



A Regular Meeting of  
the Richmond Hill Public Library Board  
will be held virtually at

<https://us06web.zoom.us/j/6743941674?pwd=cElEd3pVR0hqTnNGdFIRcWp2SmNYZz09>

on Tuesday, April 26, 2022 at 4:00pm

## **AGENDA**

### **1.0 Call to Order**

### **2.0 Regrets**

### **3.0 Adoption of Agenda**

### **4.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

### **5.0 Delegations**

### **6.0 Minutes**

#### **6.1 Library Board Minutes – February 22, 2022**

### **7.0 Presentations**

#### **7.1 Brand Presentation**

Joshua Dyer, Director, Content Strategy & Delivery

## **8.0 Reports**

**8.1 2021 Richmond Hill Public Library Community Report SRLIB22.02**

**8.2 2021 Financial Close Report SRLIB22.03**

**8.3 Use of Library Resources for Election Campaign Purposes Report  
SRLIB22.04**

**8.4 Meeting Room Rental Policy Update Report SRLIB22.05**

**8.5 Library Board Remote Attendance Policy Update SRLIB22.06**

## **9.0 New Business**

**9.1 Member Motion – Board Chair G. Beros –** continuation of virtual board meetings

## **10.0 Member Announcements**

## **11.0 Date of Next Meetings**

The next Regular Meeting of the Library Board will be held on:

**Tuesday, May 24, 2022 @ 4:00 p.m.** virtually using video-teleconferencing technology.

## **12.0 Adjournment**

*Please advise Darren Solomon and Susan Quinn of regrets for attendance, by noon of the day of the meeting at e-mail: [dsolomon@rhpl.ca](mailto:dsolomon@rhpl.ca) and [squinn@rhpl.ca](mailto:squinn@rhpl.ca)*

The Richmond Hill Public Library Board  
Tuesday, February 22, 2022

## **MINUTES**

The Richmond Hill Public Library Board held a regular meeting on Tuesday, February 22, 2022 virtually using video-teleconferencing technology.

**Present:** Councillor Greg Beros, Chair  
Stephen Chait  
Frank DiPede  
Councillor Tom Muench  
Regional and Local Councillor Carmine Perrelli  
Sugantha Raj  
Mahnaz Shahbazi  
Rona Wang

**Staff:** Darren Solomon, Chief Executive Officer  
Joshua Dyer, Director, Content Strategy & Delivery  
Yunmi Hwang, Director, Branch Services  
Robin Fribance, Director, Experience & Strategy  
Sue Matheson, Administrative Assistant

### **1.0 Call to Order**

The Chair called the meeting to order at 4:04 p.m.

## **2.0 Regrets**

Regional and Local Councillor Joe DiPaola

## **3.0 Adoption of Agenda**

**Motion:**

22:07

**Moved By:**

S. Chait

**Seconded by:**

R. Wang

**THAT** the Agenda of February 22, 2022 be adopted.

**CARRIED UNANIMOUSLY**

## **4.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

## **5.0 Delegation**

None

## **6.0 Minutes**

### **6.1 Library Board Minutes – January 28, 2022**

**Motion:**

22:08

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

F. DiPede

**THAT** the Minutes of January 28, 2022 be adopted.

**CARRIED UNANIMOUSLY**

**7.0 Presentations**

**7.1 RHPL Update – verbal**

Darren Solomon, CEO

**7.2 Strategic Plan Update**

Robin Fribance, Director, Experience & Strategy

**Motion:**

22:09

**Moved By:**

R. Wang

**Seconded by:**

F. DiPede

**THAT** the verbal update and presentations be received.

**CARRIED UNANIMOUSLY**

**8.0 Reports**

None

**9.0 New Business**

None

**10.0 Member Announcements**

None

**11.0 Date of Next Meetings**

The next Regular Meeting of the Library Board will be held on:

**Tuesday, April 26, 2022** virtually using video-conferencing technology.

**12.0 Adjournment**

**Motion:**

22:10

**Moved By:**

S. Raj

**Seconded by:**

S. Chait

**THAT** the meeting be adjourned at 4:32 p.m.

**CARRIED UNANIMOUSLY**

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor Greg Beros

Chair

Darren Solomon

Chief Executive Officer



**Report Subject:** 2021 Richmond Hill Public Library Community Report

**Report For:** Receipt

**Meeting Date:** April 26, 2022

**Staff Report #:** SRLIB22.02

**To:** Richmond Hill Public Library Board

**From:** Annesha Hutchinson, Manager, Communications

### **SUMMARY**

To provide the Richmond Hill community with a summary of our annual activities, achievements and initiatives through a Community Report.

### **RECOMMENDATION**

That the 2021 Richmond Hill Public Library Community Report be received as information.

### **RATIONALE**

An annual report is a snapshot in time that demonstrates significant achievements, initiatives and performance highlights to the public in the form of a print or electronic document. Richmond Hill Public Library's annual report is a digital document that is published once a year.

The 2021 Richmond Hill Public Library Community Report focuses on the innovation and forward thinking of our team that enabled us to pivot within the ongoing COVID-19

pandemic and the changing needs of our community. It also highlights key milestones including the development of our new Strategic Plan, permanently removing existing overdue fines and the collection of overdue fines going forward, and key partnerships we've formed to enhance our customer experiences.

Following Library Board approval of the 2021 Richmond Hill Public Library Community Report, the report will be released to the community and promoted through our website, social media channels and other forms of publicity. The document will remain on our website as an accessible digital document.

### **RELATED DOCUMENTS**

1. 2021 Richmond Hill Public Library Community Report – attached





# 2021

## Community Report



**Improving the lives of people  
in Richmond Hill.**

## MESSAGE FROM THE CEO & Board Chair

2021, what a year. We could not have predicted the level of uncertainty that the pandemic would continue to bring into our lives, and, despite it all, we're proud of the resilience that our team has shown and the creativity they've injected into how we've supported our community.

This year was our sandbox. We brainstormed, prototyped and piloted a variety of new initiatives and modified services. We focused on being able to provide you with what you need, when you need it the most – whether you're at home, in a classroom, in a library branch or online. Some of our achievements included the launch of live chat support on our website, expanding our collections through lendable video games and Ontario Parks passes, introducing hybrid activities like our Take and Make kits, and we also provided quick access, curated borrowing recommendations through our Grab N' Go service.

**Darren Solomon, RHPL CEO**  
**Greg Beros, RHPL Board Chair**

Together with our community, we also designed a new and transformational strategic path that ensures we'll be constantly adapting to your needs for years to come. Our 2021-2025 Strategic Plan was created in collaboration and consultation with residents, community organizations, City and external stakeholders, and our team members; and it paints an ambitious and exciting vision for services and resources that help improve your quality of life. The Richmond Hill Public Library Board also joined libraries across North America by permanently removing existing overdue fines and the collection of overdue fines going forward. Removing barriers like fines support our values of being a welcoming space for each and every resident of Richmond Hill, including those who rely on us most.

It's been a year of change, and on behalf of the RHPL Board and entire staff team, we want to thank you for continuing to trust and use Richmond Hill Public Library.

We're here for you, see you soon.



# connecting

WITH YOU, WHEREVER YOU ARE.

Whether you were at home, in your community or in a library branch, our team connected you with virtual and in-person experiences in programming, reference, and borrowing.

**IN THIS PHOTO:** Parents and children alike enjoy songs, stories and more during an Storytime Outside at Richmond Green Sports Centre and Park.



## your favourite programs.

In addition to our April Break programs (496 attendees), Summer Reading Club (1,215 registrants) and Visiting Authors for classrooms (1,610 attendees from 72 classes), our most popular programs from 2021 included:

1. Superstar Storytellers (in partnership with the York & Durham Libraries)
2. Summer Series
3. Magic Mel
4. Mad Science
5. Muggle Magic

- We launched our digital readers' advisory service, **Grab N' Go**, which allowed our expert library staff to provide a bag of **customized reading selections to over 450 adults, teens and children** while our doors were closed.
- We pushed the envelope by developing hundreds of unique programs offered in a variety of formats, including **virtual, in our branches, outside at nearby greenspace, and with take-home craft kits.**
- We launched our **virtual chat services, which saw over 2,400 inquiries in 2021 and a satisfactory rating of 3.92 out of 4.** Our team remained a vital community service that can connect you with the information you need, when you need it the most.
- The numbers don't lie: our physical collection of books, DVDs and more remained important to our community, which is why we saw **nearly 26,600 curbside pickup requests** across all four RHPL branches.

# diversifying OUR COLLECTIONS.

## by the numbers.

With so many digital and physical items that you can borrow, it's hard to choose our favourites! Here's a selection of our most popular items as checked out by you in 2021.

	2020	2021
<b>CHECKOUTS</b>		
eBooks	254,280	240,285
eAudioBooks	45,119	48,666
ePeriodicals	124,267	130,445
Print	651,770	847,570
STEAM Kits	268	629
<b>DOWNLOADS</b>		
PressReader	20,304	27,201
Music		85,580

Your RHPL card provides you with access to play, learn, grow and explore. In 2021, we began to reimagine what you could borrow with your library card.

- Game on! We added **Nintendo Switch, Playstation 4 and XboxOne** games to our collection, and saw almost 2,500 checkouts of this pilot collection available at Central Library.
- Explore the great outdoors. We partnered with **Ontario Parks** to offer day-use vehicle permits that provide free access to over **100 provincial parks**.
- We introduced **CreativeBug**, which provides access to thousands of online arts and crafts classes, and saw cardholders watch over 2,400 on-demand tutorials on the platform. Other electronic resources, like **eBooks and eAudioBooks through OverDrive**, saw an average increase of nearly 500 downloads per month when compared to 2020.
- Just in time for I Read Canadian Day in February, we provided **over 250 I Read Canadian kits**, which were filled with activities, stickers and a selection of children's books by Canadian authors and illustrators.







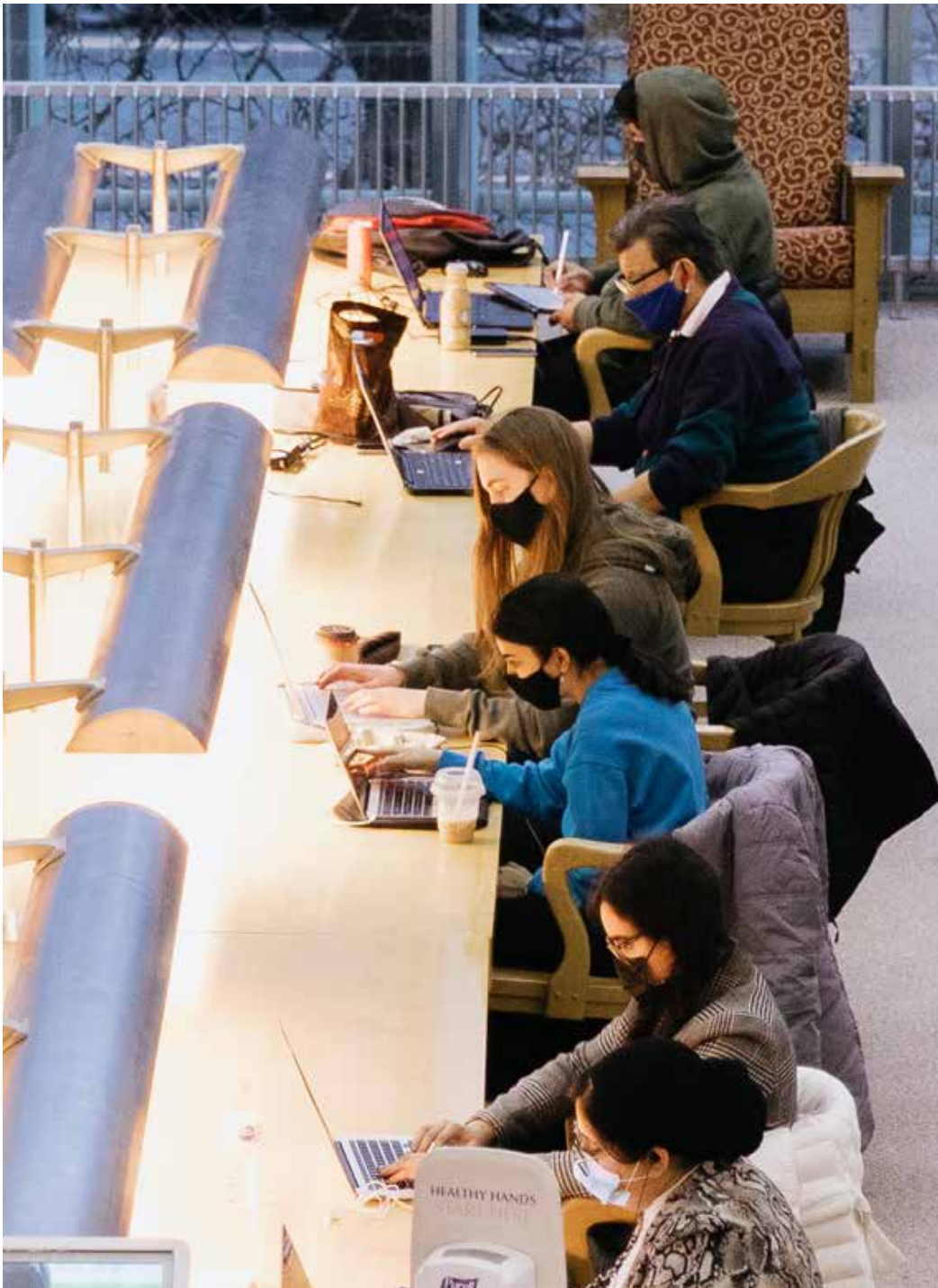
## going green.

In April 2021, Oak Ridges Library received Silver LEED® certification. LEED® certification shows our City's commitment to addressing climate change, creating resource-efficient buildings, and developing healthy, resilient communities inspired by our natural surroundings. Oak Ridges Library contains many sustainable design features (including its green roof, pictured to the left), and also demonstrates a commitment to our environment in materials selection, water and energy efficiency and its reduction in energy consumption.

## IMPROVING YOUR experience.

The Library provides connection, community and learning through the myriad of affordable opportunities we present to our community. But we can't do it alone. We rely on the voices of our community and meaningful partnerships as we build a modern library that meets your needs.

- This year, we embarked on the journey of building our **2021-25 Strategic Plan**. Through virtual town halls, online surveys (over 650 participants), social media polls (nearly 1,300 respondents), and meetings with stakeholders in our community, we heard what matters most to you and built a plan that will carry us to 2025 and beyond.
- In June, our board made the decision to go **fine free permanently** and remove all existing and future collection of overdue fines. We also expanded our library card membership to a **renewal period of 2 years** and created various card types including **Visitor cards and Ease of Access cards**. In 2021, we welcomed 5,877 new cardholders, and in the fall months, we created eight visitor cards and 56 Ease of Access cards.
- We joined the **Urban Libraries Council**, an association of more than 160 library systems from major urban areas across North America.
- We collaborated with libraries across the GTA as one of the founding members of the **York & Durham Libraries group**. This group continues to create synergies through a variety of programming opportunities that are offered by up to 17 libraries in the GTA.
- We also participated in **Stanford University's d.leadership program**. Through this program, a small team from RHPL was immersed in design thinking and worked collaboratively with Stanford students to learn innovation techniques and processes.
- We continued to develop meaningful partnerships with our colleagues at the **City of Richmond Hill**.



# 2021 Library Board

## CHAIR

Councillor Greg Beros

## VICE CHAIR

Regional and Local  
Councillor Joe DiPaola

## MEMBERS

Stephen Chait

Frank DiPede, York Catholic  
District School Board

Bram Kivenko

Councillor Tom Muench

Regional and Local Councillor  
Carmine Perrelli

Mahnaz Shahbazi

Rona Wang

### Central

1 Atkinson St.  
Richmond Hill, ON  
L4C 0H5

### Oak Ridges

34 Regatta Ave.  
Richmond Hill, ON  
L4E 4R1

### Richmond Green

1 William F. Bell Pkwy.  
Richmond Hill, ON  
L4S 2T9

### Richvale

40 Pearson Ave.  
Richmond Hill, ON  
L4C 6T7



RICHMOND HILL PUBLIC  
**Library**



Access your account and download eBooks and more.  
Visit [www.rhpl.ca](http://www.rhpl.ca) or get the **MyRHPL app**.



**Report Subject:** 2021 Financial Close

**Report For:** Approval

**Meeting Date:** April 26, 2022

**Staff Report #:** SRLIB22.03

**To:** Richmond Hill Public Library Board

**From:** Andrew Li, Financial Management Advisor, City of Richmond Hill

### **SUMMARY**

The management of the Library Board's finances is supported by the City of Richmond Hill's Finance Department services.

As part of their 2021 year-end financial process, the City needs the Library Board to approve the required and relevant transfers of funds to bring the Library's Operating budget balance to \$0, which will enable Finance to close out the year.

The uses of all of the funds noted herein have already been discussed and approved by the Board in prior meetings; this the finalization of that process, whereby funds are actually approved to be transferred between accounts under the guidance and direction of the City of Richmond Hill Director of Financial Services and Treasurer.

The 2021 Operating Results for the period ending December 31, 2021, is attached as Appendix #1. The statement is identified as interim, as it is not yet an audited financial statement.

## **RECOMMENDATION**

That the Richmond Hill Public Library Board:

1. Approve the transfer of \$238,900 of the 2021 projected year-end surplus to the Library Special Purpose Reserve; and
2. Approve the transfer of the \$352,424.46 remaining 2021 projected year-end surplus to the City Reserves

## **RATIONALE**

The attached financial reports focus on the Library Board's year-end position. Brief comments follow on any significant variances between the budget and actual revenues and expenditures.

### **2021 Operating Result**

The 2021 fiscal year was largely an extension of 2020, which was marked by the emergence of the COVID-19 pandemic and persistent to the present day. Although 2021 was aided by the rollout of a vaccine and subsequent booster shots, the majority of 2021 continued to see reduced travel outside of the home and restricted social gatherings to limited numbers. Subsequent government and public health guidelines had a direct impact on library operations, and RHPL had to be flexible in order to adapt to the ever-evolving landscape. From the interim 2021 year-end results, the Operating Fund has an overall surplus of \$591,324.46.

### **Revenue**

Overall, total operating revenues came in at 95.6% of budget. This was largely due to Library generated revenues, including program revenues, room rentals and used material sales being negatively impacted by the library closures. Library generated revenues came in at 25.2% of its budget.

### **Expenditures**

Library expenditures came in at 89.3% spent.



- ***Personnel***

- Personnel expenses were underspent due to gapping of in-year vacancies and retirements, as well as part-time staff savings from library closures.

- ***Collection Development***

- E-materials acquisitions increased because of the ongoing consumer shift to digital as well as pandemic-influenced growth of digital services. Also, savings in other expense areas (see below) were used to offset additional collection development spending.

- ***Contract & Services***

- Underspent due to reduced program costs from pandemic closures and savings in discretionary conference, training & professional consulting expenses.

- ***Materials & Supplies***

- Underspent due to reduced supplies costs from pandemic closures. For example, stationary, minor equipment and repairs.

## **RHPL Reserve Activity**

### **Donation and Bequest Reserve Fund**

The Richmond Hill Public Library Board Donation and Bequest Reserve Fund are used as a reserve for any monies that are donated to support the library. Some of those funds have designated uses by the donors, while some are assigned by the Library Board and staff. There is currently only one project in this Reserve, noted below, and in 2021 nothing was spent on this project so there is no year-end transfer to the operating budget:

- \$123,000 allocated for Local History Digitization project (Motion 18:116 December 2018)

The Reserve has a year-end balance of \$622,875.78, broken out as follows:

- January to December 2021 interest in the amount of \$14,895.51
- \$123,000 allocated for Local History Digitization project (Motion 18:116 December 2018)
- Remaining balance of \$499,875.78 is unallocated.

### Special Purpose Reserve

The Richmond Hill Public Library Board Special Purpose Reserve is a reserve that is used for grant carryovers or library surpluses. The use of surplus funds is determined by staff and the Library Board. The \$238,900 of the 2021 year-end operating surplus will be transferred into this Reserve, as previously designated by the Board and City Treasurer, and no transfers out are needed to cover any 2021 operating expenses. This will result in a year-end closing balance of \$1,494,903, which has been allocated as follows:

- \$238,900 from 2021 year end surplus to support 2022 operating budget needs fulfilling capability gaps in digital, project and content management
- \$20,415 for 2021 Community Foundations of Canada Grant
- \$100,000 for Space Enhancement Project (Motion 22:04 January 2022)
- \$569,513 from the 2020 surplus, broken out as:
  - \$277,300 to support 2022 operating budget transitions
  - Remaining surplus balance of \$292,213, undesignated
- \$566,075 balance from 2015 to 2019, undesignated

### **Non-Competitive Procurement**

As per the Procurement Policy, non-competitive procurement takes place in situations where open competition for contract awards is not always possible or practical. When any of the conditions apply, the CEO and/or Directors may negotiate a contract for the supply of goods and services without a competitive process. Attachment #3 summarizes the sole and single source acquisitions for the period of January 1 – December 31, 2021.

For this period, sole and single source acquisitions were awarded for a cumulative value of \$770,104.69.

### **ATTACHMENTS**

1. RHPL Interim Statement of Operations for the period ending December 31, 2021
2. RHPL Statement of Reserve Activity for the period ending December 31, 2021
3. RHPL Non-Competitive Procurement Acquisitions for the period ending December 31, 2021



**Richmond Hill Public Library Board**  
**2021 INTERIM STATEMENT OF OPERATIONS**  
as at December 31, 2021

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2021 Approved Budget</u>	<u>2021 Variance Fav/(Unfav)</u>	<u>%</u>
<b>REVENUE</b>					
Municipal Operating Grant	\$ (7,735,500)	\$ (7,777,500)	\$ (7,777,500)	-	100.0%
Provincial Grant	(118,499)	(118,499)	(118,500)	(1)	100.0%
Special Grants	(3,700)	(24,115)	(3,700)	20,415	651.8%
Town Reserve Funding	(600,000)	(600,000)	(600,000)	-	100.0%
Library Reserve Funding		-	(277,300)	(277,300)	0.0%
YRDSB for RG Library	(303,900)	(310,400)	(310,400)	-	100.0%
<b>SUBTOTAL</b>	<b>(8,761,599)</b>	<b>(8,830,514)</b>	<b>(9,087,400)</b>	<b>(256,886)</b>	<b>97.2%</b>
<b>LIBRARY GENERATED REVENUE</b>					
Fines	(31,090)	(15,636)	(18,300)	(2,664)	85.4%
Fees	(29,424)	(24,881)	(133,100)	(108,219)	18.7%
Sales	(8,577)	(5,192)	(45,700)	(40,508)	11.4%
Other/Miscellaneous Income	(5,366)	(4,804)	(3,000)	1,804	160.1%
<b>SUBTOTAL</b>	<b>(74,457)</b>	<b>(50,513)</b>	<b>(200,100)</b>	<b>(149,587)</b>	<b>25.2%</b>
<b>TOTAL OPERATING REVENUE</b>	<b>(8,836,056)</b>	<b>(8,881,027)</b>	<b>(9,287,500)</b>	<b>(406,473)</b>	<b>95.6%</b>
<b>EXPENDITURES</b>					
Personnel	6,125,731	5,946,033	6,864,500	918,467	86.6%
Collection Development	742,598	866,275	624,300	(241,975)	138.8%
Contracts & Services	726,184	1,036,913	1,352,800	315,887	76.6%
Materials & Supplies	144,631	120,067	145,900	25,833	82.3%
Reserves			-		
Miscellaneous Projects	5,806	-	-	-	
Transfer to/from D&B Reserve Fund	(5,806)	-	-	-	
Transfer to/from Library Reserves	-	20,415	-	(20,415)	
Transfer to/from City Reserves	527,400	300,000	300,000	-	100.0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>8,266,543</b>	<b>8,289,703</b>	<b>9,287,500</b>	<b>997,797</b>	<b>89.3%</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ (569,513)</b>	<b>\$ (591,324)</b>	<b>\$ -</b>	<b>\$ 591,324</b>	
<b>YEAR-END TRANSFER</b>		<b>\$ 591,324</b>	<b>\$ -</b>	<b>\$ (591,324)</b>	
<b>YEAR-END BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Richmond Hill Public Library Board  
Statement of Reserve Activity - Preliminary  
For the period ending: December 31, 2021**

	<u>31-Dec-21</u>	<u>31-Dec-20</u>	<u>Variance</u>
<b>DONATIONS AND BEQUESTS RESERVE FUND</b>			
Beginning Balance (Jan 1)	\$607,980	\$598,538	\$9,442
Transfer from Current Operations	-	-	\$0
Transfer to Current Operations	-	(5,806)	\$5,806
January to December Interest Earned *	14,896	15,248	(\$353)
Closing Balance	<u><u>\$622,876</u></u>	<u><u>\$607,980</u></u>	<u><u>\$14,895.51</u></u>

**SPECIAL PURPOSE RESERVE**

Beginning Balance (Jan 1)	\$1,235,588	\$666,075	\$569,513
Transfer from Current Operations	259,315	569,513	(310,198)
Transfer to Current Operations	-	-	\$0
Closing Balance	<u><u>\$1,494,903</u></u>	<u><u>\$1,235,588</u></u>	<u><u>\$259,315</u></u>

\*2021 Actual interest rate is 2.45%

\*2020 Actual interest rate is 2.56%

\*2019 Actual interest rate was 2.83%

2021 - Non-Competitive Procurement Acquisitions

<u>Supplier</u>	<u>Goods/Services Acquired</u>	<u>Department</u>	<u>PO Amount</u> (exclusive of taxes)	<u>Sole / Single Source</u>
Library Ideas LLC	USD-Freegal	Collections	\$ 39,764.09	Single Source
Southern Ontario Library Service	Electronic resources through the provincial licensing program, including Britannica Library, EBSCO Canadian Points of View Reference Centre, NoveList Package 1, Gale Academic OneFile, Gale in Context: Elementary, Mango Languages Package, ProQuest Ancestry, ProQuest CBCA, ProQuest Public Library Complete, and World Book.	Collections	\$ 77,440.03	Single Source
Transformation by Design	strategic plan	Administration	\$ 86,221.25	Sole Source
Bibliotheca	automated materials handling system (sorter) for RG & RV Libraries	CFS-Information Technology	\$ 331,628.27	Single Source
Bibliotheca	bibliotheca service and maintenance - annual renewal	CFS-Information Technology	\$ 78,874.05	Sole Source
Sirsi/Dynix	Sirsi/Dynix 2021 annual maintenance fee	CFS-Information Technology	\$ 156,177.00	Single Source
<b>TOTAL</b>			<b>\$ 770,104.69</b>	



**Report Subject:** Use of Library Board Resources for Election Campaign Purposes

**Report For:** Approval

**Meeting Date:** April 26, 2022

**Staff Report #:** SRLIB22.04

**To:** Richmond Hill Public Library Board

**From:** Yunmi Hwang, Director, Branch Services

## **SUMMARY**

The Municipal Elections Act requires local boards, including public library boards, to establish rules for use of board resources during the campaign period. Local boards must have rules and procedure in place by May 1 of the election year. The next municipal elections are October 24, 2022.

City of Richmond Hill has an existing policy on the *Use of Corporate Resources for Election Campaign Purposes* that meets the legislative requirements under Section 88.18 of the Municipal Elections Act, 1996. The policy ensures that Richmond Hill's operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.

Staff recommends that the Board adopts the City's policy to meet the legislative requirement for the Library Board and use of its resources.

## **RECOMMENDATION**

That the Library Board approves the adoption of City of Richmond Hill's policy on the *Use of Corporate Resources for Election Campaign Purposes* dated June 9, 2021.

## **RATIONALE**

The Section 88.18 of the Municipal Elections Act states:

### **Use of municipal, board resources**

88.18 Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period. 2016, c. 15, s. 56.

According to the Act, the Board needs to establish rules and procedures related to the use of the Library resources during the election campaign period.

City of Richmond Hill has an existing policy on the *Use of Corporate Resources for Election Campaign Purposes* (revised June 9, 2021) that meets the legislative requirements under Section 88.18 of the Municipal Elections Act, 1996. The policy ensures that Richmond Hill's operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.

The adoption of the City's policy for the use of Library resources will ensure that the Library's operations, events and facilities are aligned with the City and that Library meets the legislative requirement of the Municipal Elections Act.

Upon adoption of the policy, any reference to the City and City resources such as City logos, City staff and City Facilities will be extended to the Library and Library resources.



## **RELATED DOCUMENTS**

1. City of Richmond Hill – Use of Corporate Resources for Election Campaign Purposes – attached
2. RHPL Library Board Member Code of Conduct Policy – available on request
3. City of Richmond Hill Employee Code of Conduct Policy – available on request

# Policy

<b>Policy Name:</b>	Use of Corporate Resources for Election Campaign Purposes
<b>Policy Owner:</b>	Director, Legislative Services/City Clerk
<b>Approved by:</b>	Council
<b>Effective Date:</b>	October 23, 2017
<b>Date of Last Revision:</b>	June 9, 2021
<b>Review Date:</b>	In the year immediately preceding a regular election year

## Purpose:

- The purpose of this policy is to meet Richmond Hill's legislative requirements under Section 88.18 of the *Municipal Elections Act, 1996*, as amended, which requires Richmond Hill to establish rules and procedures with respect to the use of municipal resources during the election campaign period.
- This Policy also ensures that Richmond Hill's operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.
- This policy replaces the "Use of Corporate and Communication Resources during an Election Year" policy, as amended, approved by Council on March 26, 2012.

## Policy Principles:

The following principles apply to this Policy, and to the interpretation and understanding of the Policy:

1. Richmond Hill is committed to a fair and transparent municipal election process, and abiding by the principles of the Act, including but not limited to the principles that:
  - a. elections must be fair, unbiased and accessible to all voters; and,
  - b. voters and Candidates should be treated fairly and consistently;
2. A municipality is prohibited from making any contribution to any Candidate's election campaign;
3. The use of any Richmond Hill Resources for any Campaigning, or any election-related purpose, is prohibited;
4. Richmond Hill Resources, events and other activities should be non-partisan; and,

5. Members should not be impeded from fulfilling his/her representative duties as a Member during an Election Campaign.

## Definitions:

“Acclaimed Candidate”	means a candidate elected by acclamation pursuant to section 37 of the Act.
“Act”	means the <i>Municipal Elections Act</i> , 1996, S.O. 1996, C. 32, as amended.
“By-election”	means an election held in accordance with section 65 of the Act.
“Campaigning”	means any election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials (paper and electronic), advertising (including any form of electronic advertising), any form of promotion (including by means of social media), display of signage, etc.
“Candidate”	means: 1) a person who has filed a nomination for an office pursuant to section 33 of the Act, including a person who has filed a nomination for election to a school board pursuant to the <i>Education Act</i> , R.S.O. 1990, c. E.2., as amended; 2) any person who has filed a notice of registration to be a registered third-party pursuant to section 88.6 of the Act; and, 3) any person who is a candidate for election to either the House of Commons or Legislative Assembly of Ontario.
“Clerk”	means the City Clerk of Richmond Hill or his/her designate.
“Council”	means the Council of Richmond Hill.
“Council-led events”	means, as defined in the Council Event Policy, an event that is planned and delivered by a Member (or by a Member and Staff acting on behalf of a Member) and do not have a broad community focus or relate to the business, services or decisions of Council or Richmond Hill. Funding for the events comes from community sponsorship.
“Member”	means a person who has been elected or appointed to an Office on Council, including the Mayor, a Regional & Local Councillor, or a Local Ward Councillor.
“Council Event Policy”	the Member of Council Event Policy approved by Council on May 5, 2021, as may be amended.

“Newsletter”	means a printed publication produced and distributed by or on behalf of a Member, using any Richmond Hill Resources, to provide information to residents.
“Nomination Day”	means, in the case of a regular election, the day set out in section 31 of the Act - or- in the case of a by-election, the date fixed by the Clerk in accordance with section 65 of the Act.
“Office”	means the authority and duties attached to the position of being an elected member of Council.
“Policy”	means this Use of Corporate Resources for Election Campaign Purposes Policy.
“regular election”	means an election held in accordance with subsection 4(1) of the Act.
“regular election year”	means the calendar year in which a regular election is held.
“Residents’ Meeting”	means a meeting held by one or more Members to provide information and/or solicit feedback on a matter that is currently begin considered by Council, or has the reasonable prospect of being considered by Council.
“Richmond Hill”	means the Corporation of the City of Richmond Hill.
“City-Led Event”	means, as defined in the Council Event Policy, an event that is planned and delivered by Staff, other than Council-led Events, and generally have a broad community or celebratory focus. Funding for the events comes from the municipal operating budget.
“Richmond Hill Facilities”	means all lands, buildings and other structures owned, leased, operated or otherwise controlled by Richmond Hill, and things growing upon or affixed thereto, including, but not limited to, all Richmond Hill administrative offices, operation centres, community centers, parks and sports fields, libraries and highways.
“Richmond Hill Resources”	includes any and all Richmond Hill Facilities, Staff and tangible and intangible goods and/or services owned, controlled, leased, acquired, or operated by Richmond Hill including but not limited to furnishings, materials, equipment, monetary funds (including any budget allocated to a Member by Council), technology, information technology systems and resources, databases, intellectual property, supplies and all services provided to Richmond Hill by third parties.
“Staff”	means all full-time and part-time persons hired by Richmond Hill including the CAO, Commissioners, Directors, Managers, Supervisors, Salaried

Employees' Association Staff, Members of C.U.P.E. Local 905, members of Richmond Hill Professional Fire Fighters Association, Local 1957, Administrative Staff, contract and temporary employees, students, secondments, co-op placement Staff, volunteer, and hired contractor;

“Voting Day”

in the case of a regular election, means the fourth Monday in October in the year of the election -or- in the case of a by-election, means the 45th day after the Nomination Day.

## Scope

This Policy applies to Members (including a Member not seeking re-election), Staff, Candidates and Acclaimed Candidates.

## Policy

### General

1. No person shall use any Richmond Hill Resources for Campaigning or any partisan election-related activity.
2. The terms ‘Campaigning’, ‘election campaign’, ‘election-related activity’, ‘partisan’, and other terms having the same or similar meaning, shall be interpreted broadly to ensure compliance with principles of this Policy.
3. Neither campaign related signs nor any other Candidates’ election-related material will be displayed in or on any Richmond Hill Facilities except as otherwise permitted by and in compliance with any Richmond Hill by-law that regulates elections signs.
4. Richmond Hill’s voice mail system shall not be used to record any partisan election-related messages and the computer network and related information technology systems (including Richmond Hill’s e-mail system) shall not be used to distribute partisan election-related correspondence or any other election campaign related material.
5. Candidates may only undertake Campaigning on Richmond Hill Facilities provided they have paid full-market rental fees and rates for use of such Richmond Hill Facilities, and have otherwise complied with any other Richmond Hill policy pertaining to the use of such Richmond Hill Facilities.
6. No Candidate, or person under the direction of a Candidate, shall use the services of Staff for any Campaigning, or any activity related to the Candidates election campaign, during hours in which those persons receive any compensation from Richmond Hill, unless such Staff are on an approved lieu time absence, float day, maternity/parental leave, or vacation leave.

7. Political involvement and activity by Staff is governed by Richmond Hill's Employee Code of Conduct and reference to this Employee Code of Conduct should be made when determining the appropriateness of any political involvement and activity by Staff.
8. City-led Events shall not be used for Campaigning or any other partisan activity.
9. Richmond Hill's logo, crest, coat of arms, slogan, brand, etc. shall not be printed or distributed on any election materials or included on any election campaign related website, domain or social media site, except in the case of a link to Richmond Hill's website to obtain information about the municipal election processes.
10. Photographs produced for and owned by Richmond Hill shall not be used for Campaigning.

## **Members of Council**

11. Members shall not:
  - a. Print or distribute any material using any Richmond Hill Resources that illustrates that the Member or any other individual is a Candidate in any election or where they will be running for office;
  - b. Profile (name and/or photograph), or make reference to, any Candidate in any material created using Richmond Hill Resources; and,
  - c. Print or distribute any material using Richmond Hill Resources that refers to, contains the names or photographs, or identifies Candidates for municipal elections.
12. In any material printed or distributed by Richmond Hill, Members are not permitted to:
  - a. Illustrate that a person is a Candidate registered in any election;
  - b. Identify where a person will be running for office; or,
  - c. Profile or refer to Candidates in any election.
13. Members are responsible for ensuring that the content of any communication material, printed, sponsored or distributed by Richmond Hill, or printed, sponsored or distributed using any Richmond Hill Resources, including any electronic communication material, is not Campaigning or election-related.
14. In a regular election year, during the period that begins at 4:30 p.m. on the day prior to Nomination Day up to 8:30 a.m. on the day following Voting Day, Richmond Hill shall cease providing Members with any of the following new supplies:
  - a. Technology, including but not limited to, laptops, printers, cellular phones, etc., unless it is a replacement for technology that has ceased functioning; and,
  - b. Office furnishings, unless it is a replacement for furnishings that have ceased functioning.

15. In a regular election year, during the period that begins at 4:30 p.m. on September 20<sup>th</sup> up to 8:30 a.m. on the day following Voting Day, Richmond Hill shall cease providing Members with the following:
  - a. Stationary; and,
  - b. Other supplies normally provided to Members that have not been enumerated in paragraph 14 of this Policy.
16. In a regular election year, all forms of advertising by or on behalf of a Member using any Richmond Hill Resources, including advertising in any Richmond Hill publication, is prohibited during the period that begins at 4:30 pm on July 31 up to 8:30 a.m. on the day following Voting Day.
17. In a regular election year, during the period that begins at 4:30 p.m. on July 31 up to 8:30 a.m. on the day following Voting Day, Richmond Hill shall cease to provide Members with all printing, high speed photocopying and distribution services, including but not limited to the printing and general distribution of Newsletters and new resident letters, and no Richmond Hill resources shall be used by a Member for any high speed photocopying and distribution services, including but not limited to the printing and general distribution of Newsletters and new resident letters.
18. Notwithstanding any other Richmond Hill policy or procedure to the contrary, during a regular election year a Member shall be permitted to print and distribute no more than one (1) Newsletter using any Richmond Hill Resources, subject to the following:
  - a. no newsletter shall be printed or distributed during the period that begins at 4:30 p.m. on July 31 up to 8:30 a.m. on the day following Voting Day;
  - b. the onus is on the Member to ensure that the printing and distribution of a Newsletter does not occur during the prohibited period; and,
  - c. a Member shall not distribute any newsletter, or cause any newsletter to be distributed, outside of the geographical area that the Member has been elected or appointed to represent, unless such extra-territorial distribution is the result of Canada Post's un-addressed mail processes as determined by the Clerk.
19. In a regular election year, during the period that begins at 4:30 p.m. on July 31 up to 8:30 a.m. on the day following Voting Day, Members shall cease using any Richmond Hill Resources to send electronic communications, including electronic newsletters, to a large number of electronic contacts (defined as 50 or more persons or contact addresses).
20. Members' websites, domain names or other social media sites that are, in whole or in part, financed by Richmond Hill and/or maintained (including the posting of content) by Richmond Hill Staff shall not include any partisan election-related campaign material, nor provide links to website, domains or social media sites that include partisan election-related campaign material.
21. Notwithstanding any other Richmond Hill policy, procedure, practice or guideline to the contrary during a regular election year, Members shall be permitted to hold no more than one Council-led

Event, and no Council-led Event shall be held during the period that begins at 4:30 p.m. on the day prior to Nomination Day up to 8:30 a.m. on the day following Voting Day.

22. Members may host Residents' Meetings during a regular election year subject to the following:
  - a. Campaigning of any kind is not permitted at any Residents' Meeting;
  - b. Members' may not profile, name or make reference to any Candidate or potential Candidate, including the Member hosting the Residents' Meeting; and,
  - c. No Residents' Meeting may be held during the period that begins at 4:30 p.m. on July 31 up to 8:30 a.m. on the day following Voting Day, unless it pertains to a matter that will be considered by Council prior to Voting Day.
23. Where a Member is a Candidate in a By-election for another office on Council, during the period that begins on the date on which the Member files his or her nomination paper under section 33 of the Act up to 8:30 a.m. on the day following Voting day:
  - a. All forms of advertising by or on behalf of that Member using any Richmond Hill Resources shall cease;
  - b. Richmond Hill shall cease to provide that Member with all printing, high speed photocopying and distribution services, including but not limited to the printing and general distribution of Newsletters and new resident letters, and no Richmond Hill resources shall be used by a Member for any high speed photocopying and distribution services, including but not limited to the printing and general distribution of Newsletters and new resident letters.
  - c. The Member shall only hold a Residents' Meeting for a matter that will be considered by Council prior to Voting Day, but shall not at any such Residents Meeting discuss in any way whatsoever his or her candidacy or the by-election;
  - d. The Member shall not hold a Council-led Event
  - e. The Member shall not print and distribute any Newsletter using any Richmond Hill Resources, and the rules in paragraph 18(b) and 18(c) shall apply with any necessary modifications or changes understood;
  - f. The Member shall cease using any Richmond Hill Resources to send electronic communications, including electronic newsletters, to a large number of electronic contacts (defined as 50 or more persons or contact addresses).
24. To ensure compliance with the Act and the principles of this Policy, the provisions of this Policy, as they pertain to any Member, shall supersede the provisions of any other Richmond Hill policy, procedure, practice or guideline applying to that Member.

## Limitations

25. Nothing in this Policy shall prohibit a Member from performing his/her job as a Member, nor impede them from representing the interests of his/her Constituents.



26. Nothing in this Policy shall preclude Staff from exercising his/her civic right and duty to participate in an election process, including a municipal election process, as a private citizen, except as provided for in the Employee Code of Conduct.
27. Nothing in the Policy shall prevent the Clerk or Staff from conducting an election in accordance with the Act, or providing, using Richmond Hill Resources, non-partisan election information material on behalf of the Clerk or Richmond Hill so as to inform the public about a municipal election and municipal election process.

## Roles and Responsibilities

### Members of Council

28. A Member is responsible for complying with this Policy and the Act.
29. A Member is responsible for ensuring that any Staff who supports the Member in the performance of his/her duties, or any such Staff whose work is directed by that Member, are complying with this Policy.
30. A Member should be aware that non-compliance with this Policy:
  - a. may be contrary to the Act and subject to review by the compliance audit committee appointed pursuant to Section 88.37 of the Act; and/or
  - b. may be considered a breach of the Council Code of Conduct and subject to review by the Integrity Commissioner.

### Staff

31. Staff are responsible for complying with this Policy and the Act, and reporting potential breaches of the Policy to the Clerk, his/her supervisor, manager, Director or Commissioner.

### Clerk

32. The Clerk is responsible for interpreting and administering this Policy.

## Related Documents

- *Municipal Elections Act, 1996*, as amended.
- City of Richmond Hill Council Code of Conduct
- City of Richmond Hill Employee Code of Conduct
- Member of Council Event Policy



**Report Subject:** Meeting Room Rental Policy Update Report

**Report For:** Approval

**Meeting Date:** April 26, 2022

**Staff Report #:** SRLIB22.05

**To:** Richmond Hill Public Library Board

**From:** Yunmi Hwang, Director, Branch Services

### **SUMMARY**

The Meeting Room Rental Policy endorses the Board's commitment to provide space for community use. The policy has been revised to reflect the Library's new strategic plan and its objectives. Detailed terms and conditions related to meeting room rentals have been separated into a procedure document.

### **RECOMMENDATION**

That the Library Board approve the revised Meeting Room Rental Policy

### **RATIONALE**

The Meeting Room Rental Policy endorses the Board's commitment to provide space for community use. The policy statement has been updated to reflect the Library's new strategic plan and its objectives related to its use of space.

Richmond Hill Public Library welcomes public use of its space in keeping with its strategic objective to provide creative, flexible, convenient and inclusive community spaces.

In addition, the policy has been revised to remove detailed procedures related to renting a space in the Library. The terms and conditions with the related forms have been separated from the policy to create a separate procedure document.

### **RELATED DOCUMENTS**

1. Meeting Room Rental Policy – attached



## Richmond Hill Public Library Board

# MEETING ROOM RENTAL POLICY

### 1.0 **Purpose and Scope**

The Library will provide space for meetings of residents, community groups and commercial organizations.

### 2.0 **Policy Statement and General Guidelines**

Richmond Hill Public Library maintains and welcomes public use of meeting rooms located in its public facilities, in keeping with its strategic objective to provide creative, flexible, convenient and inclusive community spaces.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Library meeting rooms may be used for the following purposes:

- Provision of Library programs and services to the public;
- Partnerships with community agencies and organizations providing programming and activities aligned with the Library's priorities
- Affordable meeting space for use by not-for-profit and commercial organizations.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario*, must be observed at all times.

### 3.0 **Related Policies**

- 1.0 Fees and Service Charges (September 2020)
- 2.0 Customer Code of Conduct (December 2014)
- 3.0 Display (June 2018)

*Enriching Your Connections, Choices and Community*

Dates	Motion #
<b>Effective Date:</b> Immediately	
<b>Approval Date:</b> April 26, 2022	22:XX
<b>Date of Last Revision:</b> April 19, 2018	



**Report Subject:** Library Board Remote Attendance Policy Update

**Report For:** Approval

**Meeting Date:** April 26, 2022

**Staff Report #:** SRLIB22.06

**To:** Richmond Hill Public Library Board

**From:** Darren Solomon, CEO

### **SUMMARY**

Given the convenience, accessibility, and efficiency that the Library Board's remote meetings have successfully provided throughout the pandemic, the concept of adopting a hybrid model going forward has already been supported by Board members in prior meeting conversations.

The RHPL Library Board By-Laws Policy allows for in-person and remote attendance at Board meetings. The policy, though, references an outdated 2014 Library Board Remote Attendance Policy for guidelines on attending remotely, which are updated herein.

### **RECOMMENDATION**

That the Richmond Hill Public Library Board:

1. Approve the updates to Library Board Remote Attendance Policy

## **RATIONALE**

The two-year journey through COVID-19 has significantly changed the concept of the workplace across all sectors – gone are the days of always being present in an office as companies and organizations have shifted practices to enable remote and hybrid work. This has also happened for public and private board work, and the RHPL Board has been successfully operating remotely throughout the pandemic.

In past RHPL Board meetings, the concept of adopting a hybrid attendance model in a post-covid environment has been supported and endorsed by members.

Key changes in the updated policy include:

- Additions:
  - Recognizing the modern practicality, accessibility, and efficiency of remote meetings;
  - Virtual platforms as a preferred method over telephone for remote meetings;
  - Rationale as to why in-person attendance may be preferable;
  - Ideally all or nothing
- Removals:
  - Caveat on not having remote in camera meetings;
  - Caveat on needing to identify remote members;
  - Outdated language and references, such as “Skype” and “real time participation”;
  - Caveat on limit of three remote attendances per year for members;
  - Caveat on one day notice of remote meeting attendance;
- General language tweaks and updates.

Guidelines on determining which meetings are remote or in-person are in the updated policy and will be further explored as part of our strategic initiative to review and create a Board development plan.

## **ATTACHMENTS**

- Updated Library Board Remote Attendance Policy





## Richmond Hill Public Library

# LIBRARY BOARD REMOTE ATTENDANCE POLICY

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### 1.0 PURPOSE

The purpose of this policy is to provide the guidelines by which Richmond Hill Public Library Board members may participate remotely in Board meetings.

### 2.0 POLICY PRINCIPLES

The Richmond Hill Public Library Board recognizes that enabling remote attendance at meetings supports attracting and retaining a diverse set of Board members that are representative of the community, and that remote meetings can achieve successful outcomes.

Remote attendance offers an accessible way for members who physically cannot attend meetings to continue to participate, including meeting the spirit and intent of Ontario's Accessibility for Ontarians with Disabilities Act; offers practical convenience for members with busy or competing schedules to participate; and enables an efficient use of Library personnel time and resources.

The Board also acknowledges that there are times when in-person presence at meetings may be more productive. In-person attendance may enable richer participation and discussion on complex matters; support relationship development between and across Board members, staff, and the community; and would help the Board understand project work or outcomes that are best seen in person.

### 3.0 POLICY

Remote attendance at Board meetings is permissible with the following caveats:

- i. Quorum includes both in-person and remote presence of a majority of the members of the Board;

- ii. Should remote access connections be lost during the meeting, continuance of the meeting will be subject to quorum;
- iii. Remote attendance will be held through a virtual platform, such as Zoom or Teams, rather than telephone phone;
- iv. Members will identify acceptable reasons for inability to attend meetings that are designated as needing to be in-person, such as accessibility issues, illness, business schedule conflict, family or other emergency;
- v. Minutes will reflect physical or remote attendance;

#### **4.0 RELATED POLICIES**

##### **1.0 Richmond Hill Public Library Board By-laws**

<b>Approval Date:</b> April 26, 2022	<b>Motion # XX:XX</b>
<b>Date of Creation:</b> October 16 2014	<b>Motion # 14:97</b>