



AGENDA

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Toronto Public Library Board

Meeting No. 3: Monday, March 19, 2018, 6:00 p.m. to 7:30 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

The Chair and members gratefully acknowledge that the Toronto Public Library Board meets on the traditional territory of the Huron-Wendat, the Haudenosaunee, and Mississaugas of New Credit First Nation, and home to many diverse Indigenous peoples.

Members:

Ms. Sue Graham-Nutter (Chair)

Mr. Strahan McCarten (Vice Chair)

Councillor Paul Ainslie

Councillor Sarah Doucette

Councillor Mary Fragedakis

Councillor Jim Hart

Ms. Dianne LeBreton

Mr. Ross Parry

Ms. Archana Shah

Ms. Eva Svec

Closed Meeting Requirements: If the Toronto Public Library Board wants to meet in closed session (privately), a member of the Board must make a motion to do so and give the reason why the Board has to meet privately (Public Libraries Act, R.S.O. 1990, c. P.44, s. 16.1).

- 1. Call to Order**
- 2. Declarations of Conflicts of Interest**
- 3. Approval of Agenda**
- 4. Confirmation of February 26, 2018 Toronto Public Library Board Meeting Minutes**
- 5. Business Arising from the Minutes**
- 6. Approval of Consent Agenda Items**
All Consent Agenda Items (*) are considered to be routine and are recommended for approval by the Chair. They may be enacted in one motion or any item may be held for discussion.
- *7. City Librarian's Report**

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8. Communications**9. Presentations***10 minutes*

- Introduction of Sarah Fulford, Toronto Public Library Foundation Board
- Toronto Public Library Foundation regarding the Foundation's 2018 strategic plan and budget
Jennifer Jones, President, Toronto Public Library Foundation

10. TPL Board Education – Civil Society Series*10 minutes**Items for Action:***11. City-Wide Real Estate Program – Revised Authorities***15 minutes***12. Data Quality Management – Award of Contract***10 minutes***13. Elections-Related Policies***10 minutes***14. 2018-2027 Capital Budget and Plan Adjustments and Commitment of Funds for Bayview-Bessarion Library Capital Project***10 minutes****15. Steeles Branch – Award of Tender, Branch Closure and Alternative Service Plan***Items for Information:***16. Operating Budget Monitoring Report – December 31, 2017***5 minutes***17. Capital Budget Monitoring Report – December 31, 2017***5 minutes****18. Annual Statistical Report to the Office of the Information and Privacy Commissioner of Ontario*****19. Board Resolutions – Status Report****20. Adjournment***Attendant Care Services can be made available with some notice.*



MINUTES

Page 1

Toronto Public Library Board

Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Members Present:

Ms. Sue Graham-Nutter (Chair)

Mr. Strahan McCarten (Vice Chair)

Councillor Sarah Doucette

Councillor Mary Fragedakis

Councillor Jim Hart

Ms. Dianne LeBreton

Ms. Eva Svec

Regrets:

Councillor Paul Ainslie

Mr. Ross Parry

Ms. Archana Shah

18-027 Call to Order

Sue Graham-Nutter called the meeting to order at 6:00 p.m.

Ms. Graham-Nutter gratefully acknowledged that the Toronto Public Library Board was meeting on the traditional territory of the Huron-Wendat, the Haudenosaunee and Mississaugas of New Credit First Nation, and home to many diverse Indigenous peoples.

18-028 Declarations of Conflicts of Interest

There were no Declarations of Conflicts of Interest by members of the Library Board.

Toronto Public Library Board

Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

18-029 Approval of Agenda

Moved by Councillor Hart, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *approves the agenda.*

Carried

18-030 Confirmation of January 29, 2018 Toronto Public Library Board Meeting Minutes

Moved by Councillor Fragedakis, seconded by E. Svec:

That the Toronto Public Library Board:

1. *confirms the Minutes of the January 29, 2018 Toronto Public Library Board meeting.*

Carried

Business Arising from the Minutes

18-031 City Librarian's Report – January 29, 2018 (Resolution No. 18-012 from the January 29, 2018 Toronto Public Library Board meeting minutes)

Moved by Councillor Hart, seconded by E. Svec:

That the Toronto Public Library Board:

1. *receives the Business Arising from the Minutes – City Librarian's Report – January 29, 2018 Toronto Public Library Board Meeting Minutes – Resolution No. 18-012 for information.*

Carried

18-032 Approval of Consent Agenda Items

Moved by Councillor Doucette, seconded by S. McCarten:

That the Toronto Public Library Board:

1. *approves the consent agenda and all other items not held on consent.*

Carried

18-033 City Librarian's Report (Received for Information by Consent)

That the Toronto Public Library Board:

1. *receives the City Librarian's Report for information.*

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

18-034 Communications (Received for Information by Consent)*That the Toronto Public Library Board:*

1. receives Communication (a) from Maureen O'Reilly, President, Toronto Public Workers Union, Local 4948, to Sue Graham-Nutter, Chair, Toronto Public Library Board, dated February 5, 2018, offering congratulations on her election to Chair of the Toronto Public Library Board.
2. receives Communication (b) from Maureen O'Reilly, President, Toronto Public Workers Union, Local 4948, to Strahan McCarten, Vice Chair, Toronto Public Library Board, dated February 5, 2018, offering congratulations on his election to Vice Chair of the Toronto Public Library Board.
3. receives Communication (c) from Sue Graham-Nutter, Chair, Toronto Public Library Board to The Honourable Daiene Vernile dated February 12, 2018 welcoming her to the position of Minister of Tourism, Culture and Sport, for information;

Carried**Presentations****18-035 Toronto Public Library Foundation regarding Biblio Bash 2018 Update**

Julie Flynn Still, Senior Director, Major Gifts, Toronto Public Library Foundation, outlined details of the upcoming April 26, 2018 Biblio Bash at the Toronto Reference Library. The event, which is sold out, will be hosted by David Chilton. The proceeds from Biblio Bash are used to enhance and expand services at Toronto Public Library.

Ms. Flynn Still advised the Board that Sarah Fulford was recently elected Chair of the Toronto Public Library Foundation.

Moved by Councillor Fragedakis, seconded by E. Svec:*That the Toronto Public Library Board:*

1. receives the presentation regarding Biblio Bash 2018 Update from Julie Flynn Still, Senior Director, Major Gifts, Toronto Public Library Foundation, for information.

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto****18-036 Toronto Public Library Board Education – Smart Cities Update**

Linda Hazzan, Director, Communications, Programming & Customer Engagement provided information about Toronto's Smart Cities Strategy and the federal government's Smart Cities Challenge. The ways in which the Library is providing support include participating in the Smart Cities Working Group, helping the City raise awareness and engage Torontonians in the Challenge, and ensuring Toronto Public Library is included in the Smart Cities Challenge submission.

Moved by S. McCarten, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. receives the Toronto Public Library Board Education – Smart Cities Update verbal report for information.

Carried

Items for Action:**18-037 2018 Operating Budget Adoption**

Howard Balter, Manager, Budget and Financial Reporting, reviewed highlights from the report for the Board.

Moved by Councillor Fragedakis, seconded by Councillor Doucette:

That the Toronto Public Library Board:

1. adopts the 2018 operating budget of \$182.283 million net (\$201.607 million gross), which represents a \$3.176 million net (\$2.504 million gross), or 1.8%, increase over 2017, comprised of the following services:

<u>Service</u>	<u>Gross</u> <u>(\$ millions)</u>	<u>Net</u> <u>(\$ millions)</u>
Library Collections & Borrowing	75.756	69.1731
Branch and E-Services	118.536	106.0915
Partnerships, Outreach & Customer Engagement	7.315	7.0185
	<u>201.607</u>	<u>182.283</u>

Carried

Toronto Public Library Board**Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

18-038 2018-2027 Capital Budget and Plan Adoption

Larry Hughsam, Director, Finance & Treasurer, reviewed highlights from the report for the Board.

Moved by Councillor Fragedakis, seconded by S. McCarten:

That the Toronto Public Library Board:

1. *adopts the 2018-2027 capital budget and plan of \$181.469 million debt (\$271.820 million gross) for projects listed in Attachment 1, with funding comprised of:*
 - a. *2018 cash flow of \$22.777 million debt (\$28.838 million gross) with future year commitments of \$21.610 million debt (\$35.967 million gross) for 2019; \$17.634 million debt (\$21.164 million gross) for 2020, \$6.948 million debt (\$10.769 million gross) for 2021 and \$2.520 million debt (\$4.347 million gross) for 2022;*
 - b. *2019-2027 uncommitted capital plan totalling \$108.766 million debt (\$165.245 million gross); and*
 - c. *preliminary carry-forward funding from 2017 into 2018 of \$1.214 million debt (\$5.490 million gross).*

Carried

Notice of Motion**18-039 City Librarian's Report of January 29, 2018**

After discussion of the role of the Board in relation to administrative issues, Councillor Doucette withdrew her motion.

Moved by Councillor Doucette, seconded by E. Svec:

That the Toronto Public Library Board:

1. *works with Library branch staff or students or members of the community to water any tree on their property or on nearby boulevards during the summer months; and*
2. *requests staff report back when they present on "Greening our Branches" as an educational item on a future TPL board agenda.*

Withdrawn

Toronto Public Library Board**Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

18-040 Programming Policy – Revisions (Approved by Consent)*That the Toronto Public Library Board:*

1. *approves the revised Programming Policy (Attachment 1).*

Carried**18-041 Wi-Fi Hotspot Lending – Approval of Contract for Data Communications (Approved by Consent)***That the Toronto Public Library Board:*

1. *approves the service contract for data communications to Rogers to support Phase 4 implementation of the Wi-Fi Hotspot Lending Project, which is comprised of:*
 - a. *approximately 550 Wi-Fi Hotspot devices at no cost to the Library;*
and
 - b. *a two-year unlimited data plan for the devices at a cost of approximately \$660,000, excluding HST.*

Carried**Items for Information:****2016-2019 Strategic Plan Update****18-042 a. Digital Strategy**

Alex Hocevar, Director, Digital Services & Emerging Technologies updated the Board on the Library's Digital Strategy. Significant outputs have been completed in the four focus areas, including piloting a new and enhanced printing solution in the branches, creating a TPL Data Hub integrating eight disparate databases, and introducing a new video and web conferencing solution for all branches and staff. Next steps include the execution and detailed planning for key programs and projects, work with various stakeholders and partners to delivery projects, and the identification of the budget and resources required to delivery on any gaps.

18-043 b. Digital Literacy Vision

Heather Mathis, Manager, Learning, Innovation and Resource Planning, provided background information regarding the Library's Digital Literacy Vision. The vision aims to empower Torontonians of all ages and abilities to discover what the Library has to offer, learn the skills to drive their interests and passions, create digital and physical projects, and share those creations with the broader community.

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2016-2019 Strategic Plan Update – continued**18-044 c. Bridge: Technology Assessment Toolkit**

Elizabeth Glass, Director, and Carmen Ho, Planning Specialist, Policy, Planning & Performance Management addressed the Board concerning a study the Library and partner Ontario public libraries conducted over the past two years funded by the Ontario government. The purpose of the study was to enable the assessment of technology services at public libraries, including the development of a “Toolkit” that informs the decision-making on the use and outcomes of technology services offered by public library systems in Ontario

Moved by S. McCarten, seconded by E. Svec:

That the Toronto Public Library Board:

1. receives the 2016-2019 Strategic Plan – Update report and presentations for information.

Carried

18-045 Toronto Public Library Board Members – Expenses Paid for 2017 (Received for Information by Consent)

That the Toronto Public Library Board:

1. receives the Toronto Public Library Board Members – Expenses Paid for 2017 for information.

Carried

18-046 Board Resolutions – Status Report (Received for Information by Consent)

That the Toronto Public Library Board:

1. receives the Board Resolutions – Status Report for information.

Carried

Toronto Public Library Board

Meeting No. 2: Monday, February 26, 2018, from 6:00 p.m. to 7:30 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

18-047 Adjournment

Moved by Councillor Fragedakis, seconded by S. McCarten:

That the Toronto Public Library Board:

1. *adjourns the February 26, 2018 Toronto Public Library Board meeting.*

Carried

The meeting ended at 7:30 p.m.

Signed: _____

City Librarian's Report for March 2018

Below is my report for the March 2018 Toronto Public Library (TPL) Board [meeting](#), summarizing key activities in support of the priorities outlined in our [strategic plan](#). This report covers items that are not part of the Board agenda package.

Breaking Down Barriers to Access, Driving Inclusion

Cedarbrae Hosts Mayor's Press Conference

Mayor John Tory visited Cedarbrae branch in February for a press conference about increasing open hours at select library branches as part of the 2018 operating budget. He also took part in a [Mini Makers STEM program](#), interacting with kids and caregivers about their maker challenges. As part of the approved 2018 operating budget, an additional nine branches will be open on Sundays: Burrows Hall, Eglinton Square, Jane/Dundas, Morningside, Sanderson, Steeles, St. James Town, Thorncliffe and Weston. [See the Mayor speaking at Cedarbrae](#).



(l-r) City Councillor Glenn De Baeremaeker, library board member and City Councillor Paul Ainslie, and Mayor John Tory

Establishing TPL as Toronto's Centre for Continuous and Self-Directed Learning

Make a Will Month Programs Slated to Expand

During [Make a Will Month](#) in November, TPL partnered with the [Ontario Bar Association](#) (OBA) to raise awareness about the importance of properly drafted wills and estates, and powers of attorney. The OBA offered information talks in 33 library branches during the month-long campaign. Well over 1,100 participants attended, making the Make a Will Month series one of TPL's most successful of the Ask an Expert program series. Customers, particularly older adults, value access to expert information in their local communities, and this was clearly evident in the positive feedback received. TPL will work with the OBA to continue offering the series each November, and will also explore expanding program offerings delivered by OBA to include emerging issues that will engage an aging society.



The Make a Will program at Humber Bay Branch attracted a full house.

TPL Teen Volunteer "Graduates" to Young Voices Guest Editor

All the creative work that goes into [Young Voices](#), TPL's annual magazine of teen writing and visual art, is selected by the Editorial Youth Advisory Group (EYAG), an editorial board consisting of youth volunteers, almost all of whom have had work published in previous issues of Young Voices. The youth selectors are mentored by a team of guest editors, professional writers and artists who work with the teens to decide what goes in the magazine. This year, we were extremely pleased when former EYAG member [Wenting Li](#) agreed to take on the role of guest editor. Wenting, whose artwork was featured on the cover of [Young Voices 2013](#), will mentor the youth who select the visual art that will appear in Young Voices 2018. In addition to participating as a member of the EYAG for the past four years, Wenting graduated from OCAD University in 2017. She is currently pursuing a successful career as a freelance illustrator.



Detail from Strange New World, by Wenting Li, featured on the cover of Young Voices 2013.

Creating Community Connections through Cultural Experiences

Poetry Festival Comes to Library Branches Throughout Toronto

Featuring an afternoon of poetry-related readings, workshops, performances and discussions at the Bram & Bluma Appel Salon on Sunday, April 29, TPL's new [Spark Poetry Festival](#) comes at the end of [National Poetry Month](#), now in its 20th year in Canada. [Dan Chiasson](#), whose poems and reviews have been featured in [The New Yorker](#) since 2000, will explore the poetry of [Joni Mitchell](#), two-time U.S. poet laureate and Pulitzer Prize winner [Natasha Trethewey](#) will read from and discuss her work, and library branches around the city will be offering poetry-related programming over the weekend of the festival, April 27-29.

Malvern Branch Celebrates Tamil-Canadian Contributions

In celebration of [Tamil Heritage Month](#), Malvern Branch, in partnership with [Malvern Family Resource Centre](#), the [Tamil World Initiative](#) and the [Culinaria Research Centre](#) at the University of Toronto Scarborough campus, hosted two successful programs that drew more than 100 participants. The programs included cultural performances, a video that depicts the significant contributions Tamil Canadians have made throughout history, a [Kolam](#) workshop, a sari decorating workshop and a book discussion on [Handmade: Stories of Strength Shared Through Recipes from the Women of Sri Lanka](#). Tamil Heritage Month, recognized in Canada since 2016, celebrates the contributions that Tamil-Canadians have made to Canada.



More than 60 people turned out for a book discussion program at Malvern Branch during Tamil Heritage Month in January.

Toronto Star Short Story Contest Award Ceremony at Yorkville April 19

Now in its 40th year, and the biggest and most lucrative contest of its kind in Canada, the [Toronto Star Short Story Contest](#) receives up to 2,000 entries a year. This is the ninth year that the contest, which is open to all Ontario residents 16 years of age or older, has been presented in partnership with TPL. The contest winner will be announced at an [award ceremony](#) at Yorkville branch on April 19.

Local Artists Invited to Exhibit at the Library

We are pleased to provide space for [art exhibits](#) at 16 of our branches across Toronto, reflecting the diverse cultural interests of the city and its neighbourhoods. Artists are invited to [submit their work](#) for possible exhibition during the 2018-19 Art Exhibits season (September 2018 to August 2019) before the deadline for submissions, Tuesday, April 3, 2018.

Transforming for 21st Century Service Excellence

Morningside Celebrates 50 Years of Service to the Community

A surprise visit by Scarborough-Guildwood [MPP Mitzie Hunter](#) on February 10 kickstarted a month of festivities at Morningside Branch, which is celebrating 50 years of service to the community in 2018. Hunter presented staff with a certificate recognizing the vital role of library service in the community.



Staff and customers celebrate Morningside's 50th anniversary with (holding certificate l-r) TPL Senior Library Assistant Melissa Sookram and Scarborough-Guildwood MPP Mitzie Hunter.

City-Wide Real Estate Program – Revised Authorities

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to inform the Toronto Public Library (TPL) Board of the impact of the city-wide real estate program that includes: centralized real estate authorities at the City; revised interim Council delegation of authority for leases; and amendments to the Municipal Code regarding authorizations for leases and licenses. This report also includes recommendations regarding the delegation of authorities to the City Librarian for leases and licenses.

At its meeting on October 2, 3 and 4, 2017, City Council considered [EX27.12 City-Wide Real Estate – Delegated Authorities Framework and Transition Plan](#) and adopted recommendations that centralized real estate authorities at the City and delegated new authorities to City staff. Leasing authorities previously delegated by Council to the Library Board were amended and reduced, though the Board will continue to have most of the ability to enter into leases as landlord for 2018, after which time Council will reconsider the delegation.

At its meeting on December 5, 6, 7 and 8, 2017, City Council considered [EX29.5 City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions](#) and adopted recommendations that amended the Municipal Code and provide the Library Board with limited authority to enter into short-term leases and licenses as both landlord/licensor and tenant/licensee. Under the limited authorities provided to the Board by the Municipal Code, nearly all lease and license agreements will require City approval.

This report recommends that the Board continues to delegate its authorities for leases and licenses, obtained either through the Municipal Code or Council delegation, to the City Librarian, provided that branch leases continue to receive Board approval. It is also recommended that the Board delegate authority to the City Librarian to seek City approval for leases or licenses that exceed the Board's authority.

The City Librarian will continue to have delegated authority to enter into and seek City approval for intra-city real estate agreements.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. in response to amendments to the **Municipal Code**:
 - 1.1 endorses changes to the Municipal Code that authorizes the Board to negotiate and enter into agreements, provided that funds to cover the associated costs have been approved by Council in the operating budget, in the following situations:
 - 1.1.1 for leases as landlord, provided:
 - 1.1.1.1 the term of the lease, including renewal options, does not exceed one year;
 - 1.1.1.2 rent reflects fair market value;
 - 1.1.1.3 base rent for the entire term does not exceed \$50,000;
 - 1.1.2 for leases as tenant, provided:
 - 1.1.2.1 the term of the lease, including renewal options, does not exceed one year;
 - 1.1.2.2 base rent no greater than fair market value;
 - 1.1.2.3 base rent for the entire term does not exceed \$50,000;
 - 1.1.3 for licenses, as licensor and licensee, provided:
 - 1.1.3.1 the term of the license, including renewal options, does not exceed five years;
 - 1.1.3.2 where the TPL is the licensor, the agreement has a termination clause of one year's notice in favour of the TPL;
 - 1.1.3.3 license fee for the entire term does not exceed \$10,000;
 - 1.2 approves delegation of authority for leases and licenses, provided to the Board under the Municipal Code, to the City Librarian, provided that branch leases continue to receive Board approval;
2. in response to interim changes to **Council-delegated authorities** to the Board:
 - 2.1 endorses Council's revised delegation of authority to the Board, for the period January 1 to December 31, 2018, for leases of retail and commercial space where TPL is the landlord, provided:
 - 2.1.1 the term of the lease, including renewal options, does not exceed four years;
 - 2.1.2 base rent is negotiated in the range of market value, except for non-profit organizations; and
 - 2.1.3 base rent for the entire term does not exceed \$250,000;
 - 2.2 approves delegation of authority for leases, delegated to the Board by Council, to the City Librarian until Council withdraws or amends its delegation to the Board;
3. approve delegation of authority to the City Librarian to seek City approval for leases and licenses that are beyond the authority of the Board, provided that branch leases continue to receive Board approval;

4. approves delegation of authority to the City Librarian to enter into and seek City approval for intra-city real estate transactions.

FINANCIAL IMPACT

This report has no financial impact beyond what has been included in the approved 2018 budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

At its meeting on July 12, 13, 14 and 15, 2016, City Council considered [EX16.4 City Wide Real Estate Review](#) and adopted, in principle, the direction to move to a centralized real estate operating model as described in the report, ensuring the City is effectively positioned to strategically leverage its real estate portfolio and maximize operating efficiencies.

At its meeting on May 24, 25 and 26, 2017, Council considered [EX25.9 City-Wide Real Estate Transformation](#) and adopted a new service delivery model that centralizes all real estate activities city-wide and established the Toronto Realty Agency (recently renamed CreateTO) and addressed board composition, interim board and governance matters. Council also directed the City Manager to report on a delegation of authority framework for real estate matters that aligns with the new city-wide real estate model, including a recommendation to rescind or amend the current delegations of authority for real estate matters, as required.

At its meeting on September 25, 2017, the Board received a presentation from Josie Scioli, Chief Corporate Officer, entitled [Update on the City-Wide Real Estate Transformation](#) that further explained the proposed amendments to the delegated authorities.

ISSUE BACKGROUND

Section 19(1) of the Public Libraries Act allows a library board, with the consent of council, to acquire land required for its purposes by purchase or lease, and to sell, lease or dispose of land or buildings it no longer requires.

At its meeting on June 14, 1999, the Library Board considered a report entitled *Toronto Public Library Board Real Estate Transactions* and adopted a recommendation to request authority from City Council to enter into some real estate transactions. At its meeting on October 26 and 27, 1999, Council considered Report No. 6 of the Administration Committee and adopted recommendations that authorized the Board to enter into leasing agreements as both landlord and tenant under certain conditions, as listed on Attachments 1 and 2, under Previous Delegated Authorities.

At its meeting on May 29, 2000, the Library Board considered a report entitled *Delegation of Certain Leasing/Property Matters* and adopted a recommendation that delegated authority to the City Librarian to enter into leases where the term is five years or less and the total payment is \$250,000 or less. This delegation gave the City Librarian authority to enter into non-branch leasing transactions, both as landlord and tenant. Leases for branches are submitted to the Board for approval.

Recent Council decisions related to the city-wide real estate program revised delegated authorities to the Board.

COMMENTS

Council Delegated Authorities

At its meeting on October 2, 3 and 4 2017, Council considered [EX27.12 City-Wide Real Estate – Delegated Authorities Framework and Transition Plan](#) and adopted a number of recommendations. The delegated authority to City staff for lease/license approval is detailed in the report, with the City Manager able to approve leases/licenses with a total value of up to \$10 million. Beyond this value, Council approval is required. Further, leasing authorities previously delegated by Council to the Library Board were amended and reduced. For leases as landlord, the Board will continue to have most of the ability to enter into leases for 2018, after which time Council will reconsider the delegation. For leases as tenant, the Board's authority is now limited to that provided under revisions to the Municipal Code in December 2017, as explained below.

With the revised Council delegation to the Board, the Board's delegation to the City Librarian regarding leases is being revised accordingly. The authority to enter into leases as landlord is currently delegated by the Board to the City Librarian and this delegation will continue. The Board is also delegating authority to the City Librarian to seek City approval for leases and licenses that exceed the Board's authority under Council delegation, provided that branch leases as tenant continue to receive Board approval;

Details of the revisions to Council's delegated authorities and the revised Board delegation of authority to the City Librarian are shown on Attachments 1 and 2.

Council has also delegated authority to the Deputy City Manager and Chief Financial Officer (now assumed by the Deputy City Manager, Internal Corporate Services) to approve intra-city real estate transactions between City divisions, agencies and corporations. The City Librarian will continue to have the delegated authority to enter into intra-city real estate transactions.

Municipal Code

At its meeting on December 5, 6, 7 and 8, 2017, City Council considered [EX29. City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions](#) and adopted recommendations that amended the Municipal Code and provided the Board with new permanent limited authorities to enter into short-term leases and licenses as both landlord/licensor and tenant/licensee, as described in Attachment 3. Attachments 1 and 2

also show details of the revisions to the Municipal Code as well as the proposed delegation of authority from the Board to the City Librarian. Prior to the amendments, there was no provision for Board authority for leases or licenses in the Municipal Code. The proposal is for the Board to delegate this limited authority for leases and licenses to the City Librarian, as well as authority for the City Librarian to seek City approval for leases and licenses that exceed the Board's authority under the Municipal Code, provided that branch leases continue to receive Board approval.

The limited authorities granted under the Municipal Code would result in most leases and licenses needing City approval. If Council approval is required, the report seeking approval should be submitted jointly with the Deputy City Manager, Internal Corporate Services.

Service Support

Discussions continue with City staff regarding service support required to manage changes to TPL's authorities for leases and licenses under the city-wide real estate program, including the new processes for obtaining approvals from the City.

CONTACT

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;
Email: lhughsam@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

- | | |
|---------------|---|
| Attachment 1: | Revised Real Estate Authorities – TPL as Landlord |
| Attachment 2 | Revised Real Estate Authorities – TPL as Tenant |
| Attachment 3 | Revisions to Municipal Code |

Toronto Public Library
Revised Real Estate Authorities - TPL as Landlord

Previous Delegated Authorities	Revised Interim Delegated Authorities	Municipal Code Revisions
<i>Council delegated authority for lease transactions (Report no. 6, Administration Committee, Council meeting Oct 26 and 27, 1999)</i>	<i>Temporary Council delegated authority for lease transactions (Jan 1, 2018 – Dec. 31, 2018; to be reviewed by Council after one year):</i>	<i>EX29. City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions</i>
<p><u>TPL Board</u></p> <p>1. Term, including renewal options, does not exceed five years.</p> <p>2. Market base rent, except for non-profit organizations.</p> <p>3. Base rent for the entire term does not exceed \$250,000.</p>	<p><u>TPL Board</u></p> <p>Only with respect to leases of retail or commercial space for which TPL has operational management:</p> <p>1. Term, including renewal options, does not exceed four years.</p> <p>2. Market base rent, except for non-profit organizations.</p> <p>3. Base rent for the entire term does not exceed \$250,000.</p>	<p>Only with respect to spaces for which TPL has operational management:</p> <p>1. Term, including renewal options, does not exceed one year.</p> <p>2. Rent reflects fair market value.</p> <p>3. Base rent for the entire term does not exceed \$50,000.</p>
<p><u>City Librarian</u></p> <p>Board had delegated this authority to the City Librarian.</p>	<p><u>City Librarian⁽¹⁾</u></p> <p>Board to maintain this delegated authority to the City Librarian, until Council withdraws or amends its delegation to the Board.</p>	<p><u>City Librarian⁽¹⁾</u></p> <p>Board to delegate this authority to the City Librarian.</p>

(1) Board to delegate authority to the City Librarian to seek City approvals for leases that are beyond the authority of the Board.

Toronto Public Library
Revised Real Estate Authorities - TPL as Tenant

Previous Delegated Authorities	Revised Interim Delegated Authorities	Municipal Code Revisions
<i>Council delegated authority for lease transactions (Report no. 6, Administration Committee, Council meeting Oct 26 and 27, 1999)</i>	<i>Delegated authority withdrawn (EX27.12, Council meeting Oct 2, 3, and 4, 2017) and replaced with new Real Estate Approval Process and amendments to Municipal Code Chapter 137</i>	<i>EX29. City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions</i>
<u>TPL Board</u> 1. Term of the lease, including renewal options, not to exceed 10 years. 2. Base rent at market value or below. 3. Base rent for the term not to exceed \$1,000,000. 4. Funds to cover the lease costs have been approved by Council in the Library Board's operating budget.	<u>TPL Board</u> Withdrawn by Council, see Municipal Code Revisions.	1. Term of the lease, including renewal or extension options, does not exceed one year. 2. Base rent no greater than fair market value. 3. Base rent of the entire term does not exceed \$50,000. 4. Funds to cover the associated costs have been approved by Council in the Library Board's operating budget.
<u>City Librarian</u> Non-Branch leases: Board has delegated the following authority to the City Librarian: 1. Term, including renewal options, not to exceed five years. 2. Market base rent, except for non-profits. 3. Base rent for the entire term not to exceed \$250,000. Branch Leases: Board approval required for all branch leases.	<u>City Librarian⁽¹⁾</u> See revised delegation from the Board under Municipal Code Revisions. .	<u>City Librarian⁽¹⁾</u> Non-Branch leases: Board to delegate this authority to the City Librarian. Branch Leases: Board approval required for all branch leases.

Board to delegate authority to the City Librarian to seek City approvals for leases that are beyond the authority of the Board, provided that branch leases continue to receive Board approvals.

**Toronto Public Library
Revisions to Municipal Code**

(EX29. City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions)

Revisions to the Municipal Code give the Library Board the authority to negotiate and enter into agreements, provided that funds to cover the associated costs have been approved by Council in the operating budget, under the following situations:

- for leases as landlord, provided:
 - the term of the lease, including renewal options, does not exceed one year;
 - rent reflects fair market value;
 - base rent for the entire term does not exceed \$50,000;
- for leases as tenant, provided:
 - the term of the lease, including renewal options, does not exceed one year;
 - base rent no greater than fair market value;
 - base rent for the entire term does not exceed \$50,000;
- for licenses as licensor and licensee, provided:
 - the term of the license, including renewal options, does not exceed five years;
 - where the TPL is the licensor, the agreement shall have a termination clause of one year's notice in favour of the TPL;
 - license fee for the entire term does not exceed \$10,000;

Where the proposed agreement exceeds the limits provided under the Municipal Code, approval is required by the City Council or staff through delegated authority. If Council approval is required, there should be a joint report from TPL and the Deputy City Manager, Internal Corporate Services.

Data Quality Management – Award of Contract

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library (TPL) Board approval for an award of contract for implementation of Data Quality Management (DQM) to enable the data management workflow in support of TPL's services.

The Library issued a Request for Proposal (RFP) for the purchase of a DQM application. Ataccama Corporation was the successful proponent.

TPL's 2016-2019 strategic plan calls for transformation to a 21st century customer experience. The implementation of DQM will deliver business value by ensuring that all key initiatives and processes are driven with relevant, timely and trustworthy data.

Awards with a value greater than \$500,000 require Board approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards a contract for a Data Quality Management application to Ataccama Inc. for a total five-year commitment value of up to \$956,520, excluding Harmonized Sales Tax (HST), comprised of:
 - a. \$469,960 of capital costs; and
 - b. \$486,560 in operating costs.

FINANCIAL IMPACT

The Data Quality Management solution is funded from the Technology Asset Management Program (TAMP) capital budget project of Digital Services & Emerging Technologies (DSET) and the financial impact is described below.

The total amount of the award, \$956,520, is comprised of capital and operating costs over the first five years of the project as detailed in the table below. Awards with a value greater than \$500,000 require Board approval.

Data Quality Management System

<u>Year</u>	<u>Capital</u>	<u>Operating</u>	<u>Total</u>
2018	469,960		469,960
2019		121,640	121,640
2020		121,640	121,640
2021		121,640	121,640
2022		121,640	121,640
<u>Total</u>	<u>\$ 469,960</u>	<u>\$ 486,560</u>	<u>\$ 956,520</u>

The capital costs of \$469,960 include product costs (Data Quality Center, Data Quality Issue tracker, Dashboard), professional services and other costs, including onsite support, first-year software maintenance and integration costs.

The operating costs of \$486,560 relate to annual support, maintenance and annual cloud infrastructure operations, and represent a one-time incremental operating budget cost of \$121,640 by 2019.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

ALIGNMENT WITH STRATEGIC PLAN

TPL's 2016-2019 strategic plan calls for transformation to a 21st century customer experience. The implementation of a Data Quality Management Service supports this strategy of advancing the Library's digital platforms by fulfilling data quality dimensions such as completeness, accuracy, consistency and relevancy.

ISSUE BACKGROUND

Data quality is affected by the way data is entered, stored and managed. Poor data quality generates maintenance and repair costs, and also affects customer satisfaction, reputation or even strategic decisions. Data volumes can grow inexorably, and Business Intelligence and analytics applications that depend on clean and relevant data become very crucial to business.

The following is a high-level summary of services aimed to be replaced/optimised:

- manual data entry
- disorganised data
- unintentional overwriting

- no definition of data ownership and data sources
- no process for data governance
- no authority of data source for TPL.

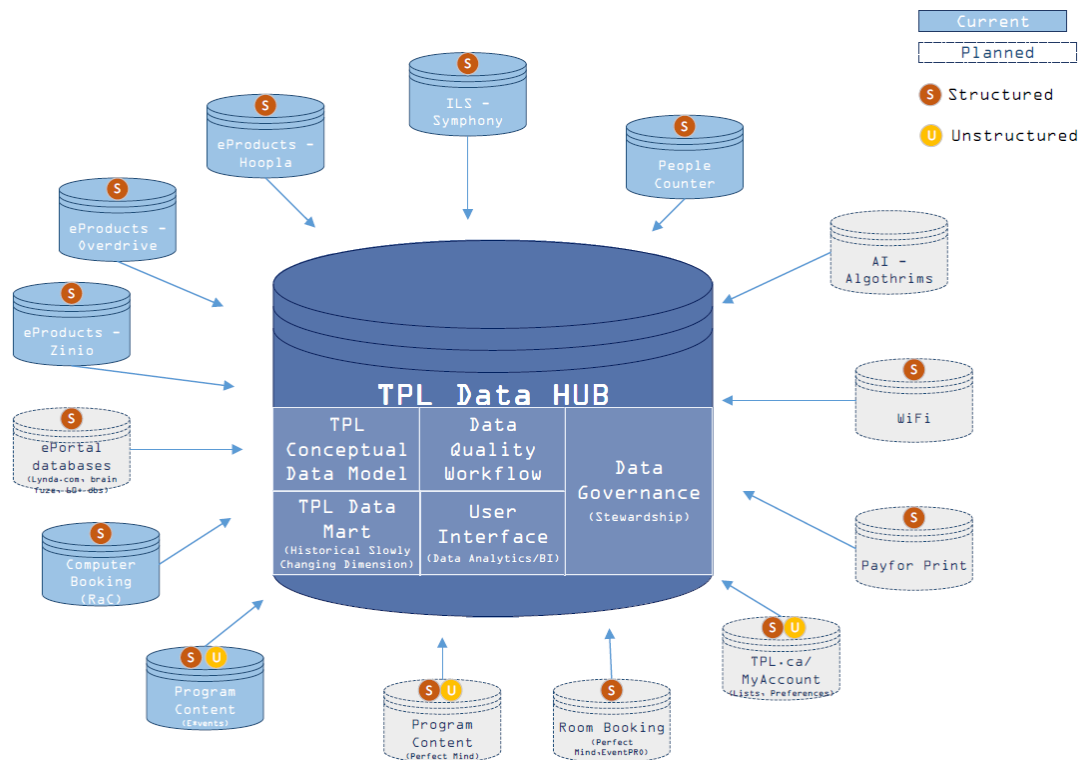
The recognition of similar processes triggered the release of the Request for Proposal for the selection of a software application(s) to serve the Library's business requirements for Data Quality Management.

COMMENTS

The goal of the Data Quality Management Project are to:

- support general data quality criteria, including Cleansing, Matching, Linking, Parsing, Profiling, etc.
- provide Address Normalization
- provide De-duplication
- provide Data Quality Reporting
- provide Data Governance workflow
- support Data Integrity.

All Data sources defined in the following diagram are key sources for Data Quality Management.



As of 11/14/17

Procurement and Evaluation Process

The Library issued an RFP for the purchase of a DQM Application and received two compliant proposals.

A cross-functional evaluation team comprised of members from different departments reviewed the proposals and assigned scores for proponents' pricing and technical capabilities, including primary services and optional value-added services.

The team reviewed the proposals and considered the information provided that was used to assign the scores for both proponent capabilities and services. The highest-ranked proponent, based on the aggregate scores of the proposals and financial arrangements, was shortlisted. Ataccama was the highest-scoring bidder and is selected to implement the Data Quality solution.

CONTACT

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Email: eypark@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

Elections-Related Policies

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of the report is to present two policies to the Toronto Public Library Board: the Use of Library Resources during an Election Period Policy, which describes how Library resources can and cannot be used during an election period; and the Political Activity Policy, which sets out some restrictions on staff and volunteers engaging in political activity during work/volunteer hours.

The *Municipal Elections Modernization Act, 2016* made amendments to the *Municipal Elections Act, 1996* (the “Act”). Some of these changes came into effect immediately after Royal Assent and other changes come into effect on April 1, 2018, in time for the next municipal election. Accordingly, the City of Toronto revised its Use of City Resources during an Election Policy to reflect changes to the Act, which was adopted by City Council at its meeting on February 1, 2018. The City’s policy also applies to provincial and federal elections as well as questions on a ballot.

Toronto Public Library staff have reviewed the legislative changes and the City’s updated policy and are proposing a repeal of the Municipal Elections Campaign Policy (Attachment 1), replacing it with the Use of Resources during an Election Period Policy (Attachment 2). The proposed changes provide increased clarity for candidates, increased public transparency, and are in keeping with the broader scope of the City’s Use of City Resources during an Election Period Policy.

Staff have also revised the Political Activity Policy (Attachment 3) to apply certain provisions to TPL volunteers and to clarify for staff when a leave of absence is required if running for office. The Library Board adopted the current Political Activity Policy at its February 22, 2016 meeting, which repealed and replaced the Employee Participation in Municipal Election Campaigns Policy. This policy is a part of an ethical framework that aligns TPL with the City’s Public Service By-law. It sets out clear directions for staff about permitted activities during municipal, provincial, and federal elections and questions on a ballot.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. rescinds the Municipal Elections Campaign Policy, 2010 (Attachment 1);
2. adopts the Use of Library Resources during an Election Policy (Attachment 2); and
3. adopts the revised Political Activity Policy (Attachment 3).

FINANCIAL IMPACT

The revised policy will have no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

ALIGNMENT WITH STRATEGIC PLAN

The Use of Library Resources during an Election Period Policy and the Political Activity Policy reflect the Toronto Public Library's efforts to advance equitable outcomes for all Torontonians as set out in the Accountability Framework of the Strategic Plan. The policies allow the Library to promote its role as a neutral information provider, giving no candidate, registered third-party advertiser, or political party an unfair advantage. The policies also address Priority 5 of the Strategic Plan – Creating Community Connections through Cultural Experiences – providing services online and in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation.

EQUITY IMPACT STATEMENT

The updated policies ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage during an election.

DECISION HISTORY

The Library's Municipal Election Campaign Policy was approved by the Board on June 21, 2010: <http://www.torontopubliclibrary.ca/about-the-library/board/meetings/2010-jun-21.jsp>.

The City Librarian proposed rescinding the Municipal Election Campaign Policy and replacing it with a Use of Library Resources during an Election Policy at the Board's June 24, 2013 meeting. The City of Toronto had requested that all agencies and corporations adopt appropriate elements of the City's revised Use of City Resources during an Election Policy, adopted by Toronto City Council on July 11, 2012. This proposed motion was defeated by the Library Board: <https://www.torontopubliclibrary.ca/about-the-library/board/meetings/2013-jun-24.jsp>

At its meeting on February 1, 2018, City Council adopted a revised Use of City Resources during an Election Period Policy.

The Board adopted the Political Activity Policy at its February 22, 2016 meeting as part of an ethical framework: <https://www.torontopubliclibrary.ca/about-the-library/board/meetings/2018-feb-26.jsp>. This framework was developed in response to a motion by City Council at its June 10, 11, 12 and 13, 2014 meeting to “request the Toronto Police Services Board and the Toronto Library Board to review their ethical policies pertaining to conflict of interest, political activity and the disclosure of wrongdoing and reprisal protection, and adopt provisions consistent with the City of Toronto.”

ISSUE BACKGROUND

Section 88.18 of the recently amended *Municipal Elections Act, 1996* requires local boards to establish rules and procedures with respect to the use of board resources during an election campaign period before May 1 in the year of a regular election.

COMMENTS

Use of Library Resources during an Election Period Policy

The Use of Library Resources during an Election Period Policy is intended to replace the Library’s current Municipal Election Campaign Policy, adopted by the Board at its June 21, 2010 meeting. The proposed policy establishes guidelines for the use of library resources during an election period by Library Board Members and Members of Council and for communications about library events, and reflects much of the City’s updated Use of City Resources during an Election Period Policy. It maintains public confidence in the election process by ensuring that TPL protects its role as a neutral information provider and fosters a neutral environment during an election period by restricting the use of library resources for political purposes and the display of campaign materials.

The policy was reviewed and revised to address the following goals:

- reflect recent amendments to the Act;
- ensure alignment with the intent of the City’s policy;
- expand the scope beyond municipal campaigns (including school board) to incorporate provincial and federal elections, and questions on a ballot;
- apply provisions not only to candidates, but also to political parties and registered third party advertisers;
- clarify Library resources covered by this policy (including electronic resources such as email and social media); and
- affirm activities the Library will discontinue in relation to Members of Council after August 1 in an election year.

The revisions to this policy provide a consistent approach and direction on how library resources can and cannot be used during an election period. This policy has undergone a legal review to ensure that the Library is in compliance with applicable legislation.

Citizen Members of the Library Board

The policy requires that Citizen Board members must immediately notify the City Librarian and City Clerk's Office if they register to run for any election and abide by City applicable policies. The City of Toronto's Public Appointments Policy requires that Citizen Board Members who run for any elected office, or seek an appointment to such an office to fill a vacancy, to take a leave of absence from the agency or corporation board while doing so.

City Councillor Members of the Library Board

The policy recognizes that Members of Council are holders of their office until the end of their terms and supports them in continuing to fulfill their responsibilities as elected officials.

The policy places restrictions on library activities involving City Councillors, including those on the Board, after August 1 in the municipal election irrespective of whether they are seeking election in the new term or not. All forms of advertising and communications produced by the Library including signage, publications, media releases and social media will not reference the name or image of the Member of Council but will identify them by title and their ward number.

Political Activity Policy

This policy maintains the political neutrality of the Library by placing limits on the partisan political activities of all staff and volunteers while performing their duties, with additional restrictions on senior executives. The updates to this policy ensure that volunteers (Library Board members are not volunteers as defined in the policy) are included in certain provisions as appropriate, and to clarify for staff when a leave of absence is required if running for office.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

- Attachment 1: Municipal Election Campaign Policy, 2010
- Attachment 2 Use of Library Resources during an Election Policy
- Attachment 3: Political Activity Policy

POLICY: MUNICIPAL ELECTION CAMPAIGN

SECTION: Section II – General – Miscellaneous

MOTION#/DATE: 10 - 111 – June 21, 2010

Effective Date

June 21, 2010

Policy Objectives

To maintain the neutrality of the Toronto Public Library during municipal election campaigns.

To ensure that the Toronto Public Library complies with the *Municipal Elections Act, 1996*.

Underlying Principle

The Library's vision is to promote and enrich the democratic, cultural, educational and economic life of our diverse and evolving city. In keeping with this vision, the Library seeks to engage and encourage discussion in civic and social issues in a manner that is fair and equitable to all those seeking elected office.

The *Municipal Elections Act, 1996* prohibits the Toronto Public Library from making contributions to municipal election candidates in the form of money, goods or services.

Scope

This policy applies to Board members, employees and volunteers of the Toronto Public Library and their dealings with candidates including City Councillors in the municipal election during the municipal election campaign period.

1.0 Library Corporate Resources

City Councillors and candidates in the municipal election cannot use the facilities, equipment, supplies, programs and services (including online services), staff or other resources of the Library for any election campaign or campaign related activities (except for facilities rented in accordance with the Auditorium, Meeting Room and Theatre Rental Policy and The Bram & Bluma Appel Salon Rental Policy).

2.0 Campaign Activities and Partisan Political Materials on Library Property

City Councillors and candidates in the municipal election cannot undertake campaign-related activities on Library property (except for facilities rented in accordance with the Auditorium, Meeting Room and Theatre Rental Policy and The Bram & Bluma Appel Salon Rental Policy). Consistent with the Displaying and Distributing Information for the Public Policy, the Library will not permit the display and distribution of partisan political materials on Library property.

3.0 Use of Employees and Volunteers

In keeping with the Employee Participation in Municipal Election Campaigns Policy, City Councillors and candidates in the municipal election cannot use the services of persons during hours in which those persons receive any compensation from the Library. City Councillors and candidates in the municipal election cannot use the services of Library volunteers during hours in which they have agreed to provide volunteer services to the Library.

4.0 Mark or Logo

City Councillors and candidates in the municipal election cannot use any Toronto Public Library logo or mark in any campaign related materials, including materials promoting events held at rented Library facilities.

5.0 Library Programs and Events

City Councillors and candidates in the municipal election cannot be featured or promoted in association with any Library sponsored program or event unless it is consistent with performing their duties as Library Board members or City Councillors as described in 6.0(a).



6.0 Performing Duties as Library Board Members and City Councillors

Nothing in this policy prohibits:

- a) Toronto Public Library Board members from performing their duties or
- b) City Councillors from performing their job, including representing the interests of their constituents in a manner consistent with their duties as an elected official.

7.0 Promoting Municipal Elections

Nothing in the policy prohibits the Toronto Public Library from promoting awareness of or providing information on municipal elections. This includes promoting awareness of activities or events, not sponsored by the Library, in which all candidates in the municipal election are invited to attend.

Accountability

The City Librarian and Directors are responsible for the implementation of this policy.

Definitions

“Municipal election campaign period” – is the period from the first day that nominations may be filed (i.e. the first day the City Clerk’s office is open in an election year) until voting day (i.e. the fourth Monday in October of an election year) as defined in the *Municipal Elections Act*.

Candidates in the municipal election include candidates for City Council or for the position of School Board Trustee.

Related policies

- Auditorium, Meeting Room and Theatre Rental Policy
- Displaying and Distributing Information for the Public
- Employee Participation in Municipal Election Campaigns Policy
- The Bram & Bluma Appel Salon Rental Policy

POLICY: USE OF LIBRARY RESOURCES DURING AN ELECTION PERIOD

SECTION: Section II – General – Miscellaneous

MOTION#/DATE: 10 - 111 – June 21, 2010*
18 – xxx – March 19, 2018

*date Board approved the Municipal Election Campaigns Policy

Effective Date: March 19, 2018

1. Purpose

This policy allows Toronto Public Library to balance the need for freedom of expression and assembly of candidates and its legal responsibility to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage.

This policy sets out provisions for the use of Library facilities, resources and infrastructure during an election period by Board Members and candidates. This is in order to preserve the public trust, to maintain the neutrality of the Toronto Public Library during election campaigns, and to ensure that the Toronto Public Library complies with the *Municipal Elections Act, 1996*. ("Act").

2. Legislative Authority

The *Municipal Elections Act, 1996* requires local boards to establish rules and procedures for the use of resources during the election period (section 88.18). It also prohibits local boards from making a contribution (including money, goods and services) to any candidate, registered third-party advertiser or political party during an election (sections 88.8(4) and 88.12(4)).

The *Election Finances Act, 1990* and the *Canada Elections Act, S.C. 2000* impose contribution restrictions for provincial and federal election campaigns, respectively.

3. Underlying Principles

The Library's mission is to "preserve and promote universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment." The Library also values intellectual freedom – "Guaranteeing and facilitating the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice." In keeping with this, the Library seeks to engage and encourage discussion in civic and social issues in a manner that is fair and equitable to all those seeking elected office.

4. Application

This policy applies to Toronto Public Library Board members and candidates, including City Councillors, registered third-party advertisers and political parties during an election period. This policy also applies to employees of the Toronto Public Library and their dealings with candidates, including City Councillors, during an election period.

This policy applies to municipal (including school board), provincial and federal elections or by-elections, and to questions on the ballot. References in the policy with respect to political parties refer to provincial and federal elections or by-elections and do not apply to the City of Toronto's municipal elections or by-elections.

This policy recognizes that Members of Council are holders of their office until the end of the term and supports them in continuing to fulfill their responsibilities as Members of Council, despite their candidacy in an election. This policy also recognizes that the Toronto Public Library Board continues to meet and conduct business during an election period. Nothing in this policy shall prohibit members of the Toronto Public Library Board from performing their duties or precludes a Member of Council from performing their duty as an elected official, nor inhibits them from representing the interests of their constituents.

5. Policy Statement

Toronto Public Library supports the principle of intellectual freedom, which is the free exchange of information and ideas in a democratic society. The Library seeks to engage and encourage discussion on civic and social issues in a manner that is neutral, fair, and equitable to all those seeking elected office. Toronto Public Library does not

make contributions (including money, goods and services) or use Library resources to promote any candidate, registered third-party advertiser, political party, or supporters of a question on a ballot during an election.

6. Library Board Members

- 6.1 Citizen Board Members of the Toronto Public Library Board must inform the City Librarian immediately if they register to run for office in an election. Citizen Board Members should also contact the City Clerk's Office immediately and abide by City policies which affect Citizen Board Members running for office.
- 6.2 Councillor Board Members must inform the City Librarian if they are running to become an MP or MPP.
- 6.3 Library Board Members may engage in political activity, including endorsing or opposing a candidate, political party, or a particular response to a referendum question, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Library Board Member or on behalf of the Toronto Public Library.

7. Access to Library Facilities during an Election Period

- 7.1 Library facilities and Library infrastructure may not be used for any election-related purpose by a candidate, registered third-party advertiser or political party. In particular, signs may not be erected or displayed on a facility that is owned or operated by the Library.
- 7.2 Candidates, registered third-party advertisers or political parties in an election cannot use the facilities, equipment, supplies, programs and services (including online services, social media, and email), staff, or other resources of the Library for any election campaign or campaign related activities (except for facilities rented in accordance with the Community and Event Space Rental Policy)
- 7.3 All-candidate meetings may be held at Library facilities for a nominal fee or other consideration provided that all candidates for an office are invited to attend such meetings.

- 7.4 Candidates, registered third-party advertisers or political parties may not distribute campaign materials on or in Library facilities or at Library events, but are permitted to distribute campaign materials on public right of way sidewalks and thoroughfares, and during all candidates meetings.
- 7.5 Candidates, registered third-party advertisers or political parties cannot undertake campaign related activities on Library property (except for facilities rented in accordance with the Community and Event Space Rental Policy). Consistent with the Displaying and Distributing Information for the Public Policy, the Library will not permit the display and distribution of materials primarily political in nature (including election campaign materials) on Library property.
- 7.6 Informal media scrums may be permitted in the public or common areas of Library facilities. Informal media scrums may not include: apparatus, mechanisms or devices for the amplification of the human voice or any sounds. The activity may not disrupt regular Library business. If the media scrum is disrupting Library services, Library staff may ask the participants to find an alternative location.

8. Access to Library Resources during an Election Period

- 8.1 The Library's logo, crest, slogans, or other intellectual property may not be printed, posted or distributed on any election-related campaign materials or included on any election-related website.
- 8.2 Candidates may not post photographs of themselves with Library employees in uniform, including badges.
- 8.3 Photographic or video materials which have been or may be created by Library employees or with Library resources may not be used for any election purpose or in campaign materials.
- 8.4 Websites or domain names that are funded by the Library may not include any campaign materials, make reference to and identify any individual as a candidate, registered third-party advertiser or political party or profile any slogan or symbol associated with a candidate, registered third-party advertiser or political party.

9. Access to Library Information during an Election Period

- 9.1 Information provided to one candidate, registered third-party advertiser or political party that is of a general nature and may provide valuable guidance to all others will be provided to all candidates, registered third-party advertisers or political parties. The Library will post the information on the internet or through other mechanisms to ensure equal access to information.
- 9.2 Requests by a candidate, registered third-party advertiser or political party for personal meetings with the City Librarian or TPL Directors, as well as requests for tours of Library facilities may not always be accommodated due to resource and time constraints. If a meeting or a tour is organized, the Library will organize a similar meeting or tour for any other candidate, registered third-party advertiser or political party, upon request.
- 9.3 Library databases may not be used by any candidate, registered third-party advertiser or political party, unless the database has already been released for public use.

10. Attending Library Events during an Election Period

- 10.1 Candidates, registered third-party advertisers or political parties are permitted to attend Library events, or events held at Library facilities, in either their capacity as elected representatives or as private citizens, but may not campaign while in attendance. No election signs may be posted and no campaign materials may be disseminated at Library events.
- 10.2 Elected officials are permitted to attend Library-organized events or events held on Library facilities and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities. In provincial or federal elections, once the writ is issued, MPPs and MPs, with the exception of Ministers of the Crown, are no longer elected officials and therefore should not be invited to attend Library events.

11. Restrictions to Services Provided to Members of Council beginning August 1 of an Election Year

11.1 Members of Council may also be candidates in a municipal election. Accordingly, after August 1 in the municipal election year, the Library will discontinue the following activities, irrespective of whether they are seeking election in the new term or not:

11.1.1 All forms of advertising and communication, including publications and social media accounts, that are operated or distributed by the Library will not reference the name or image of a Member of Council.

11.1.2 Signage for Library events, including banners and posters, will not reference the name of a Member of Council.

11.1.3 The Library's media releases or materials will not reference the name of a Member of Council. Where the Library would typically name a specific Member of Council or the Mayor in its communications or media materials, it will make reference to the generic term "Councillor Ward XX" or "Mayor of Toronto" without naming the specific Member of Council. This practice will be used for all Library programs, events, and announcements.

12. Promoting Elections

12.1 Nothing in this policy prohibits the Toronto Public Library from promoting awareness of or providing information on elections as long as no particular candidate, registered third-party advertiser or political party is promoted, supported or opposed at the event. This includes promoting awareness of activities or events in which all candidates in an election are invited to attend.

Accountability

The City Librarian and Directors are responsible for the implementation of this policy.

Definitions

"Campaigning" – means any activity by or on behalf of a candidate, registered third-party advertiser, political party or question on a ballot meant to elicit support during the election period. Campaigning does not include the appearance of elected officials, other candidates or registered third-party advertisers at an event in their personal capacity without the display of any signage or graphic which identifies the individual as a candidate or registered third-party advertiser(s) and without the solicitation of votes.

"Campaign Materials" – means any materials used to solicit votes for a candidate or question on the ballot in an election period including, but not limited to: literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include, but are not limited to: materials in all media, such as print, displays, electronic, radio or television and online sources including websites or social media.

"Candidate" – means any person who has filed and not withdrawn a nomination for an elected office at the municipal (including school board), provincial or federal level in an election or by-election.

"Contribution" – as defined in the Act:

- For a candidate – means "money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction".
- For a registered third-party advertiser – means "money, goods and services given to and accepted by an individual, corporation or trade union in relation to third-party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union".

"Elected Official" – means an individual elected to the House of Commons, the Legislative Assembly of Ontario, Toronto City Council or a school board.

"Election" – means an election or by-election at the municipal (including school board), provincial and federal level of government, or the submission of a question or by-law to the electors.

"Election Period" – means the official campaign period of an election.

- For a municipal (including school board) election, the election period commences on May 1 of an election year and ends on voting day.

- For a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day.
- For a question on the ballot, the period commences the day City Council passes a by-law to put a question to the electorate and ends on voting day.
- For a by-election, the period commences when the by-election is called and ends on voting day.

"Library Information" – means any information in the custody and control of the Library, including databases that may be the repository of names, contact information, business records, financial information or other identifiers compiled and used by Library employees to conduct Library business. An example of Library a database is the Library patron database.

"Library Infrastructure" – means any physical or technology systems that support the operation of Library programs and services, including but not limited to: fleet vehicles, computer network, telecommunications and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet. Excludes public right-of-way including sidewalks, roads, laneways and boulevards.

"Library Resources" – includes but is not limited to Library employees, Library events, Library programs and services (including online services such as online and social media channels), Library facilities, Library equipment and supplies, Library funds, Library information and Library infrastructure. These are further defined as follows:

- "Library employees" – means all exempt and non-union employees, and members of the bargaining unit.
- "Library events" – means events funded or organized by the Toronto Public Library, including events that may be jointly organized with community organizations and/or with external sponsors. Library events include, but are not limited to: community meetings and consultations, cultural celebrations, and special events. Library events does not include events and meetings organized by third parties, which are not considered Library events for the purpose of this policy.
- "Library facilities" – means any facility that is owned or leased by the Toronto Public Library and which is directly managed and operated by the Library. Library facilities do not include public right-of-ways such as sidewalks, roads and boulevards, laneways or facilities rented in accordance with the Community and Event Space

Rental Policy

"Media Event" – means an event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote, support or oppose a candidate, registered third-party advertiser, a political party or a position on a question on a ballot. Features of a Media Event can include, but are not limited to: the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases, media kits, display of signage or other materials to promote, support or oppose a candidate, registered third-party advertiser or a position on a question on a ballot.

"Media Scrum" – means an unplanned encounter between a candidate, a registered third-party advertiser, their staff or with media.

"Member of Council" – means the Mayor and Members of Council, except where the Mayor acts as the Chief Executive Officer of the City.

"Political Party" – means political parties for provincial and federal elections that are registered under the Ontario *Election Finances Act* or in the registry of parties referred to in section 374 of the *Canada Elections Act*. Under the current legislative framework, political parties cannot participate in the City's municipal elections or by-elections.

"Question on a Ballot" – means any question or by-law submitted to the electors by Council, a school board, an elected local board, or the Minister of Municipal Affairs under the Act.

"Registered third-party advertiser" – means in relation to a municipal election, an individual, corporation or trade union that is registered with the City Clerk, as per section 88.6 of the Act, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

"Third-Party Advertisement" – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

"Voting Day" – means the day the final vote is to be taken in an election.

Related Policies

- Toronto Public Library Board Code of Conduct
- Community and Event Space Rental Policy
- Displaying and Distributing Information for the Public Policy
- Political Activity Policy
- Advertising Policy

POLICY: POLITICAL ACTIVITY**SECTION: II - General Policies – Human Resources**

MOTION#/DATE: 00 - 147 – October 2, 2000*
16 - 043 – February 22, 2016
18 - XXX – March 19, 2018

*date Board approved the Employee Participation in Municipal Election Campaigns Policy
The Employee Participation in Municipal Election Campaigns Policy repealed and replaced by this policy

Effective Date

February 22, 2016
March 19, 2018

1. Policy Statement

The Toronto Public Library recognizes the right of Toronto Public Library employees **and volunteers** to participate in political activity balanced against the Toronto Public Library's legitimate interest in having a public service that **both is**, and appears to be, impartial. All public servants have the fundamental right to vote and attend all-candidates meetings.

The Political Activity Policy sets out restrictions on the use of Toronto Public Library resources while engaging in political activity and while at work **and volunteering**; and establishes requirements for Toronto Public Library employees when they seek appointment or election to public office. These provisions also set out limitations for some public servants.

The political activity provisions address the need for a balance between an employee's **or a volunteer's** right to engage in political activity and the requirement for the **public service Library** to be politically impartial.

2. Right to Engage

All Toronto Public Library employees **and volunteers** are entitled to vote and attend all-candidate meetings and engage in political activity subject to the political activity provisions.

3. Definition of Political Activity

Political activity includes:

- supporting or opposing a political party and/or candidate before or during an election;
- seeking nomination or being a candidate in an election;
- seeking appointment to a municipal council or school board; or
- canvassing or campaigning on a Toronto municipal referendum question.

Political activity is applicable to municipal, school board, provincial and federal elections and Toronto municipal referendum questions.

4. Prohibited Political Activities

A Toronto Public Library employee **or volunteer** will not:

- a. use Toronto Public Library resources, including facilities, equipment or supplies while engaging in political activity;
- b. engage in political activity during working **ing/volunteer** hours;
- c. engage in political activity while wearing a Toronto Public Library uniform, **including badges**;
- d. wear clothing or buttons that advertise any candidate, political party or referendum issue while at work or while wearing a Toronto Public Library uniform/**badge**;
- e. use his or her title or position within the Toronto Public Library in a way that would lead a member of the public to infer that the Toronto Public Library is endorsing **or opposing** a candidate, political party, **registered third-party advertiser**, or a particular response to a referendum question.

5. Designated Positions

The following Toronto Public Library positions are "Designated Employees" and have limitations on the political activity they may engage in:

- City Librarian
- Directors

The City Librarian may not engage in political activity (as defined in section 3) in any election.

Directors are permitted to:

- run for elected office;
- seek appointment to a municipal council or school board; or
- be a member of a political party, and contribute financially to a candidate (except in a Toronto municipal election):

but Directors may not campaign or canvas for a political party or candidate before or during a municipal, provincial **and or** federal election or in relation to a Toronto referendum question.

6. Employees Not Designated **and Volunteers**

Where Toronto Public Library employees not identified as 'Designated Employees' in Section 5 are uncertain of whether intended political activity may impair or be perceived to impair their ability to perform their duties in a politically impartial manner, they are required to disclose such political activity and seek guidance from **their** manager or the Ethics

Executive (Director of Human Resources). If volunteers are uncertain of whether their intended political activity contravenes this policy, they should seek guidance from the Manager, Adult Literacy Services.

7. Seeking Election or Appointment to Political Office

A Toronto Public Library employee (with the exception of the City Librarian) is eligible to be a candidate for and to be elected as a member of any municipal council, federal office, provincial office or school board or seek appointment to and to be appointed as a member of any municipal council or school board.

In accordance with Section 30 of the Municipal Elections Act, to become a candidate or seek appointment in a Toronto Municipal Election or by-election, a Toronto Public Library non-bargaining unit employee may must take an unpaid leave of absence.

To become a candidate or seek appointment to a municipal council (other than Toronto City Council) federally, or provincially, the employee may take an unpaid leave of absence. If the employee intends to take unpaid leave, he or she must provide written notice to request an unpaid leave pursuant to Toronto Public Library procedures.

Bargaining unit employees may take leave in accordance with the Collective Agreement.

If a Toronto Public Library employee is elected to provincial or federal office or Toronto City Council, they shall be deemed to have resigned from employment with the Toronto Public Library, and for bargaining unit employees, in accordance with the Collective Agreement.

If a Toronto Public Library employee is elected or appointed to a municipal council (other than Toronto City Council), or school board, the employee is not required to resign, but is subject to the Toronto Public Library Conflict of Interest Policy, other applicable employment policies and performance expectations.

8. Use of Corporate Resources

A Toronto Public Library employee who is on a leave of absence while seeking election or appointment to any elected office cannot use any Toronto Public Library resources during that time or act in a manner that could reasonably give rise to a presumption that they are using Toronto Public Library resources during the leave period. All access to Toronto Public Library resources, including security, parking, voice-mail, and computer access will be temporarily disabled during the employee's leave.

9. Employee Time to Vote

The Toronto Public Library will ensure that every employee who is qualified to vote will have three consecutive hours available to vote while the polls are open on election day.

10. Seeking Guidance and Advice

If Toronto Public Library employees are unsure about the appropriateness of their participation in political activity, they should consult with their manager or the Ethics Executive (Director of Human Resources). If volunteers are uncertain of whether their intended political activity contravenes this policy, they should consult the Manager, Adult Literacy Services.

11. Failure to Comply with the Policy

A Toronto Public Library employee who fails to comply with the political activity provisions may be subject to disciplinary action up to and including dismissal. A Toronto Public Library volunteer who fails to comply with the political activity provisions may be subject to corrective action, up to and including withdrawal of volunteer status.

Accountability

The Director, Human Resources is responsible for the implementation of this policy.

Definitions

“Employees” – means all exempt and non-union employees of Toronto Public Library, and members of the bargaining unit.

“Volunteers” – means a person who is appointed to work in a limited capacity for Toronto Public Library without remuneration. This definition does not include Members of the Toronto Public Library Board.

Related Policies

- Employee Code of Ethics
- Use of Library Resources during an Election Period Policy
- Online and Social Media – Terms of Use
- Conflict of Interest Policy

2018-2027 Capital Budget and Plan Adjustments and Commitment of Funds for Bayview-Bessarion Library Capital Project

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library (TPL) Board approval for in-year capital budget adjustments to increase the approved capital budget and plan for the Bayview-Bessarion project by adjusting project costs and cash flows. Additional budget of \$2.700 million gross, \$1.161 debt transferred from the Multi-Branch State of Good Repair program, is required for TPL's portion of this shared-use facility to facilitate an award of tender for the total project to be made by the City. This budget adjustment increases TPL's total budget for the Bayview-Bessarion project to \$15.322 million.

This report also seeks approval for the commitment of TPL's portion of the construction tender, subject to Council approval of the award of tender for the total project.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. requests Council approval for the following budget adjustments:
 - a. increase the project cost of the Bayview-Bessarion project by \$2.700 million, from \$12.622 million to \$15.322 million, with 2021 cash flow increasing from \$2.002 million to \$4.702 million funded by \$1.539 million from the Development Charges reserve fund (XR2115) and \$1.161 million from debt originally planned for Multi-Branch State of Good Repair Program; and
 - b. decrease the project cost of the Multi-Branch State of Good Repair program (LIB907955) by \$1.161 million gross and debt with 2021 cash flow decreasing from \$5.251 million to \$4.090 million;
2. approves the commitment of funds for TPL's portion of the construction award for the Bayview-Bessarion capital project, estimated at \$14.000 million, subject to Council approval of the award of tender for the total shared-use Bessarion facility project.

FINANCIAL IMPACT

The Bayview-Bessarion Library project is being increased by \$2.700 million gross, funded by \$1.539 million development charges and \$1.161 million debt. This adjustment increases the gross cost of the project from \$12.622 million to \$15.322 million with the 2021 gross cash flow increasing from \$2.002 million to \$4.702 million. Annual cash flows are as follows:

Table 1: Bayview-Bessarion Relocation Project
(\$ Millions Gross)

	Actual to date	2018 Budget	2019 Plan	2020 Plan	2021 Plan	Total
Approved Budget	0.672	0.100	4.067	5.782	2.002	12.622
Budget Adjustment					2.700	2.700
Revised Budget	0.672	0.100	4.067	5.782	4.702	15.322

The Multi-Branch State of Good Repair program is being decreased by \$1.161 million gross and debt with 2021 cash flow decreasing from \$5.251 million to \$4.090 million resulting in no net impact to annual debt funding.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

At its meeting on February 12, 2018, City Council approved the Toronto Public Library Capital Budget through item EX31.2 (105a.i. and 105b) that included \$12.622 million gross for Bayview-Bessarion Library Relocation capital project for 2019 to 2021.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.EX31.2>

ISSUE BACKGROUND

Currently, TPL's Bayview Branch, located at the Bayview Village Shopping Centre, is a 6,333 sq. ft. facility occupying space within the mall with a lease that expires at the end of January 2019. Due to delays to the Bessarion shared-use facility, there is a need to extend the lease at the current location. Negotiations are currently ongoing and once terms of a lease extension are finalized, which may include a relocation of the branch within the mall, a report will be brought to the Board for endorsement; City approval will be required.

The Bessarion shared-use facility project, located at 100 Woodsy Park Lane, includes the construction of a three-storey structure plus mezzanine and three levels of below-grade parking. The facility will be approximately 120,000 square feet in size and include a

community recreation centre, a library branch, a child care centre, and the underground parking garage that will be operated and partially financed by the Toronto Parking Authority (TPA). When the Bessarion shared-use facility is completed in 2021, the new branch size will be expanded to approximately 13,400 sq. ft. to better serve the growing community.

COMMENTS

Parks Forestry & Recreation (PF&R), the lead on the total project, ran a competitive bid process and is prepared to award a construction tender for the shared-use facility project. The low-bidder exceeded the available Council-approved funding resulting in a budget shortfall. PF&R Staff have reviewed the bid in detail with the architect and cost consultant and found the low bid to be a fair price for the scope of work, given market changes since the pre-tender estimate was prepared. The scope and size of the shared-use facility cannot be reduced as it is designed to meet the needs of this growing community. Re-tendering the project is not a realistic option, as construction prices continue to rise, and it would result in further delays to providing services to the community.

A joint report is being prepared requesting a budget adjustment to add funds to the Bessarion shared-use facility project. This report is expected to go to Budget Committee meeting on March 22, Executive Committee on April 17, and City Council on April 24 to request authority to amend the approved 2018-2027 capital budgets and plan for PF&R, TPL and TPA for the Bessarion shared-use facility.

TPL's share of the increased budget is \$2.700 million increasing TPL's total costs for the project to \$15.322 million of which the construction portion (including contingency) is \$14.000 million.

As project lead, PF&R are seeking approval for the award of the construction tender for the total project. Board approval is being sought for the commitment of funds for TPL's portion of the tender. The commitment of funds greater than \$0.500 million requires Board approval.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

Steeles Branch – Award of Tender, Branch Closure and Alternative Service Plan

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library (TPL) Board approval to close the Steeles Branch for approximately seven months and to employ the services of a General Contractor for the renovation of the existing 5,009 square foot branch and the newly acquired additional leased space of 444 square feet, as per TPL's drawings and specifications.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest bidder, BDA Inc. (formerly Brown Daniels Associates) for the renovation of the Steeles Branch, at a cost of \$733,700, which includes a contingency of \$66,700 [excluding Harmonized Sales Tax (HST)];
2. approves the closure of the Steeles Branch for approximately seven (7) months; and
3. approves the plan for alternate service for the duration of the closure.

FINANCIAL IMPACT

The contract award of \$733,700, is made up of the tender amount of \$667,000 plus a contingency of \$66,700 (excluding HST). The project is funded by landlord contributions of \$15,540, with the remainder coming from the Multi-Branch Minor Renovation Program budget.

The Director, Finance & Treasurer, has reviewed this financial impact statement and is in agreement with it.

COMMENTS

The project is a complete renovation of the existing and newly acquired leased space. The additional leased space will increase the public service area by approximately 400 square feet once the project is complete. The renovation includes:

- redesign of the branch to include the additional leased square footage;
- new flooring and painting;
- new library shelving, with the introduction of mobile shelving, where possible;
- introduction of the new children's brand;
- new library furnishing that provide options for seating;
- redesign of the existing public washrooms and program room area;
- review of existing front doors to ensure they are AODA compliant.

Award of Tender Recommendation

For the recommended contract award, the following requirements have been met:

1. The bidder recommended for award, is the lowest bidder, meeting all tender requirements, and was the lowest bid received;
2. Library staff have reviewed the submission and found the price to be reasonable in relation to the complexity of the project;
3. The tender process included the use of pre-qualified general contractors, in accordance with the instructions to bidders.

The recommended bidder has successfully completed a number of Toronto Public Library projects, including Humber Summit, Riverdale, Runnymede, Beeton Hall at TRL, Woodside Square and Mimico branches. The references were checked by the architect and were satisfactory.

Branch Closure

Due to the scope and extent of the renovation project, the Steeles branch will be completely closed for approximately seven months. The closure is expected to begin in late March 2018.

Alternate Service Plan

The following alternate service plan will address the closure:

- staff will guide users to pick up holds and use nearby branches, such as Bridlewood, Agincourt, Goldhawk Park and Woodside Square;
- Bridlewood Branch will be the default holds pick up location, where all holds will be taken at the time of the branch closure;
- staff will continue to provide outreach services such as Kindergarten Outreach, visits to schools, child care centres, after school programs, part/child programs and outreach to clients of local community agencies;
- staff will maintain contact with community groups and agencies identifying service needs and planning for services to be delivered at the re-opening of the branch;
- during the closure, branch staff will continue to participate in key community events.

The community will be notified of the closure as follows.

- prior to the closure, a floor plan showing the enhancements will be posted in the library and staff will speak with customers on an individual basis, providing appropriate referrals for library services during the closure;
- customers with Steeles Branch as a home location will be notified of the temporary branch closure through an email blast or automated telephone calls;
- closure information will be posted in advance of the closing date, when it is known, in the branch and on the Toronto Public Library website.

CONTACT

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Moe Hosseini-Ari; Director, Branch Operations and Customer Experience;
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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Background: Procurement Process Steeles Branch – Award of Tender

Background: Procurement Process Steeles Branch – Award of Tender

Architects for the Project

Paul Dacuhna Architect was hired to provide architectural services for the renovation of the existing Steeles Branch through a competitive request for quotation (RFQ) process.

Prequalified General Contractors

The pre-qualification process precedes the call for tender where the nature and complexity of the work involved warrants the effort to pre-select the most experienced and capable General Contractors. Six (6) of the most experienced General Contractors were pre-qualified to bid on the project. Five (5) attended the mandatory site meeting at the Steeles Branch on January 31, 2018.

Call for Tenders

A Call for Tenders is used to obtain bids for construction, whenever the requirements can be precisely defined and the expectation is that the lowest bid meeting the requirements specified in the Call will be accepted. On January 22, 2018, the Call for Tenders was issued to the six pre-qualified bidders. The bid documents, prepared by the Architects, were supplied to all prequalified bidders. All bidders had to attend a mandatory information meeting on January 31, 2018. The bid documents comprised the following documents:

- List of Prequalified Bidders;
- Instruction to Bidders;
- Available Project Information;
- Stipulated Price Bid Form;
- Unit Prices Bid Form Supplement;
- Alternative Prices Bid Form Supplement;
- List of Subcontractors Bid Form Supplement;
- Addenda issued prior to Bid Closing Time;
- Agreement between Owner and Contractor;
- Definitions given in the agreement;
- General Conditions of the agreement;
- Amendments to the agreement;
- Specifications as listed in the project manual for this project;
- Schedules as listed in the project manual and as listed in the list of drawings;
- Drawings as listed in the list of drawings.

On February 8, 2018, TPL received tenders from four of the pre-qualified General Contractors. The architects and Library staff analyzed the three lowest bids (three in case the lowest bid did not meet all requirements) to ensure that all requirements were met:

- Pre-qualified bidder;
- Attended mandatory meeting;
- Submitted a copy of the bid electronically, which included:

- unconditional bid;
- completed stipulated price bid form;
- acknowledges all addenda issued as part of the call for tenders;
- completed & dated unit prices bid form supplement;
- completed & dated alternative prices bid form supplement;
- completed & dated list of subcontractors bid form supplement;
- confirmation of pre-qualified subcontractors, where required.



STAFF REPORT INFORMATION ONLY

Operating Budget Monitoring Report – December 31, 2017

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to provide the Toronto Public Library (TPL) Board with a summary of the gross and net operating expenditures for the year ending on December 31, 2017. TPL's Council-approved 2017 operating budget is \$179.108 million net (\$199.103 million gross).

For the year ending December 31, 2017, TPL is reporting a favourable net expenditure variance of \$0.069 million, which will be returned to the City, comprised of a favourable revenue variance of \$2.098 million and an unfavourable expenditure variance of \$2.028 million.

FINANCIAL IMPACT

For the year ending December 31, 2017, TPL is reporting a favourable net expenditure of \$0.069 million comprised of a favourable revenue variance of \$2.098 million and an unfavourable expenditure variance of \$2.028 million. The surplus of \$0.069 million will be returned to the City.

The Director, Finance & Treasurer has reviewed this financial impact and is in agreement with it.

DECISION HISTORY

At its meeting on April 18, 2017, the Board considered the [Extended North York Central Library Closure and 2017 Budget and 2017-2026 Capital Plan Adjustments](#) report that included a recommendation to seek Council approval for an acceleration of \$4.000 million cash flows to 2017 from 2018 (\$1.272 million gross) and 2019 (\$2.728 million gross) for the NYCL Phase 1 project, fully funded by a contribution from the operating budget that resulted from cost savings generated by the extended branch closure for all of 2017.

At its meeting on July 4, 2017, City Council adopted this recommendation and TPL's 2017 operating and capital budgets have been adjusted accordingly.

ISSUE BACKGROUND

TPL's initial Council-approved [2017 operating budget](#) is \$179.052 million net (\$199.047 million gross). Throughout 2017, the City made minor adjustments that resulted in a revised 2017 operating budget of \$179.108 million net (\$199.103 million gross).

COMMENTS

For the year ending December 31, 2017, TPL is reporting a favourable net expenditure variance of \$0.069 million comprised of a favourable revenue variance of \$2.098 million and an unfavourable expenditure variance of \$2.028 million as shown in Table 1 below.

Table 1
TORONTO PUBLIC LIBRARY
Operating Budget Monitoring Report
For the Year Ending December 31, 2017
(\$ Millions)

Expense/Revenue Category	2016 Actual	2017 Actual	2017 Budget	Variance fav/(unfav)	
	\$	\$	\$	\$	%
Staffing Costs	144.377	142.542	143.626	1.085	0.8
Materials and Supplies	2.263	2.147	2.169	0.022	1.0
Library Materials	19.339	19.761	19.752	(0.008)	(0.0)
Equipment, Services and Rent	28.987	30.089	27.115	(2.974)	(11.0)
Contributions & Transfers	2.271	6.327	6.327	0.000	0.0
Other	0.012	0.156	0.004	(0.152)	(3,780.0)
Gross Expenditures	197.249	201.022	198.993	(2.028)	(1.0)
Grants	5.813	5.788	5.678	0.109	1.9
Fines, Fees and Room Rentals	5.246	5.323	4.952	0.371	7.5
Contributions & Transfers	4.429	7.085	7.085	-	-
Other	4.833	3.787	2.170	1.617	74.5
Total Revenues	20.321	21.983	19.885	2.098	10.5
Net Expenditures	176.928	179.038	179.108	0.069	0.0

Note: Totals may not add due to rounding

The unfavourable expenditure variance of \$2.028 million is partially attributable to an unfavourable variance in equipment, services and rent of \$2.974 million offset by a favourable variance in staffing costs of \$1.085 million.

The unfavourable variance of \$2.974 million in equipment, services and rent is primarily due to enhanced spending (\$1.668 million) on specific library initiatives funded by the TPL Foundation and greater than budgeted expenditures in various areas, including facilities maintenance (\$0.729 million), security (\$0.360 million) and telephone costs (\$0.211 million). The maintenance expenditures included urgent repairs to building components and systems, including heating, ventilation and air conditioning, alarm systems, furniture and general repairs.

Security guard costs were higher than budget due to the requirement for an increase in security personnel in certain branches during regular branch hours, including paid-duty Toronto Police Services officers at Malvern, in order to ensure the safety of patrons and staff, and in response to specific incidents.

Telephone expenses were higher than budget as full savings related to the roll-out of voice-over Internet protocol (VOIP) were budgeted for in 2017 while actual savings were only realized towards the end of the year due to the timing of the VOIP conversion.

The favorable variance in staffing costs (\$1.085 million) is attributed to a high level of retirements and the associated staff movement; greater than estimated savings realized from the closure of NYCL for renovations; lower than budgeted expenditures in benefits related to the staffing savings; as well as reduced claims experience.

The favourable revenue variance of \$2.098 million is mainly attributable to supplementary revenue from the TPL Foundation (\$1.668 million) to enhance specific library initiatives as discussed above and greater than budgeted revenues from public printing and copy card sales (\$0.224 million).

These operating results should be considered draft until the external audit of the financial statements is complete.

CONTACT

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Email: lhughsam@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

Capital Budget Monitoring Report – December 31, 2017

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to provide the Toronto Public Library Board with a summary of Toronto Public Library's capital expenditures for the year ending December 31, 2017.

Capital spending during 2017 totalled \$28.403 million or 75.8% of the approved gross cash flow of \$37.490 million. After adjusting for the \$2.908 million of pre-spending of 2017 budget in 2016, the 2017 spending rate is increased to 82.1% of the available budget. The five-year average capital spend rate is 87.5%.

FINANCIAL IMPACT

Capital spending during 2017 totalled \$28.403 million or 75.8% of the approved gross cash flow of \$37.490 million, resulting in a final unspent balance of \$9.087 million. After adjusting for \$2.908 million of pre-spending of the 2017 budget in 2016, \$0.359 million of 2017 cash-flow overspending and other minor adjustments, there remains \$6.428 million of unspent 2017 cash flow to be carried forward and added to the 2018 budget, as shown in Table 1.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

ISSUE BACKGROUND

Toronto Public Library's 2017 capital budget of \$37.490 million gross is comprised of \$29.524 million approved, \$2.688 million of unspent balances carried forward from 2016, \$4.000 million cash-flow acceleration of the North York Central Library (NYCL) Phase 1 project funded by operating savings arising from the NYCL closure, and an increase of \$1.278 million of development charge funding for the Multi-Branch State of Good Repair Program and the Albion Library Reconstruction.

COMMENTS

For the year ending December 31, 2017, the Library spent \$28.403 million or 75.8% of the 2017 approved cash flow of \$37.490 million, resulting in a final unspent balance of \$9.087 million. After adjusting for the \$2.908 million of pre-spending of 2017 budget in 2016, the 2017 spending rate is increased to 82.1% of the available budget. The average five-year capital spending rate is 87.5%, well above the City average.

These results should be considered draft until the external audit of the financial statements is completed.

Project Status

Attachment 1 includes a list of all active projects, providing 2017 year-end and life-to-date project expenditure status, and overspent and underspent cash-flow balances. A brief description of 2017 accomplishments, significant expenditure variances and the completion status of capital projects is provided below:

- The *Agincourt Building Elements* project's capital expenditure totalled \$0.0623 million or 101.2% of the 2017 approved cash flow of \$0.0616 million, essentially on budget. The project is completed.
- The *Albert Campbell Renovation* project's capital expenditure totalled \$0.042 million or 18.6% of the 2017 approved cash flow of \$0.225 million. The architect contract was awarded at the June 27, 2016 Library Board meeting and planning is underway. The unspent cash-flow balance of \$0.183 million will be carried forward to 2018.
- The *Albion Library Reconstruction* project's capital expenditure totalled \$3.433 million or 72.7% of the 2017 approved cash flow of \$4.721 million. This equates to 99.2% spending of available 2017 cash flows as a \$1.259 million underspending was required to offset the pre-spending of 2017 budgeted cash flows in 2016 due to the project being ahead of schedule. The remaining unspent cash-flow balance of \$0.029 million will be carried forward to 2018.
- The *Bayview-Bessarion Relocation* project's capital expenditures totalled \$0.480 million or 82.8% of the 2017 approved cash flow of \$0.580 million. The unspent cash-flow balance of \$0.100 million will be carried forward to 2018.
- The *Dawes Road Library Construction and Expansion* project's capital expenditure totalled \$1.441 million or 57.4% of the 2017 approved cash flow of \$2.509 million. City Facilities and Real Estate are continuing to work on negotiations regarding the site. An unspent cash-flow balance of \$1.068 million will be carried forward to 2018.
- The *Downsview Renovation* project's capital expenditure totalled \$0.030 million representing 100% of the 2017 approved cash flow of \$0.030 million. The project is completed.

- The *Eglinton Square Expansion* project's capital expenditure totalled \$0.754 million representing 100% of the 2017 approved cash flow of \$0.754 million. The project is completed.
- The *Fort York Library Construction* project's capital expenditure totalled \$0.168 million representing 47.9% of the 2017 approved cash flow of \$0.351 million. While the branch has been open since May 2014, outstanding work such as acoustic problems are taking longer than anticipated. An unspent cash-flow balance of \$0.183 million will be carried forward to 2018.
- The *North York Central Library Renovation Phase 1* project's capital expenditure totalled \$7.439 million or 78.4% of the 2017 approved cash flow of \$9.486 million. This equates to a spending rate of 94.2% of available 2017 cash flows as a \$1.588 million underspending was required in 2017 to offset the pre-spending of 2017 budgeted cash flows in 2016 due to the project being ahead of schedule. The remaining unspent cash-flow balance of \$0.458 million will be carried forward to 2018.
- The *Scarborough Civic Centre Library Construction* project's capital expenditure totalled \$0.045 million representing 100% of the 2017 approved cash flow. The project is completed.
- The *St. Clair/Silverthorn Reconstruction* project's capital expenditure totalled \$0.178 million or 19.6% of the 2017 approved cash flow of \$0.905 million. Delays in awarding the construction contract due to initial bids above budget resulted in \$0.727 million of unspent cash-flow balance to be carried forward to 2018.
- The *St. Lawrence Relocation and Expansion* project, with a 2017 approved cash flow of \$0.100 million for design costs, had no capital spending in 2017. City Facilities and Real Estate will perform a Master Plan and Heritage assessment of the former First Parliament site. Given that the start date of this project is uncertain at this time, the project is deferred to 2022.
- The *Wychwood Library Renovation* project's capital expenditure totalled \$0.151 million or 12.3% of the 2017 approved cash flow of \$1.232 million. As a result of a lengthy site plan approval process, an unspent cash-flow balance of \$1.081 million will be carried forward to 2018.
- *Integrated Payment Solutions* initiatives offer technological improvements to the customer experience in the branch in order to provide more modern library services and improve the efficiency of the customer interaction. The project capital expenditure totalled \$0.186 million or 16.2% of the 2017 approved cash flow. An unspent cash-flow balance of \$0.964 million will be carried forward to 2018.
- The *Equipment for Operational Efficiencies* project supports various branch technologies including phones, printing hardware and sorters. The project capital expenditure totalled \$1.096 million or 75.3% of the 2017 approved cash flow. An unspent cash-flow balance of \$0.360 million will be carried forward to 2018.

- The *Technology Asset Management Program* capital expenditures totalled \$4.096 million or 105.8% of the 2017 approved cash flow of \$3.871 million. This project spending is ahead of schedule resulting in a pre-spending of \$0.225 million 2018 budgeted cash flows in 2017. An underspending of the same amount is required in 2018 to offset the over expenditure in 2017.
- The *Multi Branch State of Good Repair Program* capital expenditures totalled \$7.227 million or 84.9% of the 2017 approved cash flow of \$8.513 million. This state of good repair program is an effective way of keeping some branches operational until a major renovation can be funded. Four sub-projects are completed with an unspent funding of \$0.010 million, which will be used to offset over expenditures of other completed projects. The remaining six sub-projects with an unspent cash-flow balance of \$1.275 million will be carried forward to 2018.
- The *Virtual Branch Services* project's capital expenditure totalled \$1.573 million or 104.8% of the 2017 approved cash flow of \$1.500 million. This equates to a spending rate of 109.3% of available 2017 cash flows as a \$0.061 million underspending was required in 2017 to offset pre-spending of 2017 budgeted cash flows in 2016. A total of \$0.134 million (\$0.073 million pre-spending of 2018 budgeted cash flows in 2017 plus \$0.061 million pre-spending of 2017 budgeted cash flows in 2016) will be required to be underspent in 2018.

2017 Carry-forwards

The total underspending balance at the end of 2017 is \$9.087 million, of which \$6.428 million will be carried forward to 2018 and will increase the total available capital budget in 2018. Detail of the \$6.428 million carry-forward to 2018 and the 2017 overspent \$0.359 million for projects ahead of schedule are shown on the following table:

**Table 1: 2017 Over and Under Spend by Project and Impact on 2018 Capital Budget
(\$ Millions)**

Projects	Approved 2018 Budget	Carry forward from 2017	2017 Overspent	Adjusted 2018 Budget
Albert Campbell Library Renovation	0.300	0.183		0.483
Albion Library Renovation	0.200	0.029		0.229
Answerline & Community Space Rental Modernization	0.550			0.550
Bayview-Besssaron Library Relocation	-	0.100		0.100
Centennial Library Renovation & Expansion	0.167			0.167
Dawes Road Construction & Expansion	1.114	1.068		2.182
Equipment for Operational Efficiencies	0.350	0.360		0.710
Expansion of Technological Efficiencies	0.950			0.950
Fort York Library Construction	-	0.183		0.183
Guildwood Library Leasehold Improvement	0.592			0.592
Integrated Payment Solutions	1.100	0.964		2.064
Multi-Branch State of Good Repair Program	6.164	1.275		7.439
North York Central Library Renovation Phase 1	2.323	0.458		2.781
North York Central Library Renovation Phase 2	2.664			2.664
Parliament Street Library Relocation & Expansion	0.407			0.407
Perth / Dupont Library Relocation - 299 Campbell Ave.	0.080			0.080
St.Clair/Silverthorn Renovation	1.529	0.727		2.256
Technology Asset Management Program	4.100		(0.225)	3.875
Virtual Branch Services	1.500		(0.134)	1.366
Wychwood Library Renovation	2.678	1.081		3.759
York Woods Library Renovation	2.070			2.070
Total	28.838	6.428	(0.359)	34.907

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Capital Budget Monitoring Report for the Year Ended December 31, 2017

**Toronto Public Library
2017 Capital Budget Monitoring Report
For the Year Ended December 31, 2017**

ATTACHMENT 1

	Project/Sub-Project Name	2017 - Year End						Life To Date				Planned Year of Completion
		2017 Full Year Budget	Spent		Underspent/ (Overspent)			Budget \$	Actuals \$	Unspent / (Overspent)		
			\$	%	\$	On Budget	On Time			\$	%	
			(a)	(b)	(c) =(b) / (a)	(d) =(a) - (b)	(e)			(f)	(g)	
1	Agincourt Partial Renovation	61,627	62,339	101.2%	(712)	Ⓞ	Ⓞ	1,478,000	1,478,712	(712)	(0.0%)	2017
2	Albert Campbell Library Renovation	224,950	41,853	18.6%	183,097	Ⓡ	Ⓡ	12,165,000	81,903	12,083,097	99.3%	2021
3	Albion Library Renovation	4,721,000	3,433,158	72.7%	1,287,842	Ⓞ	Ⓞ	15,307,000	15,077,979	229,021	1.5%	2018
4	Bayview-Bessarion Library Relocation	580,000	480,330	82.8%	99,670	Ⓞ	Ⓞ	12,622,000	672,065	11,949,935	94.7%	2020
5	Dawes Road Construction & Expansion	2,508,768	1,440,632	57.4%	1,068,136	Ⓨ	Ⓨ	13,263,000	1,446,864	11,816,136	89.1%	2020
6	Downsview Library Renovation	30,317	30,317	100.0%	-	Ⓞ	Ⓞ	436,875	436,875	-	0.0%	2017
7	Eglinton Square Library Expansion	754,204	754,204	100.0%	-	Ⓞ	Ⓞ	1,243,000	1,243,000	-	0.0%	2017
8	Fort York Library Construction	351,053	168,135	47.9%	182,918	Ⓡ	Ⓡ	9,192,000	9,009,082	182,918	2.0%	2014
9	North York Central Library Renovation	9,486,000	7,439,542	78.4%	2,046,458	Ⓞ	Ⓞ	14,974,000	12,193,044	2,780,956	18.6%	2019
10	Scarborough Civic Centre Library Construction	45,246	45,246	100.0%	0	Ⓞ	Ⓞ	10,276,000	10,276,000	0	0.0%	2015
11	St. Clair/Silverthorn Renovation	905,000	177,740	19.6%	727,260	Ⓡ	Ⓡ	2,897,000	340,670	2,556,330	88.2%	2018
12	St. Lawrence Relocation & Expansion	100,000	-	0.0%	100,000	Ⓞ	Ⓞ	100,000	-	100,000	100.0%	2017
13	Wychwood Library Renovation	1,232,019	151,256	12.3%	1,080,763	Ⓡ	Ⓡ	9,533,000	541,266	8,991,734	94.3%	2019
14	Integrated Payment Solutions	1,150,000	186,385	16.2%	963,615	Ⓡ	Ⓡ	2,250,000	186,385	2,063,615	91.7%	2018
15	Equipment for Operational Efficiencies	1,456,000	1,095,646	75.3%	360,354	Ⓞ	Ⓞ	1,806,000	1,095,646	710,354	39.3%	2018
16	Technology Asset Management Program	3,870,708	4,095,615	105.8%	(224,907)	Ⓞ	Ⓞ	17,252,000	9,693,907	7,558,093	43.8%	Ongoing
17	Multi-Branch State of Good Repair Program	8,513,083	7,227,513	84.9%	1,285,570	Ⓞ	Ⓞ	15,367,090	10,835,240	4,531,850	29.5%	Ongoing
18	Virtual Branch Services	1,500,000	1,572,682	104.8%	(72,682)	Ⓞ	Ⓞ	6,842,000	4,032,350	2,809,650	41.1%	Ongoing
	Total- 2017 Capital Projects Cash Flow Gross	37,489,975	28,402,593	75.8%	9,087,382	Ⓞ	Ⓞ	147,003,965	78,640,988	68,362,977	46.5%	

On Time

On / Ahead of Schedule

Minor Delays < 6 months

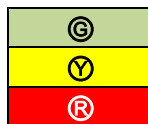
Significant Delays > 6 months

On Budget

>70% of Approved Cash Flow

Between 50% and 70% of Approved Cash Flow

< 50% of Approved Cash Flow





STAFF REPORT INFORMATION ONLY

18.

Annual Statistical Report to the Office of the Information and Privacy Commissioner (IPC) of Ontario.

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report provides a summary of Toronto Public Library's 2017 submission to the Ontario Information and Privacy Commissioner (IPC) in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Toronto Public Library fulfilled its legislative requirements for 2017.

FINANCIAL IMPACT

The report has no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

The Library is required to submit a statistical report to the Information and Privacy Commissioner (IPC) of Ontario on an annual basis. At its meeting on March 26, 2007, the Library Board requested staff to report on the annual report submitted to the Information and Privacy Commissioner of Ontario.

ISSUE BACKGROUND

The Toronto Public Library is governed by MFIPPA, which requires the Library to submit an annual report to the IPC. One of the IPC's functions is to gather and analyse annual statistics from municipal institutions.

COMMENTS

Overview

The Toronto Public Library received four requests for access to records in 2017 that met the regulatory requirements under MFIPPA. These four requests were resolved routinely. For all requests resolved in 2017, the Library maintained a 100% compliance rate within the timeframes permitted by legislation for processing access requests. There were no appeals to the IPC related to access requests in 2017.

Routine Disclosure

The Library routinely discloses information to the public. The TPL website provides a wide range of information and includes Toronto Public Library Board agendas, documents and minutes, and other detailed information about library programs and services. Many informal requests for information from the Library were answered by referring requestors to the Library's website.

Disclosures to Law Enforcement

All instances of disclosure of personal information to law enforcement agencies were in compliance with MFIPPA and followed TPL's policy and procedures.

CONTACT

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Tel: 416-395-5602; Email: eglass@torontopubliclibrary.ca.

SIGNATURE

Vickery Bowles
City Librarian



STAFF REPORT INFORMATION ONLY

19.

Board Resolutions – Status Report

Date:	March 19, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report lists the status of outstanding Toronto Public Library Board resolutions.

BACKGROUND INFORMATION

At the April 2, 2012 meeting, the Toronto Public Library Board approved the inclusion of Board Resolutions – Status Report on Library Board meeting agendas.

Attachment 1 summarizes all outstanding Toronto Public Library Board resolutions.

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENT

Attachment 1: Board Resolutions – Status Report – March 19, 2018



STATUS REPORT
TORONTO PUBLIC LIBRARY BOARD RESOLUTIONS
AS AT MARCH 19, 2018

DATE OF MEETING	MOTION (Ref: Minute #)	STATUS	TARGET DATE
Sep. 8, 2014	14-150 – Notice of Motion: Funding and Timing of Perth/Dupont Branch Relocation		
	5. requests that the local City Councillor consult with the local community and make a recommendation to the Board for a new name for the relocated branch (which will no longer be located at the corner of Perth and Dupont).	IN PROGRESS Staff to bring a recommendation to the Board for a new name for the relocated branch to the Board for approval.	To be determined
Feb. 22, 2016	16-040 – Naming Opportunity – Daniel Grafton Hill III		
	2. requests staff to provide updates to the Toronto Public Library Board on this initiative at strategic intervals.	IN PROGRESS This initiative is dependent on a future branch capital project and consultation process.	To be determined