Caledon Public Library Board Meeting
Monday, March 16, 2026
6:00 PM
Albion Bolton Branch

AGENDA

1. Call to order
2. Indigenous Acknowledgement

As we gather, we recognize that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also acknowledge the traditional territory of the Huron-Wendat and Haudenosaunee peoples.

We acknowledge the cultural injustices of the past and express our collective hope for full truth and reconciliation in the future.

On this day our meeting place is home to many Indigenous peoples (First Nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance
4. Approval of the agenda
5. Disclosure of pecuniary interest
6. Consent agenda

   (*All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)*

   a. Minutes of the January 19, 2026 meeting (Attachment 6-A)
   b. Treasurer's Report and Financial Statements (Attachment 6-B)
   c. Strategic Actions Update (Attachment 6-C)
   d. Correspondence
      i. Correspondence to Mayor Annette Groves re: invitation to attend Board meeting – February 2, 2026 (Attachment 6-D-1)
      ii. Correspondence from Kevin Klingenberg , Municipal Clerk re: Use of Municipal Resources during the 2026 Regular Election – February 4, 2026 (Attachment 6-D-2)

7. Business arising from the minutes
8. Staff Reports
    a. CEO/Chief Librarian's Report (Attachment 8-A)
    b. Caledon Public Library 2025 Annual Report (Attachment 8-B)
    c. Strategic Assessment and Evaluation Plan: 2025 Year End Status Update (Attachment 8-C)
    d. Caledon Public Library Board By-Laws Report (Attachment 8-D)
    e. Annual Board Assessment Policy Report (Attachment 8-E)
    f. Rights and Safety of Children and Teens in the Library Report (Attachment 8-F)
    g. Caledon Village Branch Renovation Status Report (Attachment 8-G)
    h. Annual Staff Forum Report (Attachment 8-H)
9. Board and Committee Reports
    a. CPL Board Advocacy and Fundraising Committee Meeting Minutes – March 9, 2026 (Attachment 9-A)
        i. CPL Case for Support Report (Attachment 9-A-1)
10. New Business
11. Board Work Plan Review
    a. 2026 Board Work Plan (Attachment 11-A)
12. Board Advocacy and Development
    a. Ontario Library Association (OLA) Super Conference Key Takeaways
    b. Council Acknowledgement of CPL's Ontario Public Library Service Award – Tuesday, March 24, 2:30 PM, Town Hall Atrium
    c. Why Library Boards Matter: Legal Clarity and Good Governance – OLA Webinar – Tuesday, April 21, 2026, 12:30 – 2:00 PM. Registration required.
13. Public Question Period
14. Meeting Evaluation
15. Time and location of next regular meeting
    a. Monday, April 20, 2026, 6 PM – Southfields Village Branch
16. Adjournment

Attached documents:

6-A Minutes of the January 19, 2026 meeting
6-B Treasurer's Report and Financial Statements
6-C Strategic Actions Update

6-D-1 Correspondence to Mayor Annette Groves re: invitation to attend Board meeting – February 2, 2026

6-D-2 Correspondence from Kevin Klingenberg , Municipal Clerk re: Use of Municipal Resources during the 2026 Regular Election – February 4, 2026

8-A CEO/Chief Librarian's Report

8-B Caledon Public Library 2025 Annual Report

8-C Strategic Assessment and Evaluation Plan: 2025 Year End Status Update

8-D Caledon Public Library Board By-Laws Report

8-E Annual Board Assessment Policy Report

8-F Rights and Safety of Children and Teens in the Library Report

8-G Caledon Village Branch Renovation Status Report

8-H Annual Staff Forum Report

9-A CPL Board Advocacy and Fundraising Committee Meeting Minutes – March 9, 2026

9-A-1 CPL Case for Support Report

11-A 2026 Board Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday, January 19, 2024
6:00 p.m.

MINUTES

Present: Tony Maxwell (Chair); Jacqueline Iafrate (Vice-Chair); Nicholas Alleyne; Laura Brady; Scott Goodison; Domenic Maggi, Mary Juric

Staff: Colleen Lipp – CEO | Chief Librarian; Alexandra Hoffmann – Administrative Coordinator; Roop Sandhu – Director, Corporate Services and Projects

Absent: Councilor Cosimo Napoli, Councilor Dave Sheen

Guests: Victoria Edwards, Marty Harrison – Friends of Caledon Public Library

Note: This meeting was conducted at the Southfields Village Branch.

1. **The Chair called the meeting to order at 6:06 PM**

2. **Indigenous Acknowledgment**

As we gather, we recognize that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also acknowledge the traditional territory of the Huron-Wendat and Haudenosaunee peoples.

We acknowledge the cultural injustices of the past and express our collective hope for full truth and reconciliation in the future.

On this day our meeting place is home to many Indigenous peoples (First Nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. **Apologies for non-attendance:** Councilor Cosimo Napoli, Councilor Dave Sheen

4. **Approval of the Agenda**

   Motion: That the Caledon Public Library Board approve the agenda with the addition of a Closed Session to discuss personal matters about an identifiable individual – CEO/Chief Librarian Performance – as New Business to follow the consent agenda.
   Moved: Nicholas Alleyne **Seconded:** Scott Goodison
   Carried.

5. **Disclosure of pecuniary interest:** None

6. **Presentation**
   a. **Friends of Caledon Public Library Donation**

   The representatives of the Friends of the Library were thanked for their generous donation of $6000 to the Library and their ongoing support in advocating for the Library's continued services. A formal cheque presentation and photo opportunity were completed in advance of the meeting.

7. **Consent Agenda**
   a. **Minutes of the December 15, 2025 meeting**
   b. **Treasurer's Report and Financial Statements**
   c. **Quarterly and Year End Performance Measures and Statistics 2025**
   d. **Strategic Actions Update**
   e. **Correspondence**
      i. **Mayor Annette Groves re: library budget and priorities – January 6, 2026**

   Motion: That the Caledon Public Library Board receive all items within the consent agenda.
   Moved: Scott Goodison **Seconded**: Mary Juric
   Carried.

8. **New Business**
   a. **CLOSED SESSION**

   Motion: That the Caledon Public Library Board move into closed session for the purpose of discussing personal matters about an identifiable individual – CEO/Chief Librarian performance
   Moved: Nicholas Alleyne **Seconded**: Laura Brady
   Carried at 6:20PM

The Board moved into closed session.

Tony Maxwell left the meeting and Jaquie Iafrate assumed the Chair at 6:58PM.

Motion: That the Caledon Public Library Board resume open session.
Moved: Domenic Maggi **Seconded:** Scott Goodison
Carried at 7:17PM

Open session resumed.

Motion: That the Caledon Public Library Board direct the CEO/Chief Librarian to draft a letter on behalf of the Chair thanking the Mayor for her support and inviting the Mayor to a meeting of the Board that suites her availability.
Moved: Laura Brady **Seconded:** Nicholas Alleyne
Carried.

9. **Business arising from the minutes:** None

10. **Staff Reports**
    a. **CEO/Chief Librarian's Report**

    Motion: That the Caledon Public Library Board receive the CEO/Chief Librarian's Report.
    Moved: Scott Goodison **Seconded:** Domenic Maggi
    Carried.

b. Strategic Action 2025 Year-End Status Report
Motion: That the Caledon Public Library Board receive the Strategic Action 2025 Year-End Status Report.
Moved: Scott Goodison **Seconded:** Laura Brady
Carried.

c. Planning Policy Report
Motion: That the Caledon Public Library Board approve and adopt the revised Planning Policy.
Moved: Nicholas Alleyne **Seconded:** Laura Brady
Carried.

d. Operational Policy Report
Motion: That the Caledon Public Library Board approve and adopt the revised Operational Policy.
Moved: Domenic Maggi **Seconded:** Laura Brady
Carried.

e. Artificial Intelligence Policy Report
Motion: That the Caledon Public Library Board approve and adopt the proposed Artificial Intelligence (AI) Policy.
Moved: Mary Juric **Seconded:** Scott Goodison
Carried.

f. Privacy Policy Report
Motion: That the Caledon Public Library Board approve and adopt the revised Privacy Policy.
Moved: Laura Brady **Seconded:** Domenic Maggi
Carried.

11. Board and Committee Reports: None

12. Board Work Plan

a. 2026 Board Work Plan
Motion: That the Caledon Public Library Board receive and approve the revised 2026 Work Plan.
Moved: Laura Brady **Seconded:** Domenic Maggi
Carried.

13. Board Advocacy and Development

a. OLA Super Conference, Toronto Metro Convention Centre, January 29-31, 2026

14. Public Question Period: No members of the public were present.

15. Time of next regular meeting:

a. Monday, March 16, 2026, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.
Moved: Scott Goodison **Seconded:** Nicholas Alleyne
Carried.

The meeting adjourned at 8:19 PM

_____	_____
Tony Maxwell	**Colleen Lipp**
Chair	**CEO | Chief Librarian**

Attachment 6-B

Treasurer's Report

Prepared by Colleen Lipp
March 2026

2025 Budget

Financial statements, confirming the current budget and expenditures as of December 31, 2025 are attached as Appendix A. The Town's year-end processing is not yet complete though no further significant revisions are anticipated. The following items of note have informed the current year-end surplus of $86,588.

- A favourable variance of $60,303 in staff wages and benefits, accounting for 1.03% of total budgeted staff costs of $5,874,735.
- Unfavourable variances of $20,949 in Special Program accounts and $14,253 in Training and Development expenses.

Internal charges in support of Town-provided finance and HR services, as referenced later in this report, have not yet been applied. As these expenses were not reflected within the 2025 budget, any remaining year-end surplus will be transferred to the Town to offset these costs. While the year-end surplus of $86,588 falls well short of the charges applied in 2024 and those proposed for 2026, the Town has provided assurances that the Library will not be required to provide any payment or transfer of funds above and beyond the 2025 year-end variance.

2026 Budget

Details of the Library's 2026 budget as of February 28, 2026 are attached as Appendix B. Including the addition of approved Changes in Service Level, the 2026 operating budget reflects an increase of 10.8% over 2025. The further addition of $475,791 in Interdepartmental Charges results in a revised increase of 17.7 % from 2025. Additional items of note include:

- The $58,171 Public Library Operating Grant received from the province in 2025 has erroneously also been applied as debit to the 2026 Grants/Subsidies account. A journal entry will be required to correct this error.
- Vendor refunds have resulted in credits applied to the 2025 Materials and Collections capital budget, delaying the full allocation and closing of this account.
- Though it was previously reported that the Library Bequest Fund in support of the Margaret Dunn Valleywood Branch had been fully expended and was to be closed, it was recently discovered that there is a remaining balance of $28.95. It is recommended that the fund be closed and the balance transferred to the Library's general Donations

and Bequest Reserve Fund. Language to this effect has been noted in the recommended motion.

Internal Chargebacks

As per the approved amendment to the Town's 2026 budget, the expenses associated with the Town's provision of finance and human resources services to the Library have now been included within the Library's operating budget. Coded as Interdepartmental Charges, Town Finance has provided the following explanation for how these expenses were calculated:

	Total Department Budget	Library Portion	Corporate Costs Distributed to Library
HR	3,549,712	5.92%	210,042
Finance	4,467,499	5.92%	264,349
Purchasing	915,429	0.15%	1,400
Total	**8,932,640**		**475,791**

Figure 1 – Calculation of Internal HR and Finance Chargebacks

The Library's portion of the HR and Finance costs have been calculated based on the number of library staff relative to the Town's total staff complement (40 of 676). This approach does not take into account any discrepancies in the level of services provided to the Library relative to Town departments. Purchasing allocations were informed by the number of Library procurements supported by Town staff, relative to the total number of procurements Town-wide (1 of 654).

It is anticipated that the development of related memorandums of understanding, as per the terms of the budget amendment, will prompt further discussion related to the calculation of these charges and related service levels.

Grants

Brampton and Caledon Community Foundation (BACCF)

Caledon Public Library has applied for funding from the Brampton and Caledon Community Foundation (BACCF) to support the creation of a Mobile Makerspace to expand access to creative technologies and future-ready skills across Caledon.

Requested funds of $5,900 will allow for the procurement of maker technologies and digital design tools to be used in transforming CPL's smaller branches into full-day maker environments on a rotating schedule, expanding the reach our of technology services to Caledon's villages and more rural areas.

Letters of support for the project were provided by the Chamber of Commerce and Meals on Wheels.

The Library has previously benefitted from BACCF's support in launching the Library's collection of musical instruments and facilitating the 2023 Indigenous Speaker Series. The Library's 2025 proposal to fund a Story Trail along Caledon's trail system exceeded the cost of projects typically funded and was not able to be supported by the Foundation.

Recommended Motion

That the Caledon Public Library Board receive the Treasurer's Report; and,

That the Caledon Public Library Board approve and direct the closure of the Library Bequest Fund – Margaret Dunn Valleywood and the transfer of the remaining balance to the Library Donation and Bequest Reserve Fund

Appendix A

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of December 31, 2025

	December Budget	December Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration									
50050 Miscellaneous	-1,670.00	-1,290.65	*-379.35*	-20,000.00	-18,925.06	*-1,074.94*	-20,000.00	94.6%	**-1,074.94**
50075 Postage Reimbursement					-1,900.50	*1,900.50*			**1,900.50**
50125 Merchandise Sales	-250.00	-17.50	*-232.50*	-3,000.00	-825.00	*-2,175.00*	-3,000.00	27.5%	**-2,175.00**
50235 Fundraising		-80.00	*80.00*		-706.00				
50319 Grants/Subsidies		-58,171.00	*58,171.00*	-68,000.00	-65,493.00	*-2,507*	-68,000.00	96.3%	**-2,507.00**
50570 Donations		-1,051.11	*1,051.11*		-1,902.20	*1,902.20*			**1,902.20**
50705 Fines/Fees	-840.00	-404.97	*-435.03*	-10,000.00	-6,338.32	*-3,661.68*	-10,000.00	63.4%	**-3,661.68**
50715 Programs			*0.00*	-2,000.00		*-2,000.00*	-2,000.00	0.0%	**-2,000.00**
50725 Comm.Access Prgm Funding				-7,000.00	-10,079.28	*3,079.28*	-7,000.00	144.0%	**3,079.28**
50750 Book Sales	-225.00	-141.80	*-83.20*	-2,500.00	-2,636.20	*136.20*	-2,500.00	105.4%	**136.20**
50770 FOL-Recoverable		783.86	*-783.86*		-2,625.26	*2,625.26*			**2,625.26**
61510 Salaries-Permanent	25,280.00	25,005.88	*274.12*	285,745.00	283,114.15	*2,630.85*	285,745.00	99.1%	**2,630.85**
61513 Benefits-Permanent	7,243.00	6,127.23	*1,115.77*	81,851.00	74,022.81	*7,828.19*	81,851.00	90.4%	**7,828.19**
61520 Wages-Casual Temporary	3,100.00	4,368.00	*-1,268*	37,450.00	39,328.58	*-1,878.58*	37,450.00	105.0%	**-1,878.58**
61523 Benefits-Casual Temporary	405.00	429.36	*-24*	4,869.00	4,314.02	*554.98*	4,869.00	88.6%	**554.98**
62018 Operating Supplies	70.00	61.14	*8.86*	760.00	713.43	*46.57*	760.00	93.9%	**46.57**
62129 FOL-Initiatives			*0.00*		2,625.26	*-2,625.26*			**-2,625.26**
62244 Bank Charges	250.00	180.39	*69.61*	3,000.00	2,684.79	*315.21*	3,000.00	89.5%	**315.21**
62253 Lib. Brd Education & Exp.	400.00	559.67	*-159.67*	5,000.00	5,743.97	*-743.97*	5,000.00	114.9%	**-743.97**
62311 Memberships/Dues		390.00	*-390.00*	16,000.00	15,753.32	*246.68*	16,000.00	98.5%	**246.68**
62317 Audit	9,740.00	5,032.03	*4,708*	4,870.00	97.03	*4,772.97*	4,870.00	2.0%	**4,772.97**
62335 Contracted Services	900.00		*900.00*	8,000.00	7,179.17	*820.83*	8,000.00	89.7%	**820.83**
62360 Fundraising					553.44	*-553.44*			**-553.44**
62416 Interdepartmental Charges									**0.00**
62437 Contribution to Reserves		2,054.76			2,054.76				**-2,054.76**
Total 40010 Administration	44,403.00	-16,164.71	*60,567.71*	335,045.00	326,753.91	*8,291.09*	335,045.00	97.5%	**8,291.09**
41010 Library Public Services									
61510 Salaries-Permanent	114,640.00	110,389.08	*4,250.92*	1,295,989.00	1,240,056.05	*55,932.95*	1,295,989.00	95.7%	**55,932.95**
61513 Benefits-Permanent	32,953.00	28,907.41	*4,045.59*	372,527.00	354,423.52	*18,103.48*	372,527.00	95.1%	**18,103.48**
61520 Wages-Casual Temporary	84,958.90	117,793.84	*-32,834.94*	994,498.00	1,013,968.45	*-19,470.45*	994,498.00	102.0%	**-19,470.45**
61521 Overtime-Casual Temporary					683.39				
61523 Benefits-Casual Temporary	16,471.43	19,279.94	*-2,808.51*	181,372.06	171,131.45	*10,240.61*	181,372.06	94.4%	**10,240.61**
62018 Operating Supplies	989.00	4,352.72	*-3,363.72*	11,799.00	12,549.81	*-750.81*	11,799.00	106.4%	**-750.81**
62312 Insurance				5,387.00	10,862.12	*-5,475.12*	5,387.00	201.6%	**-5,475.12**
62321 Rental-Facility	842.00	840.48	*1.52*	351,422.00	351,417.92	*4.08*	351,422.00	100.0%	**4.08**
62335 Contracted Services	6,941.00	5,519.97	*1,421.03*	57,872.00	59,353.02	*-1,481.02*	57,872.00	102.6%	**-1,481.02**
62346 Courier	2,924.00	2,081.34	*842.66*	35,000.00	29,589.08	*5,410.92*	35,000.00	84.5%	**5,410.92**
Total 41010 Library Public Services	260,719.33	289,164.78	*-28,445.45*	3,305,866.06	3,244,034.81	*61,831.25*	3,305,866.06	98.1%	**61,831.25**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of December 31, 2025

	December Budget	December Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
41015 Collections and Access Services									
61510 Salaries-Permanent	34,922.00	35,682.22	*-760.22*	394,749.00	403,991.03	*-9,242.03*	394,749.00	102.3%	**-9,242.03**
61513 Benefits-Permanent	10,007.00	8,465.36	*1,541.64*	113,137.00	111,952.68	*1,184.32*	113,137.00	99.0%	**1,184.32**
62018 Operating Supplies	300.00	508.41	*-208.41*	4,000.00	4,800.86	*-800.86*	4,000.00	120.0%	**-800.86**
62058 Online Databases			*0.00*	97,210.00	74,723.99	*22,486.01*	97,210.00	76.9%	**22,486.01**
Total 41015 Collections and Access Services	45,229.00	44,655.99	*573.01*	609,096.00	595,468.56	*13,627.44*	609,096.00	97.8%	**13,627.44**
41020 Library Grants									
50319 Grants/Subsidies (Revenue)			*0.00*			*0.00*			**0.00**
62319 Grants (Expenses)			*0.00*			*0.00*			**0.00**
Total 41020 Library Grants		0.00	*0.00*		0.00	*0.00*			**0.00**
41025 Library Info Technology									
61510 Salaries-Permanent	26,776.00	27,372.14	*-596.14*	302,681.00	309,848.48	*-7,167.48*	302,681.00	102.4%	**-7,167.48**
61513 Benefits-Permanent	7,720.00	6,898.74	*821.26*	87,223.00	85,948.88	*1,274.12*	87,223.00	98.5%	**1,274.12**
61520 Wages-Casual Temporary		2,545.74	*-2,545.74*		3,700.14	*-3,700.14*			
61523 Benefits-Casual Temporary		290.19	*-290.19*		426.08	*-426.08*			
62018 Operating Supplies	1,000.00	457.32	*542.68*	13,100.00	5,322.47	*7,777.53*	13,100.00	40.6%	**7,777.53**
62303 New Staff Technology		5,367.84	*-5,368*	7,500.00	7,499.47	*0.53*	7,500.00	100.0%	**0.53**
62304 Automation	8,100.00	46.45	*8,053.55*	45,100.00	55,797.82	*-10,697.82*	45,100.00	123.7%	**-10,697.82**
62305 Computer Services	8,002.00	13,233.44	*-5,231.44*	95,980.00	86,154.85	*9,825.15*	95,980.00	89.8%	**9,825.15**
62312 Insurance			*0.00*	3,858.00	5,140.80	*-1,282.80*	3,858.00	133.3%	**-1,282.80**
62335 Contracted Services	3,135.00	3,337.63	*-202.63*	37,510.00	39,635.07	*-2,125.07*	37,510.00	105.7%	**-2,125.07**
62396 Mobile Phones / Pagers	902.00	601.70	*300.30*	10,780.00	4,889.63	*5,890.37*	10,780.00	45.4%	**5,890.37**
62397 Telephone	3,003.00	5,921.00	*-2,918.00*	34,670.00	35,179.08	*-509.08*	34,670.00	101.5%	**-509.08**
63037 Software Licence Subscription	1,130.00	3,428.24	*-2,298.24*	51,270.00	20,849.64	*30,420.36*	51,270.00	40.7%	**30,420.36**
Total 41025 Library Info Technology	59,768.00	69,500.43	*-9,732.43*	689,672.00	660,392.41	*29,279.59*	689,672.00	95.8%	**29,279.59**
41030 Programming and Outreach Services									
61510 Salaries-Permanent	33,332.00	34,886.13	*-1,554.13*	376,816.00	375,781.38	*1,034.62*	376,816.00	99.7%	**1,034.62**
61513 Benefits-Permanent	9,656.00	8,667.54	*988.46*	109,125.00	108,720.57	*404.43*	109,125.00	99.6%	**404.43**
61520 Wages-Casual Temporary	8,543.00	13,700.26	*-5,157.26*	117,896.00	123,015.93	*-5,119.93*	117,896.00	104.3%	**-5,119.93**
61523 Benefits-Casual Temporary	1,842.00	2,664.06	*-822.06*	24,734.00	25,910.79	*-1,176.79*	24,734.00	104.8%	**-1,176.79**
62018 Operating Supplies	75.00	51.03	*23.97*	1,700.00	579.28	*1,120.72*	1,700.00	34.1%	**1,120.72**
62414 Special Programs	425.00	3,353.47	*-2,928.47*	21,500.00	49,638.50	*-28,138.50*	21,500.00	230.9%	**-28,138.50**
Total 41030 Programming and Outreach Services	53,873.00	63,322.49	*-9,449.49*	651,771.00	683,646.45	*-31,875.45*	651,771.00	104.9%	**-31,875.45**
41035 Communications and Cultural Development									
61510 Salaries-Permanent	33,763.00	33,221.11	*541.89*	381,621.00	368,081.46	*13,539.54*	381,621.00	96.5%	**13,539.54**
61513 Benefits-Permanent	9,659.00	9,043.33	*615.67*	109,210.00	110,998.43	*-1,788.43*	109,210.00	101.6%	**-1,788.43**
61522 Recovery-Wages-Casual Temp					-1,340.09	*1,340.09*			**1,340.09**
62018 Operating Supplies	531.00	-90.12	*621.12*	7,700.00	4,707.05	*2,992.95*	7,700.00	61.1%	**2,992.95**
62304 Automation	800.00	249.33	*550.67*	7,650.00	6,729.40	*920.60*	7,650.00	88.0%	**920.60**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of December 31, 2025

	December Budget	December Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62315 Printing & Advertising	2,700.00	4,084.61	*-1,384.61*	16,480.00	18,627.26	*-2,147.26*	16,480.00	113.0%	**-2,147.26**
62335 Contracted Services	250.00	152.64	*97.36*	2,500.00	1,455.17	*1,044.83*	2,500.00	58.2%	**1,044.83**
62414 Special Programs	2,000.00		*2,000.00*	8,000.00	3,719.44	*4,280.56*	8,000.00	46.5%	**4,280.56**
Total 41035 Communications/Community Dev	49,703.00	46,660.90	*3,042.10*	533,161.00	512,978.12	*20,182.88*	533,161.00	96.2%	**20,182.88**
41045 Corporate Services & Projects									
61510 Salaries-Permanent	11,430.00	11,691.64	*-261.64*	129,161.00	132,371.69	*-3,210.69*	129,161.00	102.5%	**-3,210.69**
61513 Benefits-Permanent	3,379.00	2,700.34	*678.66*	38,181.00	36,421.27	*1,759.73*	38,181.00	95.4%	**1,759.73**
62310 Training/Development/Seminars	3,221.00	3,974.94	*-753.94*	56,583.00	70,835.58	*-14,252.58*	56,583.00	125.2%	**-14,252.58**
62314 Mileage	864.00	1,624.63	*-760.63*	9,500.00	9,933.88	*-433.88*	9,500.00	104.6%	**-433.88**
62322 Postage	125.00	202.56	*-77.56*	1,500.00	1,760.76	*-260.76*	1,500.00	117.4%	**-260.76**
62335 Contracted Services	200.00		*200.00*	2,000.00	1,812.71	*187.29*	2,000.00	90.6%	**187.29**
Total 41045 Corporate Services & Projects	19,219.00	20,194.11	*-975.11*	236,925.00	253,135.89	*-16,210.89*	236,925.00	106.8%	**-16,210.89**
41050 Maker & Emerging Technologies									
61510 Salaries-Permanent	30,184.00	30,409.52	*-225.52*	341,210.00	335,995.03	*5,214.97*	341,210.00	98.5%	**5,214.97**
61513 Benefits-Permanent	8,375.00	8,716.96	*-341.96*	94,690.00	101,565.52	*-6,875.52*	94,690.00	107.3%	**-6,875.52**
62018 Operating Supplies	60.00	51.02	*8.98*	700.00	486.53	*213.47*	700.00	69.5%	**213.47**
62414 Special Programs	577.00	1,505.90	*-928.90*	12,800.00	9,890.98	*2,909.02*	12,800.00	77.3%	**2,909.02**
Total 41050 Maker & Emerging Technologies	39,196.00	40,683.40	*-1,487.40*	449,400.00	447,938.06	*1,461.94*	449,400.00	99.7%	**1,461.94**
Total Caledon Public Library-Lending Services	**572,110.33**	**558,017.39**	**14,092.94**	**6,810,936.06**	**6,724,348.21**	**86,587.85**	**6,810,936.06**	**98.7%**	**86,587.85**

Capital Project Expense Report - as of December 31, 2025

	Budget	Expended Previous Year(s)	Expended 2025 YTD	Total Project Spend to Date	Deficit Forwarded to 2025	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years								
22-025 Library In-Branch Signage/Wayfndng	24,000.00	20,089.73	3,929.71	24,019.44		-19.44	100.1%	To be closed
22-026 Library and Town Joint Technology Review	35,000.00	30,756.97	4,242.89	34,999.86		0.14	100.0%	To be closed
23-035 Library Implementation of Microsoft 365	25,000.00	14,856.96	414.92	15,271.88		9,728.12	61.1%	
23-119 Library IT Equipment	45,000.00	14,398.29	29,661.21	44,059.50	1,020.00	-79.50	100.2%	To be closed
23-120 Library Furniture Replacement	60,000.00	16,294.78	25,550.95	41,845.73	4,458.00	13,696.27	77.2%	
24-030 Library Strategic Plan	50,000.00	32,458.89	17,523.08	49,981.97		18.03	100.0%	To be closed
24-031 Library IT Equipment	15,000.00		15,000.00	15,000.00		0.00	100.0%	To be closed
Capital Projects - Current Year								
25-031 Library Access P1 Inglwood	64,000.00		45,094.48	45,094.48		18,905.52	70.5%	
25-062 Library Materials Coll 2025	500,000.00	2,772.24	454,161.15	456,933.39	42,010.18	1,056.43	99.8%	
59275 Capital Donations	711.75							
Total Library Collections and Materials (25-062)	500,711.75	2,772.24	454,161.15	456,933.39	42,010.18	1,768.18	99.6%	
25-063 Library IT Equipment	115,000.00		38,796.95	38,796.95		76,203.05	33.7%	

Library Reserve Balances - as of December 31, 2025

01-00-000-00000-000-20841 Library Bequest Fund - MDV	28.95
08-07-900-35043-000-25000 Library Donation and Bequest Reserve Fund	15,443.82
08-07-900-35051-000-25000 Library General Reserve Fund	26,218.00

Appendix B

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of February 28, 2026

	February Budget	February Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration									
50050 Miscellaneous	-1,600.00		*-1,600.00*	-3,200.00	-434.25	*-2,765.75*	-20,000.00	2.2%	**-19,565.75**
50075 Postage Reimbursement	-2,000.00		*-2,000*	-2,000.00		*-2,000.00*	-2,000.00		**-2,000.00**
50125 Merchandise Sales	-250.00		*-250.00*	-500.00	-10.00	*-490.00*	-3,000.00	0.3%	**-2,990.00**
50235 Fundraising			*0.00*						
50319 Grants/Subsidies			*0.00*		58,171.00	*-58,171*	-68,000.00	-85.5%	**-126,171.00**
50570 Donations			*0.00*		626.79	*-626.79*			**-626.79**
50705 Fines/Fees	-800.00		*-800.00*	-1,600.00	-287.32	*-1,312.68*	-10,000.00	2.9%	**-9,712.68**
50725 Comm.Access Prgm Funding						*0.00*	-10,000.00	0.0%	**-10,000.00**
50750 Book Sales	-200.00		*-200.00*	-400.00	-74.75	*-325.25*	-2,500.00	3.0%	**-2,425.25**
50770 FOL-Recoverable			*0.00*		-783.86	*783.86*			**783.86**
61510 Salaries-Permanent	22,867.00	22,286.22	*580.78*	42,304.00	41,166.88	*1,137.12*	298,408.00	13.8%	**257,241.12**
61513 Benefits-Permanent	6,860.00	6,924.90	*-64.90*	12,691.00	12,796.64	*-105.64*	89,523.00	14.3%	**76,726.36**
61520 Wages-Casual Temporary	2,996.00		*2,996*	4,794.00		*4,794.00*	39,100.00	0.0%	**39,100.00**
61523 Benefits-Casual Temporary	360.00		*360*	576.00		*576.00*	4,692.00	0.0%	**4,692.00**
62018 Operating Supplies	60.00	0.40	*59.60*	120.00	6.02	*113.98*	760.00	0.8%	**753.98**
62129 FOL-Initiatives			*0.00*			*-198.11*			**-198.11**
62244 Bank Charges	250.00		*250.00*	500.00	198.11	*-1,251.86*	3,000.00	58.4%	**1,248.14**
62253 Lib. Brd Education & Exp.	1,000.00	1,581	*-580.87*	2,000.00	1,751.86	*-16,340.80*	5,000.00	366.8%	**-13,340.80**
62311 Memberships/Dues	150.00		*150.00*	10,150.00	18,340.80	*10,150.00*	16,500.00	0.0%	**16,500.00**
62317 Audit	-4,968.00		*-4,968*	-4,968.00		*-4,968.00*	4,870.00	0.0%	**4,870.00**
62335 Contracted Services	667.00		*667.00*	1,334.00		*1,334.00*	8,000.00	0.0%	**8,000.00**
62360 Fundraising						*0.00*			**0.00**
62416 Interdepartmental Charges							475,791.00		**475,791.00**
62437 Contribution to Reserves									**0.00**
Total 40010 Administration	25,392.00	30,792.39	*-5,400.39*	61,801.00	131,467.92	*-69,666.92*	830,144.00	15.8%	**698,676.08**
41010 Library Public Services									
61510 Salaries-Permanent	107,433.00	98,701.47	*8,731.53*	198,751.00	182,051.47	*16,699.53*	1,401,979.00	13.0%	**1,219,927.53**
61513 Benefits-Permanent	32,230.00	30,954.65	*1,275.35*	59,626.00	57,206.83	*2,419.17*	420,594.00	13.6%	**363,387.17**
61520 Wages-Casual Temporary	85,868.00	84,768.19	*1,099.81*	137,389.00	141,144.08	*-3,755.08*	1,120,596.00	12.6%	**979,451.92**
61521 Overtime-Casual Temporary		47.47			47.47				
61523 Benefits-Casual Temporary	10,304.00	12,744.08	*-2,440.08*	16,488.00	21,092.83	*-4,604.83*	134,472.00	15.7%	**113,379.17**
62018 Operating Supplies	1,005.00	290.22	*714.78*	2,010.00	2,151.70	*-141.70*	12,069.00	17.8%	**9,917.30**
62312 Insurance						*0.00*	5,843.00	0.0%	**5,843.00**
62321 Rental-Facility			*0.00*			*0.00*	358,545.00	0.0%	**358,545.00**
62335 Contracted Services	4,317.00		*4,317.00*	8,584.00	3,896.90	*4,687.10*	58,588.00	6.7%	**54,691.10**
62346 Courier	2,983.00		*2,983.00*	5,970.00	2,236.04	*3,733.96*	35,800.00	6.2%	**33,563.96**
Total 41010 Library Public Services	244,140.00	227,506.08	*16,633.92*	428,818.00	409,827.32	*18,990.68*	3,548,486.00	11.5%	**3,138,658.68**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of February 28, 2026

	February Budget	February Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
41015 Collections and Access Services									
61510 Salaries-Permanent	32,630.00	31,801.40	*828.60*	60,365.00	58,743.27	*1,621.73*	425,821.00	13.8%	**367,077.73**
61513 Benefits-Permanent	9,789.00	9,682.77	*106.23*	18,109.00	17,891.33	*217.67*	127,746.00	14.0%	**109,854.67**
62018 Operating Supplies	450.00	93.87	*356.13*	600.00	99.49	*500.51*	4,000.00	2.5%	**3,900.51**
62058 Online Databases	69,137.00	9,061.23	*60,075.77*	98,001.00	53,537.58	*44,463.42*	99,446.00	53.8%	**45,908.42**
Total 41015 Collections and Access Services	112,006.00	50,639.27	*61,366.73*	177,075.00	130,271.67	*46,803.33*	657,013.00	19.8%	**526,741.33**
41020 Library Grants									
50319 Grants/Subsidies (Revenue)			*0.00*			*0.00*			**0.00**
61520 Wages-Casual Temporary			*0.00*		1,280.99	*-1,280.99*			**1,280.99**
61523 Benefits-Casual Temporary			*0.00*		120.14	*-120.14*			**120.14**
62319 Grants (Expenses)			*0.00*			*0.00*			**0.00**
Total 41020 Library Grants		0.00	*0.00*		1,401.13	*-1,401.13*			**-1,401.13**
41025 Library Info Technology									
61510 Salaries-Permanent	31,306.00	24,390.34	*6,915.66*	57,916.00	45,066.29	*12,849.71*	408,548.00	11.0%	**363,481.71**
61513 Benefits-Permanent	9,392.00	7,889.07	*1,502.93*	17,375.00	14,581.13	*2,793.87*	122,565.00	11.9%	**107,983.87**
61520 Wages-Casual Temporary		593.11	*-593.11*		593.11	*-593.11*			
61523 Benefits-Casual Temporary		52.39	*-52.39*		52.39	*-52.39*			
62018 Operating Supplies	1,090.00	383	*707.34*	2,180.00	388.28	*1,791.72*	13,100.00	3.0%	**12,711.72**
62303 New Staff Technology	3,500.00		*3,500*	3,500.00		*3,500.00*	3,500.00	0.0%	**3,500.00**
62304 Automation	300.00	23.20	*276.80*	40,300.00	54,489.28	*-14,189.28*	67,000.00	81.3%	**12,510.72**
62305 Computer Services	9,248.00	5,874	*3,373.77*	18,496.00	9,452.83	*9,043.17*	110,980.00	8.5%	**101,527.17**
62312 Insurance			*0.00*			*0.00*	5,450.00	0.0%	**5,450.00**
62335 Contracted Services	3,166.00	556.89	*2,609.11*	6,332.00	1,964.65	*4,367.35*	38,000.00	5.2%	**36,035.35**
62396 Mobile Phones / Pagers	615.00	297	*318.11*	1,230.00	296.89	*933.11*	7,380.00	4.0%	**7,083.11**
62397 Telephone	3,080.00	2,968	*112.35*	6,160.00	2,981.92	*3,178.08*	36,970.00	8.1%	**33,988.08**
63037 Software Licence Subscription	4,000.00	4,295.17	*-295.17*	8,000.00	4,295.17	*3,704.83*	52,970.00	8.1%	**48,674.83**
Total 41025 Library Info Technology	65,697.00	47,321.60	*18,375.40*	161,489.00	134,161.94	*27,327.06*	866,463.00	15.5%	**732,301.06**
41030 Programming and Outreach Services									
61510 Salaries-Permanent	45,611.00	48,473.08	*-2,862.08*	84,380.00	74,813.87	*9,566.13*	595,221.00	12.6%	**520,407.13**
61513 Benefits-Permanent	13,683.00	15,774.97	*-2,091.97*	25,314.00	24,064.39	*1,249.61*	178,566.00	13.5%	**154,501.61**
61520 Wages-Casual Temporary			*0.00*	-52.00	6,283.94	*-6,335.94*	-52.00	-12084.5%	**-6,335.94**
61523 Benefits-Casual Temporary			*0.00*	-6.00	1,169.84	*-1,175.84*	-6.00	-19497.3%	**-1,175.84**
62018 Operating Supplies		1	*-0.79*		12.02	*-12.02*	1,700.00	0.7%	**1,687.98**
62414 Special Programs	2,125.00	2,025.72	*99.28*	4,115.00	2,377.80	*1,737.20*	31,500.00	7.5%	**29,122.20**
Total 41030 Programming and Outreach Services	61,419.00	66,274.56	*-4,855.56*	113,751.00	108,721.86	*5,029.14*	806,929.00	13.5%	**698,207.14**
41035 Communications and Cultural Development									
61510 Salaries-Permanent	31,060.00	29,606.00	*1,454.00*	57,461.00	54,693.16	*2,767.84*	405,338.00	13.5%	**350,644.84**
61513 Benefits-Permanent	9,318.00	9,639.28	*-321.28*	17,238.00	17,813.65	*-575.65*	121,601.00	14.6%	**103,787.35**
62018 Operating Supplies	500.00	135.08	*364.92*	1,000.00	1,127.56	*-127.56*	7,877.00	14.3%	**6,749.44**
62304 Automation	200.00	143	*57.09*	2,000.00	236.53	*1,763.47*	6,350.00	3.7%	**6,113.47**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of February 28, 2026

	February Budget	February Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62315 Printing & Advertising	4,300.00	641	*3,658.92*	4,600.00	971.80	*3,628.20*	20,080.00	4.8%	**19,108.20**
62335 Contracted Services			*0.00*		1,526.40	*-1,526.40*	2,500.00	61.1%	**973.60**
62414 Special Programs			*0.00*			*0.00*	6,000.00	0.0%	**6,000.00**
Total 41035 Communications/Community Dev	45,378.00	40,164.35	*5,213.65*	82,299.00	76,369.10	*5,929.90*	569,746.00	13.4%	**493,376.90**
41045 Corporate Services & Projects									
61510 Salaries-Permanent	10,692.00	10,420.05	*271.95*	19,780.00	19,247.82	*532.18*	139,525.00	13.8%	**120,277.18**
61513 Benefits-Permanent	3,208.00	3,317.24	*-109.24*	5,934.00	6,129.75	*-195.75*	41,857.00	14.6%	**35,727.25**
62310 Training/Development/Seminars	3,500.00	16,216.75	*-12,716.75*	22,500.00	16,015.68	*6,484.32*	64,610.00	24.8%	**48,594.32**
62314 Mileage	500.00	422.54	*77.46*	1,500.00	422.54	*1,077.46*	9,500.00	4.4%	**9,077.46**
62322 Postage	210.00	194.99	*15.01*	420.00	195.06	*224.94*	2,500.00	7.8%	**2,304.94**
62335 Contracted Services	167.00		*167.00*	334.00		*334.00*	2,000.00	0.0%	**2,000.00**
Total 41045 Corporate Services & Projects	18,277.00	30,571.57	*-12,294.57*	50,468.00	42,010.85	*8,457.15*	259,992.00	16.2%	**217,981.15**
41050 Maker & Emerging Technologies									
61510 Salaries-Permanent	27,804.00	27,526.73	*277.27*	51,437.00	50,495.63	*941.37*	362,836.00	13.9%	**312,340.37**
61513 Benefits-Permanent	8,341.00	8,615.74	*-274.74*	15,431.00	15,887.72	*-456.72*	108,851.00	14.6%	**92,963.28**
62018 Operating Supplies	350.00	1	*349.20*	350.00	12.03	*337.97*	700.00	1.7%	**687.97**
62414 Special Programs	100.00	1,592.62	*-1,492.62*	1,700.00	1,815.47	*-115.47*	7,800.00	23.3%	**5,984.53**
Total 41050 Maker & Emerging Technologies	36,595.00	37,735.89	*-1,140.89*	68,918.00	68,210.85	*707.15*	480,187.00	14.2%	**411,976.15**
Total Caledon Public Library-Lending Services	**608,904.00**	**531,005.71**	**77,898.29**	**1,144,619.00**	**1,102,442.64**	**42,176.36**	**8,018,960.00**	**13.7%**	**6,916,517.36**

Capital Project Expense Report - as of February 28, 2026

	Budget	Expended Previous Year(s)	Expended 2026 YTD	Total Project Spend to Date	Deficit Forwarded to 2025	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years								
23-035 Library Implementation of Microsoft 365	25,000.00	15,271.88	31.74	15,303.62		9,696.38	61.2%	
23-120 Library Furniture Replacement	60,000.00	41,845.73		41,845.73	4,458.00	13,696.27	77.2%	
25-031 Library Access P1 Inglwood	64,000.00	45,094.48	1,170.24	46,264.72		17,735.28	72.3%	
25-062 Library Materials & Collections 2025	500,000.00	456,933.39	-2,200.46	454,732.93	42,010.18	3,256.89	99.3%	
59275 Capital Donations	711.75							
Total Library Collections and Materials (25-062)	500,711.75	456,933.39	-2,200.46	454,732.93	42,010.18	3,968.64	99.2%	
25-063 Library IT Equipment	115,000.00	38,796.95	1,118.81	39,915.76		75,084.24	34.7%	
Capital Projects - Current Year								
26-099 Library Materials & Collections 2026	500,000.00	6,178.85	95,433.61	101,612.46		398,387.54	20.3%	
25-238 Library IT Equipment 2026	141,000.00			0.00		141,000.00	0.0%	
26-239 Library Cybersecurity Infrastructure	50,000.00			0.00		50,000.00	0.0%	
26-240 Caledon Village Branch Refurbishment	920,000.00			0.00		920,000.00	0.0%	

Library Reserve Balances - as of February 28, 2026

01-00-000-00000-000-20841 Library Bequest Fund - MDV	28.95
08-07-900-35043-000-25000 Library Donation and Bequest Reserve Fund	17,498.58
08-07-900-35051-000-25000 Library General Reserve Fund	26,217.75

Attachment 6-C

Strategic Actions Update

March 2026

Community Connections

In addition to all of the core maker, partner and active living and learning programs continually offered, some items of interest included:

Programs for children, tweens & families:

Afterschool Minecraft Club
Cedar Salve Workshop for families presented by Roots & Raven
Clay Pinch Pot Canoe: A Grounding Activity presented by Roots & Raven
Family Literacy Day Challenge
Library Winter Olympics - Celebrate the Games Together!
Surprise Story Times: Fairy Tale Adventures & Mo Willems Party
Tween Club Books & Beyond: Valentines STEAM activity

Programs for teens and adults included:

Book Publishing 101 featuring local author & CPL staffer MJ Moores
Celebrate Canadian Dr. Anne Dagg - The Jane Goodall of Giraffes
Dungeons & Dragons Club for Teens
Graphite Pencil Art Workshop for Teens & Adults with local artist Ricky Schaede
Meditative Mandalas with Michele Johnston
Seniors Social Circles
Teen Book Box: Anti-Valentine
Travel Diaries: Wild Wonders of Costa Rica with CPL staffer Michelle Matthews
Travel Diaries: Explore Newfoundland's East Coast Trail with local author Nicola Ross
Valentine Bottle Art with local artist Wilhemina Wilson
What's New in Databases
Winter 2026 Olympics Watch Parties: Cheers on the men's hockey team!

In celebration of Albion-Bolton Ontario Heritage Week, the Albion Bolton Historical Society presented a curated display of historic photographs, maps, and artifacts highlighting the history of the former Township of Albion, with a focus on the village of Bolton. The exhibit offered a meaningful glimpse into the people, places, and moments that built the community we know today.

Caledon Public Library celebrated Family Day by opening two branches—Caledon East and Southfields Village—from 10 AM to 2 PM, offering a variety of family-friendly activities for the community. These included live equipment demonstrations and interactive maker stations for all ages, a Minecraft Escape Room, and scavenger hunts. Together, these activities provided an engaging and inclusive Family Day experience for participants across both library locations.

Maker Programming

CPL Makers: Cricut Craft Social
CPL Makers: Intermediate 3D Design
CPL Makers: Learn to Use the Janome Embroidery Machine / Learn to Use the xTool / Learn to Use the 3D Printer
CPL Makers: Sew-cial Club

CPL Makerspaces continued to support creative learning and community engagement in January & February. Highlights included hosting a LINC (Language Instruction for Newcomers to Canada) group, where participants explored maker technologies and gained hands-on experience with digital creation tools, as well as welcoming a local Pathfinders/Rangers group for a makerspace visit.

New for 2026, the Maker team introduced new social club-style and “Learn To” programs, providing learning options beyond one-to-one appointments, increasing attendance capacity, and supporting peer-to-peer learning among existing makers.

Community Outreach and Group Visits

Library staff presented to the following community businesses and organizations, raising awareness of CPL's relevant

- Chamber of Commerce
- Coldwell Realtors
- Moffat Dunlap Real Estate
- Town of Caledon

CPL representatives met with Husky Industrial Molding's Human Resources and Communications leadership teams to provide an overview of the library's services and offerings. The organization was very receptive, opening a dialogue on the library hosting quarterly Lunch & Learns / Pop-Ups in the Husky facility to market our services to their 1600+ staff and create library cards.

CPL hosted a 30-person cohort of CCS' LINC students to showcase the library services and offerings, as well as the makerspace. CPL delivered a presentation / workshop on the collection, digital resources, and other services, in addition to a unique makerspace activity. Following this, we have opened a dialogue to continue hosting events such as these with CCS and are also in communication to brainstorm additional collaborations and initiatives.

Hosted by the Town of Caledon, CPL staff participated in the 22nd Annual WinterFest Celebration. Staff in attendance estimated that they engaged with approximately 500 of the attendees, showcasing CPL's services and offerings and facilitating library card registrations and renewals.

Four (4) class visits were hosted at the full-service branches, reaching 81 students and their teachers. The Southfields Branch also hosted 192 Montessori students over six (6) visits.

Caledon Public Library partnered with People Services to celebrate Black History Month this February by setting up a book display in the Town Hall atrium. Staff selected a range of books highlighting Black history, culture, achievements, and voices across genres and age groups.

Learning & Growth

As per the identified objective to "ensure sustainable growth and ongoing improvements in service delivery by enhancing staffing levels, building staff capacity, and supporting staff development" staff representatives and members of the leadership team participated in the following learning opportunities over the past month:

- Accessibility in libraries - Real stories, Practical lessons
- Accommodating Mental Health in the Workplace: Advanced Accommodation Principles
- AI in Libraries Foundations Webinar with Crystal Trice
- Beyond the Basics: Unlocking the Magic of Libby
- Big Think Conference
- Booked for Wellness Webinar: Wellness Inspiration for Every Reader
- Breaking the Chain: Unlocking Library Programming Ideas in Support of Freedom to Read
- Chapter Books & Early Readers
- Discover Sign Language
- Freedom to Read Week: A Conversation About Censorship in Libraries
- Future-Ready Youth: Preparing our patrons to navigate the Age of AI
- How-to: Annual Survey of Public Libraries 2026
- Innovative Library Service Delivery: Adapting to the Digital World
- Leading Mindfully - Building Intentional Results
- Library Impact Ontario 2026
- MFIPPA Workshop
- Next Gen Tools for SWOT Analysis and Strategic Insight

OLA Super Conference 2026
Spring Adult Faves
The Role of Libraries in Supporting Mental Health

Informed Service Development

In an effort to have a more visibly inclusive and diverse collection , traditional holiday spine labels for the children's picture book collection have been replaced with a generic "holiday" label which can be applied to picture books about holidays and celebrations for all faiths and cultures.

Four small cube tables were added to the Southfields Village Branch to complement the chairs recently installed at the main entrance. These tables enhance the space by allowing customers to sit more comfortably while socializing, connecting, or spending time in the branch.

Tech 1:1 appointments are now more flexible for customers. Rather than being limited to set days and times, branch staff will work directly with customers to book appointments at mutually convenient times.

A new multilingual vendor has been procured who will provide access to a more robust selection of materials in other languages and will deliver multiple times per year instead of just once at the end of the year. This provides better access to multilingual materials for our communities.

Prompted by customer requests, juvenile Italian materials are being added to the Bolton collection.

The following resident comments were recently shared in branch, via email or through the Library's social media

Request for *"a little more seating space and more activities for toddlers"* - received at the Caledon East Branch

"More activities/events at this locations - kids ages 5-10 during March Break and PA Days. We miss the science days!" -

"We had fun, I do not have any concerns. Just appreciation for the family events and I hope that there are more in the future" - received at Southfields Branch

"I used one o your little meeting rooms today for 2 hours. It was such a quiet lovely space. I look forward to coming back again" - received at the Caledon East Branch

Intellectual Freedom & Civic Dialogue

A number of initiatives were implemented in honour of Freedom to Read Week (Feb 22-28) including button making, book displays, bookmarks and book lists and blog posts.

In partnership with Caledon Community Services, the Library has expanded the English Conversation Circle program to both the Caledon East and Albion Bolton branches. Sessions now run Monday mornings in Caledon East and Monday evenings in Albion Bolton, building on the program's previous availability at the Southfields branch. This initiative supports newcomers by providing a welcoming environment to practice English conversation skills and build confidence within the community.

The Library has introduced a new monthly reader's advisory "newsletter", replacing the previously provided genre lists. Patron Point Recommends automatically emails customers reading recommendations based on their preferred subjects and genres. These lists will be complemented by a list of staff recommendations entitled "Shelfishly Good

The following links provide a highlight of CPL's recent media coverage:

Caledon Public Library received $6000 donation
Friends of Caledon Public Library donates $6,000 as the Library looks ahead to 2026
Check out Caledon public library March break programs
Get free one-on-one personalized tech support at Caledon Public Library - Just Sayin' Caledon
Caledon Public Library wins Minister's Award for Innovation - Just Sayin' Caledon
Family Day weekend free activities and Town closures - Just Sayin' Caledon

Caledon Public Library receives Ontario Public Library Service Award | Caledon Citizen
Experience the Winter Olympics at the Caledon public library
Seedy Saturday returns to Caledon with Gardening Expert Frankie Flowers
Caledon public library partnership wins Ontario innovation award
March into Fun: What's happening at the Library - Just Sayin' Caledon
Caledon Public Library launches first-ever summer Makerspace Camps for young creatives - Just Sayin' Caledon

Attachment 6-D-1

Caledon Public Library

February 2, 2026

Mayor Groves
Town of Caledon
6311 Old Church Road
Caledon, ON L7C 1J6

Dear Mayor Groves:

Thank you for initiating our recent meeting. It was a pleasure to discuss our shared focus on responding to the community's evolving needs. We are very grateful for your strong support for the Caledon Public Library and your appreciation of its staff, spaces and services.

The Board and I share your commitment to working together to strengthen the Library's partnership with the Town. We look forward to a collaborative, open and mutually respectful budget process and welcome opportunities to engage with you in discussions about the Library's priorities for 2026 and beyond.

To this end, we would like to invite you to attend an upcoming meeting of the Library Board. We hope that one of the following dates will suit your availability:

- Monday, March 16, 2026, 6 PM, Albion Bolton Branch
- Monday, April 20, 2026, 6 PM, Southfields Village Branch
- Monday, May 25, 2026, 6 PM, Albion Bolton Branch
- Monday, June 15, 2026, 6 PM, Southfields Village Branch

Please let us know which date works best for you, and we will be pleased to share the meeting agenda in advance.

Sincerely,

Tony Maxwell

Tony Maxwell
Chair, Caledon Public Library Board

cc: Caledon Public Library Board

Kevin Klingenberg
Municipal Clerk, Clerk's Division
Corporate Services
Office: 905.584.2272 x. 4069

Attachment 6-D-2

OFFICE OF THE CLERK
Council & Committee Services

February 4, 2026

Attention: Tony Maxwell, Board Chair

Dear Mr. Maxwell

RE: Staff Report 2026-0002: Use of Municipal Resources during the 2026 Regular Election Campaign Period

Please be advised that at the Town Council meeting held on January 27, 2026, Council adopted a resolution regarding Staff Report 2026-0002: Use of Municipal Resources during the 2026 Regular Election Campaign Period

The resolution reads as follows:

> *That the Town of Caledon Use of Corporate Resources for Election Purposes Policy be repealed; and*
>
> *That the Council Expense Policy be amended as outlined in this Staff Report 2026-0002 to add a policy statement regarding Councillor Office Budgets, as amended to replace the word 'one-third' with 'half' in added clause 1.5 of the Council Expense Policy and remove policy conditions regarding use of municipal resources during a campaign period; and*
>
> *That Schedule A to Staff Report 2026-0002, a by-law to establish the rules and procedures with respect to the use of municipal resources during the 2026 Regular Election campaign period, be approved as amended to remove the words 'a month prior to' from clause 5.5 and replace with the words 'the start of'; and*
>
> *That a copy of this report and any Council decided By-law be sent to the Town of Caledon Public Library Board and the Downtown Bolton Business Improvement Area Board of Management for their applicable modified adoption or consideration to fulfill their legislated requirement to establish rules and procedures with respect to the use of board resources during the election campaign period.*

A copy of the staff report and By-law have been enclosed for your reference. Please note that the staff recommendation was amended.
For more information regarding this matter, please contact me directly by email at kevin.klingenberg@caledon.ca or by phone at 905.584.2272, ext. 4069.

Thank you for your attention to this matter.

Sincerely,

Kevin Klingenberg
Municipal Clerk
Clerk's Division, Corporate Services
TOWN OF CALEDON

CC:
Colleen Lipp, CEO and Chief Librarian, clipp@caledon.library.on.ca

Enclosed:
Staff Report 2026-0002: Use of Municipal Resources during the 2026 Regular Election Campaign Period
BL-2026-006

Staff Report 2026-0002

Meeting:	General Committee Meeting
Meeting Date:	January 13, 2026
Subject:	Use of Municipal Resources during the 2026 Regular Election Campaign Period
Submitted By:	Kevin Klingenberg, Municipal Clerk, Corporate Services

RECOMMENDATION

That the Town of Caledon Use of Corporate Resources for Election Purposes Policy be repealed; and

That the Council Expense Policy be amended as outlined in this Staff Report 2026-0002 to add a policy statement regarding Councillor Office Budgets in an election year and remove policy conditions regarding use of municipal resources during a campaign period; and

That Schedule A to Staff Report 2026-0002, a by-law to establish the rules and procedures with respect to the use of municipal resources during the 2026 Regular Election campaign period, be approved; and

That a copy of this report and any Council decided By-law be sent to the Town of Caledon Public Library Board and the Downtown Bolton Business Improvement Area Board of Management for their applicable modified adoption or consideration to fulfill their legislated requirement to establish rules and procedures with respect to the use of board resources during the election campaign period.

REPORT HIGHLIGHTS

- The Council Expense Policy is proposed to be amended to add policy requirements for Council office budgets in an election year, updated from the proposed repealed Corporate Resources for Election Purposes Policy, to have one third of the 2026 budget reserved for this term of council and the balance of the budget for the next term of council.
- Rules and Procedures for municipal resources during the 2026 regular election campaign period are proposed to be established, based on the Town of Caledon's 2022 policy and updated to address identified governance framework, enforcement, and scope issues through completed research and analysis.
- The Town of Caledon established rules and procedures for municipal resources during an election campaign period are proposed to be distributed to its local boards for consideration in the establishment or their Board rules and procedures.

DISCUSSION

Background

The *Municipal Elections Act, 1996, as amended*, section 88.18 provides before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources, during the election campaign period. The Use of Corporate Resources for Election Campaign Purposes policy commonly fulfils this legislative requirement.

As identified in the legislation, this requirement must be passed by Council each election year. The previous term of Council passed the 2022 Corporate Resources for Election Campaign Purposes Policy through the approval of Staff Report 2022-0118 to complete this legislative requirement.

Council approved the election workplan outlined in Staff Report 2025-0343 which included a report on updates to the Use of Corporate Resources for Election Campaign Purposes policy in the fourth quarter of 2025. The proposed establishment of rules and procedures was postponed until January 2026 upon the commencement of researching for this report, to align with legislative requirements for these rules to be established in an election year.

Methodology

A methodology for this report was prepared to enable a full in-depth review and redevelopment of a governance document that establishes the rules and procedures with respect to the use of municipal resources during the election campaign period, to accurately align within the legislative framework of the *Municipal Elections Act, 1996.*

The basis of the methodology starts with this legislative framework alignment. An in-depth review of the *Municipal Elections Act, 1996,* was completed to ensure the principles and application of the established rules and procedures were consistent with the broader enabling legislation, and the legislative authority to establish the rules being proposed for establishment.

The next stage included a review of the rules and guidelines to serve as a basis for the new rules and guidelines. These 2022 rules and guidelines were evaluated to identify any outstanding issues. The rules from 2022 were kept as presented for 2026 if there were no issues and either proposed modified as outlined in this report, or removed entirely, if there were identified issues.

The final stage was to apply a completed review of other municipal 2022 rules and guidelines to determine if the proposed rules and procedures were comparable to other municipalities, and identify other applicable rules and procedures previously established in 2022 by other municipalities, for Council consideration into whether they also wanted to adopt at the Town of Caledon.

Research

Research was undertaken with comparable municipalities by searching their publicly available 2022 Use of Corporate Resources During an Election Policy, in consideration of preparing the Town of Caledon's 2026 rules and procedures. Municipalities with a comparable population or proximity to the Town of Caledon were selected for review, consisting of the following fourteen municipalities: Brampton, Mississauga, Vaughan, New Tecumseth, King Township, Newmarket, Halton Hills, Burlington, Oakville, Milton, Clarington, Whitby, Pickering, and Ottawa. Most researched policies are for the 2022 municipal election.

The policies reviewed consistently apply to all members of council, local boards, candidates, registered third parties and municipal staff. Most policies restrict the following activities during an election period:

- use of municipal facilities, property, or events
- use of municipal staff
- communications (including advertising, social media, corporate websites, etc.)
- information technology
- municipal branding/logos/identifiers
- municipal budget/funding
- general corporate resources (stationary, graphics, images, printing of materials, etc.)

The Town of Caledon's 2022 rules and procedures categorized these activities into 5 categories of 1) Social Media, 2) Communications, 3) Technology, 4) Town Properties and Facilities, and 5) Town Services.

The proposed 2026 rules and procedures attached as Schedule A to this report loosely categorizes the same rules into the following five reorganized parts of 1) Facilities and Events, 2) Municipal Communications, 3) Member Communications (previously social media), 4) Technology, and 5) Information. This categorization allows for a stronger alignment within the legislative framework and intends for greater clarity and readability.

The wording of the rules and procedures were updated for the same reasons as the recategorization. Wording updates to the rules generally consist of minor updates to provide enhanced clarity or technical fixes to ensure a properly functioning and understood rule or procedure.

The 2022 rules and procedures without identified issues are proposed to be inherited in the same manner and effect in 2026. The proposed rules and procedures are generally comparable to the researched municipalities, within range of other researched rules and procedures. The rules surrounding equitable access to information was uncommon, and requirements for Council to select an option of creating a separate social media account or maintaining a restricted use single account was entirely unique when compared to researched municipalities.

The Town of Caledon's rules and procedures are generally in-line when compared to researched municipalities, however, tend to be less robust or detailed as the four-page policy was the shortest policy document when compared to researched municipalities. The

full prohibition of using facility rentals for campaign events is stricter than almost all researched municipalities, as many of them allow facility rentals for campaigning provided the rental fee is paid in full for providing the same level of access to facilities for candidates to campaign as the public does for any other event.

A few municipalities specifically included the municipality's chain of office could not be included in any campaign related material. The Town of Caledon did not specifically identify the chain of office, however, 'etc.' is used which could consider indirectly encompassing the chain of office. The 2026 rules updates the wording from 'etc.' to 'identifier' as a catch-all phrase.

The largest variance in rules and procedures were regarding social media. The strictest research policy included unfollowing members of council during the campaign period and removing any reference to them on municipally operated accounts, while other municipalities only contained high level requirements to not use municipal resources on member social media platforms.

Issues Statement and Analysis

1. Governing Document

Research was conducted for evaluating the most appropriate fit to establish rules and guidelines in compliance with this section of the *Municipal Elections Act, 1996*. The powers of a municipality are exercised by by-law unless authorized to do otherwise in accordance with the *Municipal Act, 2001* section 5(3). There is no other authorization specified within legislation for Council to deploy with respect to the establishment of these rules and procedures.

A policy usually intends to have a continuing effect beyond a one-time interim period or an opportunity for continued re-application. The established rules and guidelines become obsolete after the conclusion of the 2026 election campaign period. It is subsequently recommended as a better governance fit for a by-law to be enacted, instead of a policy, for providing the rules and procedures with the singular interim effect during the 2026 election campaign period. This approach would operate like that of an interim control by-law and is recommended despite making the Town of Caledon an outlier in comparison to researched municipalities as they all, with Clarington as the exception, have their 2022 Use of Corporate Resources for Election Purposes Policy in a policy format.

2. Enforcement

Municipal Elections Act, 1996 section 94 provides a person who contravenes a by-law passed by a municipality under this Act is guilty of an offence. Section 94.1 paragraph 1 prescribes a fine or not more than $25,000 for an individual convicted of any offence. An enacted by-law to establish rules and procedures subsequently resolves the enforcement of the established rules and procedures of municipal resources during a campaign period as it becomes subject to the enforcement provisions of the *Municipal Elections Act, 1996* which it was passed under this authority.

There is no better alternative available through a policy enactment. Six municipalities include an enforcement provision prescribing the ability for measures to be taken for non-

compliance of the policy. The Clerk, or their designate, is frequently responsible for resolving complaints or contraventions. Of the six policies that contain an enforcement provision, most remedial actions are vague in nature and limited to "taking corrective action", "resolve" or "take such action as necessary." These provisions lack clout or impact to contraventions.

The Town of Caledon Code of Conduct for Members of Council and Designated Boards section 9 addresses use of corporate resources during elections for members. The provisions listed is insufficient as it only takes effect for members and not candidates running for election. The Code of Conduct does not apply to a candidate who is not already a member and would be unenforceable for candidates running for first-time election to office.

Further, the *Municipal Act, 2001* section 223.4(9) provides rules that apply during the regular election which includes between nomination day (May 1) and voting day (October 26) there are no requests for Integrity Commissioner inquiries about Code of Conduct contraventions, or reporting from the Integrity Commissioner about whether the Code of Conduct was contravened. Relying on the scope of the Code of Conduct enforcement on use of municipal resources during the campaign period is subsequently of limited, likely insufficient effect.

The Municipal Elections Act sections 88.22 and 88.26 provides duties of candidates and third-party advertisers to return contributions of money to either the contributor or, if returning to the contributor is unavailable, then paid to the clerk. The same principle is proposed to be followed for returning goods and services contributions of municipal resources to the municipality in the by-law, in-conjunction with the commonly applied approach for the Clerk to resolve complaints or contraventions.

The proposed by-law prescribes that if an apparent contravention is identified by or to the Clerk, then the Clerk shall notify the candidate, third-party advertiser, or council member, and the municipal resources are returned to the Clerk, or the municipally resourced campaigning is immediately discontinued.

3. Scope

a. Campaign Period Scope

Most municipalities define the "campaign period" as beginning on the date in which nomination papers are filed and ending on December 31 in the case of a regular election. There are some noted variations in wording specific to "the date in which a candidate files their nomination papers" versus "the date in which nomination papers may be filed".

The scope of the rules and procedures is proposed to be limited to only the 2026 general election campaign period for the Town of Caledon, to align with the legislative requirement outlined in the *Municipal Elections Act, 1996*. The current 2022 Town of Caledon Corporate Resources for Election Purposes Policy does not specify whether it pertains to a specific municipal general election and could be read to apply to the 2026 general election. It is proposed to repeal the policy for complete clarity.

b. Rules and Procedures Scope

Some researched municipal policies contain broader rules and procedures within their policies that are more suitable for staff political engagement provisions in an employee code of conduct or broader policy on use of corporate resources for political activities at other levels of government. The proposed rules and procedures solely focus on the rules and procedures with respect to the use of municipal resources during the upcoming 2026 election campaign period. Any rules and procedures in Caledon's 2022 policy that are broader than the 2026 municipal election campaign period or than the legislative authority to impose the rule or guideline are removed as proposed rules for 2026.

The 2022 Caledon rule or procedure to require Council members select an option of setting up a new account or restrict use on their current account is an anomaly and proposed to return to within scope of the researched municipalities that align with principles of the *Municipal Elections Act, 1996*, to refrain from previously contributed municipal resources being used for campaign purposes. There should not be a restricted use single account option, an entirely separate account for campaigning is necessary.

c. Election Year Council Expenses Scope

There are provisions regarding Council expenses during an election year in the 2022 Corporate Resources during an Election Policy that are out of scope to the legislative authority provided within the *Municipal Elections Act* section 88.18, and should instead belong within the Council Expense Policy. The policy statement is as follows:

> In a municipal election year, a portion of the annual budget for each Council Member's office is to be reserved for the new term of Council. Therefore, an incumbent shall only spend up to 11/12 of the budget for that year and 1/12 is to be reserved for the next term.

There are additional election-based policy statements currently within the Council Expense Policy which provide rules and procedures for the use of municipal resources during a campaign period, specifically:

> 1.4 Ineligible expenses - expenses that will not be paid or reimbursed by the Town are listed below:
>
> - election-related expenses
> - expenses for ward/constituency events, publications or personalized stationery and business cards after August 19 of an election year.

It is proposed to amend the Council Expense Policy to accurately include the policy provisions in-scope to its policy. Apportioning an annual Council member's budget is in-scope to the Council Expense Policy and election-related expenses or municipal resource expenditures during a campaign period is in-scope to rules and procedures for the use of municipal resources during the election campaign period.

Apportioning the annual budget for each Council member's office is proposed to be updated to align with when the campaign period starts on May 1 of an election year, or one-third of a typical annual budget. The budgeting of Council expenses aligns with when

the rules regarding the use of municipal resources are subject to change for the rest of the year. The Council Expense Policy should logically provide that expenditures during the campaign period of an election year are subject to the rules and procedures required to be established by Council under the *Municipal Election Act, 1996*.

The proposed amendment to address this issue within the Council Expense Policy is to 1) remove the two election-based expense bullet points within section 1.4 of the policy, 2) correct numbering errors in the existing policy, and 3) add the following clause as sections 1.5 and 1.6:

1.5 The annual budget for each Council Member's office in a municipal election year shall be expensed up to a maximum one-third of the annual budget prior to the start of the campaign period on May 1, and the balance of the budget shall be held as ineligible for expenditure until the new term of Council begins on November 15.

1.6 The rules and procedures required to be established by Council under the *Municipal Election Act, 1996* prevails over the rules and procedures in this Policy.

The proposed subject rules and guidelines for the use of municipal resources within the Council member offices are proposed to 1) prevent leveraging municipal resources during a campaign period to inadvertently support an incumbent Councillor's campaign for re-election, and 2) allow for newly elected Council members to get established for the 2026 to 2030 term of Council. The proposed rule for municipal resources is as follows:

5.5 Municipal resources are prohibited to be used to create any advertisements, flyers, newsletters, business cards or personalized stationery which represents a member from the month prior to the campaign period until the beginning of the new term of Council.

This change in policy presents a significant shift to a more equitable, fair and balanced governance framework for use of municipal resources by Council during a campaign period. The restriction of one-twelfth of used budgeted Council office resources from the end of the nomination period (August 19 in the 2022 Election), to restricting a minimum two-thirds of budgeted Council office resources from a month earlier to the start of a campaign period (April 1) prevents the possibility for abuse of process for newsletters or other forms of publication and stature to be circulated just prior to, or during, the campaign period, and subsequently misconstrued as being campaign materials for re-election.

The beginning of the term comes with immediate increased municipal resourcing requirements for stationary, publications and preparing for ward or constituency events to build inventory for the rest of the term of Council. Preserving the two-thirds balance of a Council member's office budget will allow for incoming 2026 - 2030 Council members to get established in the final weeks of 2026 without waiting for available use of the 2027 Council office budgeted amounts.

It is additionally acknowledged the growing prominence of using municipal resources, both in the Town of Caledon and more broadly throughout Ontario, for unofficial or 'campaign style' social media posts, newsletters, or other forms of communications distributed in advance of the campaign period, to effectively pre-campaign for re-election. There is a susceptibility to causing public confusion as to what is campaign material and what is not

campaign material without a month gap prior to the campaign period, in addition to the availability to leverage municipally resourced communications to be repurposed as campaign materials.

Accepting this rule change demonstrates that Council is committed to maintaining a fair and just electoral process even when there are material advantages for an individual members re-election bid with maintaining the status quo.

Local Board Resources During the Campaign Period

Municipal Elections Act, 1996, section 88.18 provides that both municipalities and local boards are to establish rules and procedures with respect to the use of their resources during the campaign period. The by-law attached as schedule A to this report is proposed to be passed to fulfil the legislative requirement for the Town of Caledon.

The Town of Caledon's Public Library Board and Downtown Bolton Business Improvement Area are autonomous decision-making bodies to the municipality, and to complete this legislative requirement will need the Board's to make their own decision on their rules and procedures of using local board resources during the campaign period.

It is recommended for Council to provide each of its Boards with a copy of this report, and the approved rules and procedures to support their decision-making. The Board could at their discretion either adopt the Town of Caledon's rules and procedures as their own or modify to closely align with their operations, prior to May 1, 2026.

FINANCIAL IMPLICATIONS

None.

COUNCIL WORK PLAN

Strategic Plan 2023-2035

This report is directly related to the following priority in Caledon's 2023-2035 Strategic Plan:

Service Excellence and Accountability

A strengthened Municipal Election governance framework develops public trust in local democratic processes.

Details about Caledon's 2023-2035 Strategic Plan can be found at caledon.ca/strategicplan.

ATTACHMENTS

Schedule A: Proposed Use of Municipal Resources during the 2026 Regular Election Campaign Period By-law

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2026-XX

A By-law to establish the rules and procedures with respect to the use of municipal resources during the election campaign period and provide the rules and procedures therein.

WHEREAS *Municipal Act, 2001,* section 5(1)(3) prescribes the powers of a municipality shall be exercised by its council, and a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended*. section 88.8(4) paragraph 5 provides a municipality shall not make a contribution to a campaign;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended*. section 88.8(9)(10) provides that if a municipality makes information available to the public on a website or in another electronic format, including the phone number and email address provided by the candidate in the nomination filed or a hyperlink to the candidate's website, the provision of the information does not constitute a contribution to a candidate;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended*., section 88.22(1)(o)(p) provides that a candidate shall ensure that a contribution of money made or received in contravention of a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention, and a contribution not returned to the contributor is paid to the clerk with whom the candidate's nomination was filed;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended* section 94 provides a person who contravenes any provision of a by-law passed by a municipality under this Act is guilty of an offence;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended* section 88.18 provides before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources, during the election campaign period;

AND WHEREAS this By-law is a Corporation of the Town of Caledon by-law under the *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended;*

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient, accountable and transparent to establish rules and procedures, as required, with respect to the use of municipal resources, during the election campaign period which is consistent with established *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended* principles as provided in Staff Report 2026-0002 at its earliest possible convenience in the year of a regular election;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

That the rules and procedures with respect to the use of municipal resources during the 2026 regular election campaign period are hereby established as provided within this By-law, which shall be named the Use of Municipal Resources during the 2026 Regular Election Campaign Period By-law, containing the following parts:

PART 1 - DEFINITIONS

1.1 In this By-law:

"Campaign period" means the first day a person is eligible to be nominated on May 1, 2026, until the campaign period ends on December 31, 2026, inclusive of extended campaign period only for affected candidates, if applicable.

"Campaign related activity" or **"campaign materials"** means any activity or produced material by or on behalf of a candidate or registered third party meant to elicit support or opposition during the campaign period.

"**Candidate"** means a person who has been nominated, as defined in section 33 of the Municipal Elections Act for an office of the municipal council.

"Communication" means information or content publicly communicated in any form.

"Clerk" means the statutorily appointed Clerk for The Corporation of the Town of Caledon.

"Council" means the Council of the Corporation of the Town of Caledon.

"Formal access to information request" means an access to information request made under the *Municipal Freedom of Information and Protection of Privacy Act, R,S.O. 1990, Chapter M.56.*

"Member" means a member of the Council of the Corporation of the Town of Caledon.

"**Municipal council"** means the municipal council for the Corporation of the Town of Caledon; and

(a) **"Office of the municipal council"** means the offices of local councillor, regional council, or mayor.

"Municipal Elections Act" means the *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended*.

"**Municipal resources**" means facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the Town of Caledon.

"Online accounts" means any form of an account requiring a registered user-based login to access and operate through a network connection, including but not limited to social media accounts or any externally hosted website platforms.

"Registered third party" means, an individual, corporation or trade union that has filed a notice of registration with the Clerk in accordance with section 88.6 of the Municipal Elections Act.

PART 2 – PRINCIPLES

2.1 The rules and procedures in this By-law are consistent with the principles of the Municipal Elections Act.

2.2 Municipal resources used to promote or oppose the candidacy of a person for office of the municipal council, or that promote or oppose any campaign are prohibited.

2.3 Publicly available municipal resources remain equally accessible to candidates, third party advertisers and the public during the campaign period.

2.4 Where reasonably possible as provided in this By-law, campaign materials are prohibited from including content developed using municipal resources.

2.5 Campaign materials developed using resources other than by municipal resources are governed in accordance with the Municipal Elections Act and not subject to the rules and procedures in this By-law.

2.6 Municipal resources acquired or developed by virtue of office of the municipal council are prohibited from being repurposed as campaign material.

PART 3 – APPLICATION

3.1 Unless otherwise specified in this By-law or the Municipal Elections Act, the rules and procedures outlined in this By-law shall apply during the campaign period.

3.2 The rules and procedures outlined in this By-law apply to the regular election in the year this By-law is prescribed to be enacted and prevails over any other Council enacted rule or procedure with respect to use municipal resources during a campaign period.

3.3 A member is not precluded from performing their duties or inhibited from representing the interest of the electorate through the application of this By-law.

PART 4 – FACILITY AND EVENTS

4.1 Campaign materials are prohibited from display or distribution at any Town of Caledon event, facility, or facility property.

4.2 Town organized or funded events during a campaign period shall occur without any campaigning associated activities, including but not limited to promoting for or against candidates or registered third parties.

4.3 Facility rentals can only be held for general election-related events during the campaign period, held without eliciting support or opposition of a candidate or registered third party.

4.4 Municipal property may be for use in campaign materials, provided the photo is taken without use of municipal resources from a publicly accessible area and without a municipal sign, logo, crest, coat of arms, slogan, or staff in the photo.

PART 5 – MUNICIPAL COMMUNICATIONS

5.1 Any communication materials or activities produced or funded using municipal resources comply with applicable provisions of this By-law and are unrelated to any campaign related activity.

5.2 Websites or domain names that are provided, funded or maintained by the Town shall exclude any campaign material.

5.3 The phone number and email address provided by a candidate in their filed nomination or a hyperlink to a candidate's website shall only appear on a single Town of Caledon webpage containing a list of all candidates who have filed their nomination for an office of the municipal council.

5.4 Any hyperlinks to external websites about a member on a Town of Caledon operated website are removed prior to and prohibited during the campaign period.

5.5 Municipal resources are prohibited to be used to create any advertisements, flyers, newsletters, business cards or personalized stationery which represents a member from the month prior to the campaign period until the beginning of the new term of Council.

PART 6 – MEMBER COMMUNICATIONS

6.1 Members are prohibiting from using municipally resourced communications for any campaign related activity.

6.2 Members use of communications for campaign related activity may provide notice of communication related to their role as a member for those interested in communicating with them in their capacity as a currently elected representative.

6.3 Members use of online accounts for campaign materials shall be notably or visibly differentiated from their municipally resourced online accounts, without any publication related to their role as a member of municipal council which contains:

a. their member associated online account names, monikers or addresses,

b. any reference to the Town of Caledon, its logos, or identifiers, and reference to the member's title from the account handle name, the username, or profile description,

c. any Town of Caledon email address, phone number or other contact information.

PART 7 – TECHNOLOGY

7.1 Municipal computers, cell phones, tablets, printers, scanners, or other services such as email, internet and file storage or other technology assets provided for use to members shall not be used for any campaign related activity.

PART 8 – INFORMATION

8.1 Information not publicly available and received by virtue of a member's office is prohibited for use within any campaign material.

8.2 Distribution lists or contact lists developed using municipal resources or through contact in a member's role shall not be utilized for any campaign related activity.

8.3 Information printed, hosted or distributed by a member during the campaign period is prohibited from using the Town of Caledon logo, crest, or coat of arms.

8.4 The Town of Caledon's logo, crest, coat of arms, slogan or other form of Town of Caledon identifier shall not be printed, distributed or used on any campaign related activity, except in the case of a hyperlink to the Town of Caledon operated website to obtain information about the current regular election the candidate is seeking election into an office of the municipal council.

8.5 Photographs, videos or images produced for, created by or owned by the Town of Caledon shall not be used by candidates or registered third parties for any campaign related activity.

8.6 Where reasonably possible, information disclosed by the Town of Caledon to a candidate or registered third party, except for a formal access to information request, are made available to all other candidates and registered third parties including where such information was initially requested from within the Town of Caledon.

PART 9 – ENFORCEMENT

9.1 The Clerk shall apprise candidates, registered third parties, or members of apparent contraventions to this By-law identified through completion of their duties under the Municipal Elections Act, or as provided to them by a complainant.

9.2 Where reasonably possible, a candidate shall ensure that a contribution of goods or services made or received by provision of municipal resources in contravention of this By-law is returned to the Clerk as soon as possible after the candidate becomes aware of the contravention, or alternatively the apparent contravening use of municipal resources for campaign purposes is immediately discontinued.

9.3 This By-law expires upon enactment of establishing the rules and procedures with respect to the use of municipal resources for the next regular election campaign period after the 2026 regular election.

9.4 This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 27th day of January, 2026.

_____
Annette Groves, Mayor

_____
Kevin Klingenberg, Municipal Clerk

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2026-006

A By-law to establish the rules and procedures with respect to the use of municipal resources during the election campaign period and provide the rules and procedures therein.

WHEREAS *Municipal Act, 2001,* section 5(1)(3) prescribes the powers of a municipality shall be exercised by its council, and a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended.* section 88.8(4) paragraph 5 provides a municipality shall not make a contribution to a campaign;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended.* section 88.8(9)(10) provides that if a municipality makes information available to the public on a website or in another electronic format, including the phone number and email address provided by the candidate in the nomination filed or a hyperlink to the candidate's website, the provision of the information does not constitute a contribution to a candidate;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended.,* section 88.22(1)(o)(p) provides that a candidate shall ensure that a contribution of money made or received in contravention of a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention, and a contribution not returned to the contributor is paid to the clerk with whom the candidate's nomination was filed;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended* section 94 provides a person who contravenes any provision of a by-law passed by a municipality under this Act is guilty of an offence;

AND WHEREAS *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended* section 88.18 provides before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources, during the election campaign period;

AND WHEREAS this By-law is a Corporation of the Town of Caledon by-law under the *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended;*

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient, accountable and transparent to establish rules and procedures, as required, with respect to the use of municipal resources, during the election campaign period which is consistent with established *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended* principles as provided in Staff Report 2026-0002 at its earliest possible convenience in the year of a regular election;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

That the rules and procedures with respect to the use of municipal resources during the 2026 regular election campaign period are hereby established as provided within this By-law, which shall be named the Use of Municipal Resources during the 2026 Regular Election Campaign Period By-law, containing the following parts:

PART 1 - DEFINITIONS

1.1 In this By-law:

"Campaign period" means the first day a person is eligible to be nominated on May 1, 2026, until the campaign period ends on December 31, 2026, inclusive of extended campaign period only for affected candidates, if applicable.

"Campaign related activity" or **"campaign materials"** means any activity or produced material by or on behalf of a candidate or registered third party meant to elicit support or opposition during the campaign period.

"**Candidate**" means a person who has been nominated, as defined in section 33 of the Municipal Elections Act for an office of the municipal council.

"**Communication**" means information or content publicly communicated in any form.

"**Clerk**" means the statutorily appointed Clerk for The Corporation of the Town of Caledon.

"**Council**" means the Council of the Corporation of the Town of Caledon.

"**Formal access to information request**" means an access to information request made under the *Municipal Freedom of Information and Protection of Privacy Act, R,S.O. 1990, Chapter M.56.*

"**Member**" means a member of the Council of the Corporation of the Town of Caledon.

"**Municipal council**" means the municipal council for the Corporation of the Town of Caledon; and

(a) "**Office of the municipal council**" means the offices of local councillor, regional council, or mayor.

"**Municipal Elections Act**" means the *Municipal Elections Act, 1996, S.O. 1996, c. 32, sched., as amended.*

"**Municipal resources**" means facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the Town of Caledon.

"**Online accounts**" means any form of an account requiring a registered user-based login to access and operate through a network connection, including but not limited to social media accounts or any externally hosted website platforms.

"**Registered third party**" means, an individual, corporation or trade union that has filed a notice of registration with the Clerk in accordance with section 88.6 of the Municipal Elections Act.

PART 2 – PRINCIPLES

2.1 The rules and procedures in this By-law are consistent with the principles of the Municipal Elections Act.

2.2 Municipal resources used to promote or oppose the candidacy of a person for office of the municipal council, or that promote or oppose any campaign are prohibited.

2.3 Publicly available municipal resources remain equally accessible to candidates, third party advertisers and the public during the campaign period.

2.4 Where reasonably possible as provided in this By-law, campaign materials are prohibited from including content developed using municipal resources.

2.5 Campaign materials developed using resources other than by municipal resources are governed in accordance with the Municipal Elections Act and not subject to the rules and procedures in this By-law.

2.6 Municipal resources acquired or developed by virtue of office of the municipal council are prohibited from being repurposed as campaign material.

PART 3 – APPLICATION

3.1 Unless otherwise specified in this By-law or the Municipal Elections Act, the rules and procedures outlined in this By-law shall apply during the campaign period.

3.2 The rules and procedures outlined in this By-law apply to the regular election in the year this By-law is prescribed to be enacted and prevails over any other Council enacted rule or procedure with respect to use municipal resources during a campaign period.

3.3 A member is not precluded from performing their duties or inhibited from representing the interest of the electorate through the application of this By-law.

PART 4 – FACILITY AND EVENTS

4.1 Campaign materials are prohibited from display or distribution at any Town of Caledon event, facility, or facility property.

4.2 Town organized or funded events during a campaign period shall occur without any campaigning associated activities, including but not limited to promoting for or against candidates or registered third parties.

4.3 Facility rentals can only be held for general election-related events during the campaign period, held without eliciting support or opposition of a candidate or registered third party.

4.4 Municipal property may be used in campaign materials, provided the photo is taken without use of municipal resources from a publicly accessible area and without a municipal sign, logo, crest, coat of arms, slogan, or staff in the photo.

PART 5 – MUNICIPAL COMMUNICATIONS

5.1 Any communication materials or activities produced or funded using municipal resources comply with applicable provisions of this By-law and are unrelated to any campaign related activity.

5.2 Websites or domain names that are provided, funded or maintained by the Town shall exclude any campaign material.

5.3 The phone number and email address provided by a candidate in their filed nomination or a hyperlink to a candidate's website shall only appear on a single Town of Caledon webpage containing a list of all candidates who have filed their nomination for an office of the municipal council.

5.4 Any hyperlinks to external websites about a member on a Town of Caledon operated website are removed prior to and prohibited during the campaign period.

5.5 Municipal resources are prohibited to be used to create any advertisements, flyers, newsletters, business cards or personalized stationery which represents a member from the start of the campaign period until the beginning of the new term of Council.

PART 6 – MEMBER COMMUNICATIONS

6.1 Members are prohibited from using municipally resourced communications for any campaign related activity.

6.2 Members use of communications for campaign related activity may provide notice of communication related to their role as a member for those interested in communicating with them in their capacity as a currently elected representative.

6.3 Members use of online accounts for campaign materials shall be notably or visibly differentiated from their municipally resourced online accounts, without any publication related to their role as a member of municipal council which contains:

a. their member associated online account names, monikers or addresses,

b. any reference to the Town of Caledon, its logos, or identifiers, and reference to the member's title from the account handle name, the username, or profile description,

c. any Town of Caledon email address, phone number or other contact information.

PART 7 – TECHNOLOGY

7.1 Municipal computers, cell phones, tablets, printers, scanners, or other services such as email, internet and file storage or other technology assets provided for use to members shall not be used for any campaign related activity.

PART 8 – INFORMATION

8.1 Information not publicly available and received by virtue of a member's office is prohibited for use within any campaign material.

8.2 Distribution lists or contact lists developed using municipal resources or through contact in a member's role shall not be utilized for any campaign related activity.

8.3 Information printed, hosted or distributed by a member during the campaign period is prohibited from using the Town of Caledon logo, crest, or coat of arms.

8.4 The Town of Caledon's logo, crest, coat of arms, slogan or other form of Town of Caledon identifier shall not be printed, distributed or used on any campaign related activity, except in the case of a hyperlink to the Town of Caledon operated website to obtain information about the current regular election the candidate is seeking election into an office of the municipal council.

8.5 Photographs, videos or images produced for, created by or owned by the Town of Caledon shall not be used by candidates or registered third parties for any campaign related activity.

8.6 Where reasonably possible, information disclosed by the Town of Caledon to a candidate or registered third party, except for a formal access to information request, are made available to all other candidates and registered third parties including where such information was initially requested from within the Town of Caledon.

PART 9 – ENFORCEMENT

9.1 The Clerk shall apprise candidates, registered third parties, or members of apparent contraventions to this By-law identified through completion of their duties under the Municipal Elections Act, or as provided to them by a complainant.

9.2 Where reasonably possible, a candidate shall ensure that a contribution of goods or services made or received by provision of municipal resources in contravention of this By-law is returned to the Clerk as soon as possible after the candidate becomes aware of the contravention, or alternatively the apparent contravening use of municipal resources for campaign purposes is immediately discontinued.

9.3 This By-law expires upon enactment of establishing the rules and procedures with respect to the use of municipal resources for the next regular election campaign period after the 2026 regular election.

9.4 This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 27th day of January, 2026.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk

Attachment 8-A

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
March 2026

Advocacy and Governance

OLA and FOPL Ontario Pre-Budget Submission

As the primary advocates and lobbyists in support of public libraries across the province, the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) continue to work in tandem to advance shared priorities. Ongoing efforts to secure funding in support of public libraries are reflected in their recently released proposal for consideration by the provincial government in advance of the 2026/27 budget.

Attached as Appendix A, this proposal again focuses largely on the creation of an Ontario Digital Public Library (ODPL) to provide equitable access to a wide range of digital resources across the province. Additional priorities include:

- A focus on addressing the growing crises of mental health challenges, addiction and homelessness and the resulting impacts on public libraries
- Sustainable funding in support of public libraries in alignment with community and provincial priorities, namely:
    - job training and skills development
    - services to high-needs communities
    - early literacy and k-12 success, and,
    - mitigating the impacts of mental health and addictions.
- Enhanced and sustainable funding for public libraries on reserve.

Protections for Library Book Rate

As previously reported the Federal government introduced Bill C-15 (the Budget Implementation Act) in late 2025. This legislation included amendments to the Canada Post Corporation Act that, if passed, could repeal provisions for the 'transmission by post, free of postage, of letters, books, tapes, records and other similar material for the use of the blind' and the library book rate, a reduced rate mail applied to the transfer of inter-library loans amongst libraries.

A statement from the Minister of Government Transformation, Public Works and Procurement later confirmed that "the federal government will maintain free mailing of materials for the blind, as well as reduced rates of postage for library materials, and Canada Post will continue to receive compensation for providing these important services." It was noted that while these further legislative changes allowed for the continuation of these much-needed services in the short term,

protection of these services in the longer term had been removed, allowing for future changes without need for parliamentary approval.

More recently, the House of Commons Finance Committee approved further amendments to Bill C-15 (2025 Budget Implementation Act) that reinstate the protections for free literature for the blind and reduced postage rates for library materials in the Canada Post Corporations Act. The bill has recently completed its first reading at the Senate, with no significant changes to the library-relevant portions of the legislation expected.

Library Services

CPL Maker Camps

In Summer 2026, the Library will pilot two week-long Maker Camps in partnership with the Town of Caledon.

- Maker to Market: Build Your Big Idea for ages 10–14
- Maker Quest: Design, Test, Create! for ages 9–12.

These camps will provide immersive learning experiences that build digital literacy, creativity, and problem-solving skills through structured maker and STEM activities.

Participants will gain confidence using creative technologies, apply design thinking, and develop communication and collaboration skills by designing, testing, and presenting their ideas. The pilot supports the Library's Learning & Growth and Community Connections strategic priorities and advances the identified strategic action by testing a scalable, partnership-based model for intensive STEM and maker learning. Evaluation findings will inform future service and program planning and potential camps expansion in future years.

These camps also provide a means of generating revenue, with registration fees split between the Town and Library.

Orangeville Public Library's Makerspace Membership Model

Orangeville Public Library does not currently provide free access to its services for those living in neighbouring municipalities. Rather an annual fee of $210 is charged per non-resident household to make use of the full range of OPL services. Prompted by the recent launch of their new makerspace, the Orangeville Public Library (OPL) Board has recently approved a Makerspace Membership model for residents of neighbouring municipalities that already operate their own public libraries.

This newly established Makerspace-Only Membership will be offered at a cost of $75 per household per year and provides access only to OPL's makerspace facilities and equipment but excludes borrowing privileges or access to Orangeville's digital resources.

Given Caledon's vast geography and the location of CPL's two makerspaces, it is difficult to predict the interest in this service by Caledon residents or how this may impact use of proposed pop-up makerspaces at our smaller branches. Orangeville Public Library has offered to provide metrics on an annual basis, sharing the number of Caledon residents who subscribe to their Makerspace Membership. This data will be inform any adjustments to Caledon's approach to maker services and programs.

Caledon Area Families for Inclusion (CAFFI) Collection

Caledon Area Families for Inclusion (CAFFI) Community Support Network has generously donated a small collection of select books to support families of children who have intellectual disabilities. This donation enriches the Library's collection and offers new resources to the community. The materials will be catalogued and labelled to allow for easy retrieval and will be available for customers to borrow as of March 16, 2026.

Minister's Award for Innovation

CPL was the recipient of the Minister's Award for Innovation in the Medium Library Category as presented at the Ontario Library Association (OLA) 2026 Super Conference. CPL's submission, *Caledon Connections: Leveraging Partnerships to Support Community Winning*, highlighted the Library's efforts to leverage our branch network through our shared initiative with Caledon Community Services (CCS) to deliver employment services in Bolton, Caledon East and Southfields.

Recommended Motion

That the Caledon Public Library Board receive the CEO/Chief Librarian's Report

Appendix A

Supporting Ontario's Public Libraries to Empower Local Communities

Ontario Library Association & Federation of Ontario Public Libraries 2026-27 Pre-Budget Submission

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

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

Building on Ontario's Investment in Public Libraries

The Ontario Government, working with Ontario's public library sector, has taken important steps to support public libraries.

- $1.25 million in enhanced, ongoing provincial funding to support the operations and staffing of First Nations Public Libraries on reserve.
- More than $4.3 million invested through the Internet Connectivity Grant to provide free, reliable internet at public libraries in small, rural, and First Nation communities, with an additional $78,000 in 2025 to fully reimburse **all** First Nation Public Libraries for public internet access costs.
- $4.8 million investment to install or upgrade high-speed broadband internet at over 100 public libraries across Ontario.

Priorities Overview

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

Recommended Priorities

Working with all levels of government, develop a province-wide strategy to address the growing crises of mental health challenges, addiction, and homelessness to alleviate its impacts on public libraries.

- All Ontario communities are experiencing the impacts of Canada's mental health, addiction and housing crisis first-hand.
- Every day, libraries open their doors to everyone—families, newcomers, students, job seekers, and increasingly, people with nowhere else to go.
- While public libraries have worked hard to build partnerships and connect community members in crisis to supports, public libraries are at the limit of what they can do on their own.
- Public libraries are not frontline crisis centers, yet they are being forced to take on parts of that role due to gaps in the available supports.
- If housing, mental health, and addiction systems fall short, library workers see the impact. Librarians aren't social workers, but they're showing care and compassion where the system has left a gap.
- Public libraries have had to redirect limited budgets away from their core mandates to provide frontline crisis training for staff, increase security measures, stretching public library budgets to the limit.
- A province-wide strategy is needed to address the intersection of public safety, mental health, and its impact on community infrastructure, with coordinated investments across all levels of government and funding for municipalities to build real crisis response capacity in the community.

Recommended Priority:

- Working with all levels of government, strengthen housing, health, and community supports so people can get help before they end up at the library's front desk.
- *Projected cost:* N/A; projected funding requirements would be based on the identified solution developed by the provincial government in consultation with municipalities and other stakeholders.

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

- Ontario's public libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has already recognized the crucial importance of public libraries to broadband connectivity and equity of access:
  - in *Building a Digital Ontario*, making a $4.8 million investment to install or upgrade broadband connectivity at more than 100 public libraries across the province; and
  - in October 2025, the Ontario Government invested an additional $78,000 to the *Internet Connectivity Grant* enabling up to 155 eligible public libraries that serve communities of 20,000 or less to be fully reimbursed for the costs of providing publicly accessible internet access.

- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed – no matter where they live in Ontario.

- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness. These include:
  - in-depth job and career skills training;
  - language learning;
  - live tutoring and homework help;
  - health information; and
  - resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.

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

- **Live Tutoring;** resources are available that provide a powerful suite of live tutoring, skills development and test preparation tools for learners of all ages, with a focus on K-12.

- **Job Skill Development and Training;** some libraries already subscribe to databases that include an ever-expanding catalogue of virtual courses and learning modules for career, creative, digital skills development and certifications.

- **Language Learning;** these apps have become increasingly popular, providing highly personalized and comprehensive language learning capabilities for dozens of global languages.

- However, **these resources are expensive, especially when purchased on a individual, library-by-library basis** – and a diverse set of the highest impact resources is well beyond the means of an individual or family to afford. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.

- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

Recommended Priority:

- By following the well-established approach used in Alberta and Saskatchewan and leveraging volume purchasing through an annual provincial investment, as well as existing public library infrastructure, the Ontario Digital Public Library could provide a universal set of the highest-impact digital resources to every public library – and every Ontarian – **at an overall cost savings of up to 40%** when compared to library-by-library subscription.

- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario's vision of an economy where every individual and community can contribute and compete.

- *Projected cost:* $10 million - $20 million / annually.

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

- According to the 2024 Annual Survey of Public Libraries, only 138 of our 363 library systems are able to afford subscriptions to five (5) or more databases.

- Meanwhile, 71 public libraries reported having zero (0) database subscriptions; majority of which are public libraries on reserve.

How Would an Ontario Digital Public Library Work?

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

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

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

Recommended Priority:

- Ontario's public libraries are proposing a targeted investment in additional operating funding for public libraries **to specifically address critical areas of shared community and provincial priority,** including:
  - Supporting economic recovery through job training and skills development;
  - Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members;
  - Supporting early literacy and K-12 success;
  - Addressing the community impacts of mental health and addictions.
- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.
- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to the four identified priority areas based on community need.

- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.

- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.

- *Projected cost:* $25 million / annually.

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

- Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintaining a sense of community and to minimizing social isolation, many of which are remote or face systemic social and economic challenges.

- Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.

- Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities.

- There is little to no funding available for collections, programming and technology resources. Librarians rely on one-time grants or donations to develop their collections, and many librarians contribute personally to purchase programming supplies and food.

- Many public libraries on reserve operate with only one staff person who is expected to perform many functions. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.

- Of the 133 First Nations communities in Ontario, only 37 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four public libraries on reserve closing their doors due to inadequate funding over the past 20 months.

- In recognition of the significant financial barriers faced by First Nations Public Libraries on reserve, **the Ontario Government made a multi-million-dollar enhancement through the 2024 Ontario Budget** to both the First Nation Salary Supplement and Public Library Operating Grant funding. This investment amounted to $1.25 million in additional, ongoing annual funding.

- This critical investment is a vital first step to restoring stability to First Nations Public Libraries on-reserve.

- There is more important work to be done. Together with the Ministry of Tourism, Culture and Gaming and First Nations Public Library leaders, this recent investment provides an opportunity to work together on a sustainable funding and operating model to preserve the long-term viability of these important local hubs.

Recommended Priority:

- Work alongside First Nations Public Library leaders towards the design and implementation of a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable.

- *Projected cost:* N/A; projected funding requirements would be based on the identified model and requirements.

Ontario Library Association / Federation of Ontario Public Libraries

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

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 37 Public Libraries on Reserves.

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

Attachment 8-B

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Caledon Public Library 2025 Annual Report

Recommendation:

That Caledon Public Library Board review the drafted Caledon Public Library 2025 Annual Report

Background

In support of the Board's strategic value of Integrity and Accountability, a report is created annually by the Library's Communications and Cultural Development Department, with input from the full Leadership Team. Unlike the bookmark produced in 2024, the 2025 Annual Report represents a return to a more comprehensive format.

Attached as Appendix A, the annual report reflects key performance metrics and highlights new collections and initiatives launched over the course of the year. The Library's revenues and expenses for the past year are also featured. These include the anticipated costs of HR and Finance services that are to be paid to the Town in lieu of transferring any operational surplus to the Library's reserves. Minor corrections to these figures may be prompted by final revisions made as part of the Town's fiscal year-end processes and will be finalized in advance of publication.

Pending approval by the Board, the 2025 Annual Report will be made available in print as well as via the Library's website and social media channels. Print copies will be distributed at service points and outreach events. As per past practice, a copy of this report will also be shared with current members of Council, as well as all candidates in the 2026 municipal election as part of a planned information campaign.

It is recommended that the sharing of this print report be supplemented by a presentation to Council, highlighting all aspects of the Library's 2025 services and spotlighting the Library's 2026 priorities and planned initiatives.

Financial Implication

Costs of printing and distributing the bookmark are already reflected within the Library's available operating budget.

Recommended Motion

That the Caledon Public Library Board receive and endorse the Caledon Public Library 2025 Annual Report; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to request a delegation to present an overview of the Library's 2025 achievements and planned 2026 initiatives to Council

Appendix A

Caledon Public Library

2025 ANNUAL REPORT

Your Future is Our Future

caledon.library.on.ca

A Note From The CEO & Board Chair

Colleen Lipp
CEO | Chief Librarian

Tony Maxwell
Library Board Chair

Last year, we gathered input and set direction for Caledon Public Library. With the launch of our 2025–2028 Strategic Plan, we focused on strengthening connections, expanding access, and planning for growth. Our plan maintains core priorities—lifelong learning and access to information—while advancing civic dialogue, improving access to reliable internet and technology, and adapting our services for a growing community. Our vision remains clear: to fuel an informed, inspired, and connected Caledon.

In 2025, staff and community partners delivered new technologies and creative spaces, expanded outreach, and offered inclusive services. This report outlines what we achieved and how we are preparing for what comes next, because *your future is our future*.

Achievements & Milestones

Developed new a Strategic Plan to guide CPL from 2025 through 2028.

Continued planning to realize the recommendations in CPL's Comprehensive Growth Plan including the building of new branches.

Launched a refreshed brand with a new logo that represents knowledge and growth and celebrates the Library's role in the community.

Welcomed the Reading Garden mural at Southfields Village, inviting the community to enjoy the arts in a public library space.

Received the Ontario Public Library Service Award for *Caledon Connections*, a partnership with Caledon Community Services, which demonstrates how collaboration can benefit the community.

Partnered on local initiatives including Earth Hour, Seedy Saturday, and ongoing cultural programs and Artful Caledon exhibitions.

Our Impact by the Numbers

351,687 visits to our branches (+5.5%)

21,658 active library members (+9.5%)

26,582 people participated our programs (+15.6%)

380+ accessible hours weekly (+18.7%)

483,931 items borrowed & enjoyed (+2.1%)

119,547 digital items borrowed & accessed (+3.0%)

28.5% of items borrowed were digital

61,191 digital resources accessed (+18.3%)

Expanded collections and programs to reflect the community's diversity, including works from multilingual authors through the Read Local program. CPL celebrated unique identities in a wide variety of programs designed for all members of the community.

The Library also added new items like instruments, puzzles, and museum passes to the Library of Things collection.

Expanded creative and digital learning activities, resulting in a 78% increase in Summer Reading Club participation.

Launched new laser cutting technology in the Caledon East Makerspace, and began offering Studio Support Hours to help customers develop their skills in a more flexible format.

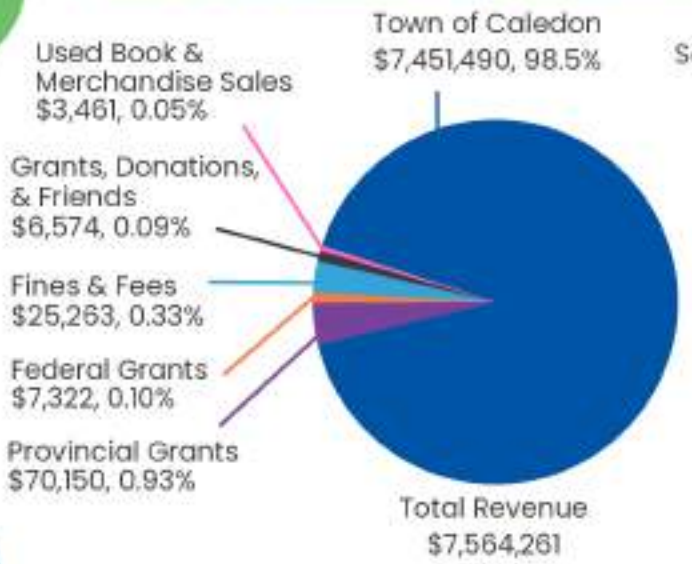
Launched Expanded Access at the Inglewood Branch, enabling the use of library spaces beyond staffed hours.

Introduced a new Community Librarian role to expand the Library's presence across Caledon.

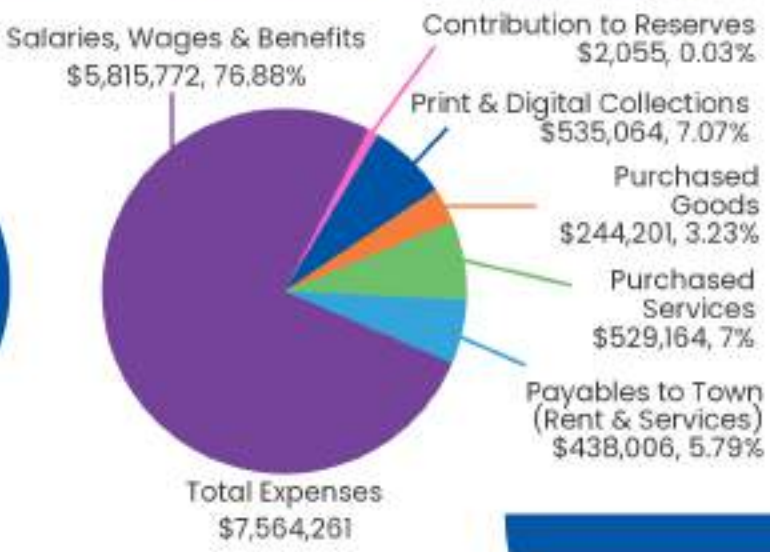
A Little Help from our Friends

Balancing the Books

Where the Money Comes From



What the Money Supports



Turning Priorities into Action

In 2026, Caledon Public Library will turn momentum into action—investing in people, technology, and spaces to serve our growing community.

Caledon Public Library's Board of Directors

Tony Maxwell (Chair), Jacqueline Iafrate (Vice Chair), Nicholas Alleyne, Laura Brady, Scott Goodison, Mary Juric, Domenic Maggi, Councillor Cosimo Napoli, Councillor Dave Sheen

Attachment 8-C

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Strategic Assessment and Evaluation Plan: 2025 Year End Status Update

Recommendation:

That the Caledon Public Library Board review the Strategic Assessment and Evaluation Plan: 2025 Year End Status Update

Background

The adoption of the Library's 2025-2028 Strategic Plan prompted the creation and endorsement of two supporting documents.

- The Strategic Action Plan includes a fulsome list of deliverables to be initiated over the course of the four-year plan. A comprehensive report regarding the current status of these actions was most recently provided to the previous term of the Board in January 2026.
- Adopted by the Board in October 2025, the accompanying Strategic Assessment and Evaluation Plan provides a means of measuring the Library's overall success in delivering on our mission. Selected key metrics were informed by the high-level success indicators identified within the strategic plan and form the basis for year-end report cards to be shared with the Board annually over the term of the Strategic Plan. This evaluation document, with the inclusion of a new column to reflect year-end measures for 2025, is attached as Appendix A.

It should be noted that 2025 reflects only the first year of this four-year plan and that identified targets are set for the year-end of 2028. This report reflects an interim status update, highlighting our progress to date in realizing these four-year targets. Targets were informed by past performance and strategic priorities and are intended to be both ambitious and achievable. Library leadership will continue to monitor these targets over the term of the plan and may provide the Board with recommendations for adjustments as a means of ensuring they realistically drive and assess continuous improvement.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board receive the Strategic Assessment and Evaluation Plan: 2025 Year End Status Update

Appendix A

Strategic Assessment and Evaluation Plan

2025 Year End Status Report

Indicator	Outcomes	Key Success Factors	Baseline	Target	Timelines	2025 YE Status
	Priority 1: Community Connections					
Active Membership	Increase in number of residents that are active library members	• Increase in proportion of population that is an active library member – having used their library membership within the last 24 months	• 22.4% (2024)	• 28%	By 2028 YE	• 23.5%
General program and event participation	Improved program attendance across all demographics	• Comprehensive program attendance numbers	• 22,296 (2024)	• 35 % increase	By 2028 YE	• 26,582 (+15.6%)
Partnerships and community collaboration	Increased partnerships/ collaborations that benefit all parties, as well as those we serve	• Number of programs that are developed or delivered in tandem with local partner organizations • Total hours library rooms and community corners are made available for use by community partners	• 276 • Approx. 200 hours	• 30% increase • 300 % increase	By 2028 YE	• 328 (+18.8%) • 724 (+262%)
Community Outreach	Increase in library services delivered beyond the walls of a library branch	• Number of individuals with whom staff interact/connect at community locations	• 3933 (2024)	• 100 % increase	By 2028 YE	• 4423 (+12.5%)
Services to Seniors	Increased awareness and use of Visiting Library Services	• Number of residents registered with Visiting Library Service	• 11 (2024)	• 400 % increase	By 2028 YE	• 11 (0.0%)
	Priority 2: Learning and Growth					
Digital literacy and skills development	Community digital literacy and digital inclusion	• Results of Library Impact Ontario - Bridge Patron Survey as related to secondary outcomes including:	• To be determined, pending initial survey rollout in Q2 2026			

		o Community, social and civic engagement o Creativity and Innovation o Workforce Development				
Physical collections	Maintaining current measures for physical collections and ensuring that the collection meets the needs of residents	• Average number of physical items borrowed per capita annually • Average Collection Turnover	• 3.31 items per capita (2024) • 2.69 (2024)	• 3.5 items per capita • Greater than 3	By 2028 YE	• 3.25 items per capita (-1.8%) • 2.69
Digital and electronic resources	Increase in use of downloaded or streamed collections and online databases	• Number of items borrowed and streamed • Online Database Usage	• 116,049 (2024) • 51,209 (2024)	• 10 % increase • 25 % increase	By 2028 YE	• 119,547 (+3.0%) • 61,191 (+18.3%)
Maker programs and services	Increase use of available maker technologies and participation in maker programs	• Number of makerspace bookings • Maker program attendance	• 1741 (2024) • 787 (2024)	• 20 % increase • 10% increase	By 2028 YE	• 1680 (-3.5%) • 624 (-20.7%)
	Priority 3: Informed Service Development					
Branch visits	Increase in branch traffic	• Number of branch visits recorded	• 333,393 (2024)	• 25% increase	By 2028 YE	• 351,687 (+5.5%)
Library facilities	Increased square footage per capita	• Progress in realizing the recommended per capita standard referenced in the Comprehensive Growth Plan	• 0.46 sq.ft / capita (2024)	• Progress towards 0.85 sq.ft / capita	By 2028 YE	• 0.44 sq.ft / capita (-4.3%)
Library access	Hours of operation and branch access	• Increase in number of open hours (including extended access)/week	• 320 hrs/week	• 25% increase (excluding impact of new branches)	By 2028 YE	• 352 hrs/week (+10.0%)
Investment in Staff	Creation of new positions and expansion of existing roles	• Increase in total FTE as related to staff per capita	• 54.7 total FTE (1/1614 capita)	• Average increase of 1.5 FTE annually – excluding impact of new branches	By 2028 YE	• 55.7 total FTE (1/1655 capita) • 1 new FTE approved in 2025 budget (Community Librarian)
Social Return on Investment	Value of public library services to residents and businesses	• Increased return on investment as calculated using the Valuing Ontario Libraries Toolkit	• $3.31 or 330.52% (2024 – using 2023 data)	• Greater than $4.00 or 400 %	2026 and 2028	
Staff Engagement	Employees who understand and agree with the CPL's	• Employee engagement index (EEI)	• EEI of 76 (2022)	• EEI of 84	2025 and 2027	• EEI of 81

	strategic goals, are clear about how their work fits into making those goals a reality, are motivated to go beyond narrow job definitions to meet those goals and are confident that their efforts will be recognized and rewarded.	• % of employees who express that they are extremely or very satisfied with their current job	• 70% (2022)	• 80%		• 78%
	Priority 4: Intellectual Freedom & Civic Dialogue					
Diversity and Inclusion	Increase in resources with diverse perspectives available for patrons	• Percentage of print collection that reflects diverse ethnicities, cultures and lived experiences	• 21.1 % (2024)	• 25 %	By 2028 YE	• 22.0 %
Democracy	Programs focused on democracy and encouraging civic dialogue amongst participants	• Number of programs offered	• N/A	• Average of 6 per year	By 2028 YE	• 3 programs
Cross-cultural engagement	Programs that celebrate Caledon's diverse cultures or reflect Canada's indigenous history	• Number of programs offered	• N/A	• Average of 10 per year	By 2028 YE	• 5 programs

Attachment 8-D

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Caledon Public Library Board By-Laws Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Caledon Public Library Board By-Laws for recommendation and approval.

Background

As per the Board's regular schedule of policy review, the Caledon Public Library's Board By-laws have been revised with recommended amendments noted in the attached. In addition to minor language alterations, suggested revisions include:

- Clarification that the Library is a corporation, distinct from the Town of Caledon;
- Confirmation of the process for requesting a recorded vote and related recording of votes cast as abstentions;
- Reflection of recent changes to the Town by-law requiring that Library Board Minutes be shared with the Town Clerk within one week of the meeting;
- Allowing of meeting recordings with the approval of the Board; and,
- Updates to committee terms of reference, confirming the Chair's ex-officio role and the related impact on voting and quorum.

The revised by-laws, once approved, will be posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board repeal the previous By-Law, last revised March 18, 2024; and,

That the Caledon Public Library Board approve and adopt the newly revised Caledon Public Library Board By-law and Appendices

Title	Caledon Public Library Board By-Laws
Policy Number	CPL-16-06
Policy Type	Governance
Approval Date	[approval date] 2026
Review Date	[review date] 2028
Notes	Originally adopted November 2000; Revised August 2012, February 22-2016, March 19-2018, March 16-2020, April 2-2020, June 15-2020, January 18-2021 October 18- 2021, March 21-2022 and March 18-2024

Table of Contents

1.0 GENERAL 1
2.0 BOARD COMPOSITION 3
3.0 DUTIES AND RESPONSIBILITIES OF THE BOARD 4
4.0 OFFICERS OF THE BOARD 7
5.0 COMMITTEES OF THE BOARD 11
6.0 BOARD MEETINGS 13
7.0 MINUTES AND AGENDAS 21
8.0 REVIEW AND AMENDMENTS TO BY-LAWS 22
APPENDIX A 23
FINANCE COMMITTEE 23
APPENDIX B 25
CEO/CHIEF LIBRARIAN PERFORMANCE EVALUATION COMMITTEE 25
APPENDIX C 28
ADVOCACY AND FUNDRAISING COMMITTEE 28

1.0 GENERAL

1.1	The Board *Public Libraries Act*	The Caledon Public Library Board, hereafter referred to as the Board, is established under the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended.
1.2	History	The system results from the amalgamation of the Caledon East Public Library (which previously absorbed the Mono Road

		Library Association) the Town of Caledon Public Libraries (comprised of the former Alton Mechanics' Institute, the former Inglewood Mechanics' Institute, the J.T. Thomas Memorial Library and the Belfountain Public Library) and the Albion-Bolton Public Library.
1.3	Governance	The Caledon Public Library Board is appointed by the Council of the Town of Caledon. It is, however, a corporation in its own right and distinct from the Town of Caledon. The responsibilities of the Board to Council and of the Council to the Board are laid out in detail in Sections 20 through 27 of the Public Libraries Act, 1990.
1.4	Purpose *Public Libraries Act*	The purpose of the Board is to provide public library services to the residents of Caledon, as set out in the Ontario Public Libraries Act and as further defined by the Caledon Public Library Strategic Plan, Town of Caledon By-laws, resolutions of Council, and Board policies.
1.5	Objectives	The Board will provide a comprehensive, efficient, effective, accountable and fiscally responsible ~~affordable~~ public library service that reflects the unique needs of the Town of Caledon.
1.6	Regulations	The following rules and regulations of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers.
1.7	Regulations – ability to suspend	If necessity warrants doing so for a specific reason, the rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the ~~entire~~ Board.
1.8	Reference	Where possible, reference to applicable Acts, motions, policies or procedures have been made. The following reference materials were used and are indicated throughout the document, actual wording has been identified in quotations and italics: • The Public Libraries Act, R.S.O., 1990, Chapter P.44 (P.L.A.) • The Municipal Conflict of Interest Act • Robert's Rules of Order, Newly Revised, 12th Edition • Town of Caledon By-law 2009-081

2.0 BOARD COMPOSITION

2.1	Number of Members *P.L.A. Section 9* *Town of Caledon By-law 2009-081*	The Town of Caledon approved the composition of the Library Board pursuant to the Public Libraries Act, R.S.O., 1990, Chapter P.44 at the June 23, 2009 meeting of Council *The Caledon Public Library Board shall be composed of a total of nine (9) members appointed by the Council of The Corporation of the Town of Caledon as follows* • *seven (7) members shall be members of the public and* • *two (2) shall be members of Council*
2.2	Appointments	The Town of Caledon Council appoints all members to the Library Board.
2.3	Eligibility and Qualifications *P.L.A. Section 10*	*"A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,* *a) is at least eighteen years old;* *b) is a Canadian citizen or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada);* *c) is a resident of the municipality for which the board is established in the case of a public library;* *d) is not employed by the board or by the municipality…"*
2.4	Term of Appointment *P.L.A. Section 10*	*"A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms"*
2.5	Resignations and Vacancies *P.L.A. Section 12*	*"Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days."*
2.6	Disqualification *P.L.A. Sections 10 and 13*	*"If a board member,* *a) is convicted of an indictable offence;* *b) becomes incapacitated;* *c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;* *d) ceases to be qualified for membership under clause 10(1)(c); or*

		e) otherwise forfeits his or her seat, *The member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly."*
2.7	Attendance	Attendance of members at meetings shall be noted and recorded. A member applying for a leave of absence shall make such request directly to the Board and approval must be recorded in the minutes.
2.8	Health and Safety	In support of the Library's legislated duty to provide a safe workplace, all members of the Board shall abide by the requirements and protocols referenced within all active Town of Caledon Health and Safety Policies.

3.0 DUTIES AND RESPONSIBILITIES OF THE BOARD

3.1	The Board of Directors	The Library Board functions within the terms of the Public Libraries Act, R.S.O. 1990. Caledon Public Library shall be under the management and control of the Caledon Public Library Board. The Board establishes policies to direct the operations of the Caledon Public Library, in accordance with its purpose and objectives. The Board employs a Chief Executive Officer (CEO)/Chief Librarian, who in turn administers the Library under the guidance of those policies. Responsibilities of the Board of Directors are categorized by the following actions:
3.2	Policies	• Adopt written policies as required to ensure that there is an efficient operation of the system. Such policies should include those dealing with personnel, public service, materials selection and financial authorities.
3.3	Strategic Planning *CPL-16-05 Caledon Public Library Planning Policy*	Although the Board depends on staff expertise to assist with executing the strategic planning process, the Board is ultimately accountable for the strategic plan. Related responsibilities include: • Approves the strategic planning process proposal and timeline. • The Board, as a whole, has the right to select a facilitator or delegate this task to a Board-appointed evaluation task force or to staff.

		• Encourage community engagement and stakeholder feedback. • Understand the program needs of the Library in relation to the community. • Formulate the goals of the Library and approve plan(s) for meeting these goals. • Report mechanisms and feedback activities of the Library on the achievement of approved plan outcomes. • Seek funding in support of developing the plan and realizing the plan's priorities and objectives.
3.4	Advocacy *CPL-17-17 Caledon Public Library Advocacy Policy*	• Establish, support and participate in planned programs to meet community needs. • Understand local and other laws affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies. • Be aware of the activities of regional, provincial, and national library organizations. The Board's Advocacy and Fundraising Committee has been created for the purposes of guiding this work. Committee Terms of Reference are attached as Appendix C.
3.5	Funding and Financial Accountability	• Recommend to Council the Library's annual operating budget and capital forecast. Each year, the Board shall prepare, adopt and submit to the Council of the Town of Caledon a budget of estimated revenues and expenditures for the operating and capital requirements of the library system. • The fiscal year shall run from January 1st to December 31st. • An audit will be completed annually. The auditors shall be appointed by the municipality and the Treasurer shall present the books for audit by January 31st, following the end of the fiscal year, or at such time after the end of the fiscal year as the books shall be requested by the auditor. • Seek diversified sources of revenue, e.g. grants and fundraising, in support of library service enhancements. The Board's Finance Committee has been created for the purposes of supporting this work. Committee Terms of Reference are attached as Appendix A.
3.6	Reporting	• Ensure that accurate public records are kept on file at the Library and with appropriate local, provincial, or national bodies. • Be legally responsible for the Library to the Council.

		• Report regularly to governing officials and the general public. • Evaluate the performance of the Library annually.
3.7	CEO/Chief Librarian Evaluation	• The Board is accountable for the annual review of the CEO/Chief Librarian's performance. • The Board is expected to provide feedback at the appropriate opportunities throughout the year when the CEO/Chief Librarian Performance Evaluation Committee requests, in order to assist the Committee in meeting its directive. • The Board approves the CEO/Chief Librarian's final performance evaluation. The CEO/Chief Librarian Performance Evaluation Committee's Terms of Reference are attached as Appendix B.
3.8	Employer *P.L.A. Section 15* *CPL-16-09 Caledon Public Library Personnel Policy*	• The Board may appoint and remove employees, determine the terms of their employment, fix their remuneration and prescribe their duties, on the recommendation of the CEO/ Chief Librarian. • The Board shall establish and maintain a personnel policy, the provisions of which shall be adhered to by the Board, the CEO/ Chief Librarian and all employees.
3.9	Board Liability	Every member of the Board, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of Caledon Public Library, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, the Board shall indemnify a member of the Board against all costs, charges and expenses reasonably incurred by them in their personal capacity in respect of any civil or administrative action or proceeding to which they are made a party solely by reason of being a member of the Board; such costs to be reviewed periodically by the Board, at the Board's request, and not to be incurred by the Board member without prior written notice to, and prior written approval of the Board.
3.11	Expenses	The members of the Board shall serve without remuneration, but they shall be reimbursed by the Board for proper traveling and other approved expenses incurred in carrying out duties as members of the Board. Such reimbursement shall be applied as identified in the Library's Personnel Policy.

3.12	Signing Officers	Signing officers of the Board shall be two (2) in number, and shall be any two of the Chair, the Vice-Chair, and the Secretary-Treasurer/CEO-Chief Librarian.

4.0 OFFICERS OF THE BOARD

4.1	Officers of the Board	The officers of the Board shall consist of the following officers: Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, and CEO/Chief Librarian.
4.1	Election of Officers	The Caledon Public Library Board has adopted an election procedure which follows parliamentarian rules to elect its officers by accepting nominations (and acceptances to stand) from the floor, closing nominations, then voting to elect from that proposed slate of officers. When two or more Board members are vying for a position, voting will be done by ballot. Two staff members will exit the room to count votes, at least one being the CEO/Chief Librarian or delegated secretary. The Board may decide to have a Board-appointed scrutineer (a Board member) stand at a distance to oversee the counting. All votes will be sealed in an envelope for shredding at a later time. The successful candidate will be announced. Technology may be used to facilitate this process when meetings are hosted electronically or in a hybrid format. At the first meeting of a term a Chair will be elected, and elections for Vice-Chair, representative positions and committee seats will be held during the second regular business meeting in a new term. At the last regular meeting of second year of a term, elections will be held for all positions with the expectation that Board members will be ready to step into their elected roles on January 1 of the following year. In the event any of the offices becomes vacant for any reason, a new officer shall be elected or appointed to fill the vacancy.
4.2	Chair of the Board *P.L.A. Section 14*	*"A board shall elect one of its members as chair at its first meeting in a new term."* A Chair of the Board is elected for a two-year term, and until a successor is appointed.

		The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair. The Chair is ex-officio member of all committees of the Board. <u>Duties and Responsibilities of the Chair:</u> • The Chair of the Board shall preside at all meetings of the Board, preserve order, and decide all questions on order subject to appeal to the Board. • The Chair shall act as a representative of the Board as required and generally conduct the business of the Board. • The Chair of the Board may vote on any question before the Board. • The Chair of the Board shall ensure that orientation is provided to the new Board members. • The Chair of the Board, along with the CEO/Chief Librarian Performance Evaluation Committee, shall initiate the process for the CEO/Chief Librarian's annual performance review.
4.3	Vice-Chair	The Vice-Chair shall act as Chair in the event of the inability of the Chair to so act. The Vice-Chair will hold office for two years, and until a successor is appointed. The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term. <u>Duties and Responsibilities of the Vice-Chair:</u> • The Vice-Chair presides at Board meetings if the Chair is absent from the meeting, for any periods during which the Chair is present at the meeting but temporarily leaves the chair, for the discussion of any item in which the Chair has declared a pecuniary interest. • Performs the remaining duties of the Chair if the Chair is unable for any reason to perform them.
4.4	Past-Chair	The position of Past-Chair will automatically fall to the previous Chair assuming that they remain as a member of the Board. The Past-Chair will hold office for two years, and until a successor is appointed. The position of Past Chair may remain vacant if the previous Chair is no longer a member of the Board.

		The Past-Chair may be removed from office by a two-thirds majority vote of the Board. If the ~~Vice~~ Past-Chair resigns or is removed from office, ~~the successor will hold office for the balance of the term~~ the role will remain vacant until such time that the current Chair is replaced and assumes the role of Past-Chair. <u>Duties and Responsibilities of the Past-Chair:</u> • The Past-Chair will act as an advisor to the current Chair and as a mentor to Board members appointed mid-term, ensuring that these individuals receive proper orientation.
4.5	Secretary of the Board *P.L.A. Section 15*	*"A board shall appoint a secretary who shall,* *(a) conduct the board's official correspondence; and* *(b) keep minutes of every meeting of the board.* *The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)"* The Secretary shall be appointed by the Board at the time that the CEO/Chief Librarian is first appointed. <u>Duties and Responsibilities of the Secretary of the Board:</u> • maintain the Board's by-laws, policies, minutes, correspondence, lists of members, meeting schedules and other official records; • advise the Chair on meeting procedures; • facilitate meeting arrangements; • keep minutes of every Board and Committee meeting; • give notice of Board and Committee meetings • in the absence of the Chair, Vice and Past Chair, to call the meeting to order and conduct the immediate election of an Acting Chair The Secretary or their designate will be present at all meetings of the Board and its Committees, except where directly related to the performance of the CEO/Chief Librarian.
4.6	Treasurer of the Board *P.L.A. Section 15*	*"A board shall appoint a treasurer who shall,* *a) receive and account for all the board's money;*

		b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board; *c) deposit all money received on the board's behalf to the credit of that account or accounts; and* *d) disburse the money as the board directs.* *The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)"* The Treasurer shall be appointed by the Board at the time that the CEO/Chief Librarian is first appointed. <u>Duties and Responsibilities of the Treasurer of the Board:</u> • Provide financial reports to the Library Board at each regular meeting of the Board • Prepare a draft budget for consideration by the Finance Committee and Board • Manage library finances as required by provincial and federal legislation, Town and Library By-laws, and Board resolutions.
4.7	Chief Executive Officer *P.L.A. Section 15* *CPL-24-32 Caledon Public Library Board-CEO Partnership Policy*	*"~~The~~ A Board shall appoint a Chief Executive Officer, who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.*" The Chief Executive Officer shall also hold the position of Chief Librarian and shall continue to hold both offices until otherwise determined by the Board. The Chief Executive Officer shall hold the office of Secretary and of Treasurer, and shall continue to do so unless otherwise determined by the Board. <u>Duties and Responsibilities of the CEO/Chief Librarian:</u> • The CEO/Chief Librarian shall have general supervision over and direction of the operations of the Public Library and its staff;

		• Shall implement the policies of the Board in accordance with Provincial Statutes; • Shall advise the Board on all matters pertinent to the administration of the system; • Shall be responsible to the Board for the efficiency of the administration and shall have control of the employees of the Board in accordance with the personnel policies adopted by the Board. The CEO/Chief Librarian shall assign them to their duties and shall determine the nature of records and files to be kept; • Shall issue notices of meetings to the Board and its committees at the proper time; • Shall attend all meetings of the Board and its committees except when discussion takes place pertaining to the position as CEO/Chief Librarian; • Shall represent the Board at meetings, conferences and hearings, and shall speak on its behalf as required.
4.8	External Appointments	The Board shall make appointments to any other body on which it is entitled to have representation. This shall include the appointment of a representative to the: • Ontario Library Services (OLS) Board Assembly

5.0 COMMITTEES OF THE BOARD

5.1	Duties of Committees	The purpose of committees is to facilitate the business of the Board.
5.2	Committee of the Whole	The Board shall meet as a Committee of the Whole when the majority of the Board members considers it necessary, or subject to conditions outlined in Section 6.11 of these by-laws. Members of the Board shall elect a Chairman for the meeting of the Committee of the Whole and they shall present to the Board the recommendations made by the Committee at the next meeting of the full Board.
5.3	Standing Committees	The Board will strike the following standing committees in accordance with the Terms of Reference attached as Appendices A, B and C.

		• Finance Committee • CEO/Chief Librarian Performance Evaluation Committee • Advocacy and Fundraising Committee Initial appointment to these committees shall be formalized at the second regular meeting of the Board within a new term. At the last regular meeting of second year of a term, appointments will be made to all standing committees with the expectation that Board members will be ready to step into their committee roles on January 1 of the following year.
5.4	Ad Hoc Committees	As required, ad hoc committees may be established by motion of the Board, to deal with matters before the Board. Ad hoc committees may include: • Personnel Committee • Planning Committee • Board Recruitment/Succession Committee • other committees as determined from time to time. The composition and membership of an ad hoc committee shall be decided when established. Ad hoc committees will report recommendations to the Board. Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.
5.5	Election of Committee Chair	The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting.
5.6	Membership	As defined in section 4.2 in the by-laws, the Chair acts as an ex-officio member of all committees of the Board with voting rights only when required to break a stalemate.
5.7	Meetings	Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee. A quorum of all committees shall be the majority of members of the Committee. All committee meetings, with the exception of those dealing with personal matters related to an identifiable individual, shall be open to the public.
5.8	Committee Proceedings	The CEO/Chief Librarian shall attend all committee meetings, except when discussion takes place pertaining to the position of CEO/Chief Librarian. Minutes of committee meetings shall be

		submitted to and received by the Board at the next regularly scheduled meeting.
5.9	Report to the Board	The Chair of the Committee, or in the Chair's absence, another member of the committee shall report to the Board as required.

6.0 BOARD MEETINGS

6.1	Meetings	All Board meetings shall be open to the public.
6.2	First Meeting of the Board in a New Term *P.L.A. Section 14*	The CEO/Chief Librarian of the Caledon Public Library Board shall call the first meeting of the Board in a new term, in accordance with Section 14 of the Public Libraries Act.
6.3	Schedule of Meetings *P.L.A. Section 16*	The Board shall schedule ten (10) regular meetings per year. This is greater than the minimum required by legislation. As per the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended, *"A board shall hold at least seven regular meetings in each year".* As a result, regular meetings cancelled due to weather or lack of quorum need not be rescheduled, though the Board may opt to do so. Meetings of the Caledon Public Library Board are generally scheduled for the third Monday of the month at 6:00 PM with the exception of February and July. The schedule of dates for Board meetings for the year will be provided to members in advance of ~~at~~ the beginning of each year. The Board may decide to change a regular meeting date for reasons deemed acceptable and notice of such meeting will be made to the public via the website.
6.4	Special Meetings	A special meeting of the Board may be summoned at any time by the Chair, and it shall be their duty to convene a special meeting when requested to do so in writing by two members of the Board. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. Notice of special meetings may be called with 48 hours' notice by telephone or e-mail. Lack of receipt of the notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

6.5	Notification of Meetings	Notice of meetings shall be in the form of a written agenda accompanied by its supporting documents and shall be laid before the Board prior to the time of meeting. The Chair and the Secretary shall be responsible for the preparation of the agenda and any member wishing to place an item on the agenda may do so by making a request to the Chair or Secretary. Such requests shall then be considered at the Chair of the Board's discretion. Minutes of the previous meeting shall be distributed to members prior to the meeting in sufficient time to permit their study. The document-package shall be delivered to the Board member's designated email address with printed copies available for pickup at the Library if requested. Whenever possible, packages will be made available five days prior to the upcoming Board meeting. Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained. Notice of any change to the regular meetings shall be sent to members in writing or by e-mail at least 48 hours prior to the meeting.
6.6	Attendance *P.L.A. Section 13*	Members shall notify the Secretary or designate if they are not able to attend the Regular Board meeting. Attendance of members at meetings shall be recorded. Any member absent from meetings of the Board for three consecutive months without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned, and the Board shall notify the Council that the seat has become vacant.
6.7	Conflict of Interest	Members of the Board are subject to the Municipal Conflict of Interest Act and shall refrain from discussing and voting on any matter, which is of a direct or indirect pecuniary interest to themselves, their family members or their employers. An official declaration shall be made by the member during the agenda review and recorded in the minutes.
6.8	Delegations	A person or organization wishing to appear as a delegation before the Board shall satisfy the provisions as set out below: • A delegation wishing to appear before a Committee or the full Board shall submit a written request to the Secretary-

		Treasurer (CEO/Chief Librarian) ten (10) days prior to the scheduled meeting of the Committee or Board. The request must stipulate the subject matter upon which the delegation wishes to speak. • The Secretary Treasurer (CEO/Chief Librarian) shall notify a representative of the delegation, at a time reasonably in advance, of the date, time and place of the presentation. • The delegation appearance and the subject of the delegation will be included on the regular agenda and each delegation shall be limited to a maximum time of ten (10) minutes to make a presentation unless otherwise determined by leave of the Chair. Questions and answers from the Board are in addition to this time limit. • Any related written material will be circulated to the Board in advance of the presentation. All written material must be received seven (7) days prior to the Board Meeting. • If the delegation is unable to meet the time requirements for notification but wishes to address the Committee or Board, the ten-day notice may be lifted at the discretion of the Chair. • Unscheduled delegations will require a two-thirds ~~2/3~~ majority vote of the Library Board
6.9	Order of Business	The normal order of business shall be as follows: 1. Call to Order 2. Indigenous Acknowledgment 3. Apologies for non-attendance 4. Approval of the Agenda 5. Disclosure of pecuniary interest 6. Presentations and/or Delegations 7. Consent Agenda a. Approval of the minutes of the previous meeting b. CEO/Chief Librarian's Report c. Treasurer's Report and Financial Statements d. Quarterly Statistics and Performance Measures e. Strategic Initiatives Update f. Correspondence 8. Business Arising From the Minutes 9. Staff Reports 10. Board and Committee Reports 11. New Business 12. Board Work Plan Review 13. Board Advocacy and Development 14. Public Question Period 15. Time and Location of Next Meeting 16. Adjournment

		The Board may at any time suspend or vary the order of business as outline on the agenda by a majority vote. ~~of the members present.~~
6.10	In-Camera *P.L.A. Section 16.1*	At a Board or Committee meeting, the Board may move in-camera to discuss a matter that falls within the "closed meetings" provision of the Public Libraries Act. *"A meeting or part of a meeting may be closed to the public if the subject matter being considered is,* *a) the security of the property of the board;* *b) personal matters about an identifiable individual;* *c) a proposed or pending acquisition or disposition of land by the board;* *d) labour relations or employee negotiations;* *e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;* *f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;* *g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act.* *A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the board or committee of the board is the head of an institution for the purposes of that Act."* The motion to move in-camera will state the general nature of the matter to be considered in the closed session. Such a motion shall be non-debatable, and, if it is carried, the Chair of the meeting shall designate a time for the session to be held. An in-camera session shall be ended by a resolution that the regular session be resumed. Any motion passed during an in-camera session must be repeated in the regular session to pass into the final Minutes. Minutes of the in-camera portion of the meeting will be marked confidential and issued to the Board for approval and then filed in a secure place by the Secretary of the Board.
6.11	Quorum *P.L.A. Section 16*	At all regular and special meetings of the Board, a majority of members shall constitute a quorum. Should there be no quorum present thirty minutes after the time appointed for the meeting, the Secretary shall record the names of those present and the meeting shall move into a Committee of the Whole. Recommendations from the Committee of the Whole must be approved at the next meeting of the Board. The presence of a majority of all the members constituting a Board is necessary

		for the transaction of business at any regular or special meeting. No meeting will be called with the advance knowledge that there will be no quorum.
6.12	Remote Participation	It is acceptable to enable the use of technology so that Board Members may remotely participate in meetings, in cases when members are not able to physically attend. Any such technology must enable real time participation (such as phone or video) and the identity of the person(s) remote to the physical space must be verified by those in attendance. Both in person and remote participants will be considered when determining quorum. Any requests for remote participation must be communicated to the Board Chair and CEO/Chief Librarian at least 24 hours in advance of the meeting. Remote participation, as referenced above, is intended to support participation by Board members who are unable to attend a regular meeting which is physically hosted within a library branch or other facility. Fully electronic meetings, with all trustees participating remotely, may be held during a period of declared emergency or severe weather warning, so as long as members of the public may attend virtually and participate in real-time. The recording~~s~~ of any meeting by anyone in attendance, and regardless of format, must first be approved by a majority the Board. ~~is strictly prohibited~~. Notices to this effect will be shared as part of the agenda, at the opening of each meeting and as new members of the public join the meeting.
6.13	Voting *P.L.A. Section 16*	*"The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative."* A two-thirds vote is required for adoption of any motion which suspends or modifies a rule of order which has already been adopted. A motion requesting a recorded vote may be proposed by any member of the Board in advance of the relevant vote. Support from a majority of voting members is required in support of the request for roll call.

		Votes cast as abstentions are excluded from both the 'in favour' and 'opposed' counts but may be recorded to confirm quorum.
6.14	Procedure for Meetings	The Chair~~man~~ of the meeting shall preserve order and conduct the meeting in accordance with duties outlined in Section 4. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair. If both the Chair and the Vice-Chair are not present at the time for the meeting to begin, the Past-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair or Vice-Chair. If neither the Chair, Vice-Chair nor Past-Chair are present within 15 minutes after the time for the meeting to begin, the Secretary will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the rights, duties and responsibilities of the Chair. The CEO/Chief Librarian shall act as or designate a recording secretary for meetings.
6.15	Rules of Order	The rules contained in Robert's Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these by-laws or the special rules of order of this Board. • All decisions will be made on the basis of motions. • To make a motion, a member must obtain the floor first. • Every motion must be seconded by another member. • A motion will not be debated until it has been moved and seconded and put on the floor by the Chair. • There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent. • After members debate the motion the Chair puts the question (puts it to a vote) and announces the result of the vote. • A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion

		debate if proposed as amendments) with the agreement of the mover.
6.16	Conduct of the Chair	The Chair shall preside at all meetings and shall preserve order and decide all questions on order subject to an appeal to the Board. ~~Thus~~ Their duties will require them to: a) open the meeting by taking the Chair and call the members to order; b) determine the presence of a quorum; c) announce the business before the Board in accordance with the agenda; d) receive, and submit in a proper manner, all motions presented by members of the Board; e) put to vote all questions which are regularly moved and seconded, and announce the result; f) decline to put to vote motions which infringe rules of procedure; g) authenticate by signature, when necessary, all resolutions and minutes of the Board; h) enforce the observance of rules of order among the Board members; i) inform the Board, when necessary, or when referred to for the purpose, on a point of order or usage; j) represent the Board, and obey its decision in all things; ~~k) select members who are to serve on ad hoc committees;~~ l) ensure that the decisions of the Board ~~are in~~ conform~~ity~~ with the laws and procedures governing the activities of the Board; m) adjourn the meeting when business is concluded. Members who have already spoken on a motion may speak again only after all other Members have been given the opportunity to speak. The Chair will not put any matter to the vote, nor will any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, then this is the action the Board must take. The Chair's rulings on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned. If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the Members immediately before

		putting the question and will cite the rule or authority applicable to the case without argument or comment. The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all Members.
6.17	Conduct of Members *CPL-16-10 Caledon Public Library Board Code of Conduct*	All members will abide by the terms and guidelines of the Board's Code of Conduct. A member will be courteous and will not engage in any action, which disturbs the meeting. A Member will not: • use offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder; • make any noise or disturbance that prevents Members from being able to participate in the meeting; • interrupt a Member who is speaking, except to raise a Matter of Privilege or a Point of Order; • disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or on the interpretation of the rules of the Board. A Member who wishes to speak will signal the Chair by a raised hand, and will wait for recognition by the Chair. All remarks and questions, including questions intended for another Member or staff, will be addressed to the Chair. The Chair of a meeting may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others. The Chair of a meeting may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair, *"…the board chair may expel any person for improper conduct at a meeting."*
6.18	Conduct of the Public *P.L.A. Section 16.1*	Members of the public will be courteous and will not engage in any action, which disturbs the meeting. Members of the public will not: • make any noise or disturbance that prevents members from being able to participate in the meeting;

		• address the Board without a prior appointment, or without the permission of the Board at the meeting; • use offensive language. *"…the board chair may expel any person for improper conduct at a meeting."*
6.19	Timing of Adjournment ~~Curfew~~	All meetings shall adjourn no later than ~~A curfew of~~ 10:00 p.m. ~~shall apply to all meetings~~, except by a 100% vote of the Board members in attendance at the meeting in progress.

7.0 MINUTES AND AGENDAS

7.1	Distribution	Board agendas and minutes are public information and will be made available to the public in print, upon request, and via the Library's website.
7.2	Regular Board Meeting Minutes *Town of Caledon By-law 2025-050*	Minutes are recorded by the appointed recording secretary for later transcription in draft form and forwarded to Board members before the next meeting. Additions or corrections are brought to the following full Board meeting for adoption in the minutes. *"The most recent meeting minutes of the Town of Caledon Public Library Board meetings, whenever reasonably possible, shall be provided to the [Municipal] Clerk within one week of their previous meeting."*
7.3	Committee Minutes	Minutes of Committee meetings are recorded by the appointed recording secretary or a member of the committee as appointed at the committee's first meeting.
7.4	Approval of the Agenda	At the beginning of any regular Board or Committee meeting, the Chair ~~of the Board~~ may announce additional items to be added to the agenda prior to the approval of the agenda.
7.5	New Business	A New Business item will be placed on the agenda of all regular Board and Committee meetings. The Chair will ask the Board if there is any new business, and if there are no objections to a particular item or items, such item(s) can be discussed. The Chair may also provide information.

8.0 REVIEW AND AMENDMENTS TO BY-LAWS

8.1	In the Event of Conflict	In the event of a conflict between this By-law and the provision of either the Public Libraries Act or an applicable by-law of the Town of Caledon, the provisions of the Public Libraries Act shall prevail to the extent of any conflict.
8.2	Review	Revisions to any of the guiding authorities (Public Libraries Act, Robert's Rules of Order, Town of Caledon By-laws) will necessitate a review of the Board By-laws. These by-laws will be reviewed bi-annually as per the review date indicated at the beginning of this document.
8.3	Amendments	Any proposed amendments to the By-laws prior to the regular scheduled review shall require a two-thirds vote ~~by the membership~~, with the vote to take place after a minimum of 30 days notification.
8.4	Repeal of Previous By-Law	Upon this By-Law coming into force, the previous by-law is repealed in its entirety.

APPENDIX A

CALEDON PUBLIC LIBRARY BOARD

FINANCE COMMITTEE

TERMS OF REFERENCE

1.0	Authority	The Library Board has created a Finance Committee to review items relating to all financial activity of the Library and make recommendations to the Board. The Finance Committee shall function in accordance with the Caledon Public Library Board's By-Laws.
2.0	Composition	The Finance Committee shall consist of three members of the Library Board as well as the Board Chair in an ex-officio capacity. The Chair of the Finance Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years. The Committee Chair shall hold full voting rights. As per Sections 4.2 and 5.6, the Board Chair is ex-officio member of all committees of the Board with voting rights only when required to break a stalemate.
3.0	Mandate	The Finance Committee shall: • Make recommendations to the Board, on issues that affect the financial management, fiscal viability, risk potential and internal financial controls of the Library. • Review the annual Operating Budget and Capital Budget as related to the Strategic Plan and priorities established by the Board. • Review the Audited Financial Statements and ensure that there is an effective annual external auditing process. • Investigate any other financial matters and advise the Board accordingly.
4.0	Meetings	The Finance Committee shall meet at least once annually or as deemed necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of the Committee. A quorum at each meeting shall be at least ~~two voting~~ three (3) members, which may include the Board Chair. The Committee shall have an Agenda, maintained by the Committee Chair, for the purposes of ensuring that the meeting

		agenda address responsibilities as outline in these terms of reference. Committee meetings will be hosted online, though may be hosted in person at the direction of the Committee Chair. Regardless of format, all committee meetings must be open to the public except in such cases as noted in Section 6.10.
5.0	Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways: • Support the organization of meetings, prepare and distribute agendas, meeting notes and arranging meeting space. • Provide draft budget materials and related background materials to the Committee for discussion. • The CEO/Chief Librarian shall be the Secretary of all committees and shall appoint a recording secretary as necessary.
6.0	Reports	The Finance Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Minutes of all committee meetings will be received at the next regular meeting of the Board.

APPENDIX B

CALEDON PUBLIC LIBRARY BOARD

CEO/CHIEF LIBRARIAN PERFORMANCE EVALUATION COMMITTEE

TERMS OF REFERENCE

1.0	Authority *CPL-16-09 Caledon Public Library Personnel Policy* *CPL-24-32 Caledon Public Library Board-CEO Partnership Policy*	The CEO/Chief Librarian Performance Evaluation Committee Library Board is created by and reports to the Caledon Public Library Board in an advisory capacity. The CEO/Chief Librarian Evaluation Committee shall function in accordance with the Caledon Public Library Board's By-Laws and relevant policies. ~~Personnel Policy.~~
2.0	Composition	The CEO/Chief Librarian Performance Evaluation Committee shall consist of three (3) members of the Library Board as well as the Board Chair in an ex-officio capacity. The Chair of the CEO/Chief Librarian Performance Evaluation Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years. The Committee Chair shall hold full voting rights. As per Sections 4.2 and 5.6, the Board Chair is ex-officio member of all committees of the Board with voting rights only when required to break a stalemate.
3.0	Mandate	The CEO/Chief Librarian Performance Evaluation Committee will make recommendations to the Library Board on the following matters: • A review of the goals and objectives and methods of evaluation for the Library CEO/Chief Librarian • Advice and recommendations with respect to the CEO's annual work plan. • An annual performance evaluation of the Library CEO/Chief Librarian according to the adopted methodology. The Chair of the CEO/Chief Librarian Performance Evaluation Committee and the Chair of the Library Board meet with the CEO to review the evaluation.
4.0	Meetings	The CEO/Chief Librarian Evaluation Committee shall meet at least once annually or as deemed necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of the Committee.

		A quorum at each meeting shall be at least ~~two voting~~ three (3) members, which may include the Board Chair. The Committee shall have an Agenda, maintained by the Committee Chair, for the purposed of ensuring that the meeting addresses responsibilities as outlined in these terms of reference. Committee meetings may be hosted online in a forum that ensures confidentiality, though may be hosted in person at the direction of the Committee Chair.
5.0	Process	An appraisal form has been developed for the annual evaluation process. It records annual goals, how the goals will be measured, and the Board's rating for each goal. The annual process involves the following steps and areas of responsibility. The timeline for these steps is often dependant on the CEO/Chief Librarian's initial start date in the role. The Committee may recommend to the Board that a standardized timeline be adopted. In such cases, when the timeline differs from the standard appraisal timeline in place for Library and Town staff, a letter confirming the CEO/Chief Librarian's eligibility for annual merit increase will be communicated to Town People Services. • At the beginning of the annual term, the CEO/Chief Librarian drafts goals and measures and meets with the Performance Evaluation Committee to finalize them in advance of consideration by the full Board. • In advance of the year end, the CEO/Chief Librarian prepares an annual progress report and self-assessment to be considered by the Committee. • The Committee Chair distributes the appraisal form and requests confidential written input from all Board members. • Individual Board members submit comments to the Committee Chair. • The committee meets to finalize the performance appraisal. In the event that there is no consensus among Committee members regarding the CEO/Chief Librarian's performance, an in-camera session of the full Board will be scheduled at a regular or special Board meeting to determine the overall final rating. • On the basis of input from other Board members and the Executive Committee, the Chair of the CEO/Chief Librarian Performance Evaluation Committee and the Chair of the Library Board meet with the CEO/Chief Librarian to share the results of the performance appraisal.

		• A mid-year review may be completed at the discretion of the committee or by a motion of the full Board. • A survey of Library staff and/or partners, requesting feedback regarding the CEO/Chief Librarian's performance, may be initiated at the discretion of the committee or by a motion of the full Board. • The Board Chair presents a verbal summary of the results of the annual review in camera to the Board at its regular meeting.
6.0	Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways: • Support the organization of meetings, prepare and distribute agendas, meeting notes and arranging meeting space, upon request. • Provide draft materials and related background materials to the Committee for discussion. • The CEO/Chief Librarian shall be the Secretary of all committees, except when discussion takes place pertaining to the position of Chief Executive Officer/Chief Librarian. The Committee shall appoint an alternate recording secretary for such instances.
7.0	Reports	The CEO/Chief Librarian Evaluation Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Minutes of all committee meetings, with the exception of in camera discussion, will be received at the next regular meeting of the Board.

APPENDIX C

CALEDON PUBLIC LIBRARY BOARD

ADVOCACY AND FUNDRAISING COMMITTEE

TERMS OF REFERENCE

1.0	Authority *CPL-17-17 Caledon Public Library Advocacy Policy* *CPL-18-23 Caledon Public Library Fundraising and Gift Acceptance Policy*	The Library Board has created an Advocacy and Fundraising Committee to direct and implement the Board's efforts to raise awareness of the library's value proposition and secure funds in support of the library's strategic objectives. Raised funds and new sources of revenue are intended to supplement CPL's municipally supported budget. The Advocacy and Fundraising Committee shall function in accordance with the Caledon Public Library Board's By-Laws and will be guided by the Caledon Public Library's relevant policies ~~Fundraising and Gift Acceptance Policy (CPL-18-23)~~ and the Library's Advocacy and Fund~~raising~~ Development Work Plans.
2.0	Composition	The Advocacy and Fundraising Committee shall consist of three (3) members of the Library Board as well as the Board Chair in an ex-officio capacity. The Chair of the Advocacy and Fundraising Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years. The Committee Chair shall hold full voting rights. As per Sections 4.2 and 5.6, the Board Chair is ex-officio member of all committees of the Board with voting rights only when required to break a stalemate. ~~In addition to~~ The CEO/Chief Librarian and the Manager, Communications and ~~Community~~ Cultural Development will participate as ~~a~~ non-voting members of the committee.
3.0	Mandate	The Advocacy and Fundraising Committee shall: • Make recommendations to the Board and initiate activities that enhance the Library's ability to: o Educate and inform stakeholders, funders, and community members of the library's unique governance, continued relevance and value within the community; o Build Relationships in support of library governance, representation and voice; and,

		○ Strengthen facilities by securing funds to improve existing spaces and expand facilities in support of municipal growth • Actively support the Library's fundraising initiatives by: ○ Advising the Board and staff of relevant opportunities and/or key contacts; ○ Informing the development of any significant capital fundraising campaigns to be proposed for the full Board's consideration; and, ○ Encouraging all members of the Board to actively participate in the Library's fundraising efforts as per the roles identified within the Advocacy and Fundraising Work Plans
4.0	Meetings	The Advocacy and Fundraising Committee shall meet at least four (4) times annually or as deemed necessary. Meetings of the Committee will be regularly scheduled in March, June, September and December of each year. Additional meetings may be called by the Chair of the Committee or by a majority of committee members. A quorum at each meeting shall be at least ~~two~~ three (3) voting members, which may include the Board Chair. ~~A majority of committee members, including staff representatives, shall constitute a quorum.~~ The Committee shall have an Agenda, maintained by the Committee Chair, for the purposes of ensuring that the meetings address responsibilities as outline in these terms of reference. Committee meetings will be hosted online, though may be hosted in person at the direction of the Committee Chair. Regardless of format, all committee meetings must be open to the public except in such cases as noted in Section 6.10.
5.0	Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways: • Support the organization of meetings, prepare and distribute agendas, meeting notes and arrange for meeting space or online forums; • Provide draft materials and related background materials to the Committee for discussion; • Preparing and maintaining an annual advocacy workplan for the Committee's information and quarterly review; • Preparing and maintaining the Advocacy Response Strategies for the Committee's information and bi-annual review; and,

		• The CEO/Chief Librarian shall be the Secretary of all committees and shall appoint a recording secretary as necessary. The Manager, Communications and ~~Community~~ Cultural Development will support the work of the Committee in the following ways: • Coordinating the Committee's communication efforts; • Preparing and maintaining an annual fundraising workplan for the Committee's information and review; • Department staff will assume responsibility for all operational tasks within the workplan; and, • Providing quarterly reports on the status of all relevant advocacy and fundraising initiatives
6.0	Reports	The Advocacy Committee shall report to the Board at least four (4) times annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Summaries and minutes of all committee meetings will be received at the next regular meeting of the Board.

Attachment 8-E

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Annual Board Assessment Policy Report

Recommendation:

That Caledon Public Library Board review the revised Annual Board Assessment Policy for approval and adoption

Background

The *Caledon Public Library Annual Board Assessment Policy (CPL-16-07)* is attached as Appendix A. Suggested amendments resulting from this regularly scheduled bi-annual review include revised language to better align with the Library's new strategic plan and to provide further context regarding specific areas of Board responsibility.

Work completed in the previous term by the Board's Ad Hoc Strategic Actions and Assessment Committee's included updates to the Board's Meeting Evaluation Questionnaire (Appendix B) and Annual Self-Evaluation Questionnaire (Appendix C). Online versions of these surveys are shared as per the schedule prescribed in the policy. Though the details of these questionnaires are not referenced specifically within the policy, the Board may wish to consider changes to these surveys as part of this regular policy review.

The updated policy will be posted on the Library's website and will be made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Annual Board Assessment Policy.

Appendix A

Title	Annual Board Assessment Policy
Policy Number	CPL-16-06
Policy Type	Governance
Approval Date	[approval date] 2026
Review Date	[review date] 2028
Notes	Originally adopted March 21-2016; Revised March 19-2018, March 16-2020, March 21-2022 and March 18-2024

Purpose

The Library Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for Board improvement and the requisite follow-up action. This policy ensures that the Library Board formally assesses its effectiveness on an ongoing basis.

Background

Board assessment is the process by which the Board determines how well its performance is enabling the Library to achieve its organizational objectives and strategic priorities ~~what it should~~. A strong~~, vibrant~~ and engaged Board is foundational to ~~a clear indicator of~~ a healthy and successful organization. Annual assessment is intended to discover the Board's strengths, identify knowledge and performance gaps and put in place strategies for improving performance and effectiveness.

Guidelines

1. The Library Board will evaluate its effectiveness on an annual basis.
2. The Chair will be responsible for managing the assessment process to allow the Board to remain consistent in benchmarking its performance against ~~governance~~ best practices in governance and to focus on continuous improvement in the following areas of responsibility:
    a. Board conduct and practice
    b. Policy development
    c. Planning, including the development, adoption and realization of the Library's strategic and growth plans
    d. Advocacy, including efforts to build and strengthen relationships with key stakeholders, most notably Town Council
    e. Relationship with the CEO/Chief Librarian, including the completion of the CEO/Chief Librarian's annual performance assessment and alignment with the guidelines of the *Caledon Public Library Board-CEO Partnership Policy (CPL-24-32)*

f. Financial oversight, including responsibilities as related to the Library's annual budget process and audit requirements
g. Board development, including participation in available learning opportunities

3. To facilitate the evaluation process, the Library Board will develop an annual work plan in January of each year and will assess its success in completing the work plan in November of each year.
4. As per the *Caledon Public Library Planning Policy*, a *Strategic Action Status Report* will be prepared for the Board's review in January of each year as a means of assessing the Library's success in adhering to and meeting the mission statement, goals and objectives, actions and timelines identified in the current strategic planning documents. A *Strategic Assessment and Evaluation Plan* has also been created for this purpose and identifies indicators and baselines to measure the Board's success in realizing its goals over the term of the Strategic Plan.
5. The Board will also conduct an evaluation of its meetings three times annually. An online survey will be used to collect member feedback in March, June and October of each year. Responses will be reviewed by the Board Chair and will inform opportunities for improving meetings, ensuring that meetings are supporting the Board in achieving its stated objectives.

Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- CPL-16-05 Caledon Public Library Planning Policy
- CPL-16-06 Caledon Public Library Board By-Laws
- CPL-24-32 Caledon Public Library Board-CEO Partnership Policy

Appendix B

CPL Board Meeting Evaluation Questionnaire

As part of our ongoing commitment to good governance and for the purposes of ensuring Board members are aligned with the strategic objectives of the Caledon Public Library, three times each year we ask Board members to participate in completing a Meeting Evaluation survey.

This survey is designed to collect information to assist us with ensuring our meetings add value, support CPL in achieving its stated objectives and to identify opportunities for improvement.

We ask that you complete this survey promptly, at the meeting's end, using the Survey Monkey link posted in the group chat. Your feedback will be anonymous and will allow the Board Chair to compile the results and report back to the Board at our next scheduled meeting.

The final question asks you to reflect on how effective you think Board meetings are by ranking them as Very Effective, Somewhat Effective, Somewhat Ineffective or Very Ineffective. We value and appreciate your responses.

#	Question	Yes	No	Comments
1	Did the meeting start on time?			
2	Did Board members and the Chair adhere to the stated Agenda?			
3	Did you have access to all the appropriate materials required to come adequately prepared to this meeting?			
4	Did you feel your voice was heard during the meeting and that discussions were collegial, collaborative and productive?			
5	Do you feel consensus on decisions was achieved?			
6	Do you feel an appropriate amount of time was dedicated to the discussion of each Agenda item?			
7	Do you feel that all Board members had an equal opportunity to contribute?			
8	Do you feel there are opportunities to improve how these meetings function?			
9	If you answered YES to the above, are you willing to share those thoughts in a confidential email with the Board Chair and/or CEO?			
10	Did the meeting end on time, with all agenda items addressed?			
11	Do you feel our meetings are moving us forward toward meeting our goals from the strategic plan?			
12	Please select the category that best summarizes your thoughts on this meeting.			Very Effective Somewhat Effective Somewhat Ineffective Very Ineffective

Appendix C

CPL Board Annual Self-Evaluation Questionnaire

As the Library belongs to the community and as part of our ongoing commitment to them, to good governance and for the purposes of ensuring Board members are aligned with the strategic objectives of Caledon Public Library, each year we ask our Board members to participate in completing a Board and Self-Evaluation survey.

This survey is designed to collect both quantitative and qualitative information and is helpful, not only in determining that we are held accountable in meeting our objectives, but how well we are doing at this. It also helps us identify opportunities for growth and development and may be used to help guide future Board recruitment efforts as undertaken by the Town of Caledon, on our behalf. It is also a goal of the Board that we should reflect the diversity and values of our community, of the Caledon Public Library and of the Town of Caledon.

As you complete this survey Board members are respectfully reminded that our role is good governance while the activity of running the organization on a day-to-day basis is a responsibility delegated to the Chief Executive Officer and staff.

After you have answered each question, please comment on how effective you think the Board has been at following, implementing or adhering to the stated outcome, or where opportunities for improvement exist.

#	Question	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
1	Our organization has a strategic plan or a set of clear long-range goals and priorities.					
2	The Board's meeting agenda clearly reflects our strategic priorities.					
3	Board decisions are consistent with the organization's mission, values, and priorities.					
4	The Board understands its role is governance and that involvement is limited to oversight. As such, the Board is committed to assisting CEO and Library staff in achieving goals primarily through policy implementation, advocacy, strategic planning and adherence to budgets.					
5	The Board Chair and CEO work collaboratively to determine the Agenda, share necessary pre-reads in a timely manner and					

	facilitate the ability of Board members to come to meetings prepared.					
6	Board members understand their fiduciary obligations and make decisions in the best interests of the library system.					
7	Board members work collaboratively, and treat each other with courtesy and respect.					
8	Board members come to meetings prepared and are ready to engage respectfully and with an open mind in conversation.					
9	Different points of view and collegial, generative conversations and debate are encouraged but the Board speaks with one voice once Board decisions are voted on & approved.					
10	Board members promote the work of the Board and the role of the Library in the community at every opportunity. Our Board is invited and expected to attend Library events when possible.					
11	The Board, as a whole, has the background, skills, diversity and knowledge to carry out its roles and responsibilities and leverages opportunities to utilize each individual Director's skillsets.					
12	The Board forges relationships with Council and advocates on behalf of the Library, ensuring that the organization's accomplishments and challenges are communicated to stakeholders.					

Please add any additional comments you feel may benefit the Board and its continued efforts to support the Caledon Public Library and the Caledon community.

Attachment 8-F

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Rights and Safety of Children and Teens in the Library Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Rights and Safety of Children and Teens in the Library for approval and adoption

Background

Prompted by the Board's bi-annual review schedule, the Library's policy relating to the Rights and Safety of Children and Teens has been examined by Library Leadership. As referenced in the attached document, most suggested revisions are minor in nature. Amended language is proposed as a means of clarifying an individual staff member's duty to report any suspicion that a child may be in need of protection and eliminating the requirement that any such concerns first be raised to the attention of management.

Upon approval, the updated policy will be shared with staff, posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Rights and Safety of Children and Teens in the Library

Title	Rights and Safety of Children and Teens in the Library
Policy Number	CPL-16-08
Policy Type	Operational
Approval Date	[approval date] 2026
Review Date	[review date] 2028
Notes	Originally adopted March 21-2016; Revised March 19-2018, March 16-2020, March 21-2022 and March 18-2024

Purpose

The Caledon Public Library provides library services for children and teens to assist in developing their full potential and fostering a lifelong love of reading, learning, and creativity. The Caledon Public Library Board endorses the **Children's Rights in the ~~Public~~ Library** (Appendix A) adopted at the Ontario Library Association Annual General Meeting, November 1998 and the **Teen Rights in the Public Library** (Appendix B) adopted at the Ontario Library Association General Meeting, June 2010. In keeping with these rights, the Caledon Public Library welcomes and encourages children of all ages to use its facilities and services.

The Caledon Public Library also recognizes that children of all ages have a right to a respectful, supportive and safe environment when they visit the Library. Library staff are trained to assist children and teens in using the Library but cannot assume responsibility for the safety and well-being of children left unattended in the branch. Parents and caregivers are reminded that the Library is a public building with all the inherent dangers of such a setting. Library policies and services are designed to provide a safe and welcoming environment for clients of all ages and ~~but~~ parents need to use the same caution with their children at the Library as they would in any other public setting.

In an effort to ensure the~~ir~~ safety and well-being of children and teens within the Library ~~a public facility~~ and to contribute to a welcoming space for all, ~~maintain an atmosphere of appropriate library use,~~ the following policy has been adopted.

Definitions

For the purposes of this policy:

- A "child" is any person under sixteen years of age unless otherwise specified.
- A "parent/guardian" is any person who is either the natural, adoptive, foster parent or legal guardian of the child.
- A "caregiver" is any person of 12 years of age or over to whom the parent has given responsibility for the care of a younger child.

Guidelines

- Responsibility for the welfare and the behaviour of children using the Library ultimately rests with the parent/guardian or an assigned caregiver.
- The Library acknowledges the following terms as stipulated in the *Child, Youth and Family Services Act (CYFSA)* with regards to supervision of children.

  Section 136 (3) "No person having charge of a child younger than 16 shall leave the child without making provision for the child's supervision and care that is reasonable in the circumstances."

  This legislation does not specify an age at which a child can be left alone, rather the legislation sets out to protect young people from any type of abuse or neglect and requires that all parents and caregivers must make reasonable plans (which will vary according to a child's age, maturity and circumstances) for the supervision of young people under ~~16~~ 18 in their care.
- In this Library, children under the age of 10 must be accompanied by an adult or caregiver while in the library.
- If a child is left at the Library at closing time or in the event of an emergency situation or closure, the staff person in charge will attempt to contact the parent~~s~~ or caregiver~~s~~. If the parent or adult caregiver~~s~~ cannot be contacted within 15 minutes of closing hour, staff will notify the police. Staff will remain with the child until the parent and/or police arrive. Under no circumstances will library staff transport or take the child away from the library building.

Conduct of Children in the Library

The guidelines of the *Caledon Public Library Public Code of Conduct (CPL-16-11)* extend to library users of all ages. Additionally, parents are responsible for the conduct of their children in the Library as outlined below:

- Children ages 10 and over may use the Library independently on a regular basis, but parents or guardians remain responsible for the behaviour of their children while in the Library.
- Parents must ensure that children requiring supervision are brought to the Library with a responsible caregiver.
- Parents or caregivers are responsible for monitoring and supervising their child's access to all library resources including, but not limited to, print materials, the Internet and other technologies.
- Children under the age of 10 must have a parent or caregiver in the immediate vicinity unless they are participating in a library program.
- Parents or caregivers who do not attend a program with the child under the age of 10 must remain within the branch.

- Library staff may request that a parent or caregiver be present to sign a child in and out of a program.

Unattended Children in the Library

~~In most circumstances, the health and safety of children, particularly older children and teens, is not an issue. However,~~ Library staff may intervene when they become aware that a child in the Library is in these, or similar situations:

- A child is alone, visibly upset or ill;
- A child under the age of 12 is left alone with younger siblings;
- A child is alone and doing something dangerous, or another person in the Library seems to be a danger to the child;
- A child is alone, and is not following library rules after reasonable warnings;
- A child is consistently left on his or her own in the Library for long periods of time; or
- A child is left alone at the Library at closing time.

Duty to Report

Section 125 of the *Child, Youth and Family Services Act (CYFSA)* recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public including professionals who work with children, have a legislated obligation to report promptly to the Children's Aid Society (CAS) if they suspect that a child or a teen under the age of 16 is, or may be, in need of protection. The CYFSA defines the phrase "child in need of protection" as including physical, sexual and emotional abuse, neglect and risk of harm.

The duty to report applies to any child who is, or appears to be, under the age of 16 years. Library staff who are concerned that a 16- or 17-year-old is, or may be, in need of protection may opt to make a report to CAS, who is required to assess the reported information.

When library staff members have reasonable grounds to suspect that a child is, or may be, in need of protection, they have a duty to report and ~~will advise the Chief Executive Officer or Manager on Call and together they~~ will promptly report the suspicion and the information upon which it is based to the local CAS, as required in the CYFSA. Staff will promptly advise the Chief Executive Officer and Manager on Call that contact with the local CAS was made.

Privacy of Children and Teens

In keeping with the *Caledon Public Library Privacy Policy (CPL-15-01)* and the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56* , a child's personal information held by the Library, including customer borrowing and electronic use records, will only be divulged to the child or their custodial parent or guardian. In cases where the individual is 16 years of age or greater, personal and account information will only be released to the individual to whom the information relates.

Requests for Information Regarding Truant Children

As a public facility, the Library does not monitor the activities of its customers unless there is a problem with conduct or a child is inappropriately left alone as outlined above.

If a school age child, up to the age of 16, is noticed to be spending considerable time in the Library during the school day, staff may check with the child and ask that a parent confirm with the Library that he/she is aware of the child's whereabouts.

Requests for Information Regarding Missing Children/Runaways

Staff will not give information to any person over the telephone as to whether a child is currently in the Library or has been in the Library recently. Staff may offer to take a message and ask the child to call the person back. If a subpoena, warrant or court order is presented in person, staff must cooperate with police or other authorities in helping to locate a missing child. In the case of a missing child, library staff may share information with "a law enforcement agency requesting specific personal information, where the request is supported by a formal warrant or otherwise required by the law" or as indicated in the *Caledon Public Library Privacy Policy (CPL-15-01)*. All such requests must be documented on the Caledon Public Library's Disclosure of Personal Information form created for this purpose.

Contravention of Policy

A child's failure to comply with this or other Library policies may result in consequences deemed by library staff to be appropriate to the behaviour. The Library may require children who are in chronic violation of library rules to be accompanied by a parent / caregiver during library visits for a period to be determined by the CEO/Chief Librarian.

As per the *Caledon Public Library Public Code of Conduct (CPL-16-11)*, the Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies. Consequences may include: a warning; a directive to vacate the premises; suspension of library privileges; prohibition from the library building and premises by way of issuing a Notice of Trespass; and/or laying criminal charges. Parents or caregivers may also be held responsible for the cost of repairing or replacing any library property damaged as a result of their child's behaviour or activities that are in contravention of these policies.

Appeal Process

An appeal or application for re-instatement may be submitted, in writing, to the CEO and Chief Librarian. Library privileges are not automatically re-instated. Only one appeal will be considered during the term of the suspension.

Office of the CEO and Chief Librarian
Caledon Public Library

150 Queen Street South
Bolton, Ontario
L7E 1E3
E-mail: ceo@caledon.library.on.ca

Related Documents:

- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
- Ontario Library Association's Position on Children's Rights in the Library
- Ontario Library Association's Position on Teen's Rights in the Public Library
- Ontario's Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1
- Public Libraries Act, R.S.O. 1990, c. P.44
- Caledon Public Library Privacy Policy (CPL-15-01)
- Caledon Public Library Code of Conduct (CPL-16-11)

Appendix A

THE ONTARIO LIBRARY ASSOCIATION
POSITION ON
CHILDREN'S RIGHTS IN THE LIBRARY

Children in public libraries have the right to:

1. Intellectual freedom.

2. Equal access to the full range of services and materials available to other users.

3. A full range of materials, services and programs specifically designed and developed to meet their needs.

4. Adequate funding for collections and services related to population, use and local community needs.

5. A library environment that complements their physical and developmental stages.

6. Trained and knowledgeable staff specializing in children's services.

7. Welcoming, respectful, supportive service from birth through the transition to adult user.

8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.

9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998

Appendix B

/ ola
:. ontario library association

Teen's rights in the Public Library

Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs. Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life stage and that young adults are entitled to the same quality of library services offered to other age groups in the population. (Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALSA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs of adolescents and the five core values of quality service to teens:

7 Developmental Needs of Teens	**5 Core Values of service to teens**
• Physical activity, • Competence and achievement, • Self definition, • Creative expression, • Positive social Interaction with Peers and Adults, • Structure and Clear Limits, • Meaningful Participation	• Respecting and responding to unique YA needs, • Providing equal access, • Empowering Youth through participation, • Engaging Teens in active collaboration, • Supporting healthy youth development.
Excerpted from: Dorman, G. (1981). The Middle Grades Assessment Program: User's Manual. Carrboro, NC: Center for Early Adolescence.	Core Values excerpted from Jones, P. (2002). *New directions for library service to young adults.* Chicago: American Library Association.

Teens in Ontario Public Libraries have the right to:

1. **Intellectual freedom**
   The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship, The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. **Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.**
   The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. **Adequate funding for collections and services related to population, use and local community needs.**
   The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. **Collections that specifically meet the needs of teens**
   The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. **A library environment that complements their physical and developmental stages.**
   The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

6. **Welcoming, respectful, supportive service at every service point.**
   The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. **Library Programs and Services appropriate for Teens**
   The Library fosters youth development by providing programs for teens that contribute to literacy, life- long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. **Trained and knowledgeable staff specializing in teen services.**
   Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

9. **An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.**
   The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. **Library policies are written to include the needs of the youth**.

Adopted at the Ontario Library Association Annual General Meeting June 2010.

Attachment 8-G

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Caledon Village Branch Renovation Status Report

Recommendation:

That the Caledon Public Library Board review the Caledon Village Branch Renovation Status Report for receipt and approval.

Background

The Library's 2023 Comprehensive Growth Plan noted a number of deficiencies with CPL's rural branches and recommended the refurbishment of the 2400 square foot Caledon Village Branch within the first phase of the adopted four-stage plan. As no significant improvements have been made to the branch in well over 25 years, the recommended renovation would strengthen CPL's efforts to deliver quality, equitable and responsive services to residents in the surrounding areas.

As per preliminary designs completed to inform the 2026 budget submission, improvements to the branch would include:

- Relocation of the branch entrance, slightly expanding the footprint of the branch;
- Relocation of a redesigned service desk;
- New flooring and ceiling throughout;
- Creation of a dedicated program/meeting room;
- Updating of the current washroom to a universal washroom;
- Upgrading to cost-saving LED lighting throughout;
- Creation of a dedicated and secure IT closet; and,
- New shelving and furniture, creating more seating and study options for customers.

Infrastructure upgrades required to allow for extended branch access, as already in place in Inglewood, would also be included within the scope of the project. This work would reduce the funds requested to install open access technologies as part of the 2027 budget process.

The relevant capital project (26-047/240 Caledon Village Branch Refurbishment) was funded through an approved amendment to the Town's 2026 Budget. The amendment included the following condition:

That capital project 26-047 be contingent upon staff and the Caledon Agricultural Society concluding discussions regarding the feasibility of cohabiting in the same facility.

As a means of satisfying this requirement, members of the Library's Leadership Team met with representatives of the Caledon Agricultural Society's Executive and Building Committee in early February to discuss the feasibility of collocating.

This discussion raised a number of shared priorities and opportunities for partnership in the short and long term, including the following:

- **Advocacy.** Community members have regularly voiced their concerns about entering the Caledon Village Place parking lot from the busy four-lane highway. Regardless of the branch's location, the construction of a new community centre provides an opportunity for the Library to work in tandem with the Agricultural Society to advocate to municipal and provincial authorities for safer access to Caledon Village Place and the Agricultural Society's lands from Highway 10.
- **Meeting space.** As per the Library's *Room Usage Policy,* library meeting rooms may be made available to not-for-profit partner organizations at no cost. Formalizing a partnership with the Agricultural Society will allow for their use of branch meeting space in advance of and following a renovation.
- **Site Planning.** Engaging with Town staff and the Agricultural Society to strengthen connections and traffic flows between the two facilities.

Discussion with the Agricultural Society brought to light the following areas of concern:

- **Timing of the project.** The Agricultural Society is in the midst of finalizing their site plan, but design of the actual facility has not yet begun in earnest. Prior to moving forward there is still work to be done to confirm the details of their partnership with the Town as related to the funding and operation of the facility. While there is still time to revise the plans to include a library branch, it is unclear what implications this will have on the timeline or if this would need to be delayed to a later phase of the project.
- **Design Input.** To date, initial design considerations have been informed by the needs of the Agricultural Society and the C3 Canadian Cross Training Club. While it was suggested that the Library would have input to the branch's design, it should be expected that the needs of existing stakeholders would override the Library's requirements as related to design, as well as the branch's location and adjacencies within the larger facility. Unique library features, including an external book drop and easy access for extended hours of operation, would also need to be considered in the design phase.
- **Adjacent Program Space.** Library staff regularly make use of the community room in the lower level of Caledon Village Place to offer programs that require more space than is available in the branch. Given the proposed footprint for the community center, the

Library cannot be assured of the availability of adequate adjacent meeting and program space within the new building.

In addition to the challenges referenced above, the following two items make it inadvisable to proceed with co-location on Agricultural Society lands:

- **Land Ownership.** The Agricultural Society Executive are trustees for the lands owned by the Society. This role comes with financial and legal obligations to the original shareholders in the case that the Agricultural Society were to dissolve. The complexity of the land's ownership raises questions about the practicality of building a branch on lands for which the future ownership is not assured.
- **Branch Access.** Construction of a new branch on the Caledon Village fairgrounds would create a similar scenario to that already in place in Bolton. The nature of the Agricultural Society's events requires that the grounds be secured to limit access to paying ticketholders. A number of strategies for mitigating this issue were discussed, including how the branch could best be positioned within the facility. However, CPL's current experience in Bolton demonstrates the continued and evolving challenges of locating a branch on lands not owned by the Library or Town and to which access may occasionally be barred.

Having considered the above, along with the financial implications referenced below, it is recommended that the Library proceed with the renovations to the current branch as originally planned. Pending communication to Council, advising that the amendment's conditions have been fulfilled, this would allow for the Library to retain an architect and/or contractor in the summer of 2026 – ideally allowing for construction to begin before year-end.

This would not preclude the Library from also leveraging opportunities to partner with the Caledon Agricultural Society, building on our relationship as neighbours who are both committed to service the Caledon Village community.

Financial Implication

The available budget of $920,000 is sufficient to support the renovation of the current branch and the procurement of new furniture and shelving. As per the approved business case, 75% or $690.000 of this budget is funded through development charges. The remaining tax-funded costs are slightly offset by contributions of $8,900 from the Town's Corporate Energy Revolving Fund.

These funds are not sufficient to construct a new branch of equal size and quality of construction within the planned Caledon Village community centre. It is also unclear as to whether the construction of a new branch within a shared facility would remain eligible for funding through Development Charges as per the current Development Charge Study. If not, it may prove challenging to secure adequate tax-supported funds as part of upcoming annual

budget processes. Delays in project timelines would also result in increased costs due to inflationary impacts.

Recommended Motion:

That the Caledon Public Library Board receive and approve the Caledon Village Branch Renovation Status Report;

That the Caledon Public Library Board direct the CEO/Chief Librarian to share a copy of this report with the Caledon Agricultural Society's Building Committee; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to draft correspondence to Council advising that the condition of the budget amendment has been met and that the Library Board and Caledon Agricultural Society have jointly agreed that it is not currently feasible to locate a library branch within the planned community centre.

Attachment 8-H

Date: March 16, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Annual Staff Forum Report

Recommendation:

That the Caledon Public Library Board review the Annual Staff Forum Report for receipt and approval.

Background

As per the Library's 2025-2028 Strategic Plan, the Board and Leadership Team have committed to ensuring "sustainable growth and ongoing improvements in service delivery by enhancing staffing levels, building staff capacity, and supporting staff development". CPL's Annual Staff Forum is a means of delivering on this objective, bringing all staff together for a day of team building and shared learning. This is particularly crucial for an organization where team members are regularly scattered across numerous branches and remote work locations. This event is also an opportunity to recognize long serving staff and formally acknowledge their contributions to the Library.

The Library's Learning Committee (TLC) is tasked with the planning of CPL's staff development events and has again recommended that the Library close for a full day so that all staff can be fully immersed and engaged for the duration of the Forum. As per past practice, it is recommended that the Library continue to schedule the Forum to coincide with the Bolton Fall Fair. Aligning with the Fall Fair on Friday, September 25th would minimize any inconvenience to library members as fair activities necessitate the early closure of the Bolton branch on that day.

Confirming Board support for this event will provide TLC with sufficient advance notice to begin planning an agenda that support's the Library's strategic priorities and key deliverables – including securing external facilitators and a keynote speaker.

The full forum agenda will be shared prior to the event and all members of the Library Board are invited to attend all, or selected, sessions.

Financial Implication

The cost of a Staff Forum is already reflected in the Library's annual operating budget. While there are some additional staff costs associated with the scheduling of part-time staff that may

not be regularly required to work, these can also be easily accommodated within the existing budget.

Recommended Motion:

> *That the Caledon Public Library Board approve the closure of all branches of the Caledon Public Library on Friday, September 25, 2026 to allow all employees to participate in a day-long staff learning forum.*

Attachment 9-A

Advocacy and Fundraising Committee
Monday, March 9, 2026
6:00 PM

MINUTES

Present: Laura Brady (Committee Chair); Scott Goodison; Domenic Maggi; Tony Maxwell

Staff: Colleen Lipp – CEO | Chief Librarian; Jill Jambor – Manager, Communications and Cultural Development

This meeting was conducted electronically.

1. **The Committee Chair called the meeting to order at 6:03 PM**
2. **Apologies for non-attendance:** None.
3. **Approval of the Agenda**
   Motion: That the Caledon Public Library Advocacy and Fundraising Committee approve the agenda
   Moved: Domenic Maggi **Seconded:** Tony Maxwell
   Carried.
4. **Disclosure of pecuniary interest:** None
5. **Notes and minutes of previous meetings.**
   a. **December 8, 2025**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on December 8, 2025.
      Moved: Domenic Maggi **Seconded:** Tony Maxwell
      Carried.
6. **Items arising from the Minutes:** None

Scott Goodison joined the meeting at 6:10 PM

7. **Advocacy and Fundraising Documents**
   a. **Advocacy Work Plan**
      The CEO/Chief Librarian provided an overview of the planned advocacy deliverables and objectives for the year. This include planned presentations to Council, information packages to all candidates in the municipal election and panel discussions to inform and encourage applications to the new term of the Board.
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2026 Advocacy Work Plan

Moved: Scott Goodison **Seconded:** Tony Maxwell
Carried.

b. Fund Development Work Plan

The Manager, Communications and Cultural Development highlighted upcoming fundraising initiatives including a possible fundraising event and the launch of new merchandise items.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2026 Fund Development Work Plan

Moved: Domenic Maggi **Seconded:** Tony Maxwell
Carried.

8. Advocacy and Fundraising Opportunities for Discussion

a. CPL Case for Support Report

Motion: That the Caledon Public Library Board's Advocacy and Fundraising Committee receive and approve the Case for Support Report for recommendation to the full Board.

Moved: Tony Maxwell **Seconded:** Domenic Maggi
Carried.

b. Ontario Library Association & Federation of Ontario Public Libraries 2026-27 Pre-Budget Submission

Motion: That the Caledon Public Library Board's Advocacy and Fundraising Committee direct the CEO/Chief Librarian to draft correspondence to Caledon's Member of Provincial Parliament Sylvia Jones advising of CPL's support for the OLA/FOPL 2026-27 pre-budget submission.

Moved: Tony Maxwell **Seconded:** Domenic Maggi
Carried.

c. Council Communications

The Committee discussed opportunities for effectively engaging the Mayor during her planned attendance at the April Board meeting, including how the agenda could be adjusted to ensure key items were featured early in the meeting.

9. New Business: None

10. Next meeting – Monday, June 8, 2026, 6 PM

11. Adjournment

Motion: That the meeting adjourn.
Moved: Scott Goodison **Seconded:** Tony Maxwell
Carried.

The meeting adjourned at 7:21 PM

Attachment 9-A-1

Date: March 16, 2026

To: Caledon Public Library Board

From: CPL Advocacy and Fundraising Committee

Subject: Case for Support Report

Recommendation:

That the Caledon Public Library Board review the Case for Support Report for receipt and approval.

Background

The attached Case for Support was prepared by the Library's Communications and Cultural Development Department. It was received and approved by the Board's Advocacy and Fundraising Committee at its March 9th meeting and is recommended for approval and adoption by the full Board. This comprehensive document articulates community need, funding priorities, and the impact of philanthropic investment, serving as the foundation for major gift conversations, sponsorships, and grant applications. This differs from a Case Statement, which is a shorter, high-level, donor-focused narrative tool providing the Board and staff with consistent talking points.

Pending feedback and approval, the Case for Support will be finalized and the messaging integrated into future sponsorship packages, grant submissions, and digital fundraising platforms including CPL's website. The Case for Support will serve as a key tool in support of the 2026 Fund Development Work Plan and in future fundraising efforts.

Financial Implication

There are no immediate financial implication resulting from the approval of the drafted case for support. However, this document does provide a foundation from which to grow the Library's efforts to secure additional funding, supplementing the Library's tax-funded operational and capital budgets in the years ahead.

Recommended Motion:

That the Caledon Public Library Board approve and adopt the Case for Support Report

Caledon Public Library: A Case for Support

Your Impact Starts Here

Caledon Public Library (CPL) fuels an informed, inspired, and connected Caledon as a dynamic community hub where people of all ages access technology, build skills, explore ideas, and connect with one another.

As Caledon grows and community needs evolve, philanthropic support is essential to sustain and expand CPL's impact. Investment in the Library strengthens literacy, advances digital inclusion, leads to innovation, and helps create welcoming spaces where everyone belongs.

When you support Caledon Public Library, you invest in possibility:

- In a child discovering the joy of reading,
- In an entrepreneur launching a new idea,
- In a senior staying connected,
- In a community strengthened by knowledge and shared experience.

Your support will supplement the Library's tax-supported budget to secure a future-ready library system that empowers residents today and for generations to come.

Our Story

Caledon Public Library nurtures lifelong learners, champions innovation, and strengthens communities. Guided by this mission, CPL serves a fast-growing population of more than 90,000 residents across seven library branches of varying sizes, located throughout Caledon's vast 700-square-kilometer geography.

With a dedicated team of 78 employees, CPL delivers inclusive spaces, responsive programs, and trusted access to information that reflect the diverse needs of a changing community. Each branch plays a unique role—from neighbourhood gathering places to hubs for learning, creativity, and innovation—while collectively forming a strong, cohesive library system.

Our work is grounded in the following core values:

- **Inclusivity & Equity** – We are a library for all, ensuring barrier-free access to information, services, and programs.
- **Literacy & Lifelong Learning** – We foster continuous growth, discovery, and skill development for all ages.
- **Innovation & Adaptability** – We embrace emerging technologies and forward-thinking service delivery.
- **Community & Collaboration** – We build strong partnerships to meet evolving local needs.
- **Intellectual Freedom & Democracy** – We provide safe spaces for diverse perspectives and open dialogue.
- **Integrity & Accountability** – We practice responsible stewardship through data-driven planning and fiscal sustainability.

For many residents, CPL is their first classroom, their workspace, their innovation lab, and their gathering place.

Why Now?

Caledon is growing and changing with an expected population of 300,000 by 2051. Currently, families are seeking early learning support. Entrepreneurs and job seekers need access to technology and skill development. Seniors value opportunities for connection. Students require flexible study space and digital tools.

At the same time, libraries face increasing pressure to modernize collections, maintain welcoming facilities, expand digital resources, and bridge technology gaps—all while ensuring services remain free and accessible to everyone.

Philanthropic investments allow CPL to:

- Expand collections in physical and digital formats
- Upgrade and maintain accessible, adaptable spaces
- Enhance Makerspaces and emerging technology offerings
- Deliver more innovative programs that reflect community interests
- Extend outreach services to residents facing barriers

Support today ensures the Library can continue to meet demand tomorrow.

Programs and Services That Change Lives

Caledon Public Library delivers high-impact services that benefit residents across every stage of life:

Literacy & Learning - Early literacy programs build foundational reading skills and school readiness. School-age initiatives support academic success. Adult workshops and learning opportunities foster reskilling, creativity, and personal growth.

Makerspaces & Innovation - Hands-on Makerspaces encourage experimentation, creativity, and digital skill development. From new technologies to collaborative problem-solving, these spaces prepare residents for a rapidly evolving world.

Digital Access & Technology - CPL provides access to computers, Wi-Fi, digital collections, and online learning platforms — essential resources for education, employment, and civic participation.

Visiting Library Services - Outreach services bring materials and connection to residents who cannot easily visit a branch, ensuring equitable access for all.

Community Spaces - Library branches offer welcoming environments for study, collaboration, cultural events, and community meetings. Room bookings support nonprofits, entrepreneurs, and local groups.

Community Impact

CPL strengthens Caledon socially, economically, and culturally:

- Children enter school ready to learn.
- Teens and adults build digital and workforce skills.

- Seniors remain engaged and connected.
- Newcomers and families find trusted information and welcoming spaces.
- Entrepreneurs and small businesses access resources that support growth.

Libraries are among the most trusted public institutions. As a champion of intellectual freedom, CPL plays a vital role in advancing equity, supporting democracy, and fostering belonging in our community.

Every dollar invested multiplies in community benefit. For every dollar invested, CPL delivers $3.31 in economic value. *

*Insert footnote: CPL measured its value using the Valuing Ontario Libraries Toolkit (VOLT) developed by the Ontario Library Service and the NORDIK Institute. CPL evaluated key domains including education, economic development, social inclusion and well-being, and culture, calculating a social return on investment (SROI) of 330.52%. Read the full report (pages 46-50).

Funding Priorities

Philanthropic support will advance strategic priorities aligned with community needs:

- Expanded and diverse collections (print media, digital titles and resources, musical instruments, specialized equipment, and more)
- Technology enhancements and Makerspace equipment
- Facility improvements and accessibility upgrades
- Innovative program development and outreach initiatives

A detailed funding framework ensures transparency, measurable outcomes, and responsible stewardship. Each funded initiative is supported by clear objectives, defined timelines, and performance indicators aligned with CPL's strategic priorities. Donors can expect regular reporting on progress and impact, including how funds are allocated, outcomes achieved, and lessons learned. This disciplined approach ensures every contribution is used effectively, responsibly, and in ways that deliver meaningful, lasting benefit to the Caledon community.

Ways to Give

Donors can support Caledon Public Library through:

- One-time or recurring gifts
- Sponsorship of programs or spaces
- Naming opportunities
- Legacy and planned giving

Beyond sponsorships, CPL offers customized partnership opportunities for individuals, families, corporations, and foundations seeking deeper engagement. While sponsorships typically provide recognition tied to a specific program, event, or space, partnerships are collaborative and strategic—aligning your philanthropic goals with long-term library priorities such as literacy advancement, digital

inclusion, innovation, or community outreach. Partners may choose to support multi-year initiatives, capacity-building efforts, or transformational projects that create sustained community impact.

We look forward to designing meaningful opportunities that reflect your values and maximize your impact in Caledon.

Recognition & Stewardship

CPL is committed to meaningful donor recognition and ongoing engagement. Supporters receive impact updates, acknowledgement opportunities, and the assurance that their investment is advancing measurable community outcomes.

Together, we can ensure that Caledon Public Library remains a welcoming, innovative, and essential cornerstone of our community—today and for generations to come.

We invite you to be part of the story.

Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2026

Updated March 16, 2026

Month	Governance/Strategic Issues (activities in order to fulfill accountability obligations | policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning recruitment)	Information Needed (reports and monitoring documents and additional information required to support discussion of and action on strategic issues)	Board Action (proposed action as a result of governance and/or strategic issues and discussions)
December 2025	✓ OLA Board Attendance Confirmation ✓ Internet and Technology Acceptable Use Policy ✓ Inclement Weather and Unscheduled Closure Policy ✓ Records Management and Retention Policy Review – deferred from November ✓ Room Usage Policy Review – deferred from November	✓ Board Assessment Results ✓ Drafted policies	✓ OLA Conference Registration ✓ Meeting of Advocacy/Fundraising Committee
January 2026	✓ Privacy Policy Review ✓ Operational Policy Review ✓ Planning Policy Review ✓ AI Policy - New ✓ Review of 2025 Strategic Actions Completed ✓ Review of 2025 Q4 and Annual Statistics	✓ 2025 Q4 and Year End Statistics Report ✓ 2025 Procurement Update ✓ 2025 Donations Reserve Update ✓ Drafted policies	✓ OLA Super Conference/ OLBA Boot Camp attendance
February 2026	• No scheduled meeting		
March 2026	• Board By-Laws Review • Annual Board Assessment Policy Review • Rights and Safety of Children and Teens in the Library Review • 2025 Year End Strategic Assessment and Evaluation Report • 2025 Annual Report • OLA Super Conference Key Takeaways	• 2025 Strategic Scoresheet • Draft annual report • Drafted policies	• Meeting evaluation • Sharing of OLA/webinar Takeaways • Meeting of Advocacy/Fundraising Committee • Meeting of CEO Assessment Committee
April 2026	• Fundraising and Gift Acceptance Policy Review • The Library and Political Elections Policy Review • Board-CEO Partnership Policy Review • Valuing Ontario Libraries Toolkit (VOLT) • Review of quarterly statistics – Q1	• Drafted annual Report • 2026 Q1 Statistics Report • Drafted policies • VOLT results • Proposed CEO PA document	• Presentation of Annual Report to Council

	• Revisions to CEO/Chief Librarian Performance Appraisal Document		
May 2026	• Personnel Policy Review • Disconnecting from Work Policy Review • Remote Work Policy Review • Succession and Leadership Planning Policy • Board Code of Conduct Review • Public Code of Conduct Review • Employee Code of Conduct - NEW	• Drafted policies	• Presentation of VOLT findings to Council • Meeting of CEO Assessment Committee
June 2026	• Annual CEO/Chief Librarian Performance Appraisal • Collection Development Policy Review • Programming Policy Review • Volunteer Policy Review	• Mid-year procurement update • Mid-year reserves update • Drafted policy • CEO to provide goals for coming term – July 2026 to June 2027	• Meeting evaluation • Meeting of Advocacy/Fundraising Committee
July 2026	• No scheduled meeting		
August 2026	• 2027 Budget Proposal • Audited Financial Report • Review of quarterly statistics – Q2	• 2026 Q2 Statistics Report • Draft 2027 budget • Financial documents	• Finance committee meeting to review draft budget
September 2026	• Accessibility Policy Review • Diversity and Inclusion Policy Review	• Drafted policies	• Meeting of Advocacy/Fundraising Committee • Staff Forum
October 2026	• Review of quarterly statistics – Q3 • Public Complaint Handling Policy Review • Board Term Legacy Document • Trustee Position Description Review • Schedule of Board Meetings – 2027	• Drafted policy • Drafted position description • 2026 Q3 Statistics Report	• Meeting evaluation
November 2026	• Annual Board Assessment • Town of Caledon Health and Safety Policy Statement Report • Art Exhibit, Display and Community Information Policy Review • Reserves Policy Review	• Assessment criteria and questions • Drafted policies	• OLS Board Assembly Meeting • Completion of Assessment Questionnaire

	• Fundraising and Gift Acceptance Policy		• Board Panel Discussions to inform applicants to new term
December 2026	• No scheduled meeting		• Meeting of CEO Assessment Committee • Meeting of Advocacy/Fundraising Committee
January 2027	• Mid-year CEO/Chief Librarian Performance Appraisal • 2027 budget Update • AI Policy Review	• Board Assessment Results • Completed appraisal • 2026 Q4 and Year End Statistics Report • 2026 Strategic Scoresheet • 2026 Procurement Update • 2026 Reserves Update	• OLA Boot Camp Registration for new term