



## REVISED AGENDA

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*Revisions marked with an asterisk (\*)*

### **Toronto Public Library Board**

**Meeting No. 9: Monday, November 23, 2015, 6:00 p.m. to 9:00 p.m.**

**North York Central Library, Auditorium – 2<sup>nd</sup> Floor, 5120 Yonge Street, Toronto**

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#### **Members:**

Mr. Ron Carinci (Chair)

Ms. Lindsay Colley (Vice Chair)

Councillor Paul Ainslie

Councillor Ana Bailão

Councillor Sarah Doucette

Councillor Mary Fragedakis

Ms. Sue Graham-Nutter

Ms. Dianne LeBreton

Mr. Strahan McCarten

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).

### ***Tour of the North York Central Library to be provided at 5:30 p.m.***

**1. Call to Order**

*Presentation re North York Central Library – Kim Huntley, Manager*

*10 minutes*

**2. Declarations of Conflicts of Interest**

**3. Approval of Agenda**

**4. Confirmation of October 26, 2015 Toronto Public Library Board Meeting Minutes**

**5. Confirmation of October 26, 2015 Toronto Public Library Board Closed Meeting Minutes**

**6. Business Arising from the Minutes**

**a. E-Book Advocacy (Resolution No. 15-186)**

*5 minutes*

**7. Chair's Report**

*10 minutes*

**\*8. Communications**

*5 minutes*

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- 9. Presentations** *50 minutes, including questions*  
*John Wilson re TPL Programming for Women (Agenda Item No. 19) – (deferred by Toronto Public Library Board at October 26, 2015 meeting)*

*Alan Campbell, President, Ontario Genealogical Society re the consolidation of genealogical collections at Toronto Public Library*

*\*Les Kelman, President, Jewish Genealogical Society of Toronto re the consolidation of genealogical collections at Toronto Public Library*

*\*Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 (CUPE) regarding the 2016 – 2019 Strategic Plan*

*\*Miroslav Glavic regarding Chair's Report, Board Member Consultation – Procedural By-law and Code of Conduct and Achieving a Paperless Board through Technology – Evaluation*

#### ***Items for Approval:***

- |   |                   |
|---|-------------------|
| <b>10. 2016 Interim Budget Estimates</b>  | <i>5 minutes</i>  |
| <b>11. 2015 Capital Budget Adjustments</b>  | <i>5 minutes</i>  |
| <b>12. Perth/Dupont Branch Relocation – Terms and Conditions</b>  | <i>10 minutes</i> |
| <b>13. Scarborough Civic Centre Green – Approval to Increase Award for Construction Contract – Aquicon Construction</b> | <i>10 minutes</i> |
| <b>14. Board Member Consultation – Procedural By-law and Code of Conduct</b>  | <i>10 minutes</i> |
| <b>15. Achieving a Paperless Board through Technology – Evaluation</b>  | <i>10 minutes</i> |

#### ***Items for Information:***

- |  |                  |
|--|------------------|
| <b>16. Audit Plan for the Year Ending December 31, 2015</b>        | <i>5 minutes</i> |
| <b>17. Operating Budget Monitoring Report – September 30, 2015</b> | <i>5 minutes</i> |
| <b>18. Capital Budget Monitoring Report – September 30, 2015</b>   | <i>5 minutes</i> |

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- 19. Toronto Public Library Programming for Women** *10 minutes*  
*(deferred by Toronto Public Library Board at October 26, 2015 meeting)*

- 20. Board Resolutions – Status Report** *5 minutes*

<p><b>Closed Meeting:</b></p>
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- |  |
|--|
| <p><b>21. Collective Bargaining – 2016 – Verbal</b> <span style="float: right;"><i>15 minutes</i></span><br/><i>(Confidential as the subject matter being considered involves labour relations or employee negotiations)</i></p> |
|--|

- 22. Adjournment**

*Attendant Care Services can be made available with some notice.*



# North York Central Library

November 23, 2015

Toronto Public Library Board Meeting



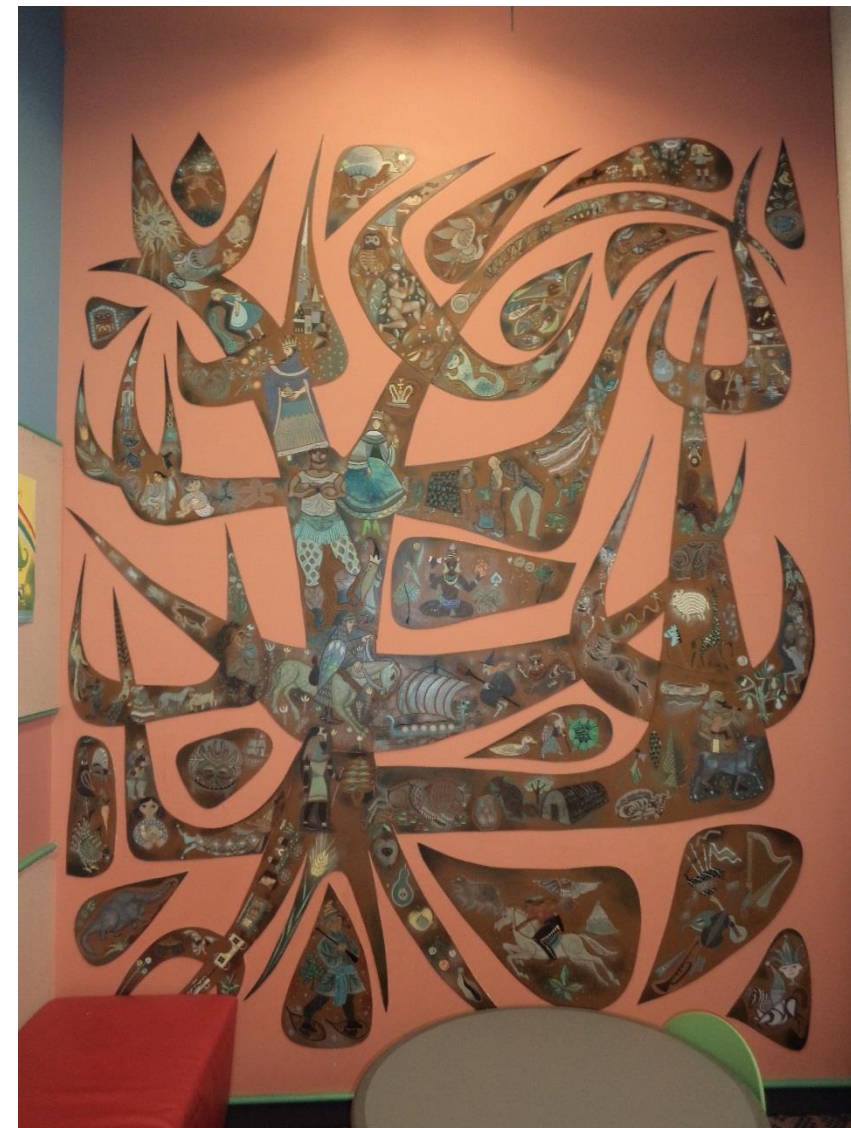
# Gladys Allison Library (1959 – 1985)







**Harold Town Frieze**



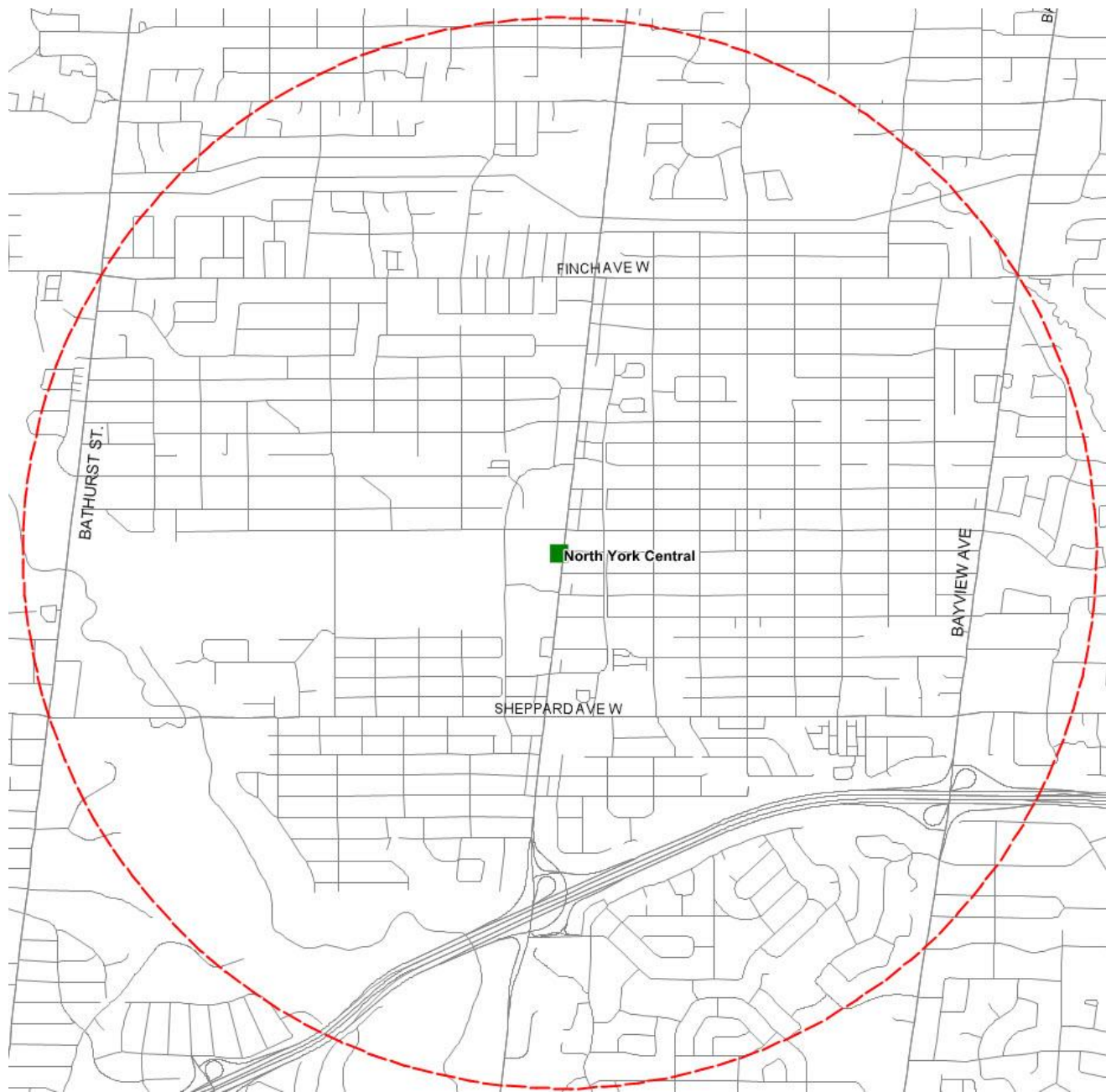
**Story Tree**



# 1987 – A New North York Central Library



**POPULATION: 85,775** 2011 Census



# Our Community

## AGE

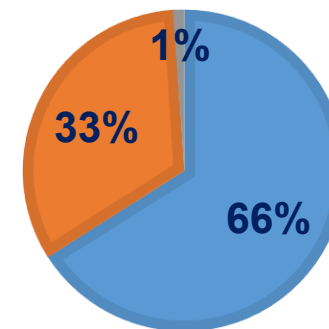
Adults	60%
Seniors	16%
Youth	13%
Children	11%

## DWELLINGS

Apartments	65%
Single	28%
Other	7%

## LANGUAGE

■ Non-Official   ■ English   ■ French



## Top Languages

- Chinese
- Korean
- Persian
- Russian

## POPULATION DENSITY

- 5,467 per sq km
- 32% greater than city average

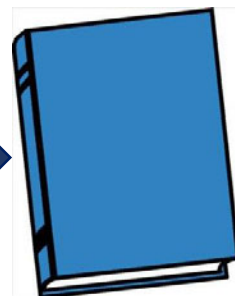




**1.5 million visits**



**1.6 million circ**













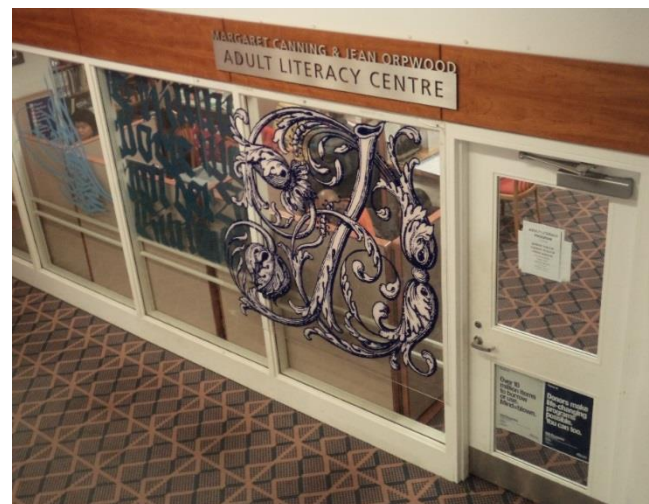
# City Wide Services & Support

## City-Wide Services Delivered out of NYCL

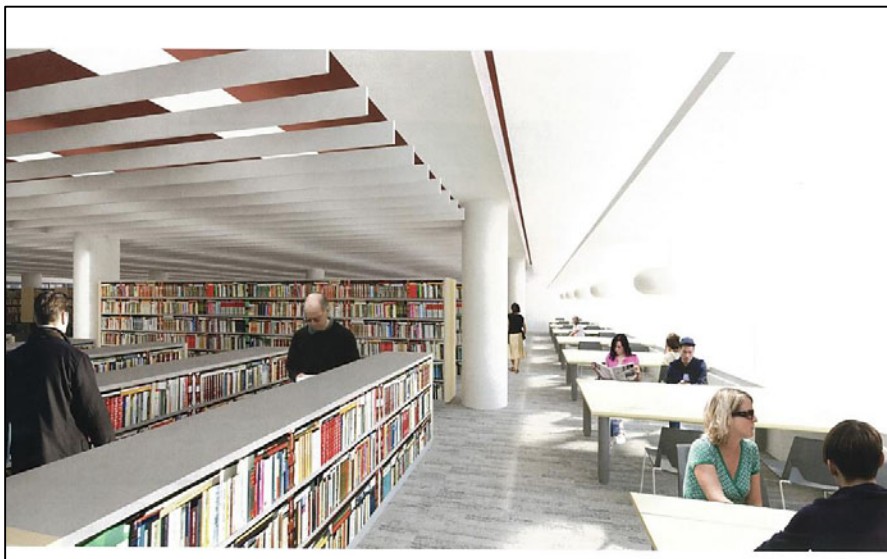
- Home Library Services
- Bookmobiles
- Adult Literacy Services

## TPL Support Departments located at NYCL

- Collection Development
- Planning, Policy and E-Services



- Significant large-scale project
- Construction starts in 2016 for 3 – 4 years
- First major renovation since opening
- Library remains open for service
- Positions the library as a leader in providing new library services
- Allows for future flexibility
- Maintains collections and services valued by the community



- Enhance customer service
- Address changing needs of today's library users and strategic plans
- Introduce leading edge technology
- Content creation spaces for digital innovation, e-learning, media labs
- Space for incubation and business development
- Increase lounge, program, study and collaboration space
- Address SOGR issues





# Changes to Current Service Model

- Consolidation of Business with Science and Technology Departments on one floor
- Consolidation of Research and Reference Local History and Genealogy collections and services at the Toronto Reference Library
- North York History Room created at NYCL

# Welcoming the Community



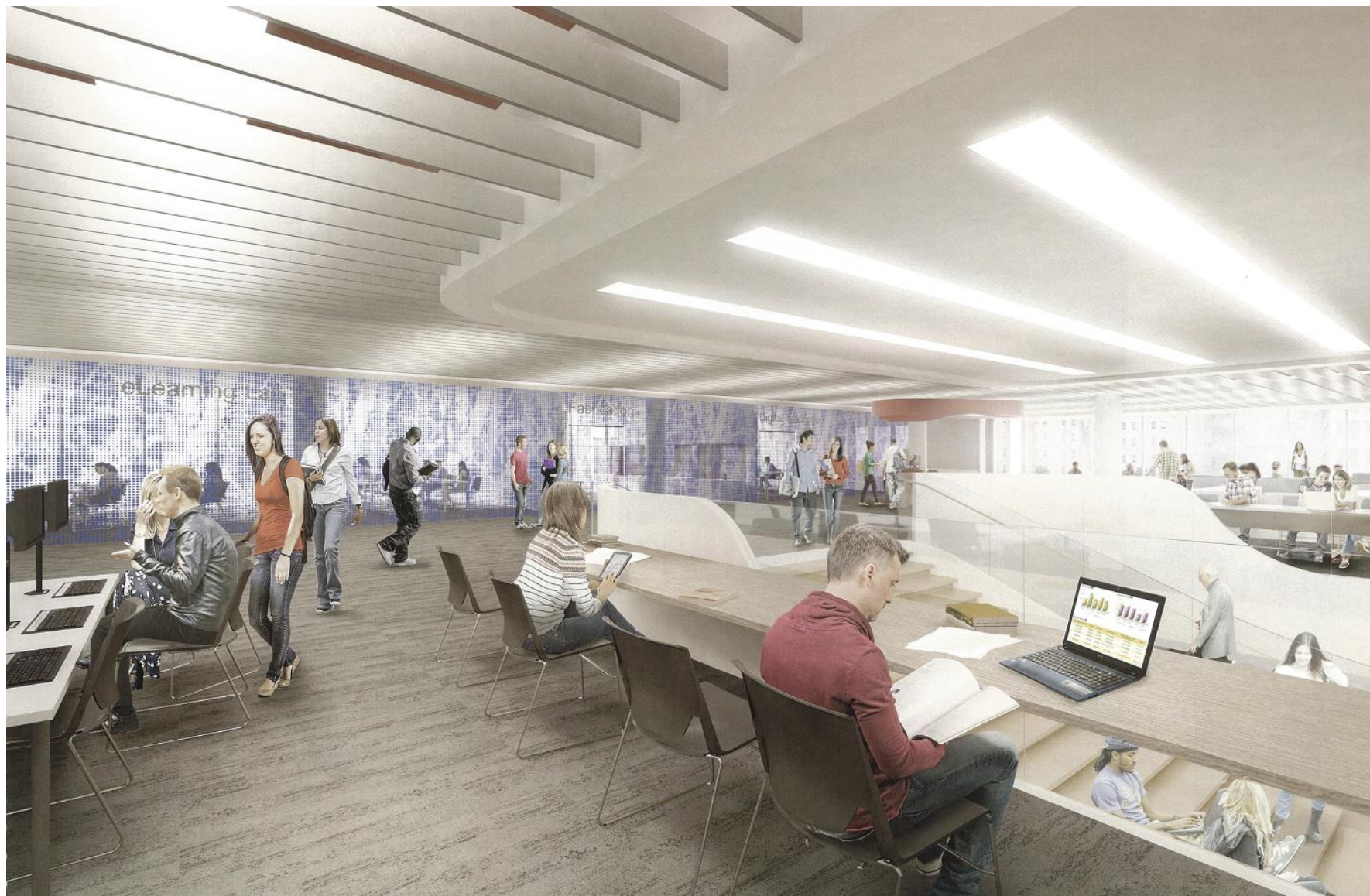


# A KidsStop Engages Children





# Leading Edge Learning





# A View to the Future



**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**Members Present:**

Mr. Ron Carinci (Chair)  
Ms. Lindsay Colley (Vice Chair)  
Councillor Sarah Doucette  
Ms. Sue Graham-Nutter  
Ms. Dianne LeBreton  
Mr. Strahan McCarten  
Ms. Archana Shah  
Ms. Eva Svec

**Regrets:**

Councillor Paul Ainslie  
Councillor Ana Bailão  
Councillor Mary Fragedakis  
Mr. Ross Parry

**15-169 Call to Order**

Ron Carinci called the meeting to order at 6:00 p.m. He introduced Michael Foderick, Past Chair, Toronto Public Library Board. Mr. Foderick presented the Board with a gavel made from the wood of the “Maple Leaf Forever” tree with the following inscription:

*Carved from the wood of the “Maple Leaf Forever” tree – a mighty maple tree that once stood at 62 Laing Street, Toronto that it inspired Alexander Muir to write “The Maple Leaf Forever” and felled by a storm on July 19, 2013.  
Presented by M. Foderick, past-Chair to R. Carinci, Chair, Toronto Public Library Board 2015.*

Linda Mackenzie, Director, Research and Reference Libraries advised that additional items constructed from the “Maple Leaf Forever” tree were given to Toronto Public Library by the woodworkers of the Dixon Hall Mill Centre, including six easels, two book stands and two cookies, which are cross sections of tree limbs; examples of each were displayed in the Boardroom.



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**Call to Order – continued***Moved by D. LeBreton, seconded by S. Graham-Nutter:**That the Toronto Public Library Board:*

1. *expresses appreciation to Michael Foderick, Past Toronto Public Library Board Chair; Joe Houpt, Wood Carvers of Ontario and Dixon Hall Mill Centre for the gifts to the Toronto Public Library Board made from the “Maple Leaf Forever” tree.*

***Carried*****15-170 Declarations of Conflict of Interest**

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

**15-171 Approval of Agenda***Moved by S. McCarten, seconded by E. Svec:**That the Toronto Public Library Board approves the agenda as revised to:*

1. *defer discussion of Agenda Item No. 16 – Toronto Public Library Programming for Women to the November 23, 2015 Board meeting at the request of Councillor Fragedakis who is unable to attend the October 26, 2015 Board meeting;*
2. *defer the Presentation by John Wilson regarding Toronto Public Library Programming for Women until the November 23, 2015 Board meeting; and*
3. *add a Presentation by Miroslav Glavic regarding Agenda Item Nos. 11 – Canada’s Anti-Spam Legislation Policy and 13 – Toronto Public Library Board – 2016 Proposed Schedule.*

***Carried*****15-172 Confirmation of September 21, 2015 Toronto Public Library Board Meeting Minutes***Moved by E. Svec, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. *confirms the minutes of the September 21, 2015 Toronto Public Library Board meeting.*

***Carried***

**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**15-173 Confirmation of September 21, 2015 Toronto Public Library Board Closed Meeting Minutes***Moved by S. McCarten, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *confirms the minutes of the September 21, 2015 Toronto Public Library Board Closed meeting.*

*Carried***15-174 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the October 26, 2015 meeting.

**15-175 Chair's Report***Moved by E. Svec, seconded by S. Graham-Nutter:**That the Toronto Public Library Board:*

1. *receives the Chair's Report for information.*

*Carried***15-176 Communications***Moved by L. Colley, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *receives Communication (a) – Lobbying Disclosure Form as provided for in the Board's Lobbying Disclosure for Board Members Policy from Ron Carinci, Chair, and Lindsay Colley, Vice Chair, Toronto Public Library Board dated September 17, 2015 regarding a meeting with Maureen O'Reilly, President, Toronto Public Library Workers Union Local 4948, CUPE, for information;*
2. *receives Communication (b) from Vickery Bowles, City Librarian to Pam McConnell, Deputy Mayor, City of Toronto dated September 28, 2015 regarding the TO Prosperity – Interim Poverty Reduction Strategy, for information;*
3. *receives Communication (c) from John Wilson dated October 6, 2015 requesting to make a presentation at the October 26, 2015 Board meeting regarding Toronto Public Library Programming for Women, for information;*

**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**Communications – continued**

4. *receives Communication (d) from Anne Bailey, Director, Branch Libraries to Diana Fancher dated August 25, 2015 regarding the St. Clair/Silverthorn Branch rebuilding/renovation, for information;*
5. *receives Communication (e) from Diana Fancher to Anne Bailey dated September 11, 2015 regarding the St. Clair/Silverthorn Branch rebuilding/renovation, for information;*
6. *receives Communications (f) and (g) from Diana Fancher to the Toronto Public Library Board dated September 13 and 28, 2015 regarding the St. Clair/Silverthorn Branch rebuilding/renovation, for information;*
7. *receives Communication (h) from Anne Bailey to Diana Fancher, dated October 9, 2015 regarding the St. Clair/Silverthorn Branch rebuilding/renovation, for information.*
8. *receives draft Communication (i) from Ron Carinci, Chair, Toronto Public Library Board to be dated October 27, 2015 to The Honourable Michael Coteau, Minister, Tourism, Culture and Sport; and*
9. *endorses the importance of providing e-resources funding for libraries by the Province in a letter to the Minister, Tourism, Culture and Sport.*

***Carried*****Presentations****15-177 Toronto Public Library Workers Union, Local 4948**

Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 (CUPE) tabled materials and spoke to the Union's concerns regarding staffing and other issues, including the provision of information to the Union regarding the ratio of full-time to part-time staff and violence in the workplace.

***Moved by Councillor Doucette, seconded by D. LeBreton:***

***That the Toronto Public Library Board:***

1. *receives the presentation from Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 (CUPE) regarding Staffing, for information.*

***Carried***



**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**Presentations – continued****15-178 Miroslav Glavic regarding Agenda Item No. 11 – *Canada’s Anti-Spam Legislation Policy***

Mr. Glavic addressed the Board regarding the importance of complying with anti-spam legislation.

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

*That the Toronto Public Library Board:*

1. receives the presentation from Miroslav Glavic regarding Agenda Item No. 11 – Canada’s Anti-Spam Legislation Policy for information.

**Carried**

**Items for Approval:****Strategic Planning Steering Committee:****15-179 a. Approved Minutes of the Strategic Planning Steering Committee Meeting of April 21, 2015**

*Moved by A. Shah, seconded by L. Colley:*

*That the Toronto Public Library Board:*

1. receives the Approved Minutes of the Strategic Planning Steering Committee meeting of April 21, 2015 for information.

**Carried**

**15-180 b. Strategic Plan 2016 – 2019: Draft Priorities, Outcomes and Results of Public Consultation to Date**

*Moved by L. Colley, seconded by S. McCarten:*

*That the Toronto Public Library Board:*

1. receives the results of public and stakeholder consultation to date as summarized in the report and in Appendix 1 – Attachment 1;
2. approves the draft priorities and outcomes for the Strategic Plan 2016 - 2019 as included in Appendix 1 – Attachment 2; and
3. directs staff to prepare a final draft of the strategic plan with a communications plan, implementation plan, outcomes, KPIs for 2016 - 2019 and targets for 2016, in alignment with the operating and capital budgets for endorsement by the Strategic Planning Steering Committee and approval by the Library Board in December 2015.

**Carried**

**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**15-181 Canadian Anti-Spam Legislation Policy***Moved by A. Shah, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. approves the Canada's Anti-Spam Legislation Policy.

**Carried****15-182 Holiday Closures 2016 and January 2017***Moved by E. Svec, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. approves the schedule of holiday closures for 2016 and January 2017, as provided in Attachment 1.

**Carried****15-183 Toronto Public Library Board – 2016 Proposed Meeting Schedule***Moved by Councillor Doucette, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. directs staff to schedule two Toronto Public Library Board meetings in branch locations in 2016.

**Carried****Items for Information:****15-184 2016 Operating and Capital Budgets – Update**

Larry Hughsam, Director, Finance and Treasurer provided the following information to update the Board on the 2016 operating and capital budgets since the last Board meeting:

- a. Library staff met with the City's Chief Financial Officer and informally with two members of the Budget Committee, including the Chair;
- b. for the operating budget, the possibility of funding the Library's leap year costs from a City reserve has been discussed with the City;
- c. for the capital budget, achieving any significant funding of the additional debt requested by the Board, beyond the debt targets for the Library's State of Good Repair needs will be challenging;
- d. Build Toronto and the City's Real Estate Division are evaluating the list of Library properties considered for viability for redevelopment pilot projects;
- e. The budget will be launched at the City on December 15; Executive Committee will consider the budget on February 9, followed by City Council approval on February 17 and 18.

**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**2016 Operating and Capital Budgets – Update – continued***Moved by D. LeBreton, seconded by S. Graham-Nutter:**That the Toronto Public Library Board:*

1. receives the 2016 Operating and Capital Budgets - Update verbal report for information.

**Carried****15-185 E-Book Advocacy**

Ana-Maria Critchley, Manager, Stakeholder Relations, Communications, Programming and Customer Engagement provided information regarding Toronto Public Library's role in the Canadian Public Libraries for Fair EBook Pricing group recently formed to raise awareness of the restrictive pricing models and high e-book prices charged by the "Big Five" multinational publishers and to create a national dialogue on the issue.

*Moved by D. LeBreton, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. receives the E-Book Advocacy verbal report for information.

**Carried****15-186 Musical Library Implementation – Status Report***Moved by A. Shah, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. receives the Musical Library Implementation – Status Report for information.

**Carried****15-187 Board Resolutions – Status Report***Moved by Councillor Doucette, seconded by S. Graham-Nutter:**That the Toronto Public Library Board:*

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

**Carried**



**Toronto Public Library Board****Meeting No. 8: Monday, October 26, 2015, from 6:00 p.m. to 9:10 p.m.****Toronto Reference Library, Board Room, 789 Yonge Street, Toronto**

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**15-188 Closed Meeting**

At 8:00 p.m., it was:

***Moved by S. McCarten, seconded by Councillor Doucette:******That the Toronto Public Library Board:***

1. *conducts a Closed meeting as the subject matter being considered (Collective Bargaining – 2016) involves labour relations or employee negotiations.*

***Carried***

At 9:05 p.m. the Board resumed its meeting in public.

**Adoption of Closed Meeting Actions:****15-189 Collective Bargaining – 2016*****Moved by D. LeBreton, seconded by A. Shah:******That the Toronto Public Library Board:***

1. *receives the confidential verbal report from staff for information;*
2. *adopts the recommendations in Confidential Attachment 1; and*
3. *requests that the recommendations and information in Confidential Attachment 1 not be made public, as they involve labour relations or employee negotiations.*

***Carried*****15-190 Motion to Extend the Meeting**

During the Closed Meeting, it was:

***Moved by S. McCarten, seconded by S. Graham-Nutter:******That the Toronto Public Library Board:***

1. *extends the meeting until the completion of the agenda.*

***Carried*****15-191 Adjournment*****Moved by S. McCarten, seconded by A. Shah:******That the Toronto Public Library Board:***

1. *adjourns the October 26, 2015 Toronto Public Library Board meeting.*

***Carried***

The meeting ended at 9:10 p.m.

Signed: \_\_\_\_\_

## **E-Book Advocacy**

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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At the October 26, 2015 Toronto Public Library Board meeting, the Board received a presentation regarding Toronto Public Library's role in the Canadian Public Libraries for Fair EBook Pricing group recently formed to raise awareness of the restrictive pricing models and high e-book prices charged by the "Big Five" multinational publishers and to create a national dialogue on the issue.

The Association of Municipalities of Ontario (AMO) is supporting these advocacy efforts and the Federation of Canadian Municipalities (FCM) will be discussing them at its March 2016 meeting.

Since the October meeting, the Library has learned that at the request of the Ottawa Public Library Board, the Ottawa City Council endorsed a motion to request the Department of Canadian Heritage and Industry Canada to investigate current e-book pricing practices of multinational publishers as part of any upcoming statutory review of the Copyright Act. A similar endorsement by Toronto City Council would be an effective government outreach step in the e-book advocacy campaign.

### **RECOMMENDATIONS**

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#### **The City Librarian recommends that the Toronto Public Library Board:**

1. seeks Toronto City Council's endorsement of a motion, requesting the Department of Canadian Heritage and Industry Canada to investigate current e-book pricing practices of multinational publishers as part of any upcoming statutory review of the Copyright Act; and
2. authorizes and directs staff to take the necessary action to give effect thereto.

### **FINANCIAL IMPACT**

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There is no financial impact arising from the recommendation in this report.

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

## **COMMENTS**

The Toronto Public Library has been a leader in building awareness of the restrictive pricing models and high e-book prices charged by the “Big Five” multinational publishers. In December 2013, Toronto City Council adopted the following motion moved by then Toronto Public Library Board Chair, Councillor Paul Ainslie:

*City Council request the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport to investigate publishers’ restrictive practices in making e-books and e-magazines available to public libraries, including the higher prices charged to public libraries.*

The endorsement of a motion by Toronto City Council requesting the Department of Canadian Heritage and Industry Canada to investigate current e-book pricing practices of multinational publishers as part of any upcoming statutory review of the Copyright Act would be another effective government outreach step in the e-book advocacy campaign.

## **CONTACT**

Vickery Bowles; City Librarian; Tel: 416-393-7032;  
Email: [citylibrarian@torontopubliclibrary.ca](mailto:citylibrarian@torontopubliclibrary.ca)

## **SIGNATURE**

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Vickery Bowles  
City Librarian



**Chair's Report**  
**November 23, 2015**

**Partnerships, outreach and other community initiatives**

This month, Toronto Public Library is rolling out its **Great Reads partnership with Kumon Math and Learning Centres**. The partnership includes the creation of 45,000 *Great Reads for Kids* booklets, featuring over 200 recommended titles from staff, and an outreach package that promotes library card registration to Kumon customers. Three seasonal booklists will be distributed throughout the year. Kumon will also support family storytimes in 42 branches and will have a Kumon Corner at Richview Branch. The partnership, negotiated by the Toronto Public Library Foundation, lasts until November 2016.

On November 2, staff from Toronto Public Library participated in the **Creative Spaces Partnership Exchange**, a free one-day event devoted to advancing creative spaces in every corner of the city. Fifty arts and culture organizations exhibited at this networking event and over 700 people registered to attend. Toronto Public Library manager Heather Mathis participated in a panel discussion on Building Community Hubs, looking at examples and best practices from different sectors. The Partnership Exchange is part of the Creative Spaces Outside the Core initiative, established in 2013 and led by Artscape. The Library is a partner organization in this initiative, dedicated to capacity building and partnership development to support the planning and development of community cultural hubs and other forms of arts infrastructure outside of Toronto's core.

Library staff members Patricia Eastman and Suk Yin Ng were among 200+ people who attended the launch event for the **Scarborough Business Association (SBA)** at the Pan Am Sports Centre. This new association is working to create educational and networking opportunities for the business community in Scarborough. The Library looks forward to working with the SBA to link the business community to the resources we offer and to find out how we can support area businesses. Discussions are underway to determine how partnerships between the Library and the SBA can provide value to the community. The launch of the SBA was supported by the presence of politicians at all levels – municipal, provincial and federal – voicing their support for business development initiatives.

**Media**

Toronto may have lost the recent ALCS baseball series to Kansas City, but the City's library system was a big winner in the social media department. A fun and cheeky **book spine poetry battle** between Toronto Public Library and Kansas City Public Library took place throughout the post-season playoffs. The Twitter and Facebook exchanges were an opportunity for the Library to reach an entirely new audience with timely, fun and relevant content. Community engagement was very high. In fact, Toronto Public Library gained 2,000 new Twitter followers and 1,000 new likes on its Facebook page during this period. In addition, the social media battle was featured in most major Canadian media outlets, as well as international media including MLB.CA, TSN, SB Nation, NPR and Mental Floss.  
**[twitter.com/torontolibrary](https://twitter.com/torontolibrary) | [facebook.com/torontopubliclibrary](https://facebook.com/torontopubliclibrary)**

### **Programs and exhibits**

“For sheer contemporary-canon firepower, the Appel’s season has some boomers” columnist David Berry wrote in the *National Post* in October, pointing to **Bram & Bluma Appel Salon exclusives** with Jonathan Franzen, Margaret Atwood and a number of others who “exemplify the different tenor of the Appel event series” and Toronto Public Library’s growing reputation for presenting issues at the forefront of the public imagination. The boom continued into November with the Library’s presentation of former Al Jazeera Egyptian Bureau Chief Mohamed Fahmy, in partnership with the Canadian Journalism Foundation; and on a lighter note, the Globe’s Ian Brown in conversation with the CBC’s Shelagh Rogers, on *Sixty: The Beginning of the End or the End of the Beginning?* Brown’s diary of his 61st year.

The story of a disobedient boy with a fierce imagination, *Where the Wild Things Are*, is one of the most beloved children’s books of all time. In celebration of the 50th anniversary of its publication, Toronto Public Library presents an exhibition of original artwork by the book’s revered author and illustrator. **Maurice Sendak: 50 Years, 50 Works, 50 Reasons** is on display in the TD Gallery at Toronto Reference Library from December 19, 2015 to January 31, 2016. The exhibit includes more than 50 works spanning Sendak’s career, including sketches, illustrations and works on paper. The exhibition also features artwork from the Toronto Public Library’s Osborne Collection of Early Children’s Books. A complimentary exhibit, *Let the Wild Rumpus Start! Celebrating Maurice Sendak*, will be on display at the Osborne Collection of Early Children’s Books, Lillian H. Smith Branch, from December 12, 2015 to March 5, 2016. The exhibition tour is managed by Opar Media, LLC. Special thanks to the lenders of the exhibition and to New York City art gallery AFA NYC for their support. Thanks also to the Friends of the Osborne Collection for additional support. The 2015 TD Gallery season is generously sponsored by TD Bank Group.

**[torontopubliclibrary.ca/tdgallery](http://torontopubliclibrary.ca/tdgallery)**

On November 2, the **IBBY Silent Books Exhibit** was launched at North York Central Library. IBBY, the International Board on Books for Young People, has chapters in 75 countries working to ensure the right of every child to become a reader. The enjoyment of reading pictures is the first step in becoming a reader for life, and the IBBY Silent Books Project, led by IBBY Italia, uses a collection of the best wordless picture books from around the world to provide a seed library for residents and the many refugees from Africa and the Middle East who have arrived on the Italian island of Lampedusa. Stories told in the universal language of images and art are completely accessible to everyone, enjoyed and understood regardless of language. The wordless picture books on exhibit in Toronto mirror the collection that is in use by children and families on the island. With so many newcomers arriving here in the city from different countries, wordless picture books have great relevance for Toronto readers. The exhibit is ongoing in the Children’s Department at North York Central Library until December 11.

### **Awards**

**Scarborough Civic Centre Branch** won the Institutional-Commercial Wood Design Award at the Ontario Wood Works Awards event on November 12, 2015. LGA Architectural Partners with Philip H. Carter Architect + Urban Planning and Structural Engineer Blackwell were honoured along with Toronto Public Library. The jury noted that, “The structure is

almost entirely made of wood, from the large columns and beams down to decking and window lintels. The complex geometry was achieved through the use of a BIM model, built by the architect and engineer and then shared with the glulam manufacturer.” A 2016 calendar produced for the Ontario Wood Works Awards features the Scarborough Civic centre branch on the cover as well as for the month of June. It is wonderful to see the library’s work in sustainable wood design recognized in this way.

### **Collections**

Toronto Public Library card holders can now access thousands of **free online training videos and courses** at lynda.com. Over 3,500 video tutorial courses led by experts on web design, software development, photography, business skills, home and small office, project management, 3D + Animation, graphic design audio, music, video editing and more are available to customers. Courses can be taken on any desktop, laptop or tablet.

### **Foundation**

**[tplfoundation.ca](http://tplfoundation.ca)**

At the October 18 **Scotiabank Charity Challenge** (part of the huge Scotiabank Toronto Waterfront Marathon), 29 library lovers ran or walked to raise \$7,800 for the Library. Funds raised will be directed to the Library’s funding priorities.

The **third annual Hush Hush fundraiser**, hosted by the Foundation’s New Collection young patrons group, was held Halloween night at the Bloor/Gladstone Branch. It was a great party that attracted almost 300 guests most of whom came in costume. Over \$60,000 was raised for the Young Voices program, which includes the annual *Young Voices* magazine of teen writing and visual art, the annual Young Voices Writers Conference, the annual Young Voices electronic writer in residence, the Young Voices Writing and Art Festival during the March Break each year, and other Young Voices workshops throughout the year.

**[tpl.ca/youngvoices](http://tpl.ca/youngvoices)**

**Google Canada** donated \$15,000 for the 2016 Innovator in Residence programs at Toronto Reference Library and the Scarborough Civic Centre Branch. Innovators in Residence are industry experts in areas such as video editing, coding, music production or sound editing. Innovators conduct free workshops and are available for one-on-one consultations.

This year the **Friends of the Library South Chapter** donated a record \$90,000, which included a \$10,000 bequest from long-time Friends volunteer Doug Browne. The Friends have chosen to support Elementary School Outreach, Storytime Outreach, Young Voices, Family Literacy Day and audio visual equipment for the new green screen Studio Space at the Digital Innovation Hub at the Toronto Reference Library.

The Foundation is launching its annual **Holiday Tribute Giving Campaign**, which invites library lovers to make donations to Toronto Public Library in honour of the readers in their life, in lieu of holiday gifts. For a minimum \$10 donation, the Foundation sends a card by mail or email to the donor’s chosen recipient.



**December 1 is Giving Tuesday.** Deemed a national giving day, this is a new Canadian movement for giving and volunteering, taking place after Cyber Monday. The Foundation is participating with a campaign to raise \$1,000 in support of Storytime Outreach. The campaign will be promoted primarily via social media.

Prepared by Toronto Public Library staff.

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**COMMUNICATIONS – ADDITIONAL COMMUNICATIONS –**  
*(marked with an asterisk\*)*  
**GENERAL CORRESPONDENCE**

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**TORONTO PUBLIC LIBRARY BOARD MEETING – November 23, 2015**

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It is recommended that the Toronto Public Library Board:

1. receives Communication (a) from John Wilson dated October 6, 2015 requesting to make a presentation at the October 26, 2015 Board meeting regarding *Toronto Public Library Programming for Women*, for information (**deferred by Toronto Public Library Board at October 26, 2015 meeting**).
2. receives Communication (b) from Todd Kyle, 2016 Ontario Library Association President-Elect to Ron Carinci, Chair, Toronto Public Library Board dated October 26, 2015 expressing appreciation for launching Ontario Public Library Week at the Scarborough Civic Centre Branch, for information.
3. receives Communication (c) from Richard Yeardye, Chair, Toronto Branch, Ontario Genealogical Society dated November 11, 2015 requesting Alan Campbell, President, Ontario Genealogical Society to make a presentation at the November 23, 2015 Board meeting regarding the consolidation of genealogical collections at Toronto Public Library; and
4. grants the request of Richard Yeardye for Alan Campbell to address the Board at the November 23, 2015 meeting under Agenda Item No. 9 – *Presentations*.
- \*5. receives Communication (d) from Marla Waltman, Vice-President, Jewish Genealogical Society of Toronto, dated November 20, 2015 requesting Les Kelman, President, Jewish Genealogical Society of Toronto to make a presentation at the November 23, 2015 Board meeting regarding the consolidation of genealogical collections at Toronto Public Library; and
- \*6. grants the request of Marla Waltman for Les Kelman to address the Board at the November 23, 2015 meeting under Agenda Item No. 9 – *Presentations*.

.../2

- \*7. receives Communication (e) from Maureen O'Reilly, President, Toronto Public Library Workers Union, Local 4948 (CUPE), dated November 20, 2015 requesting to make a presentation at the November 23, 2015 Board meeting regarding the Toronto Public Library's 2016-2019 Strategic Plan; and
- \*8. grants the request of Maureen O'Reilly to address the Board at the November 23, 2015 meeting under Agenda Item No. 9 – *Presentations*.



**Nancy Marshall**

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**From:** [REDACTED]  
**Sent:** Tuesday, October 06, 2015 10:45 AM  
**To:** Nancy Marshall  
**Subject:** proposed agenda item for the TPL Board's October 2015 meeting

Re: proposed agenda item for the TPL Board's October 2015 meeting

Nancy Marshall, TPL Board Secretary

Please consider a short presentation to the TPL Board at its October 2015 meeting on how a Women's History Month helps address the TPL's Strategic Plan Objectives and Research Theme #1: Income Inequality and Poverty Reduction.

An outline of this information related to this item is as follows.

Thank you.

John Wilson [REDACTED]  
[REDACTED]

-----  
**HOW A TPL WOMEN'S HISTORY MONTH** helps address the TPL's Strategic Plan Objectives, including Research Theme #1: Income Inequality and Poverty Reduction.

Motion (Feb. 17, 2015 BOD Meeting): requests staff to explore the feasibility of celebrating Women's History Month and provide a summary of current programming related to women, and report back at the end of the Third Quarter. Moved by Mary Fragedakis and Seconded by Lindsay Colley. Passed Unanimously  
Target date: 3rd Quarter 2015 TPL Board meeting

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Note: TPL has history months for Blacks, Asian and Aboriginals and many other libraries, especially American, have Women's History Months.

TPL's 2015 Strategic Plan supports a Women's History Month. | Values 2. Diversity | Goal 9: Promote and provide pathways to Toronto's culture through resources, services and programming.

Research Theme #1: Income Inequality and Poverty Reduction: "Income inequality is a serious issue that threatens the health and well-being of children and families across Toronto. One in four children and one in five adults live in poverty in Toronto. Among recent immigrants to Toronto, the poverty rate is a staggering 46%."

Supporting women and providing them with examples of successful women throughout history helps both women and their families. And, there is no better way for the TPL to lead than by providing these examples. A TPL Women's History Month will enable other organizations to link with the TPL.

Muhammad Yunus social entrepreneur, banker, economist and civil society leader was awarded the Nobel Peace Prize for founding the Grameen Bank and pioneering microcredit and microfinance. More than 94% of Grameen loans have gone to women, who suffer disproportionately from poverty and who are more likely than men to devote their earnings to their families. The Grameen microfinance model inspired similar efforts in about 100 developing countries, including the United States. Many microcredit projects retain Grameen's emphasis of lending to women.

Resources for a Women's History Month can be redirected from other programmes with few, if any, new resources required (e.g., book displays, author talks, films, presentations and the like that are related to women and their history or altered to make the material more specific to women and/or their history).

Select an appropriate month: Although any month can be used, if it is plausible, it would help to select either March (International Women's Day – March 8 | Women's History Month in the USA) or October (Women's History Month in Canada – based on the "Persons Case" of 1929)

Note: It is better to start small in 2016 than it is to ignore women for another year. The TPL Foundation can search for sponsors for succeeding years. It is likely that several large Canadian organizations will support a TPL Women's History Month as a way of attracting women employees.

Q&A



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## Thank you for launching Ontario Public Library Week

Shelagh Paterson [spaterson@accessola.com]

You forwarded this message on 09/11/2015 1:16 PM.

**Sent:** October 26, 2015 12:00 PM

**To:** Michelle Leung; Ana-Maria Critchley; Michael Monahan [mmonahan@isc.on.ca]; Chair, Toronto Public Library Board; Vickery Bowles; drew.fagan@ontario.ca

**Cc:** Ruth.Pinnegar@ontario.ca; Larissa.Rodrigues@ontario.ca; Sawyer, Rod (MTCS) [Rod.Sawyer@ontario.ca]; Haviaras, Adam (MTCS) [Adam.Haviaras@ontario.ca]; Todd Kyle [tkyle@newmarketpl.ca]; Jane Hilton [janehilton.ca@gmail.com]; Annesha Hutchinson [ahutchinson@accessola.com]

Sent on behalf of Todd Kyle, 2016 OLA President-Elect:

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On behalf of the OLA board of directors, thank you to all of you for launching Ontario Public Library Week last Tuesday at the beautiful new Scarborough Civic Centre Branch of Toronto Public Library. Thank you Deputy Minister Drew Fagan and Toronto Public Library Board Chair Ron Carinci for your supportive and insightful remarks on libraries as community hubs, centres for digital innovation, and as places for creation. We have also promoted the much anticipated ministry Ontario Public Library Service Awards short list nominees announced on Tuesday as part of the launch. Thank you also to Michael and Library Services Centre for again supporting Ontario Public Library Week.

We are so appreciative of you and your team Vickery for hosting the launch and organizing the tour at yet another wonderful Toronto Public Library branch – the local Scarborough community must truly feel special for having their library create such an inspiring space for them. And thank you also to our MTCS team for your work on the logistics of this with us.

We have had another successful Ontario Public Library Week reflected in the considerable social media uptake – Ontarians love their libraries! You can view the conversation and promotions from various libraries and their users on Twitter, Facebook and Instagram on [#tagboard](#).

All the best,

-----  
Todd Kyle, CEO | Newmarket Public Library | 905.953.5110 x 4670

Connected to Microsoft Exchange



**Nancy Marshall**

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**From:** Richard Yeardye - Toronto Branch Chair <torontochair@ogs.on.ca>  
**Sent:** Wednesday, November 11, 2015 9:40 AM  
**To:** Nancy Marshall  
**Subject:** Re: November Board Meeting presentation  
**Attachments:** Background to OGS Presentation to Toronto Public Library Board.docx

Nancy here is the completed information and Background document for our request to present to the Library Board meeting on November 23

.....Richard

*Name: Alan Campbell, President, Ontario Genealogical Society*

*Address: 40 Orchard View Blvd Suite 102 Toronto Ontario M4R 1B9*

*Telephone number: 519-542-3554*

*Outline of presentation: OGS recommendations regarding the closure of the Canadiana room at the NYCL.*

*Background: attached Word document*

*Email address of presenter: President@ogs.on.ca*

Richard Yeardye  
Chair, Toronto Branch  
Ontario Genealogical Society  
mobile: 416.460.0605

## **Background to OGS Presentation to Toronto Public Library Board**

The historical and genealogical collections of the Ontario Genealogical Society (OGS) have been housed in the Canadiana Room at the North York Central Library (NYCL) for at least 20 years. The Canadiana Room also contains collections from other organizations such as the Jewish Genealogical Society. The OGS collection includes books, periodicals, rare books, maps, microfilmed resources and cemetery transcripts. In all, there are over 11,000 items. The Canadiana Room is staffed with trained local history, family history, and genealogical support personnel.

In October, OGS was notified that the Canadiana Room will be closed in the near future and the collections compressed and moved to the Toronto Reference Library (TRL). The staff support for the OGS collections at the TRL is unclear. Also, the schedule of the closure of the Canadiana Room and the date of access to the collections at the TRL has not been finalized, but it does appear that there will be a lengthy period when there is no access to the collections.

OGS, and the other affected organizations, are deeply concerned regarding the closure of the Canadiana Room, access to the collections both during and after the move, and TRL staffing and skills. However, OGS recognizes that the Canadiana Room closure is part of a larger strategic plan for the NYCL. Oddly enough, while the Toronto Public Library is essentially divesting itself of a centre for historical and genealogical research, other major cities such as Calgary, Edmonton, Halifax and Regina continue to have established local history and genealogical centres.

OGS proposes to work cooperatively with the NYCL, to ensure a successful move of the OGS collections to the Toronto Reference Library. We believe that there is an implementation plan that will achieve the goals of the Toronto Public Library and at the same time, satisfy the needs of library patrons who require access to the OGS collections and other resources currently located in the Canadiana Room.

The presentation to the Toronto Public Library Board on November 23<sup>rd</sup> will contain a number of recommendations from the OGS President.

**Nancy Marshall**

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**From:** [REDACTED]  
**Sent:** Friday, November 20, 2015 12:08 PM  
**To:** Nancy Marshall  
**Cc:** president@jgstoronto.ca  
**Subject:** TPL Board Meeting 23Nov2015: Request by the Jewish Genealogical Society of Toronto to speak about the Canadian Room closure  
**Attachments:** Jewish Genealogical Society of Toronto -TPL Board Meeting 23Nov2015.docx  
**Importance:** High

Dear Nancy,

As per our discussion on Monday, and my follow-up telephone message yesterday, I am forwarding our request to speak at the Toronto Public Library Board meeting on Monday, 23 November 2015. The president of the Jewish Genealogical Society of Toronto, Les Kelman, will speak about the closure of the Canadian Room. Please find attached our formal presentation request as per the instructions on your website.

If you have any questions, please feel free to contact either of us by phone: me at [REDACTED] or Les Kelman at [REDACTED] or by email.

Thank you,

Marla Waltman  
Vice-President,  
Jewish Genealogical Society of Toronto  
[vp@jgstoronto.ca](mailto:vp@jgstoronto.ca)



**Request to make a presentation to the Toronto Public Library Board about the closing of the  
Canadian Room at the North York Public Library  
23 November 2015**

**Name:** Les Kelman, President of the Jewish Genealogical Society of Toronto  
**Address:** 85 Seneca Hill Drive, North York, M2J 2W3  
**Telephone Number:** 416-494-4744

**Outline of the presentation**

The Jewish Genealogical Society of Toronto library has been housed in the Canadiana Room for twenty-three years. As a charitable volunteer organisation with no office or meeting space of our own, we have relied on the Toronto Public Library to safeguard our 500 volume collection and make it available to the public. Like the Ontario Genealogical Society, which also has its library housed in the Canadiana Room, we have benefited from an excellent relationship with its skilled staff.

We were shocked, therefore, by the notice we received in October that the Canadiana Room would be closed, and all local history and genealogical materials would be removed from the branch. We are disturbed that this remarkable resource will no longer be available to genealogists and local historians. In a city of our size, it is a huge loss.

In addition, and to our dismay, our Society was told, without consultation, that the decision to close the Canadiana Room was a fait accompli.

We have been given a very short time to resolve a difficult problem. Other than the Toronto Public Library there is no logical location for our library collection. After exploring other potential sites, we realize that we have few options that will ensure our library materials will remain safe and accessible to the public.

The TPL says it is prepared to take ownership of our collection and, after culling duplicates or materials it does not wish to retain, will place the remaining materials in the Toronto Reference Library. We have no further information. We are prepared to work collaboratively with the Toronto Public Library to facilitate this process, but also wish to ensure that as much of our collection as possible remains available to meet the needs of genealogists and local historians who are researching their Jewish roots in Toronto.

We have recommendations that we will make during our presentation to the Toronto Public Library Board.

**Any relevant documentation**

**Email address (if request is sent by email):** [president@jgstoronto.ca](mailto:president@jgstoronto.ca)

**Nancy Marshall**

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**From:** Maureen O'Reilly <president@local4948.org>  
**Sent:** Friday, November 20, 2015 11:00 AM  
**To:** Nancy Marshall  
**Cc:** Dan Keon  
**Subject:** Request to do deputation at Monday's board and addition of correspondence  
**Attachments:** Letter Re Strat Plan November 2015.pdf

Nancy

Correspondence is attached.

Maureen

--

***Maureen O'Reilly***  
President, TPLWU Local 4948

20 Eglinton Ave. W., Suite 1109, Box 2053  
Toronto, ON M4R 1K8  
416-440-7981, Ext 4800  
416-440-7984 (facsimilie)

[www.local4948.org](http://www.local4948.org) [Twitter@4948President](https://twitter.com/4948President)



**Toronto Public Library  
Workers Union**

Local 4948

Affiliated with  
CUPE and the  
Toronto & York Region  
Labour Council

**Maureen O'Reilly**  
President

**Brendan Haley**  
Vice-President

**Viveca Gretton**  
Recording Secretary

**Carmela DeGiorgio**  
Secretary-Treasurer

**Brian Raymer**  
Toronto Reference Library

**Joanna Cristini**  
North York Central Library

**Nahid Rahnavard**  
North Region

**Karen Smith**  
South Region

**Samee-Lee Grossman**  
East Region

**Mary Bissell**  
West Region

**James Johnson**  
Facilities

**Steven Burdick**  
Support Services

20 Eglinton Avenue West  
Suite 1109, Box 2053  
Toronto, ON M4R 1K8  
Telephone: (416) 440-7981  
FAX: (416) 440-7984  
Email: [info@local4948.org](mailto:info@local4948.org)

[www.local4948.org](http://www.local4948.org)



November 20, 2015

Toronto Public Library Board Chair Ron Carinci and  
Members of the TPL Board  
789 Yonge Street  
Toronto, Ontario  
M4W 2G8

Dear Mr. ~~Carinci~~ *Ron*:

**RE: STRATEGIC PLAN**

The TPLWU Local 4948 requested and was granted a session for union to provide input to TPL's Strategic Plan. The meeting was held on Thursday October 29<sup>th</sup>. There were over 30 in attendance.

The local requested that our session focus on "Priority 5: Transforming Service Delivery" as this was the only area which gave scant mention of staff. In addition, we asked the convenors of the session to play our film "Precarious Work in TPL: Toronto's Hidden Challenge" as a backgrounder to the discussion. This request was granted and a very engaged discussion followed.

The facilitator summed up three (3) themes from the session:

1. need to develop a staffing plan that is central to the strategic planning discussions
2. precarious workers are not able to deliver a robust service delivery
3. the library is squandering its invaluable resource of knowledge based workers instead of maximizing on this

We ask that the TPLB take these recommendations into consideration and we welcome further dialogue on this issue.

We also ask the members of the TPLB view our video. It is available at [ourpubliclibrary.ca](http://ourpubliclibrary.ca) or through YouTube at <https://www.youtube.com/watch?v=5H4lk5STH5o>



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[www.local4948.org](http://www.local4948.org)



Yours sincerely,

*Maureen*

**Maureen O'Reilly**  
TPLWU Local 4948 President

Cc **TPLWU Local 4948 Recording Secretary**  
**TPLWU Local 4948 Executive Board**





## STAFF REPORT ACTION REQUIRED

### 2016 Interim Budget Estimates

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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The purpose of this report is to request the Toronto Public Library Board to adopt the 2016 interim operating and capital budget estimates, expected to be approved by City Council at the December 9, 2015 meeting, to enable Toronto Public Library (TPL) to carry out normal operations during the period between January 1, 2016 and the date on which Council approves the 2016 operating and capital budgets, expected to be on February 17 and 18, 2016.

The interim operating budget for TPL is \$94.360 million gross and \$86.102 million net, which is based on 50% of TPL's 2015 approved budget. The interim capital budget is \$5.372 million gross and \$3.516 million debt, which is based on 25% of the 2016 funding commitments for previously approved capital projects. The budget percentage approvals are consistent with other City Agencies and Divisions.

### RECOMMENDATIONS

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**The City Librarian recommends that the Toronto Public Library Board:**

1. adopts the 2016 interim operating budget of \$94.360 million gross and \$86.102 million net, subject to Council approval; and
2. adopts the 2016 interim capital budget of \$5.372 million gross and \$3.516 million debt, subject to Council approval.

### FINANCIAL IMPACT

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The 2016 interim budget estimates will enable TPL to carry out normal operations during the period between January 1, 2016 and the date on which Council approves the 2016 operating and capital budgets, expected to be on February 17 and 18, 2016. The 2016 interim operating budget for TPL is \$94.360 million gross and \$86.102 million net, which represents 50% of TPL's 2015 approved operating budget. The relatively high percentage approval is because 2016 is a collective bargaining year.

The interim capital budget is \$5.372 million gross and \$3.516 million debt, which represents 25% of the 2016 funding commitments for previously approved capital projects. Any unspent capital funds from 2015 will also be available during the interim period of 2016. The combination of the 25% funding and 2015 unspent carry-forwards will be adequate to meet TPL's capital needs in the interim period.

The budget percentage approvals are consistent with other City Agencies and Divisions.

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

## **ISSUE BACKGROUND**

In accordance with TPL's Financial Control Policy, prior to the approval of the annual operating and capital budgets, the Library Board needs to adopt the Council-approved interim estimates to fund the continuance of the Library's business from the first day of January to the date the operating and capital budgets for that year are approved. The 2016 operating and capital budgets are expected to be approved during Council's special meeting on February 17 and 18, 2016.

## **COMMENTS**

The 2016 interim budget estimates for the operating and capital budgets enable City Programs and Agencies to carry out their normal operations until Council approves the 2016 operating and capital budgets.

Expenditures made during the period beginning January 1, 2016 until Council approves the 2016 operating and capital budgets must be restricted to normal operations.

## **CONTACT**

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

## **SIGNATURE**

---

Vickery Bowles  
City Librarian



## STAFF REPORT ACTION REQUIRED

### 2015 Capital Budget Adjustments

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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The purpose of this report is to seek Toronto Public Library Board approval for capital budget adjustments for: (1) cash flow reallocations comprised of accelerations and deferrals; and (2) non-debt funding reallocation for the Fort York Library. These technical adjustments do not affect the annual debt funding levels approved by Council.

### RECOMMENDATIONS

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approves the following cash flow reallocations which have no impact on annual debt levels:
  - 1.1 accelerate \$1.900 million gross and debt cash flow from 2016 to 2015 for the Albion Library Renovation project; and
  - 1.2 defer \$1.900 million gross and debt cash flow from 2015 to 2016, consisting of \$0.800 million for the Multi-Branch State of Good Repair project, \$0.800 million for the Agincourt Building Element project, and \$0.300 million for the Wychwood Library Renovation and Expansion project;
2. approves a \$2.016 million draw of Section 37 funds, which has been received for the Fort York Library, to be deposited to the Development Charges Reserve Fund for TPL capital projects; and
3. authorizes staff to forward these budget adjustments to the City for approval.

### FINANCIAL IMPACT

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The proposed capital adjustments have no net impact on the Council approved annual debt levels.

### **Cash Flow Reallocations**

The Albion Library renovation project is ahead of schedule in 2015, requiring the acceleration of \$1.900 million gross and debt funding from 2016 to 2015. To offset this cash flow advance, unspent cash flow from three projects is available to defer to 2016.

	2015	2016
	<u>Gross and Debt</u>	<u>Gross and Debt</u>
Accelerate Albion cash flow	<b>1.900</b>	<b>(1.900)</b>
Defer Multi-branch cash flow	<b>(0.800)</b>	<b>0.800</b>
Defer Agincourt cash flow	<b>(0.800)</b>	<b>0.800</b>
Defer Wychwood cash flow	<b>(0.300)</b>	<b>0.300</b>
Net	<u><b>0</b></u>	<u><b>0</b></u>

### **Fort York Library**

The Fort York Library Construction project (\$9.192 million) was completed in 2014 and fully funded from developer contributions through a combination of development levies and Section 37 contributions (\$5.479 million), and development charges (\$3.713 million). An additional \$2.016 million of development levies and Section 37 funds have been collected for the Fort York Library, and these are being drawn to replenish the Library's Development Charges Reserve Fund.

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

## **ISSUE BACKGROUND**

Financial control policies for the City and the Library also allow for cash flows to be advanced and spent on accelerated projects to offset cash flow deferrals resulting from projects that are experiencing delays, as long as the overall approved debt level is not exceeded in any year. Effectively, to overcome timing issues, debt room freed up from delayed projects is replaced by additional debt spending on other approved accelerated projects in a single year, resulting in a better match of funding and expenditures and an efficient capital program delivery.

Financial control policies for the City and the Library allow for project funding to be adjusted when new sources of non-debt funding are secured and the funds received. Council approval is required to draw funds from reserves or reserve funds where the funds received by the City have been deposited.



## **COMMENTS**

### **Cash Flow Reallocations**

A separate report, “Capital Budget Monitoring Report – September 30, 2015” provides a list of all 2015 capital projects, including completion status as well as a description of projects with significant under-spending.

As of September 30, 2015, the Albion Library Renovation project spending is ahead of schedule, requiring an acceleration of \$1.900 million cash flow, funded by debt, from 2016 to 2015. In order to maintain unchanged the overall approved funding levels, under-spent balances from equivalent funding sources for the Multi-Branch State of Good Repair project (\$0.800 million), Agincourt Building Element project (\$0.800 million) and Wychwood Library (\$0.300 million) are being deferred from 2015 to 2016 as these projects are experiencing delays.

### **Fort York Library**

The 1994 Development Levy Trust Agreement for the West Railway Lands was put in place to collect levies from development in the area, and this was prior to the City’s Development Charges By-law. Development levies are being deposited into a Section 37 reserve fund. Other developments, which are occurring outside of the Railway Lands but within the Fort York area, also attract Section 37 funding. These continuing developer contributions are expected to fully fund the Fort York Library.

The Fort York Library construction (\$9.192 million) was completed in 2014 and fully funded from developer contributions through a combination of development levies and Section 37 contributions and development charges. To complete the construction, \$3.713 million of funding was drawn from development charges while development levies and Section 37 funding continue to be collected in the area. At this time, an additional \$2.016 million of development levies and Section 37 funds have been collected for the Fort York Library, and these are being drawn to replenish the Development Charges Reserve Fund that will be available for other Library capital projects.

## **CONTACT**

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;  
E-mail: [lhughsam@torontopubliclibrary.ca](mailto:lhughsam@torontopubliclibrary.ca)

## **SIGNATURE**

---

Vickery Bowles  
City Librarian



## STAFF REPORT ACTION REQUIRED

### Perth/Dupont Branch Relocation – Terms and Conditions

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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The purpose of this report is to update the Toronto Public Library Board about the relocation of the Perth/Dupont Branch to a development at 299 Campbell Avenue and to seek Board approval for the terms and conditions for the re-location of the branch to 299 Campbell Avenue and a revised capital budget for the Perth/Dupont Branch.

The final report for the development at 299 Campbell Avenue is now proceeding forward and was unanimously recommended to Council for approval at the November 10, 2015 meeting of the Toronto and East York Community Council. Three citizens deputed in favour of the re-location of the Perth/Dupont Branch at the November 10, 2015 meeting. The supplementary report contains the details of the terms negotiated with regards to the re-location of the Perth/Dupont Branch. The terms provide a sound plan and process for the branch relocation and meet the Library's requirements.

The capital budget for the Perth/Dupont Branch is being increased by \$1.359 million gross (\$0 debt), comprised of \$0.259 million of additional Section 37 funding and a \$1.100 million draw for the City Land Acquisition Reserve Fund (LARF), for total project funding of \$4.312 million gross (\$0.245 million debt).

Board approval of the terms and conditions, and the associated adjustment of the Board's 2016-2025 capital budget and plan are recommended, subject to Council approval of the report.

### RECOMMENDATIONS

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approves the Terms and Conditions for the relocation of the Perth/Dupont Branch to 299 Campbell Avenue as outlined in Attachment 1, subject to Council approval; and
2. approves an increase of \$1.359 million gross (\$0 debt) for the Perth/Dupont Branch project in the 2016-2025 capital budget and plan, comprised of \$0.259 million of

additional Section 37 funding and a \$1.100 million draw for the city Land Acquisition Reserve Fund, for total project funding of \$4.312 million gross (\$0.245 million debt).

## **FINANCIAL IMPACT**

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The value of the shell space to be provided by the developer has been estimated at \$2.600 million and the expected value of Section 37 benefits due from the developer is approximately \$1.500 million. The proposal is to fund the balance owing to the developer from a draw from LARF for an amount up to \$1.100 million.

To cover additional construction costs for the project, the budget will be increased by an additional \$0.259 million to be funded by Section 37 funds, bringing the total Section 37 funding to \$1.100 million, which has been received by the City from a development at 830 Lansdowne Avenue.

In total, the capital budget for the Perth/Dupont Branch is being increased by \$1.359 million gross (\$0 debt), for total project funding of \$4.312 million gross (\$0.245 million debt) and this will be included for consideration as part of the 2016 budget process.

At the appropriate time, the existing Perth/Dupont Branch location will be declared surplus and following the City's process for disposition of surplus property, the proceeds of sale of the surplus property will be deposited to LARF. In January of 2014, the City's Real Estate Division obtained an appraisal of the current Perth/Dupont Branch location and the valuation was approximately \$1.000 million. Any other City Agency or Division would be required to pay fair market value to acquire the surplus library property.

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

## **DECISION HISTORY**

At the September 14, 2014 meeting, the Board approved a motion to reconsider a previous decision regarding the relocation and expansion of the Perth/Dupont Branch and approved the following motions:

1. *reconfirms its support in principle for the proposed Perth/Dupont Branch relocation as approved unanimously by the Board on November 18, 2013 (Resolution No. 13-181);*
2. *authorizes staff to work with the local councillor and developer to negotiate terms for relocating the Perth/Dupont Branch to 299 Campbell, subject to Board approval of the negotiated terms and the proposed development receiving the appropriate planning approvals and Toronto Public Library retaining the proceeds from the sale of the current property, receiving the remainder of the funding from Section 37 agreements or funding from other non-Toronto Public Library sources or the City.*

At the November 18, 2013 meeting, the Board passed a motion authorizing staff to work with the local councillor and developer to negotiate terms for re-locating the Perth/Dupont Branch to 299 Campbell Avenue, subject to Board approval of the negotiated terms.

The Council approved 2013-2022 capital plan for Toronto Public Library introduced the Perth/Dupont renovation and expansion project at the current site. In each subsequent year, the capital submission has included a project for the Perth/Dupont Branch.

## **ISSUE BACKGROUND**

During the summer of 2013, the local councillor apprised staff of a potential new mixed-use development at 299 Campbell Avenue and asked staff to comment on this site as a potential location for the branch and provide information about typical neighbourhood branch requirements.

The property at 299 Campbell Avenue is located at the corner of Dupont Street and Campbell Avenue, approximately 350 meters or a four-minute walk from the current branch location at 1589 Dupont Street.

In October 2013, the councillor advised that, subject to community consultation and necessary approvals, it would be possible to relocate the Perth/Dupont Branch to a 10,000 square foot space on grade facing onto Dupont Avenue as part of the development of 299 Campbell Avenue. Library staff then met with the councillor, city planner and developer.

The developer proposed to build the building shell for the Library in accordance with the Library's requirements. The Library would then be responsible to design and develop the interior spaces, similar to what is done for leasehold improvements.

The councillor held a public consultation meeting on November 5, 2013 to advise the community of the potential development and relocation of the library branch. Approximately 50 local residents attended the community meeting and those in attendance expressed support for re-locating the Perth/Dupont Branch to a 10,000 square foot facility on grade looking out onto Dupont Street, at 299 Campbell Avenue.

In November 2013, the Library Board authorized staff to work with the local councillor and developer to negotiate terms for re-locating the Perth/Dupont Branch to 299 Campbell Avenue, subject to Board approval of the negotiated terms.

## **COMMENTS**

The final report for the development at 299 Campbell Avenue is now proceeding forward and was unanimously recommended to Council for approval at the November 10, 2015 meeting of the Toronto and East York Community Council:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.TE12.2>



The supplementary report contains the details of the terms negotiated with regards to the relocation of the Perth/Dupont Branch (Attachment 1). Recommendation 3 of the report provides three options as a community benefit pursuant to Section 37 of the *Planning Act*.

Option 1 addresses the relocation of the Perth/Dupont Branch to 299 Campbell Avenue as follows:

*Option 1: The Owner shall convey, freehold, 930 m2 of usable shell space and one parking space in the proposed development, as substantially outlined in Appendix 2 of Attachment 1, to the City for a cost of \$1.1 million, to be used by Toronto Public Library Board as a neighbourhood branch. The conveyance shall take place as soon as practicable with the Owner, the City, and the Toronto Public Library Board working co-operatively with one another to support the Toronto Public Library Board's goal to open the new neighbourhood branch in the proposed development at the earliest opportunity.*

*Further, the Owner agrees to construct the 930 m2 of shell space to the level of finish described in Appendix 2 concurrently with the lobby, retail space, units and common elements on the ground floor of the proposed development.*

*In any event the conveyance must occur no later than the earlier of: the availability of 50% of the residential units for occupancy, condominium registration or four years from the date of the issuance of the first building permit.*

*Appendix 2 is subject to revisions provided the revisions are satisfactory to the Chief Corporate Officer in consultation with the City Librarian;*

Option 1 supports the relocation of the Perth/Dupont Branch to 299 Campbell Avenue. This option enables the Library to improve service levels and access in accordance with the Board's Service Delivery Model. Option 1 supports 21<sup>st</sup> century library services and provides an excellent opportunity to introduce flexible, adaptable spaces, supporting services that are responsive to the needs of the local community now and into the future. It also addresses the state of good repair and accessibility deficiencies for the Perth/Dupont Branch for the foreseeable future. As well, with 10,000 square feet all on grade, the space will be more efficient to operate with a small increase to operating budget to cover facilities costs associated with cleaning, etc. Accordingly, the staff will work to ensure that Option 1 is selected.

In the event that Option 1 is not selected, the recommendations in the report provide a second option to convey the space for an alternative community facility and a third option for a cash contribution to the City in the amount of \$1,500,000 to be used for local library improvements or an alternative local library branch location.

At the meeting on September 26, 2015, the Board approved a revised TPL 2016-2025 capital budget and plan submission, which included a Perth/Dupont project of \$2.953 gross that was funded by debt of \$0.245 million, development charges of \$1.867 million and Section 37 funds of \$0.841 million. Assuming Option 1 will be successful, the project budget is being

increased by \$1.359 million gross (\$0 debt), for total project funding of \$4.312 million gross (\$0.245 million debt) and this will be included for consideration as part of the 2016 budget process. The funding details are shown below:

Perth/Dupont Capital Project Funding (\$000s)			
	TEYCC - Nov 10/15 Council - Dec 9/15	Board - Sep 26/15 Capital Submission	Adjustment Board - Nov 21/15 Capital Submission
Debt	245	245	-
Development Charges	1,867	1867	-
Section 37 (from 830 Lansdowne Ave.)	1,100	841	259
TPL cost to outfit and complete shell space	3,212	2,953	259
LARF draw to pay developer for shell space	1,100	-	1,100
Total TPL Project Cost	\$4,312	\$2,953	\$1,359

In summary, the terms for Option 1 provide a sound plan and process for the branch relocation and meet the Library's requirements. Board approval is recommended, subject to Council approval of the report and recommendations. Accordingly, changes to the Board capital submission for this project are recommended for approval as well.

## CONTACT

Anne Bailey; Director, Branch Libraries; Tel: 416-397-5944;  
E-mail: [abailey@torontopubliclibrary.ca](mailto:abailey@torontopubliclibrary.ca)

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;  
E-mail: [lhughsam@torontopubliclibrary.ca](mailto:lhughsam@torontopubliclibrary.ca)

## SIGNATURE

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Vickery Bowles  
City Librarian

## ATTACHMENTS

Attachment 1 299 Campbell Avenue – Zoning Amendment Application – Supplementary Report



## STAFF REPORT ACTION REQUIRED

### 299 Campbell Avenue – Zoning Amendment Application – Supplementary Report

<b>Date:</b>	November 5, 2015
<b>To:</b>	Toronto and East York Community Council
<b>From:</b>	Director, Community Planning, Toronto and East York District
<b>Wards:</b>	Ward 18 – Davenport
<b>Reference Number:</b>	12 236801 STE 18 OZ

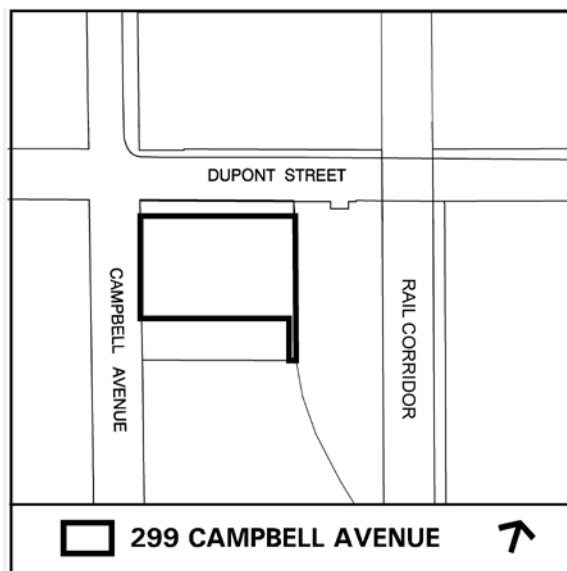
## SUMMARY

This supplementary report provides the Draft Zoning By-law Amendment and discusses the community benefits to be secured under Section 37 of the *Planning Act* for the proposed development at 299 Campbell Avenue. The subject application is also addressed in the Final Report from the Director, Community Planning, Toronto and East York District dated October 26, 2015.

## RECOMMENDATIONS

**The City Planning Division recommends that:**

1. City Council amend Zoning By-law 438-86, for the lands at 299 Campbell Avenue substantially in accordance with the draft Zoning By-law Amendment attached as Attachment No. 1 to the report dated November 5, 2015 from the Director, Community Planning, Toronto and East York District.
2. City Council authorize the City Solicitor to make such stylistic and technical changes to the draft Zoning By-law Amendment as may be required.



3. Before introducing the necessary Bills to City Council for enactment, the Owner is required to enter into an Agreement pursuant to Section 37 of the *Planning Act* to secure the following:

- a. The Chief Planner and Executive Director, City Planning, in consultation with the City Solicitor, the City Librarian and the Ward Councillor, may elect one of the following options as a community benefit:
  - i. Option 1: The Owner shall convey, freehold, 930 m<sup>2</sup> of usable shell space and one parking space in the proposed development, as substantially outlined in Appendix 2 of Attachment 1, to the City for a cost of \$1.1 million, to be used by Toronto Public Library Board as a neighbourhood branch. The conveyance shall take place as soon as practicable with the Owner, the City, and the Toronto Public Library Board working co-operatively with one another to support the Toronto Public Library Board's goal to open the new neighbourhood branch in the proposed development at the earliest opportunity.

Further, the Owner agrees to construct the 930 m<sup>2</sup> of shell space to the level of finish described in Appendix 2 concurrently with the lobby, retail space, units and common elements on the ground floor of the proposed development.

In any event the conveyance must occur no later than the earlier of: the availability of 50% of the residential units for occupancy, condominium registration or four years from the date of the issuance of the first building permit.

Appendix 2 is subject to revisions provided the revisions are satisfactory to the Chief Corporate Officer in consultation with the City Librarian; or

- ii. Option 2: The Owner shall convey freehold 930 m<sup>2</sup> of shell space in the proposed development to the City for use as an alternative community facility, operated or directly funded by a government agency or non-profit institution for the purpose of providing arts and cultural programs, on terms to be negotiated at a future date, prior to the earlier of condominium registration or four years from the date of the issuance of the first building permit; or
  - iii. Option 3: Prior to the issuance of the first above grade building permit, the Owner shall make a cash contribution to the City in the amount of \$1,500,000 which shall be used for
    - a) local library improvements; or
    - b) an alternative local library branch location.
- b. The cash amount referred to in Section 1(iii) shall be indexed upwardly in accordance with the Non-Residential Construction Price Index for the Toronto CMA, reported quarterly by Statistics Canada in Construction Price Statistics Publication



No. 62-007-XPB, or its successor, calculated from the date of the execution of the Section 37 Agreement to the date of submission of the funds by the Owner to the City.

- c. The following matters are also recommended to be secured in the Section 37 Agreement as a legal convenience to support development:
- i. the Owner will provide and maintain appropriate easements over private property in favour of 1453 Dupont Street for delivery truck access purposes.
  - ii. the Owner will provide for any improvements to the municipal infrastructure in connection with the Functional Servicing and Stormwater Management report, should it be determined that upgrades to infrastructure are required to support the development.
  - iii. the Owner will acquire the existing public lane along the north limit of the proposed development as part of a land exchange with the City and make a satisfactory arrangements with the Executive Director of Engineering and Construction Services to environmentally remediate, construct and convey to the City a new public lane on the south side of the site. The new public lane must be constructed to meet all City Standards and include appropriate municipal servicing for 299 Campbell Avenue (and the adjacent property at 1453 Dupont Street and other potentially affected properties) at no cost to the City and before the existing public lane is closed and conveyed by the City.

In conjunction with the acquisition of the existing public lane, the Owner agrees to purchase the approximately 0.5 m strip of City land which adjoins, to the north, the existing public lane for fair market value which in April, 2015 was \$64,000.00.

- iv. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will provide the necessary easements to ensure the functionality of the fire route over the public lane as generally shown on Drawing SK-A dated February 27, 2015 prepared by Teeple Architects, to the satisfaction of the Fire Chief and the Chief Planner.
- v. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will construct the new public lane, and portions of the site subject to the easements necessary for the functionality of the fire route, to the standard of a fire route as generally shown on Site Plan A1.01 dated May 8, 2015 prepared by Teeple Architects, to the satisfaction of the Fire Chief and the Chief Planner.

- vi. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will agree to maintain the public lane and associated land required to ensure functionality of the fire route to the standards of a fire route, and will enter into an agreement, if necessary, with the City to secure these obligations, to the satisfaction of the Fire Chief and the Chief Planner.
  - vii. the Owner will implement the recommendations of the Environmental Noise & Vibration Feasibility Assessment dated August 16, 2012, prepared by Novus Environmental, to the satisfaction of the Chief Planner.
4. If Option 1 in Recommendation 3.a.i. is elected, City Council authorize the acquisition of the 930 square metre shell space by the City from the Owner at a cost of up to \$1.1 million for use by the Toronto Public Library Board as a new neighbourhood library branch financed using uncommitted funds from the Land Acquisition Reserve Fund XR1012 (LARF) with the proceeds of the future sale of the current neighbourhood library branch site at 1589 Dupont Street (Perth/Dupont branch) to be deposited to LARF.
  5. Prior to electing Option 2 in Recommendation 3.a.ii, the Chief Planner and Executive Director, City Planning, in consultation with the City Solicitor, report directly to City Council on the financial impact, if any, to the City of electing Option 2.
  6. City Council authorize any necessary agreements, including but not limited to an agreement of purchase and sale for the shell space in Option 1 in Recommendation 3.a.i and a shared facilities agreement for the future maintenance of the shell space, with provisions acceptable to the Chief Corporate Officer and in a form satisfactory to the City Solicitor prior to the issuance of an above-grade building permit for the proposed development.

### **Financial Impact**

If Option 1 of Recommendation 3.a.i. is elected, the applicant will construct 930 square metres of shell space, to specifications agreed to by the Library (see Appendix 2 of Attachment 1), to be conveyed freehold to the City and used as a new neighbourhood library branch.

The value of the shell space to be provided by the applicant has been estimated at \$2.6 million and the expected value of Section 37 benefits due from the applicant is approximately \$1.5 million. The balance of \$1.1 million owing to the applicant will need to be paid by the City. The cost to acquire the shell space from the applicant will be paid from LARF for an amount up to \$1.1 million. The 2016 - 2025 Capital Budget for Toronto Public Library will be amended by adding \$1.1 million to the Perth/Dupont Project representing the City's cost to acquire the shell space, funded from LARF, for consideration as part of the 2016 budget process.

At the appropriate time, the existing Perth/Dupont branch location will be declared surplus and following the City's process for disposition of surplus property, the proceeds of sale of the surplus property will be deposited to LARF. In January of 2014, the City's Real Estate Division obtained an appraisal of the current Perth/Dupont branch location and the valuation was approximately \$1 million. Any other City Agency or Division would be required to pay fair market value to acquire the surplus library property.

The total Toronto Public Library project cost to acquire and complete the new Perth/Dupont Library branch is estimated to be \$4.312 million, and this will be included for consideration as part of the 2016 budget process.

If Option 2 of Recommendation 3.a.ii. is elected, the financial impact is unknown because no other operating division has budgeted for the purchase, completion and operation of the 930 m<sup>2</sup> of shell space as an alternative community facility. City staff will report back to Council if that Option is elected.

If Option 3 of Recommendation 3.a.iii. is elected, the City will receive a cash contribution of \$1.5 million to be used for local library improvements or a new local library location.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## **ISSUE BACKGROUND**

A detailed review of the application is provided in the report from the Director, Community Planning, Toronto and East York District dated October 26, 2015 and headed: "299 Campbell Ave - Zoning Amendment Application – Final Report"

<http://www.toronto.ca/legdocs/mmis/2015/te/bgrd/backgroundfile-85138.pdf>

The draft zoning by-law, found in Attachment 1 of this report, is provided based on the detailed review and recommendations of the Final Report noted above. The draft zoning by-law includes the community benefits to be secured in the Section 37 Agreement as detailed in this report, dated November 5, 2015.

## **COMMENTS**

### **Section 37**

The community benefit to be secured with this development is a 930 square metre public library branch (Option 1). The 1-storey public library is to be located in the entire north portion of the ground floor of the proposed mixed-use building. The applicant will construct 930 square metres of shell space, to specifications agreed to by the City, to be conveyed to the City for use as a new neighbourhood library branch.

The Section 37 benefit from the applicant for this development is approximately \$1.5 million. The total value of the shell space to be provided by the applicant has been estimated at \$2.6 million. An independent peer review of the value of the shell space was conducted for the City which confirmed that the \$2.6 million estimate is reasonable.

The balance of \$1.1 million for the cost of the shell space will need to be paid to the applicant by the City. This report seeks Council's authority to draw \$1.1 million from the Land Acquisition Reserve Fund (LARF) to acquire the shell space from the applicant. The 2016-2025 Capital Budget for Toronto Public Library will be amended to include \$1.1 million representing City's cost of acquisition of the shell space, funded from LARF for consideration as part of the 2016 budget process.

The Library will fund the cost to complete the shell of the new Perth/Dupont branch, estimated at \$3.212 million, through a combination of funds requested in its 2016-2025 Capital Submission and previously collected Section 37 funds amounting to \$1.1 million from the development at 830 Lansdowne Avenue, which was earmarked for the construction of a new Toronto Public Library Branch building in the local area or improvements to the current Perth/Dupont branch. The Library has budgeted for the operating costs of the proposed new branch.

The Section 37 Agreement will outline the exact inclusions and specifications to which the applicant will be required to build, to ensure that the City acquires shell space that is functional and operational for the intended use. The Section 37 Agreement will also require the applicant to enter into a shared facilities agreement with the City to address long term operating and maintenance responsibilities.

The Section 37 Agreement will also give the Chief Planner, in consultation with the City Solicitor, the City Librarian and the Ward Councillor, the option of not taking the shell space for a library branch. The Chief Planner may accept the 930 m<sup>2</sup> of space in the proposed development for an alternative community facility (Option 2). The terms would be negotiated at a future date and City staff would report back to Council if this option is a possibility.

The Section 37 Agreement will also give the Chief Planner, in consultation with the City Solicitor, the City Librarian and the Ward Councillor, the option of taking a \$1.5 million dollar cash contribution, to be used for local library improvements or a library at a new location, instead of any space in the proposed development (Option 3).

The following matters are also recommended to be secured in the Section 37 Agreement as a legal convenience to support development:

- i. the Owner will provide and maintain appropriate easements over private property in favour of 1453 Dupont Street for delivery truck access purposes.
- ii. the Owner will provide for any improvements to the municipal infrastructure in connection with the Functional Servicing and Stormwater Management report,

should it be determined that upgrades to infrastructure are required to support the development.

- iii. the Owner will acquire the existing public lane along the north limit of the proposed development as part of a land exchange with the City and make a satisfactory arrangements with the Executive Director of Engineering and Construction Services to environmentally remediate, construct and convey to the City a new public lane on the south side of the site. The new public lane must be constructed to meet all City Standards and include appropriate municipal servicing for 299 Campbell Avenue (and the adjacent property at 1453 Dupont Street and other potentially affected properties) at no cost to the City and before the existing public lane is closed and conveyed by the City.

In conjunction with the acquisition of the existing public lane, the Owner agrees to purchase the approximately 0.5 m strip of City land which adjoins, to the north, the existing public lane for fair market value which in April, 2015 was \$64,000.00.

- iv. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will provide the necessary easements to ensure the functionality of the fire route over the public lane as generally shown on Drawing SK-A dated February 27, 2015 prepared by Teeple Architects, to the satisfaction of the Fire Chief and the Chief Planner.
- v. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will construct the new public lane, and portions of the site subject to the easements necessary for the functionality of the fire route, to the standard of a fire route as generally shown on Site Plan A1.01 dated May 8, 2015 prepared by Teeple Architects, to the satisfaction of the Fire Chief and the Chief Planner.
- vi. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will agree to maintain the public lane and associated land required to ensure functionality of the fire route to the standards of a fire route, and will enter into an, if necessary, with the City to secure these obligations, to the satisfaction of the Fire Chief and the Chief Planner.



- vii. the Owner will implement the recommendations of the Environmental Noise & Vibration Feasibility Assessment dated August 16, 2012, prepared by Novus Environmental, to the satisfaction of the Chief Planner.

## **CONTACT**

David Driedger, Planner  
Tel. No. (416) 392-7613  
E-mail: ddriedg@toronto.ca

## **SIGNATURE**

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Gregg Lintern, MCIP, RPP  
Director, Community Planning  
Toronto and East York District

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## **ATTACHMENTS**

Attachment 1: Draft Zoning By-law Amendment

## **Attachment 1: Draft Zoning By-law Amendment**

Authority: Toronto and East York Community Council Item ~ as adopted by City of Toronto Council on \_\_\_\_\_, 20~

Enacted by Council: \_\_\_\_\_, 20~

### **CITY OF TORONTO**

**Bill No.~**

### **BY-LAW NO. xxx-2015**

**To amend the General Zoning By-law No. 438-86 of the former City of Toronto, as amended, respecting the lands municipally known in the year 2014 as 299 Campbell Avenue**

Whereas Council of the City of Toronto has the authority to pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, to pass this By-law; and

Whereas Council of the City of Toronto has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*; and

Whereas the Official Plan for the City of Toronto contains provisions relating to the authorization of increases in height and density of development; and

Whereas pursuant to Section 37 of the *Planning Act*, a by-law under Section 34 of the *Planning Act*, may authorize increases in the height and density of development beyond those otherwise permitted by the by-law and that will be permitted in return for the provision of such facilities, services or matters as are set out in the by-law; and

Whereas subsection 37(3) of the *Planning Act* provides that where an owner of land elects to provide facilities, services and matters in return for an increase in the height or density of development, the municipality may require the owner to enter into one or more agreements with the municipality dealing with the facilities, services and matters;

Whereas the owner of the aforesaid lands has elected to provide the facilities, services and matters hereinafter set out; and

Whereas the increase in height and density permitted beyond that otherwise permitted on the aforesaid lands by By-law No. 438-86 of the former City of Toronto as amended, is permitted in return for the provision of the facilities, services and matters set out in this By-law which is secured by one or more agreements between the owner of the land and the City of Toronto;

The Council of the City of Toronto enacts:

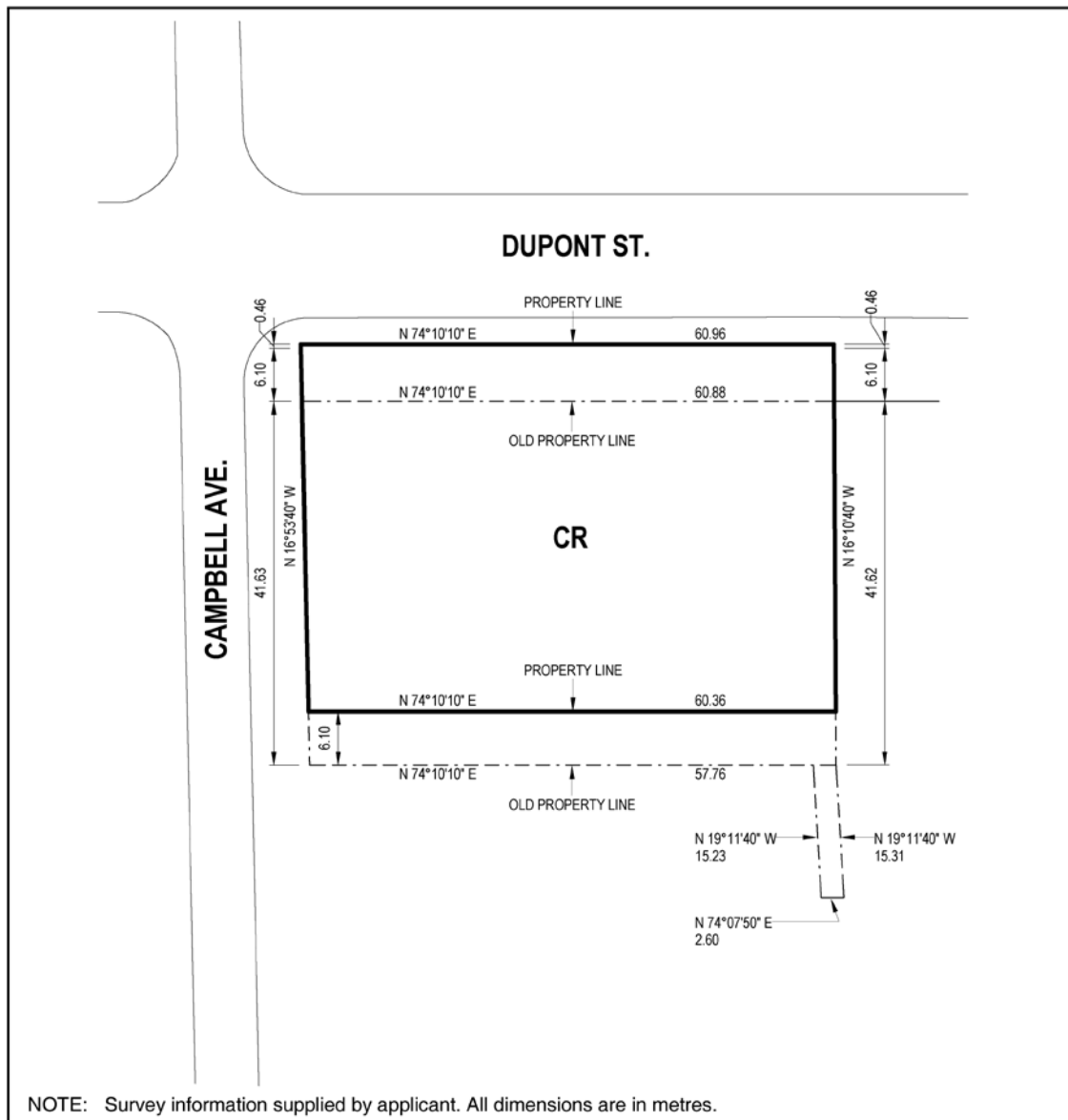
1. Pursuant to Section 37 of the *Planning Act*, the heights and density of development permitted by this By-law are permitted subject to compliance with all the conditions set out in this By-law and in return for the provision by the *owner* of the *lot* of the facilities, services and matters to the City at the *owner's* sole expense as set out in Appendix "1" of this By-law, the provisions of which shall be secured by an agreement or agreements pursuant to Section 37(3) of the *Planning Act*.
2. Where Schedule A of this By-law requires the owner to provide certain facilities, services or matters prior to the issuance of a building permit, the issuance of such permit shall be dependent on satisfaction of the same.
3. The owner shall not use, or permit the use of, a building or structure erected with an increase in height and density pursuant to this By-law unless all provisions of Schedule A are satisfied.
4. Except as otherwise provided herein, the provisions of By-Law 438-86, as amended, shall continue to apply to the *lot*.
5. This By-law applies to the lands delineated by heavy lines and identified as 299 Campbell Avenue as shown on Map 1 attached to and forming part of this By-law;
6. District Map 48J-312 contained in Appendix 'A' of By-law No. 438-86, as amended, is further amended by re-designating the land outlined by heavy lines on Map 1, attached to and forming part of this By-law, to "CR".
7. None of the provisions of Sections 2(1) "*grade*" and "*lot*", 4(2)(a), 4(4)(a), 4(6)(b), 4(12), 8(3) Part I 1, 2 and 3, 8 (3) Part II 1(a) and 12(2)270 of By-law No. 438-86 of the former City of Toronto, being "A By-law to regulate the use of land and the erection, use, bulk, height, spacing of land and other matters relating to buildings and structures and to prohibit certain uses of lands and the erection and use of certain buildings and structures in various areas of the City of Toronto", as amended, shall apply to prevent the erection or use of a *mixed-use building* on the *lot*, provided that:
  - a) the *lot* comprises at least the lands delineated by heavy lines on Map 1 attached to and forming part of this By-law;
  - b) the total combined *residential gross floor area* and *non-residential gross floor area* of the *mixed-use building* shall not exceed 24,160 square metres, and
    - i) the *residential gross floor area* shall not exceed 22,950 square metres; and
    - ii) the *non-residential gross floor area* shall be a minimum of 1,210 square metres;
    - iii) a minimum of 930 square metres of the non-residential space will be for use by a public library and/or a community facility operated or directly funded by a government agency or non-profit institution for the purpose of providing arts and cultural programs.
  - c) no portion of the *mixed-use building* is located otherwise than wholly within the areas delineated by heavy lines on the attached Map 2 with the exception of the following:

- i) eaves, building cornices, light fixtures, ornamental and architectural elements, parapets, railing and fences, planters, trellises, window sills, underground garage ramps, landscape and public art features which may extend beyond the heavy lines shown on the attached Map 2; and
  - ii) balconies, canopies and awnings which may project a maximum of 1.8 metres from the wall to which they are attached;
- d) no part of the *mixed-use building* shall exceed the height limits in metres specified by the numbers following the symbol “H” as shown on the attached Map 2 with the exception of any items listed below provided that the height of such item does not exceed 3 metres:
  - i. window washing equipment, lighting fixtures, ornamental elements, lightning rods, parapets, trellises, eaves, window sills, guardrails, balustrades, railings, stairs, stair enclosures, wheel chair ramps, vents, ventilating equipment, landscape and green roof elements, solar panels, partitions dividing outdoor recreation areas, screens or partitions dividing balconies and terraces, roof assemblies including decking and pavers, wind mitigation, chimney stack, exhaust flues, garbage chute overrun, and public art elements;
- e) *parking spaces* shall be provided and maintained on the *lot* as per the following minimum requirements:
  - i) 0.3 *parking spaces* for each bachelor *dwelling unit*;
  - ii) 0.5 *parking spaces* for each one bedroom *dwelling unit*;
  - iii) 1.0 *parking space* for each *dwelling unit* containing two bedrooms;
  - iv) 1.1 *parking spaces* for each *dwelling unit* containing three bedrooms;
  - v) 1.1 *parking spaces* for each *live-work unit*;
  - vi) 0.1 *parking spaces* for each *dwelling unit* for visitors;
  - vii) 1.0 *parking space* for each 100 square metres of retail uses.
  - viii) 1.0 *parking space* be provided for a *Public Library/community facility*
- f) Notwithstanding the preceding section, the total number of *parking spaces* required to satisfy parking requirements for residents may be reduced, up to a maximum reduction of 16 *parking spaces*, by 4 *parking spaces* for each *car-share parking space* provided and maintained in an underground parking garage within the site.
- g) One *loading space - type G* shall be provided and maintained on the *lot*.

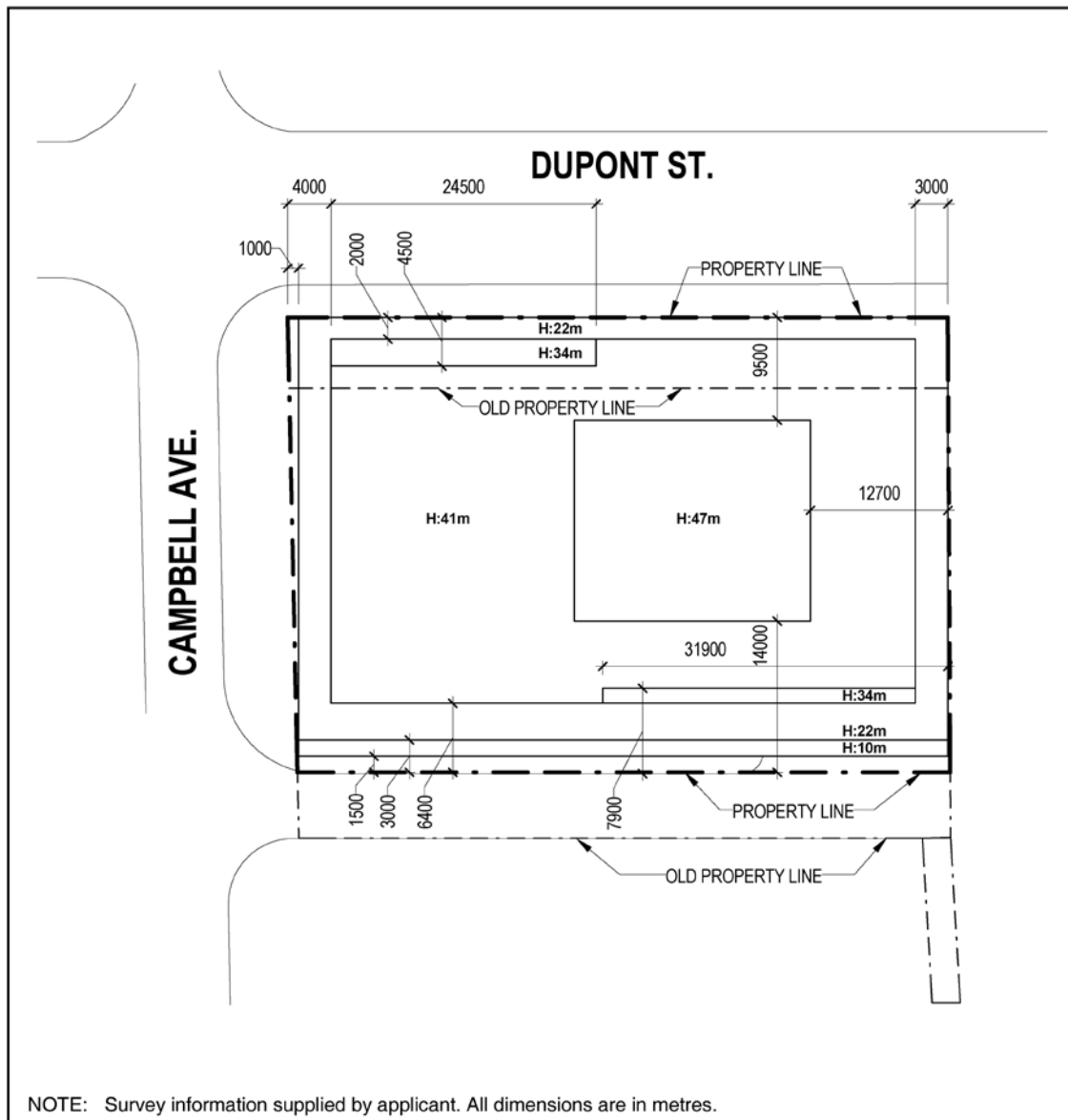
8. For the purposes of this By-law:

- (a) “*car-share*” shall mean the practice where a number of people share the use of one or more motor vehicles that are owned by a profit or non-profit car-sharing organization, such car-share motor vehicles to be made available for short term rental, including hourly rental. Car-share organizations may require that the car-share motor vehicles be reserved in advance, charge fees based on time and/or kilometres driven, and set membership requirements of the car-sharing organization, including the payment of a membership fee that may or may not be refundable;
- (b) “*car-share parking space*” shall mean a parking space exclusively reserved and signed for a car used only for *car-share* purposes;

- (c) “*grade*” shall mean 119.65 metres Canadian Geodetic Datum;
  - (d) “*lot*” shall mean the lands municipally known in the year 2015 as 299 Campbell Avenue, and delineated in heavy lines on Map 1 attached to and forming part of this By-law;
  - (e) each other word or expression that is italicized shall have the same meaning as each such word or expression as defined in By-law No. 438-86, as amended.
9. Despite any existing or future severance, partition or division of the *lot*, the provisions of this by-law shall apply to the whole *lot* as if no severance, partition or division occurred.







## Appendix 1

The facilities, services and matters set out below are required to be provided to the City at the owner's expense in return for the increase in height and density of the proposed development on the lands as shown in Map 1 in this By-law and secured in an agreement or agreements under Section 37(3) of the *Planning Act* whereby the owner agrees as follows:

1. The Owner will provide one of (i), (ii) or (iii) to the City. The Chief Planner and Executive Director, City Planning, in consultation with the City Solicitor, the City Librarian and the Ward Councillor, may elect one of the following options as a community benefit:

- i. Option 1: The Owner shall convey, freehold, 930 m<sup>2</sup> of usable shell space and one parking space in the proposed development, as substantially outlined in Appendix 2 of Attachment 1, to the City for a cost of \$1.1 million, to be used by Toronto Public Library Board as a neighbourhood branch. The conveyance shall take place as soon as practicable with the Owner, the City, and the Toronto Public Library Board working co-operatively with one another to support the Toronto Public Library Board's goal to open the new neighbourhood branch in the proposed development at the earliest opportunity.

Further, the Owner agrees to construct the 930 m<sup>2</sup> of shell space to the level of finish described in Appendix 2 concurrently with the lobby, retail space, units and common elements on the ground floor of the proposed development.

In any event the conveyance must occur no later than the earlier of: the availability of 50% of the residential units for occupancy, condominium registration or four years from the date of the issuance of the first building permit.

Appendix 2 is subject to revisions provided the revisions are satisfactory to the Chief Corporate Officer in consultation with the City Librarian; or

- ii. Option 2: The Owner shall convey freehold 930 m<sup>2</sup> of shell space in the proposed development to the City for use as an alternative community facility, operated or directly funded by a government agency or non-profit institution for the purpose of providing arts and cultural programs, on terms to be negotiated at a future date, prior to the earlier of condominium registration or four years from the date of the issuance of the first building permit; or
- iii. Option 3: Prior to the issuance of the first above grade building permit, the Owner shall make a cash contribution to the City in the amount of \$1,500,000 which shall be used for
  - c) local library improvements; or
  - d) an alternative local library branch location.

2. If the City has not entered an agreement of purchase and sale with the Owner for the 930 m<sup>2</sup> of shell space referred to in Option 1 or Option 2, within 9 months of the date of the Section 37 Agreement, the Owner may require the City to elect Option 3.

3. If the City elects Option 1 or Option 2, the Owner agrees to enter into a Shared Facilities Agreement with the City for the future maintenance of the shell space, with provisions acceptable to the Chief Corporate Officer and in a form satisfactory to the City Solicitor prior to the issuance of an above-grade building permit for the proposed development.

4. The cash amount referred to in Section 1(iii) shall be indexed upwardly in accordance with the Non-Residential Construction Price Index for the Toronto CMA, reported quarterly by Statistics Canada in Construction Price Statistics Publication No. 62-007-XPB, or its successor, calculated from the date of the execution of the Section 37 Agreement to the date of submission of the funds by the Owner to the City.

5. In the event the cash contribution referred to in Section 1(iii) *has* not been used for the intended purpose within three (3) years of this By-law coming into full force and effect, the cash contribution may be redirected for another purpose, at the discretion of the Chief Planner and Executive Director of City Planning, in consultation with the local Councillor, provided that the purposes are identified in the Toronto Official Plan and will benefit the community in the vicinity of the lands.

The following matters are also recommended to be secured in the Section 37 Agreement to support development:

- i. the Owner will provide and maintain appropriate easements over private property in favour of 1453 Dupont Street for delivery truck access purposes.
- ii. the Owner will provide for any improvements to the municipal infrastructure in connection with the Functional Servicing and Stormwater Management report, should it be determined that upgrades to infrastructure are required to support the development.
- iii. the Owner will acquire the existing public lane along the north limit of the proposed development as part of a land exchange with the City and make a satisfactory arrangements with the Executive Director of Engineering and Construction Services to environmentally remediate, construct and convey to the City a new public lane on the south side of the site. The new public lane must be constructed to meet all City Standards and include appropriate municipal servicing for 299 Campbell Avenue (and the adjacent property at 1453 Dupont Street and other potentially affected properties) at no cost to the City and before the existing public lane is closed and conveyed by the City.

In conjunction with the acquisition of the existing public lane, the Owner agrees to purchase the approximately 0.5 m strip of City land which adjoins, to

the north, the existing public lane for fair market value which in April, 2015 was \$64,000.00.

- iv. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will provide the necessary easements to ensure the functionality of the fire route over the public lane as generally shown on Drawing SK-A dated February 27, 2015 prepared by Teeple Architects, to the satisfaction of the Fire Chief and the Chief Planner.
- v. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will construct the new public lane, and portions of the site subject to the easements necessary for the functionality of the fire route, to the standard of a fire route as generally shown on Site Plan A1.01 dated May 8, 2015 prepared by Teeple Architects, to the satisfaction of the Fire Chief and the Chief Planner.
- vi. prior to the City closing and conveying to the Owner the existing public lane along the north limit of the proposed development, the Owner will agree to maintain the public lane and associated land required to ensure functionality of the fire route to the standards of a fire route, and will enter into an agreement, if necessary, with the City to secure these obligations, to the satisfaction of the Fire Chief and the Chief Planner.
- vii. the Owner will implement the recommendations of the Environmental Noise & Vibration Feasibility Assessment dated August 16, 2012, prepared by Novus Environmental, to the satisfaction of the Chief Planner.

**Appendix 2**  
**Term Sheet**  
**Description of Library / Community Facility**

The Owner shall construct a 930 square meter Library / Community facility ('Facility') with frontage along Dupont Street and Campbell Avenue, located as depicted on attached Sketch A-1. The Facility will be conveyed to the City as a freehold stratified fee simple interest, free and clear of all charges, liens, registered restrictions and other encumbrances except as agreed to by the City Solicitor.

The Owner shall supply, construct and install, at a minimum, the following in the Facility, to the following minimum specifications:

**I. Demising Walls, Service Doors and Ceiling**

- a) Demising and perimeter walls finished with 5/8" Type "X" GWB and as per Ontario Building Code (OBC).
- b) Commercial grade double hollow metal service doors, with required closer and fire and acoustic ratings, providing access to a shared loading area.
- c) A commercial grade single hollow metal exit door, with required closer and fire and acoustic ratings.
- d) Exposed concrete ceiling (5 meter clear height to underside of 2<sup>nd</sup> floor slab, save and except structural drops and mechanical equipment).

**2. Floor**

- a) Level reinforced concrete slab (standard variance up to 38" per 10 feet).
- b) All flooring to meet applicable dead and live load codes, including all applicable building, structural and barrier free access requirements for a public library.
- c) 2" depressed floor slab at Facility entrance to accommodate recessed aluminum floor grill (note that the supply and installation of the recessed aluminium floor grill will not be the responsibility of the Owner).
- d) Locations of Raceways in the ground floor slab or slab penetrations will be provide by the Library for co-ordination with the final base building contract documents.

**3. Glazing and Main Entrance**

- a) Commercially glazed window units along Dupont Street and Campbell Avenue frontages.
- b) All glazing shall meet OBC and Toronto Green Standard requirements, including Toronto Bird Friendly Guide.
- c) Double glass entry doors (tempered), fronting onto Campbell Avenue, with hardware and auto door operator buttons. Layout/dimensions to be coordinated with the Library's approved design.
- d) Entrance shall comply with all applicable codes.

#### **4. Electrical & Lighting**

- a) Main electrical feeder from service point to main disconnect switch inside Facility.
- b) 600 AMP, 120/208V, 3 phase - 4 wire service, complete with disconnect switch installed inside the Facility.
- c) Service to be separately metered.
- d) All base building conduit, wire, and connections per applicable codes.
- e) Suspended temporary light fixtures per code.

#### **5. Plumbing**

- a) Separately check-metered 40mm (1.5'') domestic cold water service terminated and capped near the ceiling space for future distribution.
- b) Water meter to be located inside the Facility.
- c) 75mm (3'') plumbing vent capped in ceiling space.
- d) 100mm (4'') sanitary lines capped in mutually agreed to locations for public and staff washrooms, janitors closet, staff room and programme room sinks.

#### **6. HVAC System**

- a) HVAC connected to the building's central mechanical system providing the Facility with separate control of heating and cooling.
- b) All required rough-ins for future HVAC units as required for a 930 square meter community facility.
- c) All necessary rough-ins for make-up-air and general exhaust.

#### **7. Fire Suppression & Alarm**

- a) A 4'' fire main within the Facility, including sprinkler coverage (with upright heads) distributed as per open concept and fire code requirements.
- b) The base-building sprinkler system to be pressure tested, fully operational, inspected and approved by local agencies having jurisdiction.
- c) Building fire protection alarm system as required by code. System shall provide provisions for audible alarm, visual strobes, smoke detectors and pull stations per applicable codes; the Owner shall provide all require base building systems and provisions for the City to install the suite specific systems.
- d) Provide all coordination, testing and inspections for a fully operational base building fire alarm system.
- e) Provisions for a ceiling mounted speaker connected to building fire alarm system.
- f) Base-building emergency exit signs as per OBC.



**8. Communication Conduit & Telephone**

- a) Two 50 mm conduits with pull strings from the building telecommunication room to two mutually agreed to locations.

**9. Structural Frame**

- a) The maximum number of columns within the library space will be 13. The number of columns may be increased with the consent of the Director of Real Estate Services in consultation with the City Librarian.

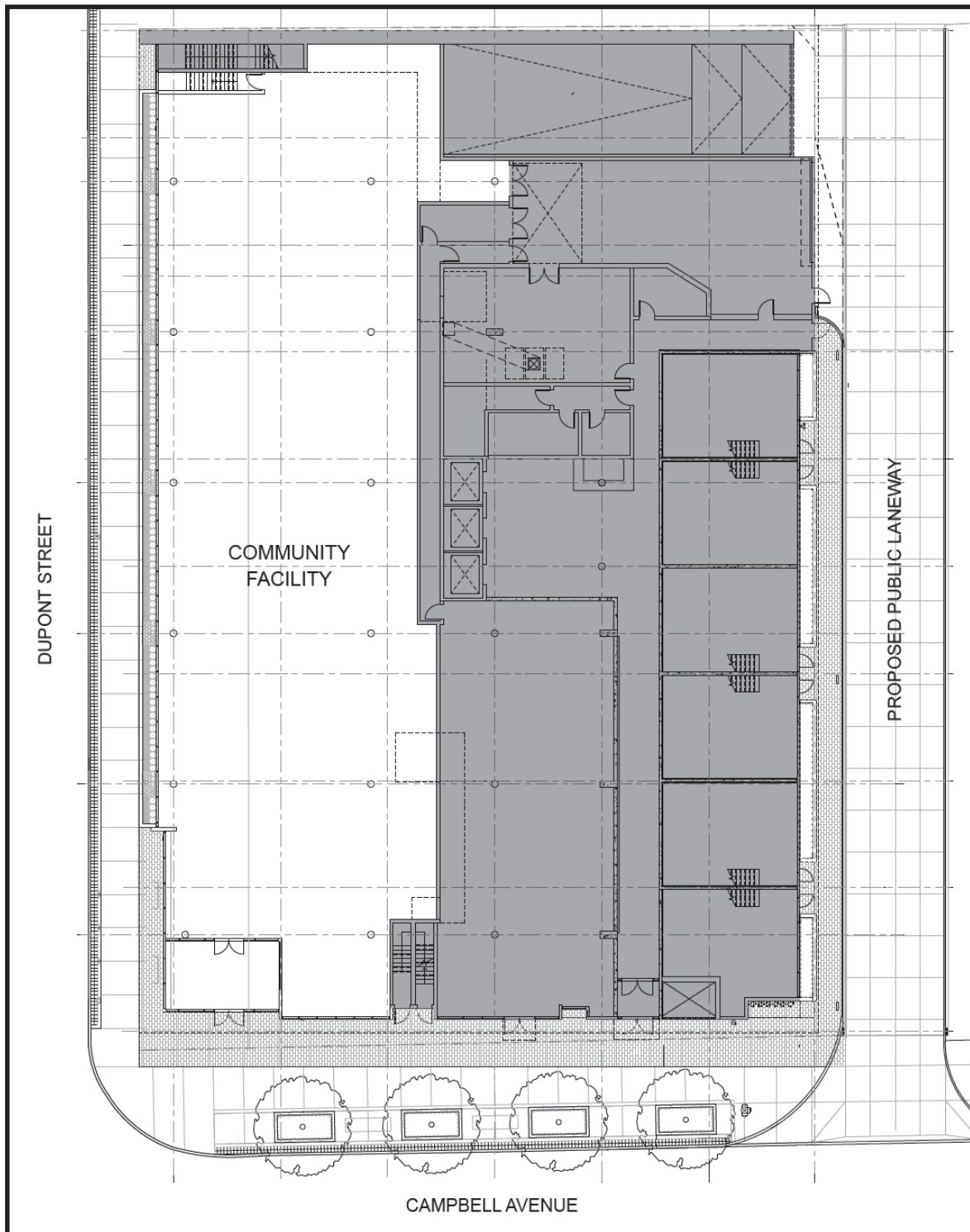
**10. Parking**

- a) The library will have a designated below grade parking space conveniently located for library use for vehicles. The location of the parking shall be determined at the sole discretion of the Owner.

Note: There is a shared garbage room on the ground floor adjacent to the loading dock. Use of it and the loading dock will be covered in the shared operating agreement.

Sketch A-1 attached hereto is provided to set out the location and design intent of the space being provided only. The final space shall be designed and built in accordance to coordinated design and construction documents which shall be provided by the Owner to the City, to the satisfaction of the Chief Corporate Officer in consultation with the City Librarian.

## SKETCH A-1



**Scarborough Civic Centre Green – Approval to Increase  
Award for Construction Contract – Aquicon  
Construction**

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

**SUMMARY**

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The purpose of this report is to seek Toronto Public Library Board approval for an increase to the award to Aquicon Construction totalling \$1,006,817 for construction work to undertake the Scarborough Civic Green project adjacent to the Scarborough Civic Centre Branch. The project is funded by the City Planning Division's capital budget and work by Aquicon has commenced.

The Scarborough Civic Green project is part of the Scarborough Centre Public Space and Streetscape Master Plan adopted by Council in July 11, 2012. The 2015 approved capital budget for the City Planning Division includes funding in the amount of \$1,006,817 for the Scarborough Civic Green project. The funding will remain in the City Planning Division's capital budget and the Library will invoice City Planning for the design and construction costs, and project management fees.

This report provides information about the roles and responsibilities of the Library to manage the project and the roles and responsibilities of City of Toronto to finance and approve design and all construction elements.

**RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approves a \$1,006,817 [excluding Harmonized Sales Tax (HST)] increase to the award to Aquicon Construction for the Scarborough Civic Centre Branch to fund the building of the Scarborough Civic Green project, funded from the City Planning Division's capital budget; and
2. authorizes and directs staff to take the necessary action to give effect thereto.

## FINANCIAL IMPACT

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The total cost of the project, funded by the City Planning Division's capital budget, is \$1,553,500 and includes:

Construction	Aquicon Construction	1,323,488
Design	LG/Phillip H Carter	200,000
Project Management fees	Toronto Public Library	<u>30,011</u>
		<u>1,553,500</u>

To date, the design work at a cost of \$200,000 and preliminary construction work at a cost of \$247,724 have been completed, with the remaining construction work of \$1,006,817 being recommended for award.

Toronto Public Library project management fees are approximately \$30,011. The revenue from project management fees collected by the Toronto Public Library will be credited to the Scarborough Civic Centre Branch capital project.

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

## DECISION HISTORY

In December 2009, the Library Board awarded the contract for architectural services for the Scarborough Civic Centre Branch to LGA/Phillip Carter Architect.

In July 2012, City Council approved the Scarborough Centre – Public Space and Streetscape Master Plan (Civic and Commercial Precincts) – Consultant's Report. The report included a recommendation for a "...*redesign of the Civic Green (Ceremonial Plaza)*...". No funding was approved at that time.

In February 2013, the Library Board awarded the construction contract for Scarborough Civic Centre Branch to Aquicon Construction. The report to the Board included comments about future potential enhancements to support the Scarborough Centre – Public Space and Streetscape Master Plan. The report indicated that further information would be presented to the Board if funding were to become available.

At the April 28, 2014 meeting, the Library Board approved the following motion in anticipation of Council approving capital funding for the Civic Green:

*approves further additional commitment increases for the Scarborough Civic Centre Civic Green project, funded from the City capital budgets, subject to City Council approval of the re-allocation of capital project funds, for an increase to the award for architectural services to LGA Partners & Phillip H Carter*

*Architects in Joint Venture by an amount of up to \$200,000, for a total award of up to \$765,737.54 HST.*

At the June 10, 2014 Council meeting, the following motion was approved:

*That City Council increase the 2014 - 2023 Capital Budget and Plan for City Planning by \$1 million in 2014 cash flow for the completion of the Scarborough Civic Centre Civic Green project, fully funded from contributions from reserve funds of \$538,000 (Public Realm Reserve Fund XR1410) and \$462,000 (Civic Improvement DC Reserve Fund XR2121).*

## **ISSUE BACKGROUND**

Following the approval of the Scarborough Centre – Public Space and Streetscape Master Plan (Civic and Commercial Precincts), the City Planning Division approached the Library with a plan to incorporate the design and construction of the Civic Green project into the Library project to construct the Scarborough Civic Centre Branch. The Civic Green project is located immediately to the west of the library on Toronto District School Board land. City Planning indicated that the Civic Green project was one of three priority projects and should be undertaken simultaneous with the construction of the new library. The redesigned space would create a better relationship between the Civic Centre building and the new library's west façade. At the time, it was estimated that the Civic Green project would cost approximately \$1.2 million.

At the April 28, 2014 meeting, the Library Board agreed to extend commitments to LGA & Phillip H Carter Architects by \$200,000 for design work on the Civic Green pending funding approval by Council. This would allow design and development, and construction work to occur during the construction of the Scarborough Civic Centre. The advantage to consolidating the Civic Green project with the Library project is greater efficiency in the design process and more timely construction. In June 2014, Council approved \$1 million in capital funding for the Civic Green project.

Following approval of the Council motion, LGA & Phillip H Carter Architects completed the preliminary design and development for the Civic Green. As mentioned, it was hoped that the construction work on the Civic Green could be completed at the same time as the library. Aquicon was requested to submit an estimate for the construction of the Civic Green project because they are the general contractor for the library building. Given that two general contractors cannot occupy the same construction site at the same time, Aquicon would be required to complete the work on the Civic Green if construction of the two projects were to occur simultaneously. It was also felt that having a single contractor responsible for both projects would both speed up construction and be more cost effective. Further, if work on the Civic Green project is not undertaken by Aquicon, a subsequent construction company would be required to reconstruct work completed by Aquicon. Consequently, the project would be more costly overall.

Both City Planning and the Toronto District School Board required a number of design changes to the preliminary plan. These design changes were extensive and included additional building elements resulting in additional construction costs. When the finalized designs were fully costed by Aquicon, a change order was submitted to City Planning. Following a full review and explanation of the additional costs, City Planning issued a letter dated October 19, 2015 authorizing approval of the construction change order for Aquicon. Following approval of the change order by City Planning, Aquicon began construction on the Civic Green.

City Planning has committed to funding the total cost of the project at the revised value. A Memorandum of Understanding (MOU) between the City and the Library will be completed and include the terms and conditions of the project, including that the project costs will be funded by the City of Toronto.

## **COMMENTS**

Some construction work on the Civic Green has been completed and was necessary in order to lower the water main and to prepare the site for final construction. The final phase of construction has now begun in order to complete the majority of the work prior to the onset of winter weather. It is important that the work proceed quickly given that the existing site is susceptible to erosion over the winter. Substantially completing the construction work will avoid the risk of site deterioration that would ultimately result in increased costs. Furthermore, the work is needed to complete construction and finalize the site in its permanent state.

## **Roles and Responsibilities of the Library and the City**

The Library's role in the Civic Green project is to facilitate construction by acting as the project manager on behalf of the City. The Library is charging the City project management fees for this work since library staff have done extensive work on behalf of the City. Since this is a City Planning Division project in partnership with the Toronto District School Board, they are responsible for all design and development decisions. The MOU from City Planning will confirm that City Planning is funding all costs of design and construction as outlined in the change order for the Civic Green project, including project management fees paid to the Library. All further changes to the design require written approval from City Planning. While the Library will initially pay the construction contractor, the City will reimburse the Library.

It is also worth noting that since the land for the Civic Green is owned by the school board, they will be responsible for all maintenance. There will be no additional operating expenses incurred by the Library once the project is complete.

## **CONCLUSION**

It is recommended that the Board approve increases to the Aquicon construction contract for the Scarborough Civic Centre Branch to fund the building of the Scarborough Civic



Green. The Library has received assurances from the City that the funding is in place for the construction of the Civic Green and once complete, the landscaping for the area adjacent to Scarborough Civic Centre Branch will be finalized.

## **CONTACT**

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Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;  
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## **SIGNATURE**

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Vickery Bowles  
City Librarian

**Board Member Consultation – Procedural By-law and Code of Conduct**

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

**SUMMARY**

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The purpose of this report is to present a consultation process to update and revise the Toronto Public Library's Procedural By-Law and meeting practices, and to develop a Code of Conduct for Board members. The Procedural By-law was last revised on April 4, 2011 and a review is a good governance measure. In July 2010, City Council adopted a Code of Conduct for Members of Local Boards (Restricted Definition), which does not apply to the Toronto Public Library.

Staff are requesting that any Board Members interested in being consulted on a) the Procedural By-law, b) the use of a Consent Agenda and/or c) the Code of Conduct, to declare their interest at this meeting or shortly thereafter. The proposal is for members to be interviewed on an individual basis at a mutually agreeable time over the next two weeks.

**RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. identifies Board Members who wish to provide their input in the development of
  - a. amendments to the Procedural By-law;
  - b. Consent Agenda;
  - c. Board Member Code of Conduct.

**FINANCIAL IMPACT**

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

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

## DECISION HISTORY

### Procedural By-Law

At its April 4, 2011 meeting, the Toronto Public Library Board approved revisions to the Board Procedural By-law. No revisions have been made to the by-law since then.

### Code of Conduct

In December 15, 2014 meeting, the Toronto Public Library Board passed the following motion:

*That the Toronto Public Library Board:*

- 1. requests staff to report back on the establishment of the Toronto Public Library Board Code of Conduct.*

## ISSUE BACKGROUND

### Procedural By-law

The Procedural By-law was last revised on April 4, 2011 and a review is a good governance measure.

Following a presentation at the June 2015 Board meeting by John Elvidge, Director of the City Clerk's Office Secretariat, "How Parliamentary Procedure helps the Library Board be Open & Accountable", revising the Procedural By-law was made a priority. Staff at the City Clerk's Office Secretariat have already been consulted and have provided their opinions on how to improve the current by-law.

### Consent Agenda

Currently, there are no provisions in the Procedural By-law in relation to having a consent agenda. For matters not addressed in the by-law, section 14 permits Robert's Rules of Order (RRO) to be consulted.

RRO covers consent agendas, but uses the term "consent calendar" instead. Under RRO "when the matters on the (consent) calendar are called up, they may be considered in gross or without debate or amendment. Otherwise, they are considered under the rules just as any other business." (p.361) Based on this provision, a consent agenda would be permitted.

For further clarity, the Southern Ontario Library Service (SOLS) Library Board Development Kit, states in section 5, "Meeting Management", that:

"The consent agenda is a helpful device that public sector boards use to handle agenda items that don't require a great deal of discussion. Typically, a consent agenda facilitates passing a number of items with one single motion without discussion. However, the request of a single board member can move an item on to the regular agenda. Library boards use the consent agenda to dispense with lengthy discussions on information items or reports."

SOLS is mandated by the Ministry of Tourism, Culture and Sport to assist public library boards “by providing them with services and programs that reflect their needs, including consultation, training and development.”

A number of other library boards use consent agendas in their board meetings, including: Vancouver, Halifax, Mississauga, Oakville, Kingston Frontenac, Niagara-on-the-Lake and others in Ontario.

Items typically placed on consent agendas include meeting minutes, communications or correspondence and information reports.

For those libraries that use consent agendas, their procedural by-laws, or meeting procedures, may or may not mention consent agendas. City Council does not reference consent agendas in its procedures, but makes use of a consent agenda in practice.

#### Code of Conduct

Currently, Toronto Public Library does not have a code of conduct for its Board Members. Most other municipal agencies, boards and commissions in Toronto are subject to the Code of Conduct for Members of Local Boards (Restricted Definition) which was passed by City Council. However, under the *City of Toronto Act, 2006*, City Council does not have the authority to pass by-laws related to the governance, accountability and transparency of Toronto Public Library. As well, the City of Toronto Integrity Commissioner does not have jurisdiction over Library Board members.

Toronto Police Services and the Toronto Board of Health are also “out of scope” for City Council and the Integrity Commissioner. For police services boards across Ontario, the provincial government has passed a regulation, “Members of Police Services Boards – Code of Conduct” that governs the conduct of police board members. Boards of Health in the province are subject to the Ontario Public Health Organizational Standards issued by the Ministry of Health, which outlines basic governance requirements, including the need for board policies on conflicts and confidentiality. The provincial government has not created a regulatory code or standards for library boards.

The SOLS Library Board Development Kit includes a section on codes of conduct for library boards and provides the following comments:

“While legislation often exists governing how boards must deal with certain issues, others are left to individual boards to manage. Discussing how to handle certain issues prepares the board for action, rather than rendering it incapable if a serious issue arises. The code of conduct is an expression by a board of its agreement to conduct business in a particular way. It is a commitment to carrying out its job with decorum.” (p.52)

Several library boards in Ontario have a code of conduct for board members, including Markham, Oakville and Burlington. All the library board codes reviewed were brief, being one to three pages in length, and covered similar issues such as conflicts of interest, proper

decorum and recognizing that the authority rests with the Board and not individual board members.

## **COMMENTS**

Staff are requesting that Board Members interested in being consulted on a) the changes to the Procedural By-law, b) using a Consent Agenda, and/or c) the Code of Conduct, make their interest known at the November 23, 2015 meeting or shortly thereafter. The proposal is for members to be interviewed on an individual basis at a mutually agreeable time by December 4, 2015.

For the Procedural By-law, a proposed amended Procedural By-law will then be presented to the Board in March 2016. A Notice of Amendment will be presented in February 2016, one month before it is debated and voted on by the Board, as required by Procedural By-law s.46. However, the Board may elect to postpone the effective date to the April 2016 meeting to allow for staff and Board member orientation.

Consent Agendas could be implemented at the same time as the revised Procedural By-Law, but could be used earlier depending on whether it is accepted and whether it is incorporated into the revised By-law.

For the Code of Conduct, staff are in the process of finalizing an employee Code of Ethics and would like to present both Codes to the Board at the same Board meeting in early 2016.

## **CONTACT**

Elizabeth Glass; Acting Director, Planning, Policy, & E-Service Delivery;  
Tel: 416-395-5602; E-mail: [eglass@torontopubliclibrary.ca](mailto:eglass@torontopubliclibrary.ca)

## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **Achieving a Paperless Board through Technology – Evaluation**

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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This report contains the findings from an evaluation of the recent practice of producing and distributing Board agenda materials in PDF format only. The evaluation is based on conducting three Board meetings using electronic documents. The experience was evaluated by seeking input of Board members through a questionnaire, examining the cost and time savings, and by evaluating the reception of the new practice by the public and other stakeholders. The results of the evaluation are for the most part positive with most Board members satisfied to receive materials in electronic form. Costs have been reduced and the process is more efficient. The Library has not received any complaints about the practice. It is recommended that the Board continue to receive Board agenda materials electronically.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. continues to receive Toronto Public Library Board agenda materials in PDF form.

### **FINANCIAL IMPACT**

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Producing the Board agenda materials in electronic form will reduce costs by approximately \$5,270 per year, based on ten Board meetings per year. Cost savings include approximately \$3,700 in photocopying costs and \$1,560 in courier fees.

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

### **DECISION HISTORY**

At its February 17, 2015 meeting, the Board approved the following motion:



*Requests Toronto Public Library staff to examine what lessons can be learned from other Boards in the public sector, in particular the public library sector, which could potentially transform the conduct of Board business by moving communication and document delivery from paper format to electronic format and report back as soon as possible on the feasibility of it.*

<http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2015/mar23/04.pdf>

Following an investigation by staff on the various ways that the members could receive Board agenda materials electronically, including the purchase of a Board portal service, the Board approved the following at the April 20, 2015 meeting:

*Directs staff to proceed with a PDF version of the Board meeting agenda package in lieu of paper copies for Board members, and evaluate the revised process in three months.*

<http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2015/may25/04-Minutes-April-20.pdf>

## **ISSUE BACKGROUND**

The Toronto Public Library Board plays a leadership role in encouraging the adoption of new technologies and services to make the Library more efficient. It also strongly supports environmentally sustainable practices throughout the Library. Introducing a pilot project to receive Board agenda materials electronically and conduct Board meetings without paper copies of most materials are examples of the Board's commitment to both the environment and efficiency through technology. While some public library boards have moved to electronic agenda materials, the practice is not wide spread. By going paperless, the Board is providing an example to the broader library community on ways to be more efficient and environmentally friendly.

While the Board adopted a low-cost solution to receive agenda materials electronically through a PDF file that can be downloaded to a tablet, laptop or workstation, the resolution requires that an evaluation of the practice take place after three months. Since the Board conducted its first electronic meeting on June 22, 2015 and did not meet again until September 21, 2015, the review period extended to the October Board meeting.

## **COMMENTS**

Following the approval of the motion to receive Board materials in PDF form, Toronto Public Library staff developed a process to make materials easily accessible to Board members, including software options and training materials to assist members to access and annotate reports and other documents. In order to provide the Board with a simple and efficient process for accessing and downloading agenda materials, it was decided to create the entire package as a single PDF document. Members are emailed a link to the package that they download to a mobile device. The packages can be accessed with various editing software, including Adobe Acrobat and PDF Expert for iPads. The training materials prepared for members included how to download, save the file, navigate through the materials, and annotate reports. An instructional presentation was

made to members at the May 25, 2015 meeting. Board agenda materials have been made available as an electronic document for three meetings.

Confidential documents are treated separately. These are emailed directly to Board members and are password-protected for security. A review with staff in the City legal division confirmed that the practice was as secure as receiving paper copies via a courier.

As a result of producing Board packages electronically there have been a number of changes to workflows and production. Previously staff assembled 70 copies of the agenda materials. This has now been reduced to nine. While the Board Chair receives the package electronically, he receives a paper copy at the meeting in order to conduct the meeting more efficiently. Five additional copies are kept on hand as back-up and three additional copies are provided to Toronto Public Library departments for research purposes.

## **Evaluation**

The evaluation of the electronic process has considered three factors:

1. Feedback and input from Board members through an evaluation survey;
2. Cost and efficiency;
3. Reception by other stakeholders.

## **Board member Input**

A 12-question survey was completed by Board members. The survey results are included as Attachment 1. Board members report they use the electronic documents prior to Board meetings and at Board meetings. For the most part, members are satisfied with the current practice, find the process as easy and efficient as receiving paper copies, and report that the process of receiving Board materials electronically works well. Fifty percent of members report printing copies of a few key financial reports and documents. Sixty-six percent indicate that the experience of using the electronic documents at Board meetings is easier or the same as paper. Through the evaluation survey Board members made the following suggestions:

- *Have an extra device available at the meeting in case a member forgets or has technical trouble with their own device.*
- *Provide the package sooner.*

Members were provided with a list of additional document management functionality and features and asked to identify which features they would like to see. All the additional features, with the exception of having a single package containing both confidential and non-confidential materials, received less than 50% support. Staff will continue to monitor electronic document technology in order to identify improvements that can be made to the current process.

The City Librarian's office will keep an additional iPad available for use by a Board member if for some reason their own device is not available.

## **Cost and Efficiency**

Producing the Board agenda materials electronically saves the Library approximately \$5,270 annually, based on ten meetings per year. In addition, for each meeting approximately five hours of staff time is saved by the elimination of photocopying, assembly and delivery. Board members also receive the materials in a more timely fashion as they no longer have to wait for the delivery via a courier.

## **Stakeholder Reception**

As the move to eliminate the production of paper copies of Board agenda materials affected both the public and other stakeholders, it was important that staff monitor any comments received about the new practice. To date the Library has not received any comments or complaints concerning the practice of only producing Board agenda materials in electronic form. The Toronto Public Library Workers Union, Local 4948 (CUPE) was asked if they would like to comment on the new process and indicated that they had no comment about the revised process.

## **CONCLUSION**

Since the evaluation of the new practice of producing the Board agenda materials in PDF form has been for the most part positive, it is recommended that the Board continue to receive materials in electronic form.

## **CONTACT**

Paul Trumphour; Acting Director, Information Technology and Facilities;  
Tel: 416-393-7104; E-mail: [ptrumphour@torontopubliclibrary.ca](mailto:ptrumphour@torontopubliclibrary.ca);

## **SIGNATURE**

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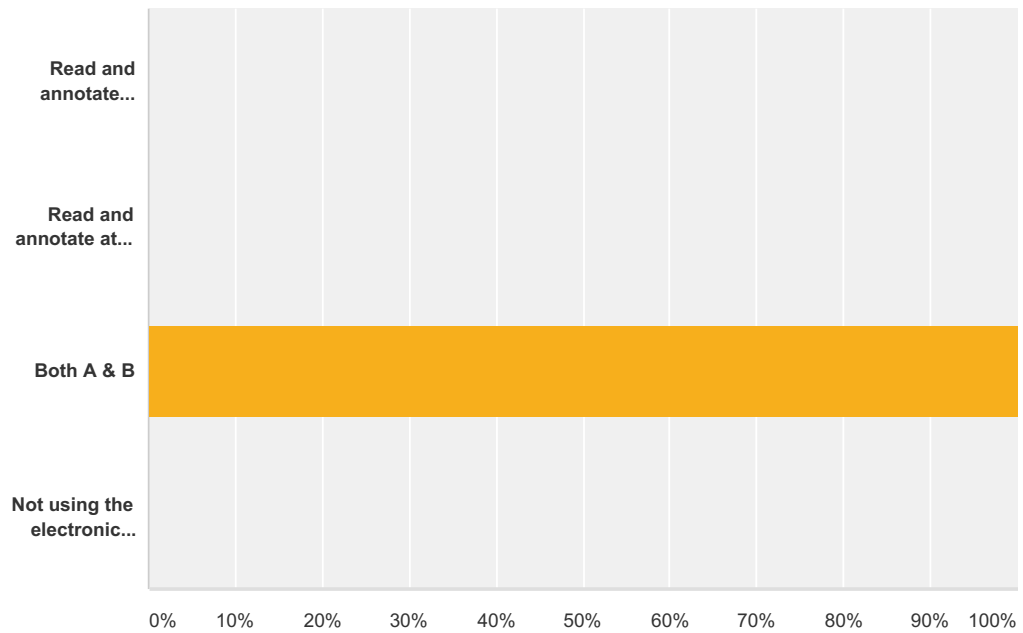
Vickery Bowles  
City Librarian

## **ATTACHMENT**

Attachment 1: Survey Results

## Q1 Are you using the electronic board materials to:

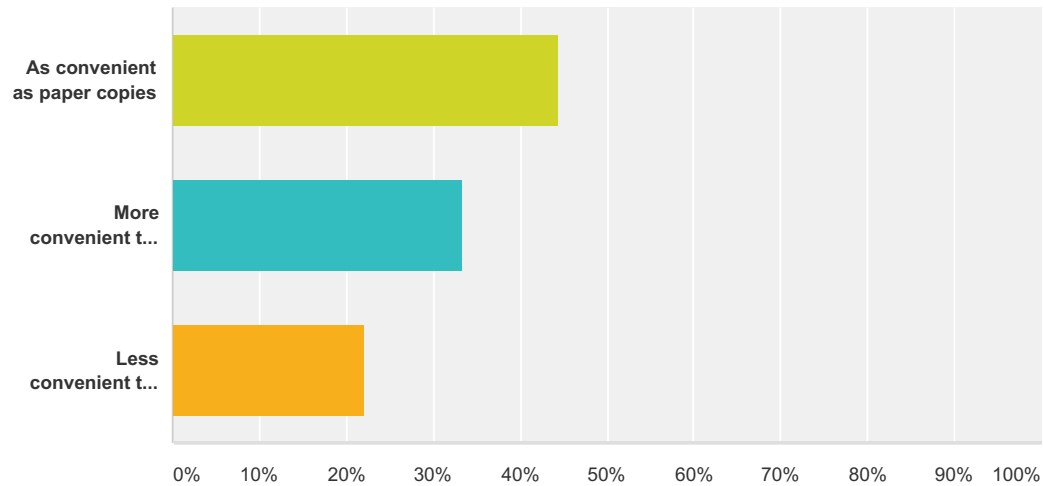
Answered: 9 Skipped: 0



Answer Choices	Responses	
Read and annotate reports prior to meetings	0.00%	0
Read and annotate at Board meetings	0.00%	0
Both A & B	100.00%	9
Not using the electronic version	0.00%	0
<b>Total</b>		<b>9</b>

## Q2 Do you find receiving, reading and annotating the meeting documents in electronic form before the meeting is...?

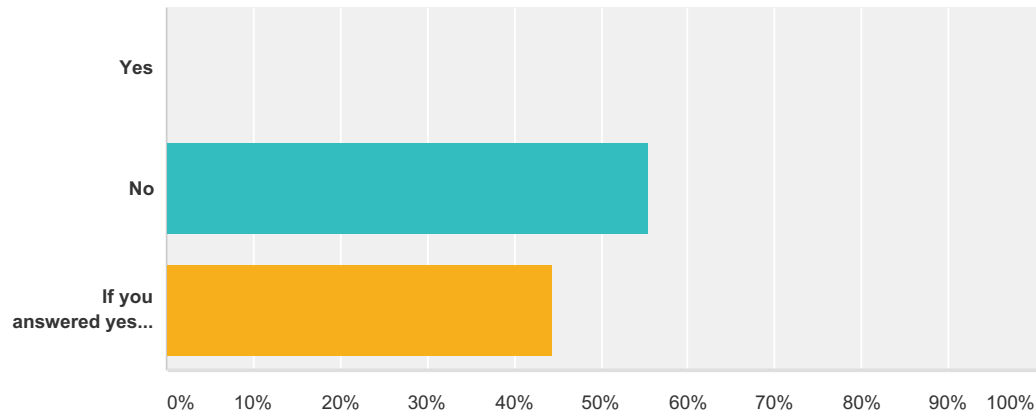
Answered: 9 Skipped: 0



Answer Choices	Responses	
As convenient as paper copies	44.44%	4
More convenient than paper copies	33.33%	3
Less convenient than paper copies	22.22%	2
<b>Total</b>		<b>9</b>

**Q3 Do you find that you are printing copies of the Board meeting documents prior to the meeting?**

Answered: 9 Skipped: 0

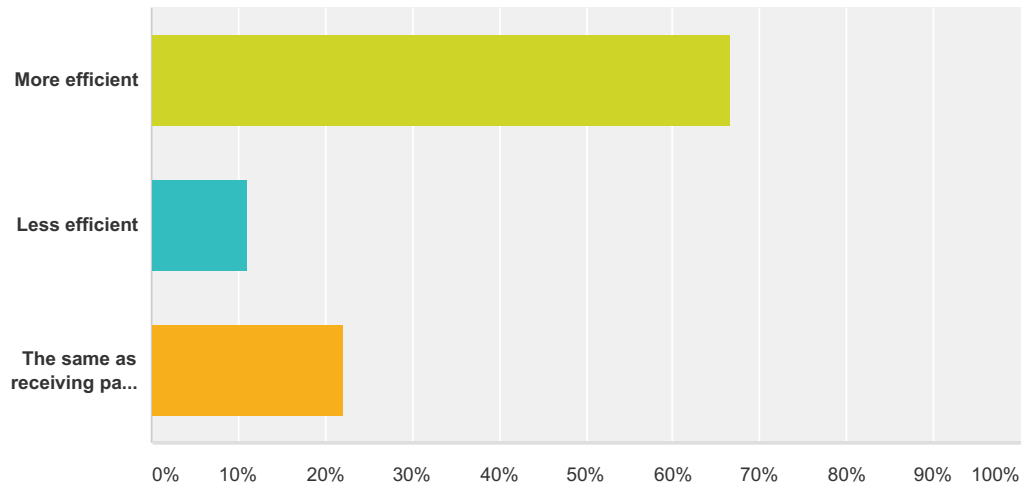


Answer Choices	Responses	
Yes	0.00%	0
No	55.56%	5
If you answered yes, please indicate why:	44.44%	4
Total		9



#### Q4 Is it more or less efficient for you to receive electronic copies of meeting documents?

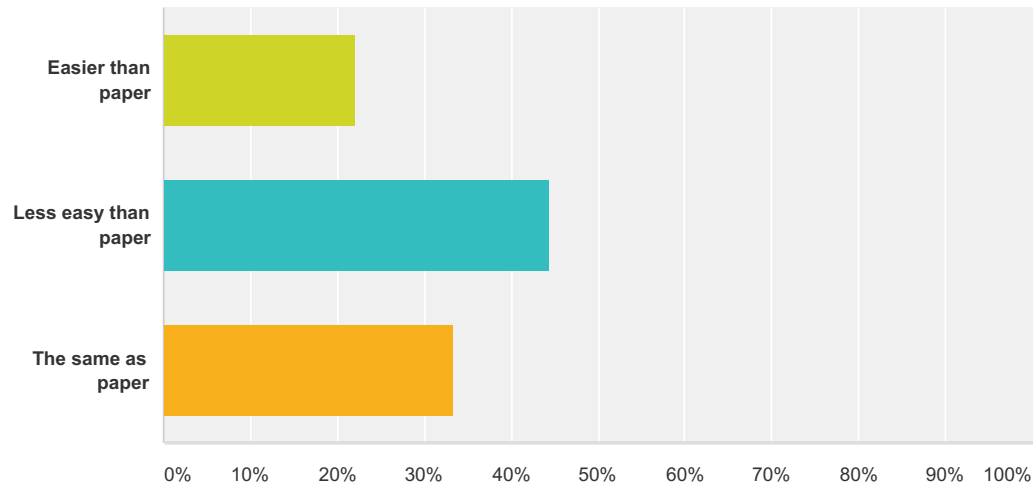
Answered: 9 Skipped: 0



Answer Choices	Responses	
More efficient	66.67%	6
Less efficient	11.11%	1
The same as receiving paper copies	22.22%	2
<b>Total</b>		<b>9</b>

### Q5 When you are at Board meetings, is the experience using electronic documents verses paper documents...?

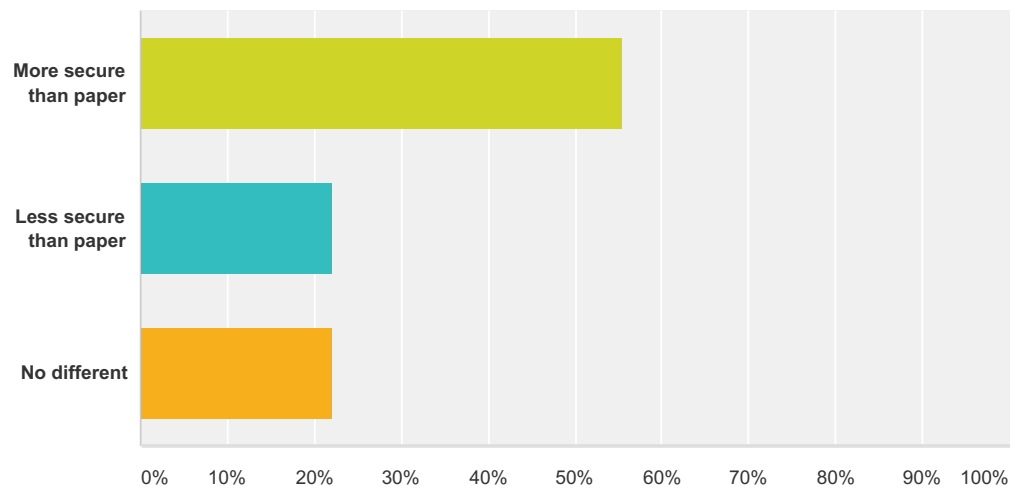
Answered: 9 Skipped: 0



Answer Choices	Responses	
Easier than paper	22.22%	2
Less easy than paper	44.44%	4
The same as paper	33.33%	3
<b>Total</b>		<b>9</b>

## Q6 Do you feel that receiving confidential documents in electronic form is...?

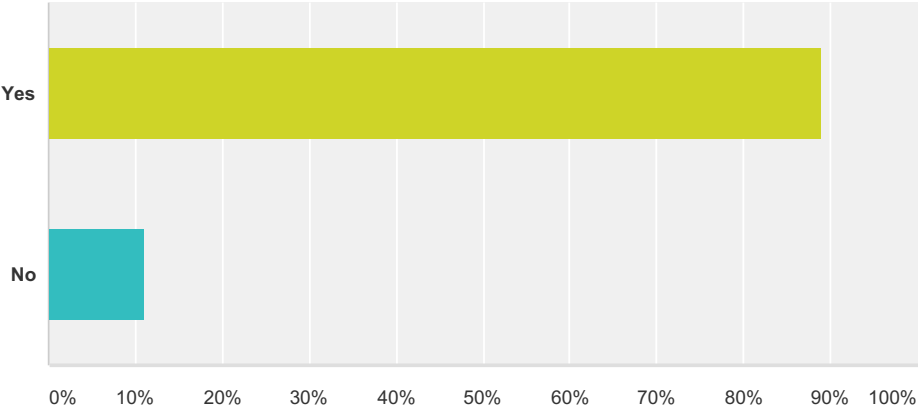
Answered: 9 Skipped: 0



Answer Choices	Responses	
More secure than paper	55.56%	5
Less secure than paper	22.22%	2
No different	22.22%	2
<b>Total</b>		<b>9</b>

**Q7 Is the current process of receiving Board materials electronically working for you?**

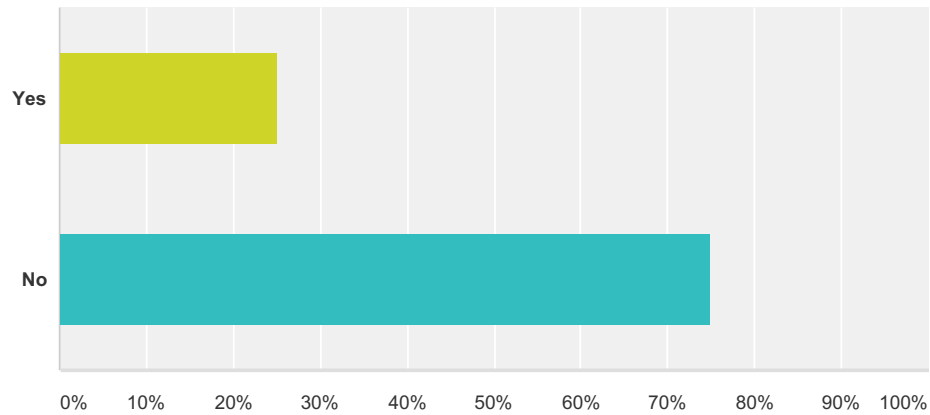
Answered: 9 Skipped: 0



Answer Choices	Responses	
Yes	88.89%	8
No	11.11%	1
Total		9

### Q8 Are there ways to improve the current process of receiving and using electronic documents?

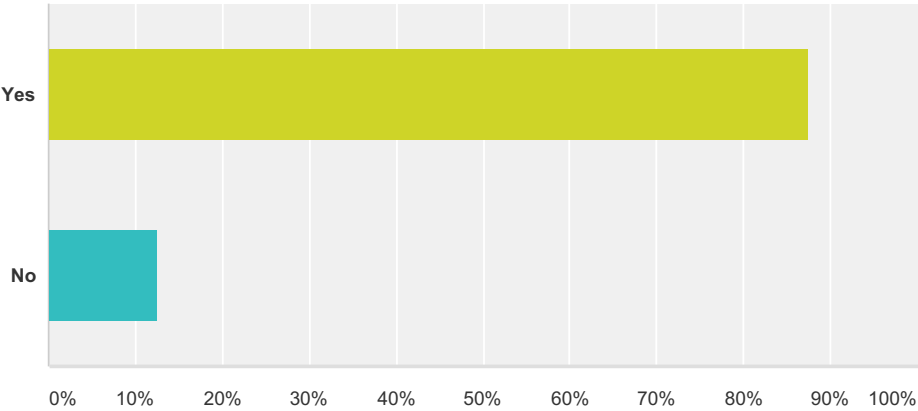
Answered: 8 Skipped: 1



Answer Choices	Responses	
Yes	25.00%	2
No	75.00%	6
Total		8

**Q9 Were the instructions to annotate PDF files with PDF Expert helpful?**

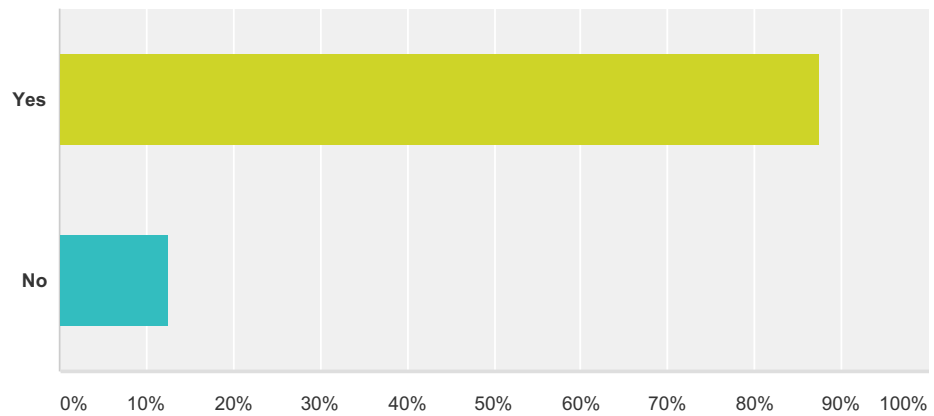
Answered: 8 Skipped: 1



Answer Choices	Responses	
Yes	87.50%	7
No	12.50%	1
Total		8

## Q10 Were the email messages providing the link to the Board meeting materials helpful?

Answered: 8 Skipped: 1

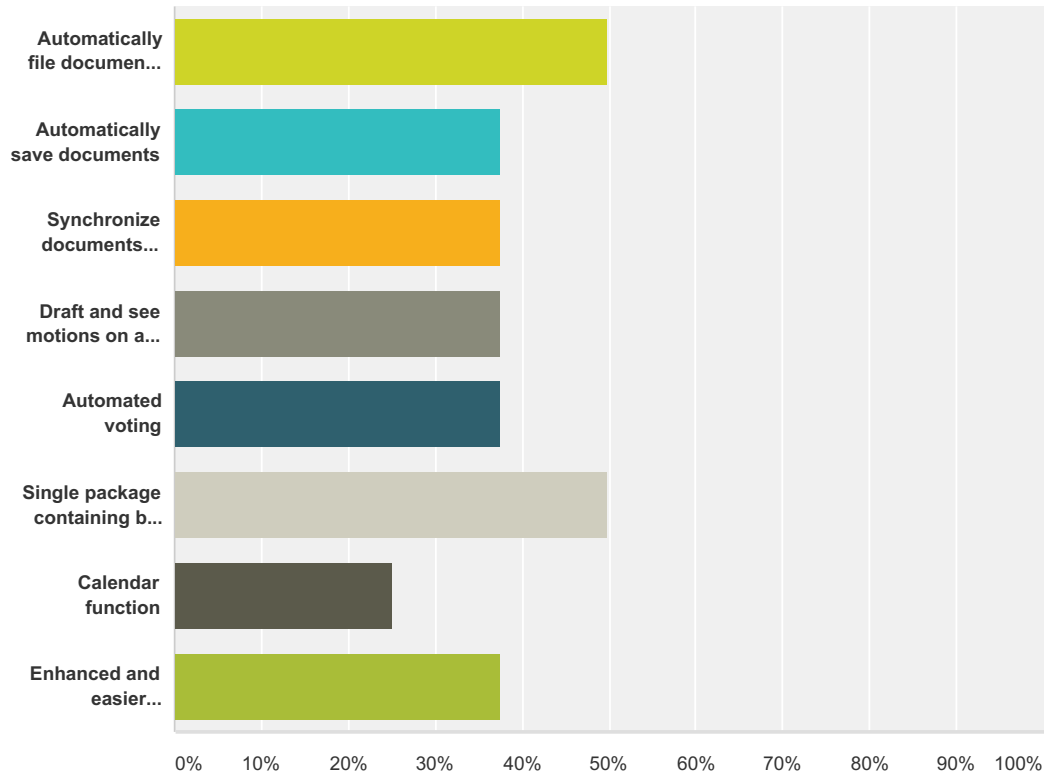


Answer Choices	Responses	
Yes	87.50%	7
No	12.50%	1
<b>Total</b>		<b>8</b>



**Q11 Below is a list of additional document management functionality and features that are available through web based Board portal services. Please indicate which features that would benefit you.**

Answered: 8 Skipped: 1



Answer Choices	Responses	
Automatically file documents under a consistent naming convention	50.00%	4
Automatically save documents	37.50%	3
Synchronize documents across all devices	37.50%	3
Draft and see motions on a device for all to see	37.50%	3
Automated voting	37.50%	3
Single package containing both confidential and non-confidential reports	50.00%	4
Calendar function	25.00%	2
Enhanced and easier searching	37.50%	3
Total Respondents: 8		

**Q12 Do you have any other comments  
about the revised paperless process?**

Answered: 2   Skipped: 7



## STAFF REPORT INFORMATION ONLY

# 16.

### Audit Plan for the Year Ending December 31, 2015

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

#### SUMMARY

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The attached report from PricewaterhouseCoopers, the external auditors, summarizes the planning for their audit of the 2015 financial statements for the Toronto Public Library Board.

#### FINANCIAL IMPACT

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The proposed audit fee of \$25,000, inclusive of expenses and exclusive of Harmonized Sales Tax (2014 - \$32,790), is included in the 2015 operating budget. It is important to note that the audit fee does not include extra audit work that may be required due to scope changes, and PricewaterhouseCoopers will advise management as soon as possible if this were to happen.

This is the first year of a five-year audit contract that the City has negotiated. The fee will remain unchanged for the duration of the contract.

#### DECISION HISTORY

As part of the annual audit, PricewaterhouseCoopers provides an Audit Plan report to the Toronto Public Library Board. The auditors will conduct their audit of the 2015 financial statements pursuant to this Plan.

#### ISSUE BACKGROUND

Under Section 139 of the *City of Toronto Act, 2006*, the City is required to appoint an auditor licensed under the *Public Accounting Act, 2004*, who is responsible for annually auditing the accounts and transactions of the City and its local boards, and expressing an opinion on the financial statements of these entities based on the audit.

Council, at its March 2015 meeting, approved the recommendation of the Audit Committee to appoint PricewaterhouseCoopers as the external auditor for the City and Library. The

contract with PricewaterhouseCoopers is for five years, ending with the audit of the December 31, 2019 financial statements.

## **COMMENTS**

Attached is PricewaterhouseCoopers' Audit Plan for the Library, which summarizes their view on audit risks, the nature, extent and timing of the audit work and the terms of engagement.

On completion of the audit, PricewaterhouseCoopers will issue the Audited Financial Statements and a Year-End Report to the Board that will usually include : key issues for discussion; significant audit, accounting and financial reporting matters; summary of unadjusted and adjusted items; other required communications; internal control recommendations; and a confirmation of auditor independence.

Work on the interim audit was completed in October 2015, and the year-end audit is expected to be completed by April 2016.

## **CONTACT**

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;  
E-mail: [lhughsam@torontopubliclibrary.ca](mailto:lhughsam@torontopubliclibrary.ca)

## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Toronto Public Library Board – Audit Plan for the year ending December 31, 2015

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# ***Toronto Public Library Board***

*Audit plan for the year  
ending  
December 31, 2015*





November 11, 2015

Members of the Board  
Toronto Public Library Board

Dear Members of the Board:

We are pleased to present an overview of our audit plan for the 2015 audit of the financial statements of Toronto Public Library Board (the Library) prepared in accordance with Canadian Public Sector Accounting Standards (GAAP) (referred to as the "financial statements" from now on).

This overview includes our view on audit risks and the nature, extent and timing of our audit work.

We value your feedback and hope to have a dialogue with you about the identified risks and our audit approach.

Yours very truly,

*PricewaterhouseCoopers LLP*

Terri McKinnon  
Partner  
Risk Assurance Services

cc: Mr. Larry Hughsam, Director of Finance and Treasurer

---

*PricewaterhouseCoopers LLP*  
400 Bradwick Drive, Suite 100, Concord, Ontario, Canada L4K 5V9  
T: +1 905 326 6800, F: +1 416 814 3220, [www.pwc.com/ca](http://www.pwc.com/ca)

"PwC" refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership.

## Communications to the Board

<b>Key matters for discussion</b>	<b>Comments</b>
Client service team	Terri McKinnon is your engagement leader and Kevin Fung is your engagement manager.
Service deliverables	<p>We will audit the Library's financial statements as of December 31, 2015 and for the year then ending prepared in accordance with GAAP.</p> <p>Our engagement letter which has been signed by the City of Toronto sets out the terms and conditions for our engagement as the independent auditor of the Library for the above-mentioned year. In addition, our engagement letter outlines our responsibilities as the auditor and the responsibilities of management.</p>
Audit timeline	<p>We worked with management to develop this project timeline:</p> <ul style="list-style-type: none"> <li>- Interim visit: October 19-23, 2015</li> <li>- Year-end visit: March 21 – April 4, 2016</li> <li>- Clearance meeting with management: To be confirmed</li> <li>- Delivery/filing of financial statements: To be confirmed</li> </ul>
Audit approach	<p>Our audit approach is a mixture of tests of internal controls and substantive testing. Our audit approach is designed to allow us to execute a quality and efficient audit. We do this by:</p> <ol style="list-style-type: none"> <li>i. gaining an understanding of the business by focusing on new developments and key business issues affecting the Library as well as management's monitoring of controls and business processes;</li> <li>ii. identifying significant audit risks, sharing our perspectives, obtaining your feedback and ensuring our audit is tailored to these risks;</li> <li>iii. using well-reasoned professional judgment, especially in areas that are subjective or require estimates; and</li> <li>iv. leveraging reliance where possible on the Library's internal controls and information technology and data systems.</li> </ol> <p>In the current year, our planned work will include testing of key controls in the following areas:</p> <ul style="list-style-type: none"> <li>- Purchases, payables and disbursements</li> <li>- Payroll</li> </ul> <p>All other areas will be subject to tests of detail.</p> <p>Significant risks are risks of material misstatement that we think need special audit consideration. We identified several significant audit risks and plan to address them as follows. Please let us know if you agree that these are the most significant risks from your point of view and if you have any other areas of concern.</p>

<b>Significant risk to discuss</b>	<b>Management's response and our audit approach</b>
Risk of management override of controls	<p>Accounting regulatory authorities require that the risk of material misstatement due to management override of controls be considered a significant risk on every audit engagement.</p> <p>This represents the risk that internal controls at the Library may be circumvented to achieve desired financial results or gain inappropriate access to financial resources.</p> <p>In order to address this risk, we will perform the following</p> <ul style="list-style-type: none"> <li>• All non-routine journal entries are reviewed and approved by the appropriate level of management.</li> <li>• We will review manual journal entries focusing on large and unusual entries.</li> <li>• We will review accounting estimates for biases that could result in material misstatement.</li> <li>• We will incorporate unpredictable procedures in the audit approach.</li> </ul>
Materiality	<p>Misstatements are considered to be material if they could reasonably be expected to influence the economic decisions of users of the financial statements. We have set a preliminary materiality of \$6,000,000. We will report unadjusted and adjusted items over \$600,000 to the Board on completion of the audit.</p>
Fraud risk	<p>We discuss fraud risk annually with the Board. Through our planning process (and prior years' audits), we developed an understanding of your oversight processes including:</p> <ul style="list-style-type: none"> <li>– Employee code of ethics</li> <li>– Discussion at Board meetings and our attendance at those meetings, or reviewing minutes of meetings</li> <li>– Presentations by management, including business performance reviews</li> <li>– Signing authorities</li> </ul> <p>Are there any new processes or changes to the items above that we should be aware of?</p> <p>We are not aware of any fraud. Are you aware of instances of any actual, suspected or alleged fraud affecting the Library?</p>

The matters raised in this and other reports that will flow from the audit are only those that have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and, in particular, we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use. It was not prepared or intended for any other purpose. No other person or entity shall place any reliance upon the accuracy or completeness of statements made herein. PwC does not assume responsibility to any third party, and, in no event, shall PwC have any liability for damages, costs or losses suffered by reason of any reliance upon the contents of this report by any person or entity other than you.





## STAFF REPORT INFORMATION ONLY

### Operating Budget Monitoring Report – September 30, 2015

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

#### SUMMARY

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The purpose of this report is to provide the Toronto Public Library Board with a summary of the gross and net operating expenditures of Toronto Public Library (TPL) for the nine months ending on September 30, 2015.

For the first nine months of operations in 2015, TPL spending is essentially on budget, reporting a small favourable net expenditure variance of \$0.014 million comprised of a favourable revenue variance of \$1.156 million, offset by an unfavourable expenditure variance of \$1.142 million; the year-end projection is for the budget to be fully spent.

Strict expenditure controls have been implemented in 2015 and revenues are monitored on an ongoing basis to manage budget pressures and ensure that spending is within the approved budget.

#### FINANCIAL IMPACT

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For the first nine months of operations in 2015, TPL spending is essentially on budget, reporting a small favourable net expenditure variance of \$0.014 million and the year-end projection is for the budget to be fully spent.

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

#### DECISION HISTORY

At its meeting on March 23, 2015, the Board adopted the Council approved operating budget of \$188.646 million gross and \$172.130 million net.

As part of the City's annual evaluation of insurance requirements, funds approved in the City's Non-Program to cover insurance costs are reallocated to various City programs to

reflect individual need. The Library has been allocated an additional \$0.102 million for 2015, increasing the operating budget to \$188.748 million gross and \$172.232 million net.

## **ISSUE BACKGROUND**

Operating results are usually reported to the Toronto Public Library Board on a quarterly basis.

## **COMMENTS**

For the first nine months of operations in 2015, TPL spending is essentially on budget, reporting a small favourable net expenditure variance of \$0.014 million, comprised of a favourable revenue variance of \$1.156 million offset by an unfavourable expenditure variance of \$1.142 million. These variances are mainly due to the \$1.163 million of grants received from the Toronto Public Library Foundation to fund specific library initiatives and expended on associated costs for staffing, materials, equipment and services; Foundation revenues and related expenses are not included in the budget.

Excluding the impact of the funding from the Foundation, which has revenues and offsetting expenditures, some of the larger variances experienced by TPL include pressures in utilities (\$0.345 million), HVAC maintenance (\$0.136 million) and a shortfall in fines and fees (\$0.102 million), which are offset by a current savings in salaries and benefits. The savings in salaries and benefits result from temporary short-term vacancies (“staff churn”) which exceed the gapping target of 2.7%.

Strict expenditure controls have been implemented in 2015 and revenues are monitored on an ongoing basis to manage budget pressures and ensure that spending is within the approved budget.

## **CONTACT**

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;  
E-mail: [lhughsam@torontopubliclibrary.ca](mailto:lhughsam@torontopubliclibrary.ca)

## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Operating Budget Monitoring Report for the Period Ending September 30, 2015

**TORONTO PUBLIC LIBRARY**  
**Operating Budget Monitoring Report**  
For the Period Ending September 30, 2015  
(\$000's)

Expense/Revenue Category	9 months ending September 30					12 Months ending December 31				
	2014 Actual	2015 Actual	2015 Budget	Variance Fav/ (unfav)		2014 Actual	2015 Projection	2015 Budget	Variance Fav/ (unfav)	
	\$	\$	\$	\$	%	\$	\$	\$	\$	%
Staffing Costs	100,506.5	103,321.5	103,399.4	77.9	0.1	137,948.9	141,225.0	141,221.8	(3.2)	(0.0)
Materials and Supplies	1,764.1	1,757.9	1,720.6	(37.3)	(2.2)	2,222.0	2,355.6	2,231.4	(124.2)	(5.6)
Library Materials	13,468.5	13,940.2	13,939.5	(0.7)	(0.0)	17,993.6	18,586.9	18,585.9	(1.0)	(0.0)
Equipment, Services and Rent	17,137.2	17,436.7	16,264.3	(1,172.4)	(7.2)	24,468.1	25,729.3	24,405.0	(1,324.3)	(5.4)
Contributions & Transfers	790.5	1,378.0	1,378.0	-	-	2,638.5	2,271.0	2,271.0	-	-
Other	20.3	12.6	2.9	(9.7)	(334.5)	72.8	4.1	4.0	(0.1)	(2.5)
<b>Gross Expenditures</b>	<b>133,687.1</b>	<b>137,846.9</b>	<b>136,704.7</b>	<b>(1,142.2)</b>	<b>(0.8)</b>	<b>185,343.9</b>	<b>190,171.9</b>	<b>188,719.1</b>	<b>(1,452.8)</b>	<b>(0.8)</b>
Provincial & Federal Grants	4,383.8	4,323.0	4,236.7	86.3	2.0	5,904.3	5,801.5	5,698.4	103.1	1.8
Fines, Fees and Room Rentals	3,661.7	3,777.1	3,878.5	(101.4)	(2.6)	5,013.8	4,829.9	5,004.2	(174.3)	(3.5)
Contributions & Transfers	2,043.8	2,616.2	2,616.2	-	-	3,173.2	3,871.4	3,871.4	-	-
Toronto Public Library Foundation Grants	1,239.3	1,163.4	-	1,163.4	-	1,495.7	1,541.5	-	1,541.5	-
Other	1,548.7	1,429.5	1,421.7	7.8	0.5	2,145.6	1,924.6	1,942.1	(17.5)	(0.9)
<b>Total Revenues</b>	<b>12,877.3</b>	<b>13,309.2</b>	<b>12,153.1</b>	<b>1,156.1</b>	<b>9.5</b>	<b>17,732.6</b>	<b>17,968.9</b>	<b>16,516.1</b>	<b>1,452.8</b>	<b>8.8</b>
<b>Net Expenditures</b>	<b>120,809.8</b>	<b>124,537.7</b>	<b>124,551.6</b>	<b>13.9</b>	<b>0.0</b>	<b>167,611.3</b>	<b>172,203.0</b>	<b>172,203.0</b>	<b>(0.0)</b>	<b>(0.0)</b>



## STAFF REPORT INFORMATION ONLY

### Capital Budget Monitoring Report – September 30, 2015

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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The purpose of this report is to provide the Toronto Public Library Board with a summary of the Toronto Public Library's capital expenditures for the nine-month period ending September 30, 2015.

Capital spending during the nine months in 2015 totalled \$11.242 million or 50.5% of the approved gross cash flow of \$22.245 million. Capital expenditures are monitored on an on-going basis to ensure that spending is within the approved budget.

### FINANCIAL IMPACT

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Based on the \$11.242 million actual spending, the 2015 gross capital budget of \$22.245 million is 50.5% spent as of September 30, 2014.

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

### ISSUE BACKGROUND

Toronto Public Library's 2015 capital budget of \$22.245 million gross is comprised of \$20.193 million approved and \$2.052 million of unspent balances carried forward from 2014.

### COMMENTS

As of September 30, 2015, TPL has spent \$11.242 million or 50.5% of the 2015 approved cash-flow of \$22.245 million and reflects some delays in capital projects.

Attachment 1 includes a list of all active projects, providing 2015 year-to-date and life-to-date project expenditure status, as well as projected expenditures to the end of the year. The expenditure rate for 2015 is projected to be \$21.276 million or 95.6% by the end of the year.

Most of TPL's capital projects are on track, and the 2015 cash flow will be fully spent by year end, with the following exceptions:

Cash flows ahead of schedule:

- The *Albion Library Renovation* project's capital expenditure totalled \$1.350 million or 92.3% of the 2015 approved cash flow of \$1.462 million, and construction is proceeding ahead of schedule. Board approval of a budget adjustment is being requested in a separate report to accelerate cash flow funding of \$1.900 million gross and debt from 2016 into 2015, offset by a deferral of cash flows for the *Wychwood Library Renovation*, *Agincourt Building Element*, and *Multi-Branch State of Good Repair* projects, which are experiencing delays.

Cash flows behind schedule:

- Fort York Branch opened in May 2014 and final work is being completed. The *Fort York Library Construction* project's capital expenditure totalled \$0.096 million or 15.3% of the 2015 approved cash flow of \$0.626 million. Solutions to resolve ongoing HVAC issues and acoustic problems are taking longer than anticipated. It is estimated that \$0.326 million or 52.1% of the 2015 approved cash flow will be spent at year-end, requiring an estimated \$0.300 million carry forward.
- The *Wychwood Library Renovation & Expansion* project's capital expenditure totalled \$0.061 million or 14.0% of the 2015 approved cash flow of \$0.435 million. Issues with site plan and heritage approvals will delay the start of construction to 2016. It is estimated that \$0.135 million or 31.0% of the 2015 approved cash flow will be spent by year-end and \$0.300 million gross and debt of the unspent 2015 cash flow budget will be deferred to 2016.
- The *Agincourt Building Elements* project's capital expenditure totalled \$0.045 million or 4.5% of the 2015 approved cash flow of \$1.0 million. A later construction start is due to delays in the design phase. The construction tender is anticipated in the fourth quarter of 2015. It is estimated that \$0.100 million or 10.0% of the 2015 approved cash flow will be spent by year-end. An amount of \$0.800 million gross and debt of the \$0.900 million of unspent 2015 cash flow budget will be deferred to 2016 to offset accelerated cash-flow requirements of the Albion Library project. The remaining \$0.100 million of the unspent cash-flow balance will be carried forward to 2016.
- The *St. Clair/Silverthorn Reconstruction* project's capital expenditure totalled \$0.043 million or 21.3% of the 2015 approved cash flow of \$0.200 million. Public consultation is completed and working drawings are underway. The process required to obtain City approvals will delay the construction start to 2016. It is estimated that \$0.100 million or 50% of the 2015 approved cash flow will be spent by year-end, requiring an estimated \$0.100 million carry forward.
- The *North York Central Library Renovation* project's capital expenditure totalled \$0.550 million or 53.2% of the 2015 approved cash flow of \$1.035 million. A longer planning and design period due to the complexity of this project will delay the construction start.

It is estimated that \$0.835 million or 80.7% of the 2015 approved cash flow will be spent by year-end, requiring an estimated \$0.200 million carry forward.

- The *Dawes Road Library Construction and Expansion* project's capital expenditure totalled \$0.001 million or 2.3% of the 2015 approved cash flow of \$0.050 million. The project status is dependent on securing funding for additional site costs, which are expected to be resolved with the approvals of the 2016-2025 capital budget and plan. It is estimated that \$0.006 million or 12.0% of the 2015 approved cash flow will be spent by year-end, requiring an estimated \$0.044 million carry forward.
- The *Multi-Branch Minor Renovation Program* project's capital expenditure totalled \$4.068 million or 54.3% of the 2015 approved cash flow of \$7.486 million. There are delays in finalizing the engineering specification requirements to complete the approved design for some renovation projects. It is estimated that \$6.686 million or 89.3% of the 2015 approved cash flow will be spent by year-end, requiring an estimated \$0.800 million carry forward.
- The *Eglinton Square Expansion* project, with a 2015 approved cash flow of \$0.300 million, had no capital spending during the nine months ended September 30, 2015. This project was recently approved by Council. It is estimated that \$0.075 million or 25.0% of the 2015 approved cash flow will be spent by year-end, requiring an estimated \$0.225 million carry forward.

#### In-Year 2015 Budget Adjustments

Financial control policies for the City and the Library allow for cash flows to be advanced and spent on accelerated projects to offset cash-flow deferrals resulting from projects that are experiencing delays, as long as the overall approved debt level is not exceeded in any year.

A separate report, 2015 Capital Budget Adjustments, requests Board approval for these in-year adjustments.

Description	2015		2016	
	Gross	Debt	Gross	Debt
Accelerate Albion cash flow	<b>1.900</b>	1.900	<b>(1.900)</b>	(1.900)
Defer Multi-branch cash flow	<b>(0.800)</b>	(0.800)	<b>0.800</b>	0.800
Defer Agincourt cash flow	<b>(0.800)</b>	(0.800)	<b>0.800</b>	0.800
Defer Wychwood cash flow	<b>(0.300)</b>	(0.300)	<b>0.300</b>	0.300
Net	<b>0</b>	0	<b>0</b>	0

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Capital Budget Monitoring Report for the Period Ended September 30, 2015



**Toronto Public Library  
2015 Capital Budget Monitoring Report  
For the Nine Month Period Ended September 30, 2015**

**ATTACHMENT 1**

Project/Sub-Project Name	2015 - Year-to-Date					2015 - Year End		Life To Date				Planned Year of Completion
	2015 Full Year Budget	Spent		Unspent		Projected Actuals to Year-end		Budget \$	Actuals \$	Unspent		
		\$	%	\$	%	\$	% of Budget			\$	%	
		(a)	(b)	(c) =(a) / (b)	(d) =(a) - (b)	(e) = (d) / (a)	(f)			(g)	(h)	
Toronto Reference Library	678,771	678,771	100.0%	-	0.0%	678,771	100.0%	26,758,000	26,758,000	0	0.0%	2014
Fort York Library Construction	626,499	95,661	15.3%	530,838	84.7%	326,499	52.1%	9,192,000	8,661,162	530,838	5.8%	2014
Scarborough Civic Centre Library Construction	1,564,185	1,089,933	69.7%	474,252	30.3%	1,564,185	100.0%	10,276,000	9,801,748	474,252	4.6%	2015
Albion Library Renovation	1,461,926	1,349,630	92.3%	112,296	7.7%	3,361,926	230.0%	15,007,000	1,984,704	13,022,296	86.8%	2017
Bridlewood Library Renovation	20,000	-	0.0%	20,000	100.0%	20,000	100.0%	2,437,044	517,044	1,920,000	78.8%	2017
Wychwood Library Renovation	434,826	60,893	14.0%	373,933	86.0%	134,826	31.0%	4,248,000	76,067	4,171,933	98.2%	2018
Bayview Library Relocation	250,000	-	0.0%	250,000	100.0%	250,000	100.0%	7,352,000	135,272	7,216,728	98.2%	2017
Agincourt Building Elements	1,000,000	44,815	4.5%	955,185	95.5%	100,000	10.0%	2,297,000	44,815	2,252,185	98.0%	2016
Pan Am Games Program	153,000	103,006	67.3%	49,994	32.7%	153,000	100.0%	153,000	103,006	49,994	32.7%	2015
St. Clair/Silverthorn Renovation	200,000	42,615	21.3%	157,385	78.7%	100,000	50.0%	2,247,000	42,615	2,204,385	98.1%	2016
North York Central Library Renovation	1,035,000	550,495	53.2%	484,505	46.8%	835,000	80.7%	14,974,000	550,495	14,423,505	96.3%	2019
Dawes Road Construction & Expansion	50,000	1,168	2.3%	48,832	97.7%	6,000	12.0%	10,614,000	1,168	10,612,832	100.0%	2019
Technology Asset Management Program	4,991,942	1,917,398	38.4%	3,074,544	61.6%	4,991,942	100.0%	15,626,000	4,551,456	11,074,544	70.9%	Ongoing
Multi-Branch State of Good Repair Program	7,485,971	4,067,694	54.3%	3,418,277	45.7%	6,685,971	89.3%	11,769,309	7,539,760	4,229,549	35.9%	Ongoing
Virtual Branch Services	1,723,724	1,082,872	62.8%	640,852	37.2%	1,723,724	100.0%	4,950,000	2,087,148	2,862,852	57.8%	Ongoing
Relocation of Library Processing Centre to 1076 Ellesmere	269,014	157,043	58.4%	111,971	41.6%	269,014	100.0%	10,725,000	10,613,029	111,971	1.0%	2014
Eglinton Square Library Expansion	300,000	-	0.0%	300,000	100.0%	75,000	25.0%	1,242,325	-	1,242,325	100.0%	2016
Total- 2015 Capital Projects Cash Flow Gross	22,244,858	11,241,994	50.5%	11,002,864	49.5%	21,275,858	95.6%	149,867,678	73,467,489	76,400,189	51.0%	



**STAFF REPORT  
INFORMATION ONLY**

## **Toronto Public Library Programming for Women**

<b>Date:</b>	October 26, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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The purpose of this report is to respond to the Toronto Public Library Board's request at its February 17, 2015 meeting to explore the feasibility of celebrating Women's History Month at the Library, and to provide a summary of current library programming targeted to women.

*Toronto Public Library (TPL) offers a broad range of literary, educational and cultural programs throughout the year that celebrate the diversity of Toronto's many cultures, audiences and areas of interests. Women in Toronto are active and enthusiastic users of Toronto Public Library services, and attend a broad range of these programs at the Library. Recognizing this, TPL has developed both ongoing year-round programming targeted and of general interest to women, as well as a package of programming to mark International Women's Day in March.*

Over the past several years, there has been an increasing number of formal celebrations and official declarations related to different cultures, audiences and areas of interest, often focused around "months" or "weeks" – for example: Senior's Month, National Literacy Day, Black History Month, Aboriginal Celebrations, Small Business Month, etc. While the Library celebrates several of these months during the formally designated timeframes with related packaged programming, it is not possible to celebrate them all. These larger-scale month-long celebrations require significant dedicated resources, and are most often developed and delivered through local and/or city-wide partnerships that offer the necessary content, expertise and resources to successfully deliver such comprehensive programming and promotion.

Rather than focusing on Women's History Month in October, TPL has, and will continue to allocate resources to highlight and celebrate the history, accomplishments and interests of women through packaged programming focused around International Women's Day – through branch programming and displays, the Thought Exchange Series, and through some premier programming in the Appel Salon.

Additional work will be done to expand the scope and raise the profile of women's programming by pursuing additional programming partnerships and increasing the Library's promotion and marketing efforts.

## **FINANCIAL IMPACT**

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There is no financial impact to the 2015 operating budget resulting from this report.

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

## **DECISION HISTORY**

At its February 17, 2015 meeting, the Board heard a presentation from a member of the public, John Wilson, regarding the feasibility of Toronto Public Library hosting Women's History Month programming, similar to the programming the Library does around Black History and Asian Heritage Month celebrations.

In response, the Board directed staff:

*“to explore the feasibility of celebrating Women's History Month and provide a summary of current programming related to women, and report back at the end of the Third Quarter 2015.”*

## **ISSUE BACKGROUND**

The Library develops and presents a broad range of programming throughout the year that celebrates the numerous and diverse cultures, audiences and interests in Toronto. The ways in which these programs are developed, delivered, packaged and promoted vary considerably, based on: the reach and relevancy of the programming related to TPL services, as well as to the community that the programming serves; the scope and scale of the programming; and the availability of library resources and expertise in developing, delivering and promoting the programming.

Over the past several years, there has been an increasing number of formal celebrations and official declarations related to different cultures, audiences and areas of interest, often focused around “months” or “weeks” – for example: Senior's Month, National Literacy Day, Black History Month, Aboriginal Celebrations, Small Business Month, etc. At different times, the Library has been approached to promote and support these and many other celebrations and commemorations – for example, Jewish Heritage, Italian Heritage, Holocaust Awareness, Islamic History, etc.

While the Library celebrates many of these months during the formally designated timeframes with related packaged programming, it is not possible to celebrate them all. These larger-scale month-long celebrations require significant dedicated resources, and are most often developed and delivered through local and/or city-wide partnerships that offer the necessary content, expertise and resources to successfully deliver such comprehensive

programming and promotion. So while the Library has not had the resources – and in many cases, the expertise – to support all of these celebrations and commemorations on an equal scale, it has strived to offer targeted, relevant programming wherever possible, and has looked for opportunities to partner to increase the quality and quantity of relevant programming and promotion for these areas of interest.

The Library also offers programming that celebrates the diversity of these cultures and interests throughout the city but that is not necessarily focused around a particular month or at a particular time of year. Because “women” is such a broad audience that the Library serves, in all neighbourhoods across the city, and spanning so many areas of interest and need, this has been TPL’s approach – to offer a very broad range of relevant library programs and services year round in branches across the city. This, in combination with the packaging and promotion of targeted programming around International Women’s Day, raises the profile of women and their interests and issues, and complements the many other library services available to this audience.

## **COMMENTS**

Women in Toronto are active and enthusiastic users of Toronto Public Library services, and attend a broad range of programming at the Library. Many of these programs are developed specifically for women, while others are more generally targeted but tend to attract predominantly female audiences.

### **International Women’s Day**

Over the past couple of years, TPL has developed a package of programming to mark International Women’s Day in March. In 2015, for two weeks around International Women’s Day, the Library delivered almost a dozen programs in ten branches across the city – programming that spanned topics as diverse as health, finance, family, missing and murdered indigenous women, and empowerment. These programs were promoted in-branch through the Library’s programming magazine, *What’s On*, and online on the Library’s website and through its social media channels. To complement this programming, branch staff were encouraged to organize book displays, show films and undertake programs about the lives of women. Attachment 1 summarizes the Library’s 2015 International Women’s Day programming and attendance.

### **Year-round Programming for Women**

Throughout the year, the Library offers programming that expressly targets women’s issues and/or women’s audiences, covering such wide-ranging topics as history, literature, fashion, parenting, financial planning, small business and art. Attachment 2 shows a snapshot of the Library’s Fall 2015 programming targeted to women, and is indicative of the types of programs delivered throughout the year.

Many library programs are more generally targeted to women, are led by high profile or influential women, and/or simply tend to attract large female audiences; in particular:

- History: Programs related to the place of women in history, their trials and accomplishments are very popular with a broad range of audiences and cultures at TPL. For example, the Library's Thought Exchange program about Portuguese garment workers in Toronto attracted generations of garment workers who were eager to share their stories and experiences.
- Book clubs and literary programs: Some are specifically targeted to women (Older Women's Network (OWN) Feminist Book Group, Ladies First Book Club) and some present topics and books of particular interest to women.
- Residency Programs: TPL's many residency programs are led by influential and successful women – for example, the first two Entrepreneurs in Residence were women; several of TPL's Innovators in Residence have been women, as have the Writers and Illustrators in Residence. In addition to providing one-on-one consultation in their areas of expertise, the Residents run many workshops, programs and seminars as part of their residencies.
- Business and Personal Finance: TPL runs many of these programs that are specifically targeted to women and their issues – e.g. investment advice for older women, getting ahead in business, women and money, etc.
- Health and wellness programs: Many of the Library's health and wellness programs are implicitly aimed at women (bone health, breast cancer, etc.), and others are more generally of interest.
- Women's programming as part of Cultural/Heritage Celebrations: The Library's Black History Month, Aboriginal Celebrations, Pride programs, etc. very often include programming targeted to women.
- Parenting programs: Many of these are of particular interest to largely female audiences.

## **Plans for 2016**

Staff continue to explore opportunities for additional year-round programming related and targeted to women and women's issues, to offer the programming more broadly across the city, and to raise the profile and awareness of this programming to an expanded audience.

In addition, TPL has allocated resources to once again highlight and celebrate International Women's Day, through branch programming and displays, the Thought Exchange Series, and through some premier programming in the Appel Salon. Additional work will be done to expand the scope and raise the profile of this programming by pursuing additional programming partnerships and increasing promotion and marketing efforts.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## International Women's Day Programming – March 2015

BRANCH/DATE	PROGRAM	ATTEND
Barbara Frum March 2	<b>Women in Sport</b>	10
Burrows Hall March 3	<b>You're Not Alone</b> In partnership with Catholic Cross Cultural Services. A social worker from the Legal Aid Dept of Family Court in Newmarket addressed the issue of domestic violence.	18
Gerrard/ Ashdale March 3	<b>A Score of Women's Voices</b> An NFB film	9
Toronto Reference Library March 3	<b>Women's Health in Prison</b> Ruth Ellwood Martin and Mo Korchinski on their new book, <i>Arresting Hope: Women Taking Action in Prison Inside Out</i> , a story about women in a provincial prison in Canada.	38
Toronto Reference Library March 3	<b>Third Annual Bluma Lecture: Louise Arbour</b>	480
Woodside Square March 4	<b>Women and Money</b> Learn the true impact of caring for children/aging parents, how to survive separation/divorce and secure lifelong independence.	16
Spadina Road March 5	<b>The Disappearance of Indigenous Women: Whose Issue?</b> Author Lee Maracle (UofT First Nations House) talks about continuing violence against indigenous women, historically and present day.	57
Barbara Frum March 9	<b>Tru Luv Project</b> Grade 8 single mum suggested theme of empowering young women. Brought 4 guest artists, motivational speakers, entrepreneurs.	40
Maria A. Shchuka March 10	<b>Get Empowered on International Women's Day</b> Sandra Whiting, Chair of Jamaican Canadian Association, talks about how self-talk and self-praise can lead to success for women.	18
Bloor/Gladstone March 11	<b>Centering the Voices of Indigenous Women</b> Artist and activist Susan Blight discussed how indigneous women are reclaiming their traditonal knowledge and leadership. Hosted by TPL Writer In Residence Cherie Dimaline	34
Davenport March 31	<b>Bangladesh. The collapse of the Rana Plaza Factory</b> Producer of CBC's Fifth Estate's Made in Bangladesh discussed the lives of the women hired by the Garment Factories, the reasons for the collapse and what the western world is doing to help the victims.	56
<b>Total</b>		<b>776</b>

**Fall 2015 Toronto Public Library Programs**

Aimed at women or on themes expressly related to women as women.

**Who Would Do That: Women Who Develop Love Relationships with Prisoners**

Come meet fellow book lovers and join author Bette Logan, in her lecture about women who write, visit, and even marry infamous serial killers such as Paul Bernardo and Ted Bundy. What motivates them? What do they get out of it? *Bendale Tue Sep 15; Leaside Wed Nov 11.*

**Toronto women and the war effort, 1914-1918**

Local Historian Joanne Doucette speaks about the local impact of World War I on the women of Toronto. *Gerrard/Ashdale Tue Nov 10.*

**WWI: The Songs of the War Mothers (ATRIUM)**

A weaving together of the experience of Canadian, French and German women whose sons fought in the Great War. *Toronto Reference Library Mon Nov 09.*

**Newcomer Women's Support Group**

Newcomer women are invited to share and learn about one another's experiences in a welcoming environment. Participants will gain knowledge and discuss important issues relevant to newcomer women. *Agincourt 1:30 pm - 4:30 pm, Saturdays, Oct 31, Nov 14, Nov 28, Dec 12, Dec 19*

**Scarborough Historical Society Meeting with Guest Speaker**

Join us for talks on historical subjects. Meetings are free and include refreshments. At this meeting Barbara Dickson presents: The Story of the Women Employed at GEICO during World War II in the Scarborough Munitions Plant. *Bendale Tue Oct 27, 7:30 pm.*

**Ten Women Who Changed Toronto**

In celebration of Women's History Month, Pat Staton presents a talk inspired by her recent book, "Toronto Women: A Walk Through History". *North York Central Library Wed Oct 14, 7:00 pm.*

**Dames Making Games**

Guest speaker Izzie Colpitts-Campbell talks about Dames Making Games a not-for-profit organization founded in Toronto in 2012. They run a wide range of programs and events for women, non-binary, gender nonconforming, queer. *Toronto Reference Library Fri Oct 09, 7:00 pm.*



### **Feminist Book Discussion Group**

The Older Women's Network invites women, midlife and older, to meet in Room 2/3 and share views and ideas about selected books. The focus is on feminist issues. *North York Central Library 1:30 pm - 3:30 pm, Wednesdays, Oct 07, Nov 04, Dec 02.*

### **Lost Girls: Sex and Death in Renaissance Florence with Nicholas Terpstra.**

Nicholas Terpstra is a professor of history at the University of Toronto author of *Lost Girls*. *Deer Park Tue Sep 22, 6:30 pm.*

### **Science of Personal Dress**

Give yourself a boost! Stylist and Image consultant, Sandi Quigley's focus is to have you look and feel your very best. Men and women alike experience life style changes and as these effects take hold, our image might require some attention. *Yorkville Tue Sep 22, 2:00 pm.*

### **Older Women's Network (OWN) Feminist Book Group**

Older Women's Network invites women, to meet and share views about selected books. The focus is on feminist issues. *Northern District, 2:00 pm, Wed Sep 16.*

### **Ladies First Book Club**

Members discuss a book by a woman author or about women read by the group. *Eglinton Square, 7:00 pm, Mondays, Sep 14, Oct 19, Nov 09, Dec 14.*

### **Parenting Skills Workshop in Urdu, Hindi & Panjabi**

Topics such as parenting skills, child safety, behavioural development, responding to your child's emotions and child development and growth will all be discussed in this workshop hosted by Rexdale Women's Centre. *Humberwood 12:45 pm, Thursdays, Sep 10, Oct 29, Dec 17.*

### **Kim Dolan - Illustrating Women**

Kim has been illustrating women-in fashion, daily life, sports-since childhood. For the last few years, she has been drawing with the Brushes app for iPad using a stylus ("It feels like pen on paper to me"). *Pape/Danforth. Tue Sep 01, Wed Sep 30.*



## STAFF REPORT INFORMATION ONLY

# 20.

### Board Resolutions – Status Report

<b>Date:</b>	November 23, 2015
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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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 future Library Board meeting agendas.

Attachment 1 summarizes all outstanding Toronto Public Library Board resolutions.

### SIGNATURE

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Vickery Bowles  
City Librarian

### ATTACHMENT

Attachment 1: Board Resolutions – Status Report – November 23, 2015

## STATUS REPORT

## TORONTO PUBLIC LIBRARY BOARD RESOLUTIONS

**AS AT NOVEMBER 23, 2015**

DATE OF MEETING	MOTION (Ref: Minute #)	STATUS	TARGET DATE
	<p><b>13-181 – Perth/Dupont Branch – Potential Relocation and Expansion</b></p> <p><b>14-150 – Notice of Motion: Funding and Timing of Perth/Dupont Branch Relocation</b></p>		
Nov. 18, 2013	3. requests City Council that the proceeds from the sale of the current site be prioritized towards the building of the new library;	<b>COMPLETE</b>	November 2015
Sep. 8, 2014	<p>2. authorizes staff to work with the local councillor and developer to negotiate terms for relocating the Perth/Dupont Branch to 299 Campbell, subject to Board approval of the negotiated terms and the proposed development receiving the appropriate planning approvals and Toronto Public Library retaining the proceeds from the sale of the current property, receiving the remainder of the funding from Section 37 agreements or funding from other non-Toronto Public Library sources or the City;</p> <p>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).</p>	<p><b>COMPLETE</b> Report provided at the November 23, 2015 meeting.</p> <p>Staff to bring a recommendation to the Board for a new name for the relocated branch to the Board for approval. This is subject to Board and Council approval for the project.</p>	<p>November 2015 TPLB meeting</p> <p>To be determined</p>

DATE OF MEETING	MOTION (Ref: Minute #)	STATUS	TARGET DATE
Apr. 28, 2014	<b>14-081 – Cisco Canada – Toronto Public Library Partnership</b>		
	3. directs staff to report back on the specific initiatives resulting from the partnership;	<b>IN PROGRESS</b> Report to be provided at the December 14, 2015 meeting.	Fourth Quarter 2015
Dec. 15, 2014	<b>14-222 – Notice of Motion – Report Request: Toronto Public Library Board Code of Conduct</b>		
	1. requests staff to report back by the end of the second quarter of 2015 on the establishment of the Toronto Public Library Board Code of Conduct.	<b>IN PROGRESS</b> A draft Code of Conduct has been prepared for consultation with Board members. Final version to be provided for Board approval in March 2016	March 2016 TPLB meeting
Feb. 17, 2015	<b>15-030 – Women’s History Month at Toronto Public Library</b>		
	2. requests staff to explore the feasibility of celebrating Women’s History Month and provide a summary of current programming related to women, and report back at the end of the Third Quarter.	<b>COMPLETED</b> This item was deferred from the October 26, 2015 meeting. Report provided at the November 23, 2015 meeting.	November 2015 TPLB meeting
Apr. 20, 2015	<b>15-076 – Achieving a Paperless Board through Technology</b>		
	1. directs staff to proceed with a pdf version of the Board meeting agenda package in lieu of paper copies for Board members, and evaluate the revised process in three months.	<b>COMPLETED</b> Report provided at the November 23, 2015 meeting.	November 2015 TPLB meeting

<b>DATE OF MEETING</b>	<b>MOTION (Ref: Minute #)</b>	<b>STATUS</b>	<b>TARGET DATE</b>
June 22, 2015	<b>15-124 – Presentations – Renaming of Scarborough Civic Centre Branch</b>		
	2. requests staff to report to the Board on renaming of the Scarborough Civic Centre Branch or other suitable naming opportunities in consultation with Daniel Grafton Hill III's family.	<b>IN PROGRESS</b> Library staff met in August 2015 with Samuel Getachew and Rosemary Sadlier to discuss naming opportunities.	Fourth Quarter 2015
September 21, 2015	<b>15-146 – Property Redevelopment Feasibility</b>		
	2. directs staff to report to the Board with status updates and to seek approvals as required.	<b>IN PROGRESS</b>	First Quarter 2016
October 26, 2015	<b>15-180 – Strategic Plan 2016-2019: Draft Priorities, Outcomes and Results of Public Consultation to Date</b>		
	3. directs staff to prepare a final draft of the strategic plan with a communications plan, implementation plan, outcomes, KPIs for 2016-2019 and targets for 2016, in alignment with the operating and capital budgets for endorsement by the Strategic Planning Steering Committee and approval by the Library Board in December 2015.	<b>IN PROGRESS</b>	December 2015 TPLB meeting