2023 be approved as presented.

Carried.

In regards to Closed Session item #3:

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2024-007

That the Closed Session meeting minutes of October 19, 2023 and December 21, 2023 be approved as presented.

Carried.

9. **Delegations/Speakers – None**

10. **Presentations – None**

11. **Consent Agenda**

- a. Branch Report
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement –December 2023
- e. Media Scan

Moved by Madalyn Calzavara, Seconded by Rita Beechey

RESOLUTION NO. GLB-2024-008

That Item 12 – Consent Agenda be received as circulated.

Carried.

12. Verbal Communications

- a. CEO update (V. Stevens)

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- MURC continues on-schedule, as reported at the January 17, 2024 Council Meeting:
 - Working on deficiency list, final parts of construction small items
 - Training with staff on equipment
 - Balancing airflow and temperatures
 - Furniture started arriving last week; unpacking and assembling in progress
 - Delivery & installation of IT, phones, other technology is underway
 - No change to capital budget: \$50.2 million
- Grand Opening planned for March 2, 2024; details to follow

PEOPLE & LEADERSHIP

- Pam Hambley commenced her new role as Circulation Coordinator in mid-December
- In preparation for the opening of the Discovery Branch, several existing staff members will move into new roles in the coming weeks
- The external hiring process has commenced for the final vacancies to complete staffing for the Discovery Branch, as well as fill other vacancies that have resulted from internal hiring

COLLECTIONS & PROGRAMS

- Several “one-off” and passive programs offered for children and families over the second week of the school break were very well received
- The Winter program session for Children & Youth started last week
- Details on March break and Spring Session programs at the Discovery Branch will be shared at the February 7, 2024 Town Council meeting

TECHNOLOGY

- Town IT plans to install staff workstations at the Discovery branch next week
- Delivery of Maker Space equipment to the Discovery branch is planned to begin the week of January 29

b. Board Chair update (B. Sabatini)

- The Board Chair has been meeting with the CEO regularly
- The Public Library Operating Grant (PLOG) was received at the end of December for the 2023 year, the Board Chair and CEO will go to the bank to transfer the funds to the Town’s bank account

c. Friends of the Library update (R. Beechey)

- The Friends last met on Monday night
- The Friends are working on planning for the Spelling Bee
- The Friends have approved supporting the Date With a Book program for the Library
- The Friends discussed purchasing plates for the kitchen in the new Discovery Branch
- The Friends are considering being a vendor at the Home Show to promote the Friends of the Library
- The Friends are hosting:
 - Euchre tournament on February 29
 - Earth Hour at the Keswick branch on March 23
- The Friends are almost out of Friends of the Library bags. They are considering changing logos, and having a logo contest before purchasing new bags

Moved by Madalyn Calzavara, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2024-009

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

Carried.

13. Old Business - None

14. New Business

a. Closures for Staff Development Days

The CEO discussed the addition of closure for Staff Development Days to the Hours of Service policy.

b. Policy Review:

i. Hours of Service

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2024-010

That the Hours of Service policy be accepted as amended commencing March 2024.

Carried.

ii. Supervision of Children

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2024-011

That Supervision of Children policy be accepted as amended.

Carried.

15. Other Business – None

OLA SuperConference is coming up next week. M. Calzavara and A. Lavigne will be attending as Board members, as well as the CEO and a couple of staff members and managers.

17. Next Meeting Date /Time

February 15, 2024 at 7:00 p.m. – Zoom

18. Adjournment

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2024-012

That the Georgina Public Library Board meeting of January 18, 2024 adjourn at 8:36 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - January 2024

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Karolina Roussakis – Manager, Library Collections

COMMUNITY CONNECTIONS

- On Monday, January 29, Amy Butcher appeared on Georgina Life (ROGERStv) to promote GPL's upcoming Black History Month programs.

SPACES

- Renovations to convert the alcove space in Keswick Branch into an office are complete.

PEOPLE AND LEADERSHIP

- GPL welcomed two new Library Students in January: Claire Charpentier and Claire Schuller.

COLLECTION AND PROGRAMS

- On Thursday, January 11, Jennifer Murray hosted a local Sparks group at Keswick Branch. After the program, they shared the following positive feedback on social media :
"We took our Spark group to the library last night for a tour and some fun! I just wanted to give them a big Thank You. They had a blast. We are so lucky to have a great place to go to learn and have fun at the same time."

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	46
January 9, 16, 23, 30	Family Storytime	Sutton	59
January 16, 23, 30	Ready, Set, Kindergarten	Sutton	17
January 16, 23, 30	Reading Buddies	Keswick	61
January 10, 17, 24, 31	Family Storytime	Keswick	143

January 17, 31	Ukulele Circle	Keswick	32
January 11, 18, 25	Babytime	Keswick	57
January 11, 18, 25	Ready, Set, Kindergarten	Keswick	17
January 11, 18, 25	LEGO Club	Sutton	51
January 13, 20, 27	Saturday Family Storytime	Keswick	92
January 9	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham PS	15
January 16	GPL on the GO (visit to EarlyON offsite storytime)	Morning Glory PS	1
January 23	GPL on the GO (visit to EarlyON offsite storytime)	Jersey PS	19
January 26	GPL on the GO (visit to EarlyON offsite storytime)	The Link	17
January 11	Sparks Visit	Keswick Branch	15
January 19	PA Day Scavenger Hunt	All branches	71
January 19	PA Day Program- STEAM Building	Keswick	67
January 2	Winter Bingo	Keswick	20
January 3	Library Scavenger Hunt	All branches	78
January 4	Sea Can Storytime	Keswick	31
January 9	Sutton Book Club	Sutton	8
January 9	Pefferlaw Book Club	Pefferlaw	5
January 2, 4, 9, 11, 16, 18, 23, 25, 30	Hooks and Needles Corner	Keswick	65
January 3	Pins and Needles	Sutton	16
January 4, 18	Welcome Centre Immigrant Services	Keswick	8
January, 3, 10, 17, 24,	English Conversation Circle for Newcomers	Keswick	16
January 3, 10, 17, 24	Drop in Stroke Support Group	Sutton	4
January 10	Trivia at Hospice Georgina	Hospice Georgina	10

January 16	Healthy Habits for the New Year	Sutton	5
January 23	Trivia with Georgina Pride	Keswick	6
	All recorded videos, re-watched in January		0
TOTAL			1,052

TECHNOLOGY

- Access to a new online resource, [Creativebug](#), was launched at the beginning of the month. Creativebug is a user-friendly, high-quality online art & craft education resource. Customers have unlimited access to thousands of classes for every skill level with professionally filmed & edited content taught by experienced art educators. We are excited to offer this online resource in conjunction with the opening of the Discovery Branch Maker Space as they will support and complement one another.



2024 Work Plan – January Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
2023 Year in Review	Val Stevens	Q2	Q3		
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2024?	In Progress	Legal agreement for the Sutton Multi-Use Building between the School Boards, Town, and Library. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2024?	In Progress	Transfer and Operating Agreement take precedent. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q1-2024	In Progress	Opening to public March 2, 2024
Direct Mail Campaign	Amy Butcher	Q2	Q4		
Technology Equipment Upgrades for Service Desks	Becky George	Q2	Q3		
Inclusivity, Diversity, Equity, Accessibility (IDEA) Strategy	Valerie Stevens	Q2	Q4		In partnership with Town HR
Keswick Alcove renovation	Valerie Stevens	Q2-2022	Q1-2024	Complete	Furniture to be moved in February.
Security gates-PE & KE	Becky George (Sarah James/	Q2-2023	Q2-2024		Quotes extended to April 2024. Environmental scan has not provided solid

	Karolina Roussakis)				data; library systems that have removed security gates have not conducted analyses.
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Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Redistribution of CYSA staff hours	Amy Butcher	Q1	Q1	Complete	One PPT position converted to PFT as of Jan 6.
eServices Technician increase in hours	Becky George	Q1	Q1	Complete	Eservices Tech. hours increase to avg. 24/week as of Jan 6.
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	Grant applications have been submitted.

Georgina Public Library

Financial Statement - December 2023

Date: February 2, 2024

	2023 Actuals	2023 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,636,690.00	2,636,690	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	5,472	9,240	3,768	59%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	5,901	1,800	(4,101)	328%	100%	
Fines	2,620	7,900	5,280	33%	100%	
Misc Fees	842	3,100	2,258	27%	100%	Exam Proctoring, etc
Photocopying Fees	5,789	8,500	2,711	68%	100%	
Program Registrations	217	4,200	3,983	5%	100%	
Book Sale	444	2,400	1,956	18%	100%	
Room Rentals	4,307	4,100	(207)	105%	100%	
Provision from Reserve	96,600	96,600	-	100%	100%	Pro-rated
Total Revenues	2,879,981	2,895,630	15,649	99%	100%	
Expenses						
Salaries & Benefits	2,090,369	2,071,600	(18,769)	101%	100%	
Library Board	2,600	4,800	2,200	54%	100%	Projected
Library Operations	265,564	366,900	101,336	72%	100%	Utilities, cleaning, courier, supplies, etc.
Training	15,886	18,800	2,914	85%	100%	
Collections	189,115	232,730	43,615	81%	100%	
Telecommunications	12,242	26,510	14,268	46%	100%	
Covid-19 Expenses	26	-	(26)	N/A	N/A	No allotted budget
Misc	3,946	3,400	(546)	116%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	2,750,637	2,895,630	144,993	95%	100%	
Net	129,344	-	(129,344)			

https://durhamregion.com/life/book-it-lending-library-launches-in-oshawa/article_8002a23c-4727-57eb-b974-4185ef96e749.html

Home / Life

LIFE

BOOK IT: Lending library launches in Oshawa

Oshawa Public Libraries has a new way for people to get their book fix with the launch of the library lending machine.

Jan 14, 2024

Article was updated Jan 14, 2024



Oshawa Public Library photo

Oshawa Public Libraries unveiled the all-new library lending machine on Jan. 9 at Oshawa's Civic Recreation Centre (99 Thornton Rd. S.).



Check it out!

Oshawa Public Libraries (OPL) unveiled the all-new library lending machine on Jan. 9 at Oshawa's Civic Recreation Centre.

The library lending machine is a vending machine with a twist — OPL's packing it with popular reads for all ages, perfect for those looking for a literary snack.

"We're excited to partner with the Oshawa Civic Recreation Centre to bring this brand-new service to Oshawa," said Frances Newman, Oshawa Public Libraries CEO, "It's thrilling how technology plays such a big part in helping us bring yet another novel way for you to use your library, never offered before in the City of Oshawa."

The lending machine will be available for the public to browse and borrow during regular operating hours.

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Ontario Helping Public Libraries Provide Public Internet Access

Investment helps small, rural and First Nation communities access digital resources and in-demand services

February 06, 2024

[Tourism, Culture and Sport](#)

GRAVENHURST — The Ontario government is investing up to \$582,000 in Ontario's public libraries this year through the Internet Connectivity Grant program to provide Ontarians with reliable access to digital resources and in-demand services at their local public library.

"Public libraries are a critical part of the infrastructure that makes our communities thrive," said Neil Lumsden, Minister of Tourism, Culture and Sport. "This increased investment in public libraries will ensure people across the province have reliable access to the digital resources and in-demand services that they require to learn, grow and thrive."

Today's funding announcement will increase the support provided to Ontario's public libraries last year by \$122,000, enabling up to 155 eligible public libraries that serve communities of 20,000 or less – in particular, those in small, rural and First Nation communities – to be fully reimbursed for the costs of providing publicly accessible internet access.

Ontarians rely on their local public library to access online tutoring and homework assistance, job training resources, learn or improve their language skills, and build and maintain social connections.

"This initiative reflects our government's commitment to small town and rural Ontario. We're ensuring that residents of communities like Gravenhurst and those throughout Parry Sound-Muskoka have access to the same level services as residents of big cities," said Graydon Smith, MPP for Parry Sound-Muskoka.

"Expanding access to high-quality internet connectivity enhances local quality of life for people throughout our riding. I'm proud to be a part of a government that is prioritizing investing in communities like Gravenhurst."

Since 2018, the Internet Connectivity Grant program has provided the province's public libraries with more than \$3 million to ensure the communities they serve have reliable access to the internet.

"Access to reliable, high-speed internet is more critical than ever in an increasingly digital world and in the wake of the COVID-19 pandemic," said Michelle Arbuckle, Executive Director, Ontario Library Association. "With more services, resources and businesses shifting to virtual platforms, the Ontario government's enhanced

investment in the Internet Connectivity program will support public libraries by helping to make high-speed internet and digital resources accessible for all Ontarians.”

“High-speed internet is critical for public libraries to offer the residents and communities they serve with access to digital resources and learning tools, subscription-based databases, and government services,” said Dina Stevens, Executive Director, Federation of Ontario Public Libraries. “Public libraries also provide reliable internet access to Ontarians of all ages who cannot otherwise access or afford it. The enhanced internet connectivity funding from the Ontario government will ensure public libraries serving hundreds of thousands of Ontarians in smaller communities will be able to continue providing access to fast, reliable internet services.”

Quick Facts

- In 2023-24, the ministry committed to maintaining the \$27 million dollars in annual funding to the public library sector, and to work with Ontario’s libraries to ensure services are delivered in the most efficient and effective ways possible.
- The Ontario government provided \$4.85 million in 2020-21 through the Connecting Public Libraries initiative to upgrade broadband at approximately 55 library branches in unserved and underserved communities across the province. To date, 20 sites have received broadband upgrades.

Media Contacts

Uppekha Allani

Press Secretary, Minister’s Office

437-236-6133

Uppekha.Allani@ontario.ca

Denelle Balfour

Communications Branch

Denelle.Balfour@ontario.ca

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Georgina Public Library Board Policy Manual

Policy Title: Other Rates and Fees

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Intent

In order to better serve the citizens of our Town, Georgina Public Library provides some services outside the basic functions of loaning materials and providing reference services. In accordance with the Public Library Act, R.S.O.1990, C.P.44, S23, fees may be charged for these extension services. Fees are subject to change at any time at the discretion of the Library Board.

Regulations

1. Photocopying and/or printing is available at all branches. The costs are shown in Appendix "A" of this policy.
2. Fax service (outgoing only) is available upon payment of the appropriate fee as shown in Appendix "A" of this policy. Please note: the patron is responsible for ensuring that any fax sent is received at the intended destination.
3. Audio Visual Equipment rentals are available subject to the fees and rates set forth in Appendix "A" of this policy. To rent any equipment, the borrower must have a valid, in-force library card in good standing. Fees for a screen will be waived when borrowed with a projector. Charges will be levied for the late return of equipment.
4. Earbuds for use at the computers are available for purchase at the cost shown in Appendix "A" of this policy. Please note: Earbuds are not available for use on loan, they must be purchased.
5. Maker Space materials are available upon payment of the fees shown in Appendix "B" of this policy.
6. The Library may provide services on behalf of the municipality, such as: ordering of new blue boxes and green bins, purchasing garbage tags; garage sale permits. The responsible Town departments set the rates for these goods and services.
7. Used book sales: branches may provide a small ongoing used book sale of withdrawn or donated material to supplement the library budget. Library staff determine the cost.

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POLICY HISTORY:	
Initial Draft	November 22,2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011
Board Review:	June 19, 2014; November 20, 2014; March 17, 2016; July 18, 2019; July 20, 2023; <u>February 15, 2024</u>

Georgina Public Library Board Policy Manual

APPENDIX "A"

Description	Fee
Copying Fees	
Black & White	
Letter Size (8½" x 11")	\$0.25 /side
Legal Size (8½" x 14")	\$0.25 /side
Tabloid Size (11" x 17")	\$1/side
Colour	
Letter Size (8½" x 11")	\$0.50 /side
Legal Size (8½" x 14")	\$0.50 /side
Tabloid Size (11" x 17")	\$2/side
Outgoing Fax Service	
Per page; single-sided only	\$1.00
Long distance fee	\$0.25 /page
Audio Visual Equipment	
Projector, each (slide, overhead)	\$10/day
Screen, each	\$5/day
Miscellaneous	
Earbuds	\$2.00 each

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Georgina Public Library Board Policy Manual

APPENDIX "B"

Description	Fee
Maker Space Fees	
<u>3D Printer - Ultimaker S3</u>	<u>\$0.30 per gram of filament used</u>
<u>Laser Engraver - Glowforge</u>	<u>Materials provided by the Library:</u> <ul style="list-style-type: none"> <li data-bbox="678 621 919 674">• <u>draft-board \$15*</u> <u>(12" x 20")</u> <li data-bbox="678 705 919 758">• <u>plywood \$25*</u> <u>(12" x 20")</u> <li data-bbox="678 789 919 842">• <u>acrylic \$25*</u> <u>(12" x 20")</u>
<u>Craft Cutter - Cricut Maker</u>	<u>Materials provided by the Library:</u> <ul style="list-style-type: none"> <li data-bbox="678 936 1032 989">• <u>heat transfer vinyl \$2/ sheet*</u> <u>(12" x 10")</u> <li data-bbox="678 1020 967 1104">• <u>permanent vinyl sheets</u> <u>\$2/sheet *</u> <u>(12" x 12")</u>
<u>Button Maker</u>	<u>\$0.50 per button</u>
<u>Roland BN20A Printer/Cutter</u>	<u>plain paper roll - \$3/print</u> <u>matte photo paper roll - \$3/print</u>
<u>Epson SureColour P8570D 44 Inch Wide-Format Dual Roll Printer</u>	<u>\$4/square foot</u> <u>(12" x 12")</u> <u>\$15/linear foot of paper</u> <u>(12" x 44")</u>

* Once material has been purchased, patron will own the entire piece of material and can use the material for multiple projects.
 Machine is free to use if patrons supply their own materials. Supplied materials must be pre-approved by Maker Space staff.

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Georgina Public Library Board Policy Manual

Policy Title: Violence and Harassment-Free Workplace

Intent

The Ontario Occupational Health and Safety Act and the Ontario Human Rights Code defines the duties and responsibilities of the employer, employees and others to prevent workplace violence and workplace harassment. In compliance with the legislation, the Georgina Public Library Board adopts the following policies of the Town of Georgina, and its accompanying programs and statements, as amended from time to time:

- Respectful Workplace Policy and Procedures (Policy No. 16)
- Violence-Free Workplace Program
 - o Violence-Free Workplace Policy Statement
 - o Harassment-Free Workplace Policy Statement

POLICY HISTORY:	
Initial Draft	August 20, 2010
Draft Presentation Review	
Board Presentation:	September 23, 2010
Board Adoption:	September 23, 2010
Board Review:	February 15, 2018; February 20, 2020; January 20, 2022; February 16, 2023; <u>February 15, 2024</u>



VIOLENCE-FREE WORKPLACE POLICY STATEMENT

GEORGINA The Town of Georgina is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take all reasonable steps to protect our workers from workplace violence. Everyone is expected to uphold this policy and work together to prevent workplace violence.

Workplace violence is defined under the Occupational Health and Safety Act as:

- (a) *the exercise of physical force by a person against a worker, in a workplace that causes 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.*

Violent behaviour in the workplace is unacceptable from anyone. Workplace violence may arise from a variety of sources including customers, contractors, employers, supervisors, workers, members of the public and domestic/intimate partners.

There is a violence-free workplace 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.

The Town of Georgina, as the employer, will ensure 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 will adhere to 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 will investigate and address all incidents of workplace violence in a timely manner while respecting a worker's privacy as much as possible.

Signed this 30th of January, 2024

Ryan Cronsberry
Chief Administrative Officer

Margaret Quirk, BA Sc.
Mayor



HARASSMENT- FREE WORKPLACE POLICY STATEMENT

GEORGINA The Town of Georgina is committed to providing a work environment in which all individuals are treated with respect and dignity. Everyone is expected to uphold this policy and work together to prevent workplace harassment.

Harassment is defined under the Occupational Health and Safety Act and the Human Rights Code as:

a) "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", or

The Occupational Health and Safety Act also defines Workplace Harassment as:

b) "workplace sexual harassment" defined as "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 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 may also relate to a form of discrimination (race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability) as set out in the Ontario Human Rights Code. Harassment includes gossiping or spreading malicious rumors.


Workplace harassment may arise from a variety of sources including customers, contractors, employers, supervisors, workers, members of the public and domestic/intimate partners.

Reasonable action or conduct taken by an employer, director, manager or supervisor relating to the management and direction of workers or the workplace would not normally be considered workplace harassment (i.e. performance evaluation, disciplinary action, etc.).

There is a harassment-free workplace program that implements this policy. It includes measures and procedures for reporting and investigating workplace harassment.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and address all incidents of workplace harassment in a timely manner while respecting a workers' privacy whenever possible.

Signed this 30th of January, 2024


Ryan Cronsberry
Chief Administrative Officer


Margaret Quirk, BA Sc.
Mayor



Original Approval Date: December 2002
Policy Last Updated: 2020
Approved by: CAO

RESPECTFUL WORKPLACE POLICY & PROCEDURES

PURPOSE:

Town of Georgina employees, elected official and appointees are required to comply with this policy and be aware of the policies, procedures, laws and regulations that affect their job. The Town of Georgina is committed to providing a workplace free from discrimination, harassment and bullying, in which all individuals are treated with respect and dignity, are able to contribute fully and have equal opportunities.

This policy and procedures establish a problem solving approach to deal with harassment and discrimination issues. In the event that harassment or discrimination is alleged, every effort will be made to work with the people involved to find a fair and timely resolution of the matter.

LEGISLATIVE AUTHORITY:

This policy complies with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Every person who is an employee has a right to freedom from discrimination and harassment in the workplace by the employer or agent of the employer or by another employee based on the following prohibited grounds:

- Race
- Colour
- Ancestry
- Place of Origin
- Citizenship
- Ethnic Origin
- Disability (Physical, Mental or Learning)
- Creed (Religion)
- Gender Identity
- Gender Expression
- Family Status
- Marital Status
- Age
- Record of Offences (in employment only)
- Sex (including Solicitation, Pregnancy and Breastfeeding)
- Sexual Orientation
- Association or Relationship

POLICY STATEMENT:

The Town will take all reasonable steps to provide its elected representatives, employees, appointees, people under contract, students, volunteers and patrons with a work and service environment that is free of any form of discrimination, including harassment, personal harassment and bullying.

This policy is consistent with the Town's Values of Integrity, Accountability, Responsibility, Responsiveness, Professionalism and Respect. The Town of Georgina's Mission Statement is "Dedicated to providing exceptional municipal services" which extends to all employees, vendors, customers and the public. Through both words and actions, we must promote to a positive culture of tolerance, acceptance and inclusiveness.

DEFINITIONS:

Abuse of Authority:

Exercising undue power or authority related to his/her position with the intention of compromising someone's employment.

- Managing through fear, command and control rather than collaboration.
- Singling out an employee, selective denial of freedoms, selective access to resources or privileges, undercutting one's performance, skills or competencies.

Bullying:

Bullying is a form of harassment and involves acts that could physically or psychologically hurt or isolate a person in the workplace. It can involve negative physical contact, repeated incidents or a pattern of behavior intended to intimidate, offend, degrade or humiliate a particular person or groups of people which could be regarded as undermining the individual's right to dignity in the workplace. A single act of sufficient severity may constitute bullying.

Collusion:

Secret agreement or cooperation especially for an illegal or deceitful purpose acting in collusion with the opposing parties. Getting together to discuss an investigation to ensure consistent recounting of events.

Complaint:

A verbal or written allegation of an incident of discrimination, harassment or bullying.

Complainant:

The complainant is the individual who lodges a complaint.

Discrimination:

Discrimination is any distinction, intentional or not, based on prohibited grounds, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or which withholds or limits access to opportunities, benefits and advantages available to others.

Fairness for All:

Complainants should feel free to bring their complaints forward and those against whom allegations are made should have full and fair opportunity to respond to those allegations.

Harassment:

A course of vexatious comments or conduct directed toward an individual or group of individuals that is known or ought reasonably to be known to be unwelcome or unwanted. Harassment consists of comments or conduct linked to one of the prohibited grounds, which are hateful, insulting, intimidating, humiliating, malicious, degrading or offensive. Single acts of sufficient severity may constitute harassment.

Incident:

Circumstances that involve a potential violation of this policy and which is witnessed by those covered under the scope of this policy.

Investigator:

The investigator is the individual who conducts an investigation into the allegations brought forward.

Malicious

Resulting from a need to see others suffer.

Mediation:

Mediation is a form of alternative conflict resolution assisting two or more individuals in resolving their issues by reaching a mutual agreement.

Mediator

The mediator is an individual who assists in conflict resolution, based on allegations brought forward, through a mediation resolution process. The mediator is an active participant in the discussions and attempts to work out a solution agreeable by all parties involved.

Mobbing

This is malicious, non-sexual, non-racial, workplace harassment by several co-employees, subordinates or superiors conspiring together or “ganging up” to force someone out of their workplace through rumour, innuendo, intimidation, humiliation, discrediting and isolation.

Official (Elected or Appointed):

A person who holds a public office or membership on a Council Committee with the Town of Georgina whether obtained by election or appointed by the Town Council or the Municipality of the Town of Georgina.

Patron:

A person who is a customer, client, resident or guest of the Town of Georgina.

Personal Harassment

Properly discharged management responsibilities are not considered to be acts of personal harassment. Personal harassment involves patterns or repeated incidents of comment or conduct of an excessive nature that are known or ought reasonably to be known as unwelcome/unwanted, hateful, offensive, intimidating, hostile or inappropriate, but are not related to one of the prohibited grounds as defined in the Ontario Human Rights Code. Examples include but are not limited to:

- Repeated negative attacks on an individual's personal or professional performance
- Excessive criticism in the presence of others
- Withholding information with the impact of affecting an individual's ability to do their job or tasks, spreading malicious rumours
- Making malicious allegations on a repeated basis

Poisoned Work Environment:

Certain individuals subjected to attitudes, behaviours and conditions of employment different from those experienced by others. Creation of a negative working environment that affects the ability to participate on equal footing.

Prohibited Grounds as per Human Rights Code:

The prohibited grounds refer to those personal attributes that are recognized as the most common targets of harassing and discriminatory actions. For offensive behaviour to be considered discrimination or harassment, the focus of the comment or conduct must be directed toward one of the prohibited grounds listed under Legislative Authority page 1 of this policy.

Reprisal:

The threat or action of retaliation for claiming or enforcing one's rights.

Resolution Agreement:

An agreement that is signed by both the complainant and respondent outlining actions that have been agreed to based upon a facilitated discussion. This agreement provides the final resolution of the complaint.

Respondent:

The respondent is the individual who is alleged to have been the source of the discrimination, harassment, or bullying.

Rules of Evidence:

"Evidence" is the information and material that an investigator uses to reach "findings of fact". The findings of fact that the evidence generates are "what happened" for all intents and purposes. The "standard of proof" for fact-finding is "balance of probabilities". If the investigator hears directly contradictory evidence from two different witnesses, it will look to surrounding circumstances, other evidence of the witnesses, demeanour and documents, whatever is available, to see if there is some reason to prefer the evidence of one witness over the other. The evidence that they believe more, necessary, will be the evidence they hold as true, or to be a "fact".

Sexual Harassment:

Sexual workplace harassment means engaging in a course of vexatious comment or conduct against an employee 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.

Sexual workplace harassment can also be in the form of 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 employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual workplace harassment is one or a series of comments or conduct of a gender-related or sexual nature that is known or ought reasonably to be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate. Sexual workplace harassment also includes sexual advances and requests for sexual favours where submitting to or rejecting this conduct is used as the basis for decisions which affect an employee's employment, interferes with an employee's job performance, creates an intimidating or offensive workplace.

Social Interaction:

This policy recognizes that it is natural and common for people to develop social relationships through the workplace. On the other hand, if one person makes it known that they no longer consent to the relationship and the other person persists, this may be considered as a violation under this policy.

Vexatious, or Made in Bad Faith Complaints:

Vexatious complaints are without sufficient grounds and serve only to cause annoyance, frustration, or worry towards another individual. Complaints, which are found to be vexatious or made in bad faith, will result in a penalty against the complainant. The severity of the penalty will be determined based on the seriousness and impact of the complaint following an investigation.

Workplace:

Any location where an employee is considered to be in the course of employment. This includes municipally owned locations or vehicles, such as a municipal building, lunchroom, washroom, worksite, but also includes locations not owned by the municipality such as on private property when an employee is at that location for the purposes of fulfilling their employment duties. Workplaces may also include social gathering locations, conferences, training sessions or business travel vehicles and destinations.

Workplace Harassment:

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

RESPONSIBILITY:**Everyone is Responsible:**

Everyone associated with the municipality has a responsibility to ensure our environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy. Anyone who believes harassment is taking place is encouraged to notify his/her supervisor and/or the Human Resources Department.

Management/Supervisor Responsibility:

The Ontario Human Rights Code and Ontario Occupational Health and Safety Act provides that a person such as a manager or supervisor who has the authority to prevent or discourage harassment and discrimination will be held responsible for failing to do so. All managers and supervisors have a particular duty to act and deal with such incidents when they ought reasonably to have known that there is an issue to address. This duty includes the obligation to be familiar with and uphold this policy and any associated procedures. Any failure to act that results in harassment or bullying will not be tolerated and will be subject to discipline up to and including discharge from employment.

Policy Advisors:

All managers, supervisors and fire officers are responsible to act as policy advisors.

Respectful Workplace Policy Coordinator (RWPC):

The Director of Human Resources or designate to serve as the (RWPC). This person will have overall responsibility for the administration of this policy.

Investigator Responsibilities:

- Investigating complaints filed under this policy
- Examining the circumstances of a complaint
- Exercising objectivity
- Ensuring confidentiality
- Recording/maintaining appropriate documentation
- Discussing findings, conclusions and recommendations with the department head or Manager, as appropriate

WHAT IS NOT HARASSMENT?

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including but not limited to:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- Imposing discipline for workplace infractions
- Requesting medical documents in support of absence from work
- Enforcement of workplace rules and policies
- Respectful workplace supervision, discipline and direction

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

TRAINING:

The municipality is committed to maintaining ongoing training initiatives to ensure compliance with this policy and procedures and its application.

Respectful Workplace Policy Coordinator (RWPC):

The Director of Human Resources or designate to serve as the (RWPC). This person will have overall responsibility for the administration of this policy.

All employees are required to review this policy and procedures. Additional training will be provided as needed, or when the policy and procedures is revised.

COMPLAINT/INVESTIGATION PROCEDURES:

A complaint should be made as soon as possible after the allegation of discrimination, harassment or bullying occurred, and normally within one year of the incident of discrimination, harassment or bullying.

When a complaint is reported (verbal or written) to their supervisor, manager, director or a member of Human Resources, the complaint will be assessed by the recipient in consultation with the RWPC, or designate, and an appropriate method of resolution will be determined, such as:

- Option 1: Individual Action
- Option 2: Informal Action
- Option 3: Facilitated Discussion
- Option 4: Formal Investigation

OPTION 1 – INDIVIDUAL ACTION

If an employee alleges that he/she is being discriminated against, harassed or bullied, contrary to this policy and procedures, the first recommended approach is for the complainant to tell the respondent that his/her behaviour/actions are unwelcome and must stop. This can be done verbally or in writing. If done verbally, it is recommended that detailed notes of the discussion be kept by the employee. It is recommended that the employee advise his/her director, manager or supervisor that this occurred.

OPTION 2 – INFORMAL ACTION

If an employee is not comfortable taking individual action or if the alleged discrimination, harassment, or bullying has continued after speaking with the respondent, the complainant should take his/her complaint to the supervisor, manager, director or a member of Human Resources, preferably in writing. Upon receipt of the complaint, the consultation with the RWPC, or designate, may determine that based upon the details provided by the complainant, an appropriate informal course of action will likely resolve the complaint. This may include the following:

The supervisor, manager, director or a member of Human Resources will meet with the respondent to explain the concern and provide an opportunity to respond. Based on the information received, an informal resolution may be achieved (i.e. an apology or actions, which will resolve the matter).

OPTION 3: FACILITATED DISCUSSION

A facilitated discussion is a voluntary process that the complainant and respondent have consented to whereby a facilitator (internal or external) assesses the complaint with the complainant. Once the facilitator has sufficient information, the complaint will be shared with the respondent. The respondent's side of the story is documented, then shared with the complainant. As long as both parties are willing to proceed to discuss the complaint with good will intent, a facilitated discussion will occur. Both the complainant and the respondent are allowed to be accompanied by a support person outlined below. In some cases a resolution agreement is developed in writing and signed by both parties.

If resolution is not reached, the facilitator shall advise the RWPC in writing, at which time appropriate actions will be identified which may include a formal investigation.

If a determination is made that the complaint falls under this policy and procedures and an informal process is not acceptable, or if the complainant does not consent to the informal process, a formal investigation may be commenced.

Support Person/Representation:

All employees have the opportunity to request a support person during an investigation, interviews or any other step arising in relationship to this policy and procedures. Unionized employees can opt to have a union representative in lieu of a support person.

There may be circumstances in which a requested support person is not approved by the Director of Human Resource Officer (RWPC) or designate for reasons related to the preservation of the integrity of the investigation process and/or the corporate appropriateness of the individual requested. Examples of this may include where the requested support person is also potentially a party to the complaint (i.e. as a complainant, respondent or witness). Another example may be where the requested support person is the supervisor of both complainant and respondent. Another example may be where the requested support person has previously conducted themselves in an unprofessional manner. All efforts will be made to honour the support person requested but final approval will be reserved to the reasonable judgement of the RWPC or designate.

The availability of a support person will not unreasonably delay the mediation or investigation process.

The support person may not interfere with the process or participate by giving or coaching answers or other information.

OPTION 4: FORMAL INVESTIGATION

Following is the Formal Investigation process:

The RWPC, or designate, will develop a communication strategy, if necessary, with the manager or director, or designate, when a formal complaint has been received by that department.

At the earliest opportunity, the RWPC, or designate, will meet with the complainant to obtain the details of the allegation(s) including names, dates, places, times and potential witnesses. The complainant may be asked to provide such information in writing.

An investigator will be assigned by the RWPC, or designate, and will be provided with the complaint. The investigator will meet with the complainant and will determine the order in which the respondent and witnesses will be interviewed. The respondent will be advised of the complaint and provided with a fair opportunity to respond. This process may entail one or more meetings with the involved parties. The respondent may be requested to respond in writing.

In consultation with the complainant and respondent, the investigator will determine whether the matter should be referred to mediation. If the parties agree to mediation, the process outlined in the mediation procedures below shall be followed.

If mediation is not appropriate or is not consented to by the parties, or is not successful, the investigator will continue with the investigation of the complaint, which shall include interviewing witnesses as well as any other individuals who reasonably appear to have information relevant to the matters in dispute.

The investigator will conduct the investigation fairly, objectively and in a timely manner. The investigator will make, maintain, and preserve, interview notes and preserve all information received in an investigation file and forward to the RWPC, or designate.

Throughout the course of the investigation, the RWPC, or designate, will keep the complainant and respondent updated about the status of the investigation.

Following the conclusion of the investigation, the investigator will prepare an investigation report that includes findings of fact based on the balance of probabilities and with consideration given to the credibility of the information obtained from all concerned parties and witnesses. The investigation report will be provided to the RWPC, or designate, and will remain confidential unless necessary for taking corrective action with respect to the incident or complaint or is otherwise required by law.

If the investigator concludes that discrimination, harassment and/or bullying has occurred, the RWPC, or designate, in consultation with the appropriate member/s of Senior Management Team, will determine what action is appropriate in the circumstances. This may include discipline up to and including dismissal.

If the RWPC, or designate, determines that no discrimination, harassment and/or bullying occurred, a record of the complaint together with the summary of the investigation report will be retained by the RWPC, or designate, in the investigation file.

If the RWPC, or designate, concludes that the complaint was made frivolously, vexatiously or in bad faith, a determination will be made regarding what discipline, if any, is appropriate with respect to the complainant.

The RWPC, or designate, will meet individually with the complainant and respondent and advise them, in writing, of the investigation results and corrective actions subject to legal requirements to maintain confidentiality.

MEDIATION PROCEDURES:

At any time throughout the investigation process, the investigator may recommend that the complaint would best be resolved through a mediation process. If all parties involved agree to engage in the mediation process, the complaint would be referred back to the RWPC, or designate, and the mediation process as described below would be followed:

The investigator, in consultation with the RWPC, or designate, will appoint a mediator which may be the same individual assigned to investigate depending on the circumstances of the case.

The mediator will be provided with a statement of facts or a copy of the complaint and response and any witness statements.

During the mediation process the rules of evidence will not apply, no record of proceedings shall be made and legal counsel shall not be used by either the complainant or the respondent.

The mediator will have the authority to meet separately with the complainant and the respondent.

The mediator shall not provide legal advice nor will he/she have the authority to compel resolution of the complaint. The mediator shall have the authority to exercise discretion and terminate the mediation process at any time.

At the conclusion of mediation, the mediator will provide the RWPC, or designate, a summary of what the parties agreed, or if no agreement was reached, at which point the matter shall be returned to the investigator to complete the steps in the formal investigation.

If a mediated resolution is achieved, a summary of the resolution shall be placed in the investigation file.

COMPLAINTS REPORTED TO SUPERVISOR, EXCEPT WHERE THE SUPERVISOR IS THE SUBJECT OF THE COMPLAINT:

Complaints should be reported initially to an employee's supervisor, except where the supervisor is the respondent. The supervisor must then report the matter to their respective Director and Human Resources.

Complaints involving the supervisor as respondent shall be reported to the respondent's supervisor. Where the respondent's supervisor is also a respondent or otherwise involved in the complaint, the complainant may escalate the report upward to the Director, Human Resources or Chief Administrative Officer.

COMPLAINTS INVOLVING ELECTED OFFICIALS AND MEMBERS OF BOARDS AND COMMITTEES:

Where complaints involves an elected official or members of boards and committees, the complaint will automatically be escalated to the Integrity Commissioner for investigation and recommendations.

The results of the investigation and recommendations from the Integrity Commissioner will be reviewed and shared with the Mayor and Chief Administrative Officer.

CO-OPERATION EXPECTED:

Everyone has an obligation to ensure the workplace is free from discrimination, harassment and bullying. The municipality expects that everyone contacted in the course of mediation or an investigation will participate fully and with good will intent. The confidentiality of everyone participating in the investigation will be protected to the degree possible and subject to any disclosure requirements at law and the principles of procedural fairness.

NO REPRISALS OR FALSE ACCUSATIONS:

It is a violation of this policy and procedures for anyone to take any reprisal against any person for the reason that he or she invoked this Policy and Procedures or participated in a mediation or investigation.

If it is determined that an employee makes a false, frivolous, malicious and/or bad faith complaint, or abuses the process, he/she may be subject to discipline up to and including dismissal.

MAINTAINING CONFIDENTIALITY:

All information received about an incident or complaint, including identifying information about any individuals involved, shall be kept confidential and will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

The parties who are the subject of the complaint or incident, and any witnesses, are expected to maintain confidentiality. Breaches of this expectation may result in corrective and/or discipline, up to and including dismissal.

This section does not preclude the complainant and/or witnesses from consenting to the release of their identity.

Any potential breaches of confidentiality should be immediately reported to the RWPC, or designate.

ALTERNATIVE COURSE TO HUMAN RIGHTS TRIBUNAL AND/OR MINISTRY OF LABOUR:

Nothing in this policy and procedures prevents an employee from exercising their rights under the Ontario Human Rights Code and/or the Occupational Health and Safety Act.

Ontario Human Rights Commission

If an individual feels that their human rights have been violated under a protected ground they may at any time file a complaint directly with the Ontario Human Rights Commission.

Ontario Ministry of Labour

An employee has the right to pursue a complaint of general workplace harassment or sexual workplace harassment under the Occupational Health and Safety Act to the Ontario Ministry of Labour.

Note: Other available resources include union representative, Joint Health and Safety Committee member or Health and Safety Representative and utilizing Employee Assistance Program where applicable.

Occupational Health and Safety Act

Note: This policy and procedures will be reviewed on an annual basis.

Reference Policies, Guidelines and Procedures

Policy No. 15 – Recruitment and Selection

Health and Safety Manual: Section 5.15 – Violence Free Workplace Program

Policy No. 3 – Code of Conduct

Policy No. DAS-IT01 Responsible Computing Guidelines Policy

Policy No. DAS-IT02 Electronic Mail & Messaging Systems Usage Policy & Guidelines.

Policy No. CORP-ACC-01 Accessibility Policy

Workplace Harassment/Discrimination Complaint Form

Name and contact information of worker who has allegedly experienced workplace harassment/discrimination (your name):

Name of alleged harasser(s) and contact information, if available:

Details of the complaint of workplace harassment/discrimination:

Please describe in as much detail as possible the bullying and harassment/discrimination incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details (attach additional pages if required)

Relevant Documents/Evidence:

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Signature: _____ Date: _____

Acknowledgment Form

I, acknowledge that I have read and understand the Respectful Workplace Policy and Procedures applicable to Town of Georgina employees. I agree to adhere to this Respectful Workplace Policy and Procedures. I understand that if I violate this Respectful Workplace Policy and Procedures, I may face disciplinary action up to and including the termination of my employment, as well as any necessary legal action required or taken by the Corporation.

Name: _____

Signature: _____

Date: _____

Georgina Public Library Board Policy Manual

Policy Title: Health and Safety Policy

Intent

Georgina Public Library acknowledges its responsibility to provide and maintain a safe and healthy work environment for our staff. In compliance with federal and provincial legislation, the Georgina Public Library Board adopts the Town of Georgina’s Health and Safety Policy and its accompanying policies and statement, as amended from time to time.

POLICY HISTORY:	
Board Adoption:	June 17, 2021
Board Review:	January 20, 2022; March 23, 2023; <u>February 15, 2024</u>



GEORGINA


HEALTH AND SAFETY POLICY

Commitment to Health and Safety is an integral part of our organization. Protection of employees from injury or occupational disease is a major continuing objective of the Corporation. We are dedicated to providing a safe, healthy work environment for our staff.

It is in the best interests of workers, supervisors and department heads to consider health and safety in every activity. Every worker is responsible for his or her own safety by working in compliance with all applicable federal and provincial legislation and with the health and safety practices and procedures established by the Corporation. Every precaution will be taken to ensure that all machinery and equipment is in a safe operating condition and that workers receive adequate training in their specific work tasks to protect their health and safety. Every worker must also make a personal commitment to safety, to help reduce injuries in the workplace.

The Corporation, as the employer, is ultimately responsible for the health and safety of its workers. Department heads and supervisors are accountable for the health and safety of employees under their supervision. We give you our commitment that every reasonable precaution will be taken for the protection of our employees.

Signed this 30th of January, 2024


Ryan Gronsberry
Chief Administrative Officer


Margaret Quirk, BA Sc.
Mayor