Township of Uxbridge
Public Library Board Meeting Agenda

Date: Thursday, March 24, 2022 @ 7:00 PM
Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

1. **Call to order:**

2. **Disclosure of Pecuniary Interest and the General Nature thereof.**

3. **Approval of Agenda**

4. **Approval of February Minutes**

5. **Committees:**

   5.1 Finance – Amanda

   - February accounts

   5.2 Governance and HR Committee
   - COVID updates - Corrinne

   - Grants update
     o My Main Street grant (downtown / Tourism grant) – unsuccessful
     o Inclusive Community Grant – Submitted / Pending

   - Policies to approve / adopt
     o Open Access Policy
     o Diversity and Inclusion Policy
     o Equity, Diversity and Inclusion Blue Print

   5.3 Community Committee
   - Gerri Lynn O'Connor Children's Library ceremony update

6. **New Business**

7. **Ongoing Business / Action items**

   - Facility update

8. **Correspondence**
   - Town of Ajax, Re: Reducing Cost of eContent for Public Libraries

Township of Uxbridge
Public Library Board Meeting Agenda

Date: Thursday, March 24, 2022 @ 7:00 PM
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9.   Round Table

10. Council Connects

11. **Date of Next Board Meeting:** Thursday April 28 @ 7 pm

12. Adjournment

Township of Uxbridge
Public Library Board Meeting Minutes

Date: Thursday, February 24th, 2022 @ 7:00 PM
Location: Teams Virtual meeting

Present: Dave Phillips, Corrinne Morrison, Amanda Ferraro, Agnes Croxford, Willie Popp, Gord Shreeve, Dwight Clements,

Regrets: Dave Barton, Donna Condon, Lynn Klages, Gary Ruona, Martin Koolhaas

1. **Call to Order @ 7:05 pm.**
   - Note: This is a virtual meeting and public access was provided by asking for pre-register registration to this meeting by email aferraro@uxbridge.ca.
   - Agenda and pre-registration information was posted on Library website
   - No requests were made.

2. **Disclosure of Pecuniary interest and the General Nature thereof.**
   - ✓ *No disclosures*

3. **Approval of Agenda**
   - ✓ *Moved by Dwight, seconded by Agnes; carried*

4. **Approval of December Minutes**
   - **Note: The January meeting was cancelled due to a power outage.**
   - ✓ *Moved by Gord, seconded by Agnes; carried*

5. **Committees:**

   5.1 Finance – Amanda

   - November, December and January accounts

   - ✓ *Moved by Agnes, seconded by Dwight; carried*

   - Approved Budget included in Agenda package

   - Inclusive Community Grant (Prov) – Permission to apply - Deadline March 3rd.
     - Accessible doorway buttons (wave vs touch)
     - Speech transfer (microphone) at plexiglass + hearing loop options
     - Outdoor patio solar power charging station (US)
     - iPads, coding and robots, 3D printer lessons
     - Approximately $25,000 with some in-kind contributions
     - September 2022 – March 2023

   - ✓ *Moved by Gord, seconded by Agnes; carried*

- NVR Replacement – Replace defective recorder
    - Move the unit to the basement Network room.
    - Watchnet 64 channel: Equipment & Installation $8,580 plus HST
    - Staff are requesting to sole source Phantom Security Group Inc. (By-law 2018-034, Procurement Policies and Procedures, Section 8.12 (a) i.), as they have standardized our security technology and provide support across the municipality.
        - Motion THAT the Library Board agree to purchase the NVR replacement with Phantom Security Group Inc. for the quoted price of $8,580.00 plus HST

✓ *Moved by Dwight seconded by Gord; carried*

5.2 Governance and HR Committee
- COVID updates - Corrinne
    - Re-open to Browsing January 31st
    - Sundays return Feb. 6th

- My Main Street grant – Amanda
    - Possible funding for expanded service / washrooms

- Policies review
    - Open Access Policy
    - Diversity and Inclusion Policy
    - Equity, Diversity and Inclusion Blueprint
    - *Marked up versions available at this meeting. A final version will be made available at the next meeting for final approval*

5.3 Community Committee
- Gerri Lynn O'Connor Children's Library ceremony in the works.

- Durham College is seeking 2 new Governors, particularly those with expertise in agriculture or skilled trades, these are volunteer positions.

o Please see the link below for details.
https://durhamcollege.ca/about/governance/board-of-governors/vacancies

6. New Business

- Book recommendations – staff

  • Request to have Board members participate.

- Drag Queen Story time funding through Children's Aid

  • Option 1 - virtual

  • Option 2 – in person inside Library

  • Option 3 - to have an in-person festival in the park

✓ *Moved by Dwight, seconded by Agnes to support Option 3, the in-person festival; carried*

7. Ongoing Business / Action items

- Facility update
  - Tender for Mason work could be spread over two years vs one year due to escalating costs.
  - Heat Air looking a cause for sediments

8. Correspondence

- Lynn looking to step down due to moving out of the area.
- Motion to accept Lynn's resignation.

✓ *Moved by Agnes , seconded by Dwight; carried*

9. Round Table

- Dave discussed OLS issues about Libraries evaluated by town size vs geography. Meetings staying virtual

10. Council Connects

- Downtown revitalization Committee continues to move forward. Looks promising

- Senior Centre upgrade to the washrooms is finally finished. Accessibility improvement, gold standard!!!

- Canada Planning underway

11. **Date of Next Board Meeting:** Thursday March 24th @ 7 pm

- Question about when we may return to in-person? To be discussed at the March meeting once more restrictions are lifted.

12. **Adjournment   8:01**

- ✓ *Moved by Gord, seconded by Willie; carried*

Date	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount $
2022-02-01	BELL CANADA	9058529748/JAN2022	2022-01-24	TELEPHONE-JAN	204.67
2022-02-01	BLUE HERON BOOKS	346676	2022-01-28	BOOKS	58.77
2022-02-01	BLUE HERON BOOKS	346537	2022-01-28	BOOKS	24.77
2022-02-01	HEAT-AIR MECHANICAL LTD.	34502	2022-01-24	SERVICE	255.06
2022-02-01	HEAT-AIR MECHANICAL LTD.	35198	2022-01-28	SERVICE-JAN	2,430.95
2022-02-01	LIBRARY SERVICES CENTRE	617971	2022-01-28	BOOKS	416.61
2022-02-01	CWB NATIONAL LEASING	18475876	2022-01-28	PHONE EQUIP. LEASE-FEB	353.92
2022-02-01	ROGERS	234-577581309/DEC21	2022-01-28	INTERNET-DEC 22 TO JAN 21	135.59
2022-02-01	THE COMPUTER MEDIA GROUP	1509609-IN	2022-01-27	CARTRIDGES	129.01
2022-02-01	XEROX CANADA LTD.	85526077	2022-01-28	COPIES-JAN	59.87
2022-02-01	BLUE HERON BOOKS	339081	2022-01-27	BOOKS	67.95
2022-02-01	BLUE HERON BOOKS	346469	2022-01-28	BOOKS	134.30
2022-02-01	11158465 CANADA INC. C/O JIM NELSON	128801	2022-01-25	CARETAKING - JAN	361.60
2022-02-01	LIBRARY SERVICES CENTRE	617604	2022-01-28	BOOKS	567.80
2022-02-01	LIBRARY SERVICES CENTRE	617605	2022-01-28	BOOKS	28.16
2022-02-01	CWB NATIONAL LEASING	18468117	2022-01-28	PHONE EQUIP LEASE-JAN	340.36
2022-02-01	ROGERS	234-577581309/JAN202	2022-01-28	INTERNET-JAN 22 TO FEB 21	135.59
2022-02-02	PHANTOM SECURITY GROUP	2021-545	2021-11-16	SECURITY SERVICES-2022	1,048.59
2022-02-02	PHANTOM SECURITY GROUP	2021-546	2021-11-16	SECURITY SERVICES-2022	1,511.12
2022-02-04	DURHAM REGION -UTILITY FINANCE	7884100000/JAN2022	2022-02-01	WATER AND SEWER-OCT 26-JAN 4	771.21
2022-02-09	FIBERNETICS CORPORATION	534962	2022-02-03	TELEPHONE-FEB 1 TO MAR 1	135.54
2022-02-09	NETAGEN COMMUNICATIONS AND	16-1150-LIBRARY	2022-02-03	SUPPORT-FEBRUARY-LIBRARY	2,041.91
2022-02-09	IAN KERSHAW	2022-1	2022-02-03	SERVICE	50.00
2022-02-09	CWB NATIONAL LEASING	18483392	2022-02-03	PHONE EQUIP.LEASE-MAR	353.92
2022-02-09	ELEVATOR ONE INC.	INV-07666-B2X2	2022-02-03	QUARTERLY MAINTENANCE	1,324.33
2022-02-09	TECHNICAL STANDARDS & SAFETY	6881325	2022-02-03	LICENCE RENEW-3/16/22-3/15/23	250.00
2022-02-09	BRUCE CLARK & SON PLUMBING &	13034	2022-02-03	SERVICE	1,150.91
2022-02-09	CIBC VISA	DEC 25/21-JAN 24/22	2022-02-08	EXPENSES-DEC 25 TO JAN 24	2,687.63
2022-02-09	AMPLO	202201	2022-02-03	2022 MEMBERSHIP	100.00
2022-02-09	ENBRIDGE	113542251003/JAN2022	2022-02-03	ESTIMATE-DEC 17 TO JAN 18	1,078.22
2022-02-14	ACCESS COPYRIGHT	58271/54301	2022-02-09	LICENCE FEE	9.04
2022-02-14	BRUCE CLARK & SON PLUMBING &	13040	2022-02-09	MAINTENANCE	167.47
2022-02-14	LOCKSHOP LTD.	12084	2022-02-10	MAINTENANCE	1,039.43
2022-02-14	ACCESS COPYRIGHT	58270/54300	2022-02-09	LICENCE FEE	90.40
2022-02-14	FOREST RIDGE LANDSCAPING INC.	15334-LIBRARY	2022-02-09	SNOW REMOVAL-FEB-LIBRARY	2,949.30

2022-02-24	BELL CANADA	9054732375/FEB2022	2022-02-18 TELEPHONE-FEB	115.52
2022-02-24	11158465 CANADA INC. C/O JIM NELSON	128810	2022-02-18 CARETAKING-FEB	1,808.00
2022-02-24	LIBRARY SERVICES CENTRE	618753	2022-02-16 DVD'S	30.37
2022-02-24	LIBRARY SERVICES CENTRE	619150	2022-02-16 BOOKS	476.60
2022-02-24	LIBRARY SERVICES CENTRE	618751	2022-02-16 BOOKS	733.23
2022-02-24	PRESSE COMMERCE	9070342	2022-02-18 MAGAZINES	364.31
2022-02-24	XEROX CANADA LTD.	85533999	2022-02-18 COPIES-FEB	37.31
2022-02-24	BELL CANADA	9058529748/FEB2022	2022-02-18 TELEPHONE-FEB	85.14
2022-02-24	BLUE HERON BOOKS	346984	2022-02-16 BOOKS	91.43
2022-02-24	DE LAGE LANDEN	8370250	2022-02-18 COPIER-3/15/22-4/14/22	173.44
2022-02-24	GLOBAL INDUSTRIAL CANADA, INC.	668803	2022-02-18 SUPPLIES	278.58
2022-02-24	HYDRO ONE NETWORKS INC.	200072033278/FEB2022	2022-02-18 HYDRO-JAN 7 TO FEB 5	594.60
2022-02-24	LIBRARY SERVICES CENTRE	619152	2022-02-16 BOOKS	127.90
2022-02-24	LIBRARY SERVICES CENTRE	618392	2022-02-16 BOOKS	628.14
2022-02-24	PHANTOM SECURITY GROUP	2022-065	2022-02-16 MAINTENANCE	9,695.40
2022-02-24	RONA INC.	33220-13146261	2022-02-16 SUPPLIES	80.82
				37,784.79
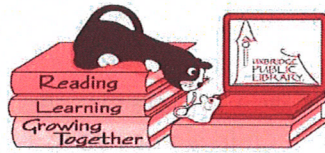
Uxbridge Public Library Open Access Policy

1   Policy

The Township of Uxbridge Public Library will serve all residents of the Township of Uxbridge. Service will not be denied or abridged because of religious, racial, social, economic, or political status.

2   Practices

Statement of Intellectual Freedom

Every person in Canada has the fundamental right, as embodied in the Nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his/her thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of librarians to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of those responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

2.1 Durham Region residents holding valid borrower's cards from the other Durham Region Libraries and East Gwillimbury have borrowing privileges and are entitled to services in our libraries but will need to have a valid Uxbridge Public Library card.

2.2 Library staff cannot act in place of parents. As with other library services, supervision or restriction of a child's access to Library materials is the responsibility of the parent or legal guardian. It is also the responsibility of the child, whose curiosity is tempered by his or her judgment and upbringing.

2.3 The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of library users or other objectionable conduct on library premises.

2.4 Library Staff will refer to and follow the Township of Uxbridge's Equity, Diversity and Inclusion Blueprint 2020 – 2023 as a guiding principle.
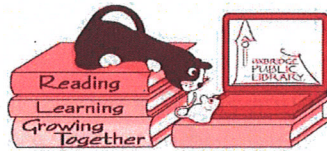
Uxbridge Public Library Diversity and Inclusion Policy

1. Policy

The Uxbridge Public Library is committed to fostering an environment of understanding and respect. The Uxbridge Public Library Board endorses the Statement on Diversity and Inclusion as set out by the Canadian Library Association.

The Uxbridge Public Library Board and staff Library Staff will refer to and follow the Township of Uxbridge's Equity, Diversity and Inclusion Blueprint 2020 – 2023 as a guiding principle.

Libraries strive to deliver inclusive service. The Uxbridge Public Library recognizes and affirms the dignity of those it serves, regardless of heritage, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental abilities.

The Library is committed to fostering an environment of respect, understanding and accepting differences.

- The Uxbridge Public Library makes diversity and inclusion a priority in planning and decision making for staffing, collections and service development.
- The Uxbridge Public Library acts to ensure that people can enjoy services free from attempts by others to impose values, customs or beliefs.
- In the spirit of diversity and inclusion for all members, the Uxbridge Public Library will permit the exhibit of displays and provision of programs that fit into the location's communities at the appropriate times (e.g. seasonal Christmas displays, programs celebrating other cultures or religious backgrounds).

Canadian Library Association Position Statement on Diversity and Inclusion
Approved by Executive Council ~ May 25, 2008

The Canadian Library Association believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs

Township of Uxbridge's Equity, Diversity and Inclusion Blueprint

2020-2023

Accelerate equity, elevate diversity and foster a culture of inclusion

The Township of
UXBRIDGE
Trail Capital of Canada

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A message from our Senior Leadership Team

The Senior Leadership Team is pleased to introduce the Township of Uxbridge's Equity, Diversity and Inclusion Blueprint. This document was created to serve as a roadmap, track progress and support our long-term goal of building a diverse, healthy and engaged workforce and a culture to succeed.

There are many reasons to embrace equity, diversity and inclusion (ED&I) at the Township of Uxbridge; a significant body of research shows that diverse, engaged workforces are dynamic, innovative and good for the bottom line. Moreover, we know that ED&I are at the core of creating and maintaining workplaces where everyone can work safely and to their full potential everyday.
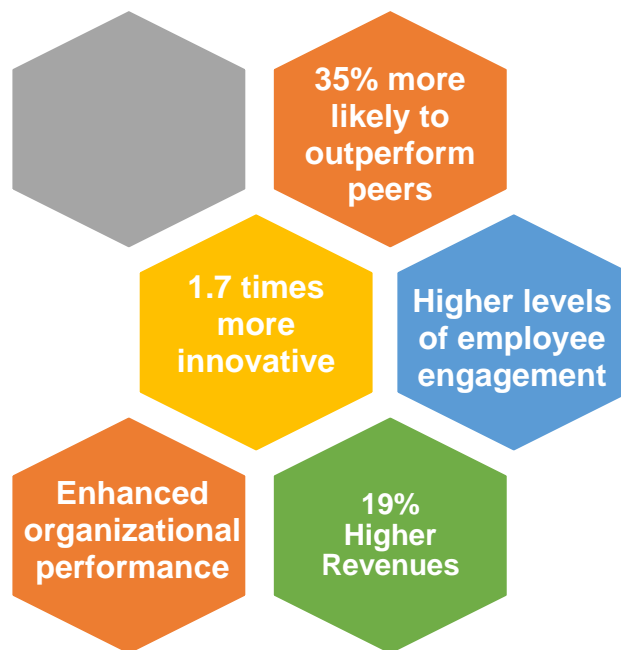
The Township of Uxbridge is a welcoming, accepting and respectful place of employment, where multiple perspectives and differences are encouraged and celebrated. We strive to enable staff to provide service excellence to our diverse community that is reflective of these principles.

While there is no easy formula to guarantee success, our goal is to embed ED&I principles at all levels of the organization. We are so proud of the amazing work the Township of Uxbridge employees have been doing on ED&I initiatives across the organization. Our future success depends on our ability to embrace and integrate ED&I so please join us in celebrating the gains we have made and working to create a dynamic, diverse, and inclusive workforce for the future.

Organizations that embrace ED&I have proven results…

35% more likely to outperform peers

1.7 times more innovative

Higher levels of employee engagement

Enhanced organizational performance

19% Higher Revenues

Source: McKinsey & Co, 2015

Setting the stage

The Blueprint uses words and phrases that may be new to some readers. The following list provides working definitions of commonly used ED&I terms and concepts:

Accessibility means ensuring people of all abilities have equitable access to workplaces, programs, services and opportunities.

Ally: a person or organization who supports an individual or group to be treated equitably and fairly.

BIPOC: Black, Indigenous, Person of Colour.

Designated groups, sometimes referred to as "equity-seeking" groups, the designated groups are defined by the *Employment Equity Act* as:

> _women;_
>
> _Indigenous peoples_ who are First Nations, Inuit or Métis;
>
> _persons with disabilities_ who have long-term or recurring physical, mental, sensory, psychiatric or learning impairments;
>
> _visible minorities_, other than Indigenous peoples, who are non-Caucasian in race or non-white in colour; and,
>
> _LGBTQ2,_ persons who identify as transgendered, bi-sexual, lesbian, gay, two-spirited, dual-gendered, or queer.

Diversity is about individuals and the range of unique perspectives, dimensions, qualities and characteristics we all possess.

Employment equity is about using proactive employment practices to increase representation of four designated groups in the workplace: women, people with disabilities, Indigenous peoples and visible minorities. Employment equity sometimes requires special measures and accommodation of differences to achieve this goal.

Employment Equity Act was established to correct historic disadvantage experienced by the designated groups in employment such that no person is denied employment for reasons unrelated to skill and ability.

Equality means treating everyone equally, even when people are different.

Equity means fairness and ensuring everyone has what they need to succeed. Sometimes, equity means treating people differently to achieve fairness.

Inclusion is a sense of belonging and is central to creating a culture of respect where we are valued, embraced, accepted and respected for who we are.

Intersectionality: the intersection, or crossover, of our many identities affect how each person experiences the municipality.
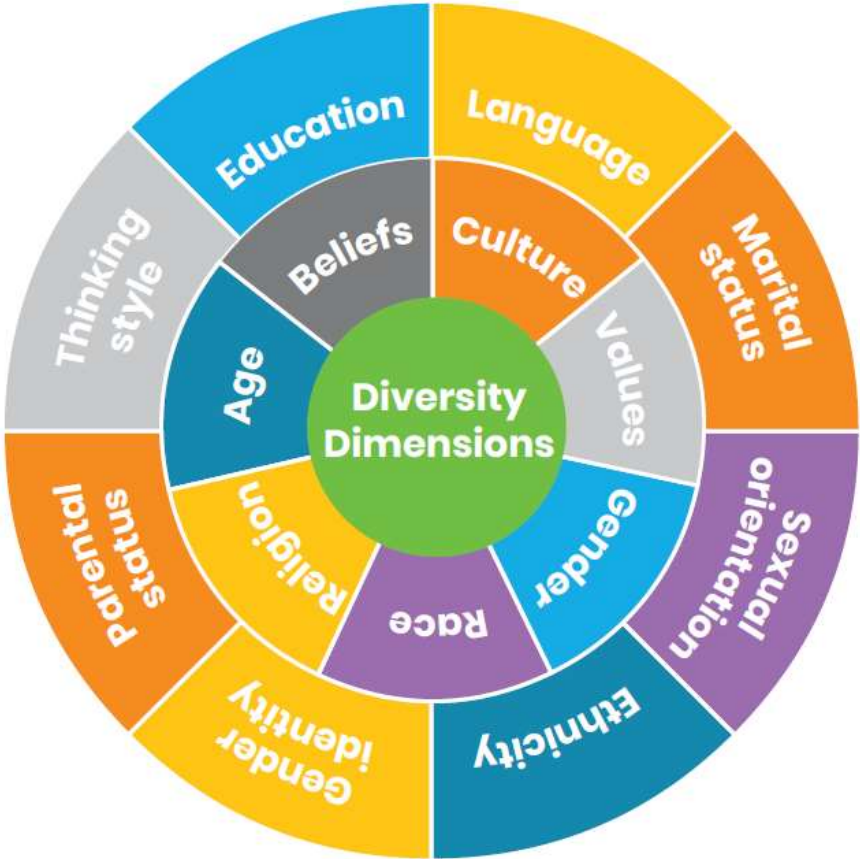
Stereotypes: Assumptions that generalize how all people in a particular group are the same, without considering individual differences.

Systemic Barriers: obstacles that exclude groups or communities from full participation in, and the benefits of, social, economic, and political life.

Township means the Township of Uxbridge as an organization.

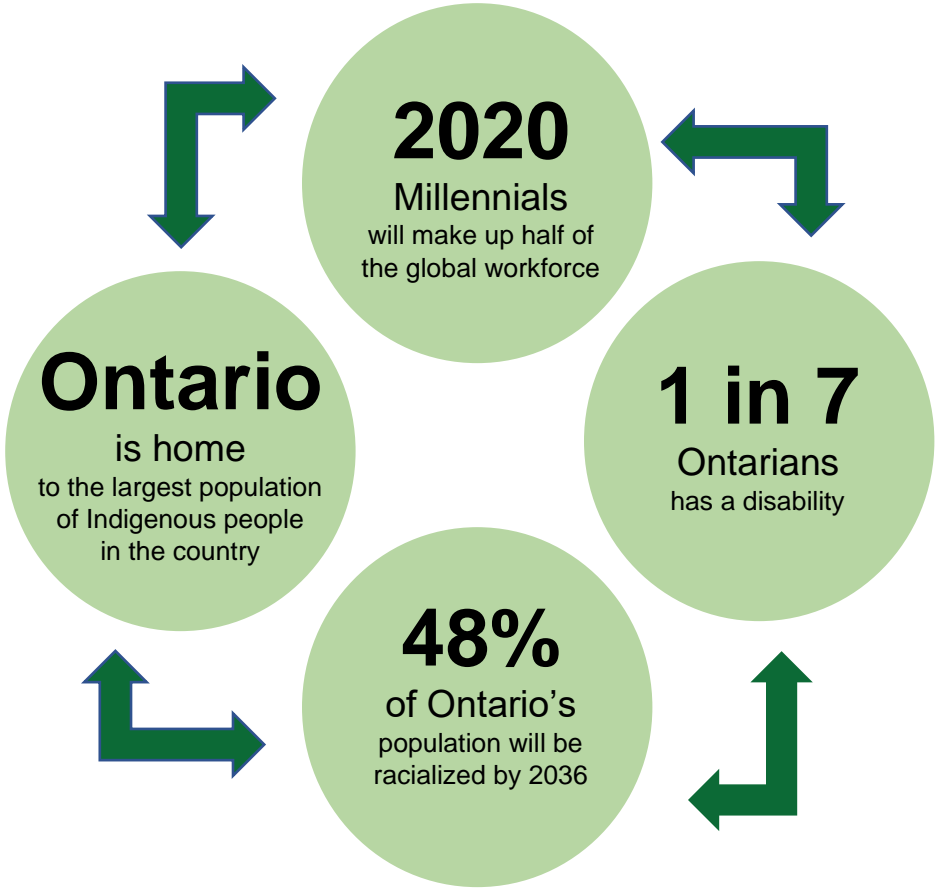We each have diverse characteristics that make us unique.

Our Current Landscape

The Township of Uxbridge is regulated by the *Ontario Human Rights Code* and the *Canadian Human Rights Act*. Although our federal and provincial obligations vary slightly, our Senior Leadership Team ("SLT") recognizes the value in committing the organization to a consistent standard of excellence, which is reflected throughout our operations and the Blueprint.

The Township is also governed by the *Employment Equity Act* (the "Act"). In accordance with the Act, the Township of Uxbridge submits annual employment equity reports, which are assessed by the Canadian Human Rights Commission ("CHRC"). The Township collects employment equity data through employee surveys, in the interest of capturing accurate workforce demographic data, encourages employees to complete this survey.

Why Inclusivity Matters

To be inclusive means that all employees, regardless of difference, can connect, belong, and grow.

2020
Millennials
will make up half of the global workforce

1 in 7
Ontarians
has a disability

48%
of Ontario's
population will be racialized by 2036

Ontario
is home
to the largest population of Indigenous people in the country

Our shared goal for inclusion

Inclusion is fundamental to the way we work. We are diverse and embrace difference with empathy and curiosity. All employees feel safe, respected and valued for who they are. Inclusion inspires us to do our best work for each other and those we serve. Our Shared Goal for Inclusion is a destination. It is a picture of the future that we can create when we successfully and collaboratively implement our framework. The more specific goals that we need to achieve to reach our Shared Goal for Inclusion are our three Pillars of Inclusion.

EQUITY

We implement systems and practices that advance equity and respect

DIVERSITY

We intentionally seek and value diversity

INCLUSION

We develop skills at working inclusively and demonstrate growth and leadership

To reach our goal, we must set objectives within 3 pillars: equity, diversity, and inclusion. Together, we must be deliberate in our actions and have accountability to achieve objectives and goals.

Through data analysis and stakeholder consultation, we have identified key priorities to advance our work and drive progress. This Blueprint is a living document that will be revised and modified as we accomplish goals, recognize new trends, and re-evaluate priorities to meet changing needs.

Key Priorities

Pillar 1 - Equity

Ensure Township of Uxbridge is compliant with our Employment Equity Act obligations through increased representation of women, Indigenous peoples, visible minorities and persons with disabilities.

Pillar 2 - Diversity

Support a workplace culture that values, attracts, retains and celebrates employees with unique backgrounds, skills and characteristics.

Pillar 3 – Inclusion

Facilitate the integration of all employees by developing an inclusive culture where everyone, regardless of difference, can connect, belong and grow. Developing aptitude for inclusivity, equity and diversity requires development of knowledge, skills and attitudes.

Pillar One: Equity

Priorities to entrench and foster equity throughout the organization

Establish goals to increase the Township of Uxbridge's representation of the designated groups and reduce gaps between internal representation and external labour market availability

- Implement, monitor and advance the Township's Employment Equity Plan to ensure compliance with legislative obligations.

- Establish customized equity plans and implement special programs to reduce gaps within specific occupation groups.

- Develop and implement Equity Data Dashboard to support and monitor progress.

Identify and confront bias and systemic barriers in recruitment, hiring and advancement (staff and committees)

- Design a plan to review current hiring and advancement practices to identify and remove systemic barriers.

- Continue to provide ongoing education, coaching and tools to recognize and manage unconscious bias in decision making.

- Establish and build partnerships with external stakeholders to advance equity goals.

- Establish, streamline and refine mentoring and sponsorship programs.

Create an employment equity survey tool to support increased self-reporting

- Provide comprehensive definitions of designated groups to drive greater understanding.

- Clarify and expand scope of consent to increase allowable use of data.

- Develop communication strategies to clarify equity data use and importance of data for accurate reporting and future programming.

"It is not that individuals in the designated groups are inherently unable to achieve equity on their own, it's the systemic barriers in the way that are so formidable and self-perpetuating they cannot be overcome without intervention. It is both intolerable and insensitive if we simply wait and hope that barriers will disappear with time. Equality in employment will not happen unless we make it happen."

Justice Abella, Supreme Court of Canada
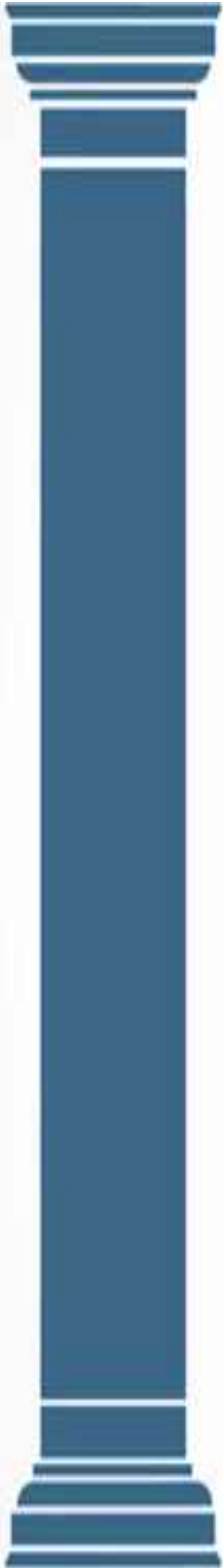
Pillar Two: Diversity

Priorities to elevate and respect diversity

Build awareness of the Equity, Diversity and Inclusion Program

- Establish corporate-wide alignment of ED&I programs to ensure consistency, visibility and alignment with corporate goals.

- Expand and develop ED&I resources for employees, leaders and key stakeholders.

Develop and support the ED&I Working Group to incorporate various diverse perspectives into decision-making processes

- Engage in dialogue and collaborate to identify and remove barriers to support inclusion.

- Utilize ED&I Working Group to extend reach into the organization and community, and continue to provide members with education and support to effectively champion ED&I initiatives.

Establish a communications strategy to elevate the Township of Uxbridge's diversity

- Facilitate opportunities to elevate diversity and encourage ongoing dialogue

- Develop tools and resources to allow teams to incorporate diversity into work processes

- Collaborate to integrate ED&I concepts into communications, and policies and processes across the Township of Uxbridge

"Initiatives that create a sense of employee community learning and support have a tremendous impact on engagement."

(National Post, 2018)

Pillar Three: Inclusion

Priorities that foster a culture of inclusion

Support workplaces that are free from discrimination, harassment and bullying

- Develop and provide workshops, tool kits and resources to promote inclusive and respectful work environments, including work conducted throughout our community
- Train and mobilize employees to identify and call out behaviours that harass, bully or otherwise exclude colleagues

Develop and implement tools to measure inclusion and evaluate progress

- Analyse data to develop evidence-based solutions for continuous improvement
- Solicit input from key stakeholders to target and resolve existing challenges

Leverage the Township of Uxbridge's safety culture to support psychological safety

- Collaborate with Joint Health & Safety Committee to incorporate inclusion principles into the Township of Uxbridge's culture of safety
- Review best practices from the Joint Health and Safety Committee to further improve the effectiveness of our ED&I work

60%

of Canadian employees
have experienced harassment and bullying at work

Building ED&I into our business

Equity	Diversity	Inclusion
• Endorse ED&I as a corporate commitment and long-term goal • Establish an employment equity plan • Implement an anti-racism Policy	• Establish a Diversity Talent Attraction Strategy • Incorporate ED&I principles into succession and performance measurement processes • Incorporate ED&I into strategic planning processes • Ensure publications use photos with diverse representation, including our website & Community Guide	• Launch ongoing educational training on anti-racism and diversity fundamentals for council, committees and all employees • Facilitate workshops for people leaders on bias and creating inclusive workplaces • Ongoing messaging as to why equity, inclusion, and diversity within the municipality matters • Formalize a mentoring program to develop future leaders both within and outside of the organization • Recognize internally and via proclamations days of significance and celebrations that promote understanding, inclusion and empathy. • Build a calendar of events listing for the newspaper and on our website • Create action plans to make commitments and report on progress

Celebrations and Acknowledgements

Here are some of the key events that can be observed, acknowledged and celebrated to promote understanding, inclusion and empathy:

- Anti-Bullying Day/Pink Shirt Day to support anti-bullying and promote inclusion
- Bell Let's Talk Day
- Black History Month
- Canada's National Day of Remembrance and Action on Violence Against Women
- Diversity Day to celebrate diverse workforces
- International Day Against Homophobia, Transphobia and Biphobia (IDAHOT)
- International Day for Persons with Disabilities
- International Day for the Elimination of Racial Discrimination
- International Men's Day
- International Women's Day
- Mental Health Awareness Day (Month)
- National Accessibility Week & Red Shirt Day
- National Indigenous Peoples' Day
- Orange Shirt Day to raise awareness about residential schools
- Pride Month to celebrate and support LGBTQ - identified friends and colleagues
- White Ribbon Campaign to end violence against women
- World Day for Cultural Diversity for Dialogue and Development

Identify a day or event that is missing? Let us know!

What Will Success Look Like?

When we accelerate equity, celebrate diversity and foster a culture of inclusion, the sky is the limit! Employee engagement, productivity and innovation increase and drive success.

It can be difficult to quantify ED&I success, but the following indicators can demonstrate progress:

Accelerate Equity

- People are comfortable self identifying
- People see themselves represented at all levels of the organization
- Gaps of designated groups are closing
- People have the tools they need to succeed in their jobs
- People understand how personal biases impact their decision making

Elevate Diversity

- People are treated with dignity and respect, and valued for their unique perspectives
- Differences of opinion, unique perspective and creative thinking are embraced
- The Township recruits, hires, and retains employees who add to our culture rather than fitting into it

Foster Inclusion

- People feel a sense of belonging regardless of their differences
- Language is inclusive
- ED&I principles are embedded into our organization
- ED&I is valued and recognized as a shared responsibility

Stand up
and speak out
if you see disrespect in the community or workplace

Each of us has an opportunity to influence our collective ability to achieve our long-term goal; the best way to be part of the solution is to be open to new perspectives, aware of your own biases and respectful of one another. If we practice this in our day-to-day work, we will see the many positive impacts inclusion can have on our organization.

Sources:

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Hon. Lisa MacLeod
Ministry of Heritage, Sport, Tourism and Culture Industries
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Sent by E-Mail

January 27, 2022

Re: **Reducing Cost of eContent for Public Libraries**

The following resolution was passed by Ajax Town Council at its meeting held January 24, 2022:

> **WHEREAS** the Town of Ajax recognizes the important role that libraries play in our community, and the literacy programs they provide are integral to developing proficient readers;

> **WHEREAS** the Town of Ajax recognizes that digital literacy programs run by libraries help ensure citizens can contribute to our digital world;

> **WHEREAS** vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community;

> **AND WHEREAS** purchasing models of eContent for public libraries are restrictive in comparison to physical item purchasing, prices for eContent are exponentially higher than physical materials, but lending models do not provide additional benefits in line with premium prices;

> **AND WHEREAS** libraries must be in a position to offer eContent to their users as part of their service offering to their community, particularly given the rapid pace of digitization of educational and cultural materials;

> **AND WHEREAS** Ajax Public Library is committed to providing barrier-free access to learning and leisure materials to Ajax residents through means that meet their changing needs;

> **NOW THEREFORE BE IT RESOLVED THAT:**

> 1. Ajax Council supports Canadian libraries in their efforts to increase access to eContent for users;

2. Ajax Council calls on the provincial and federal governments to investigate the barriers faced by libraries in acquiring eContent, and develop a solution that increases access and fair pricing for eContent; and

3. This motion be sent to the appropriate provincial and federal ministers, and all Durham Region Library Boards.

If you require further information please contact me at 905-619-2529 ext. 3342 or alexander.harras@ajax.ca.

Sincerely,

Alexander Harras
Manager of Legislative Services/Deputy Clerk

Copy: Regional Councillor S. Lee
        Mayor Collier
        Hon. Peter Bethlenfalvy, Minister of Finance
        Hon. Mark Holland, Leader of the Government in the House of Commons
        Hon. Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities
        Hon. François-Philippe Champagne, Minister of Innovation, Science and Industry
        Hon. Pablo Rodriguez, Minister of Canadian Heritage
        The Canadian Urban Libraries Council
        Durham Region Public Libraries
        Federation of Ontario Public Libraries
        Ontario Library Services
        Ontario Library Association