



GEORGINA PUBLIC LIBRARY
Public Library Board Agenda

Thursday, November 21, 2024
7:00 PM

Pages

1. CALL TO ORDER

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

2. ROLL CALL

3. INTRODUCTION OF ADDENDUM ITEM(S)

4. APPROVAL OF AGENDA

5. ANNOUNCEMENTS

6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

7. ADOPTION OF MINUTES

October 17, 2024 Meeting Minutes

8. SPEAKERS

9. DELEGATIONS/ PETITIONS

10. PRESENTATIONS

11. CONSENT AGENDA

1. Branch Report

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12.	VERBAL COMMUNICATIONS	
1.	CEO Update (J. Moncada)	
2.	Board Chair Update (B. Sabatini)	
3.	Friends of the Library Update (R. Beechey)	
13.	OLD BUSINESS	
14.	NEW BUSINESS	
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3.	December Board Meeting	
4.	2025 OLA SuperConference	
15.	OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN	
16.	CLOSED SESSION	
1.	Motion to move into Closed Session	
2.	Motion to reconvene into Open Session and report on matters discussed in Closed	
17.	NEXT MEETING DATE/TIME	
18.	MOTION TO ADJOURN	



GEORGINA

GEORGINA PUBLIC LIBRARY

Georgina Public Library Board Minutes

Date: Thursday, October 17, 2024
Time: 7:00 PM

Members of Board Present: Bobbi Sabatini

Nancy Rodrigues
Leslie Johnstone
Rita Beechey
Alicia Braund
Kathy Coates

Members of Board Absent: Dave Neeson
Naomi Davison
Madalyn Calzavara

Staff Present: Serena Hamlyn
Joe Moncada
Anna Delong
Chad Parisien

1. CALL TO ORDER

The meeting was called to order by the Chair at 7:03pm.

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

2. ROLL CALL

As noted above.

3. INTRODUCTION OF ADDENDUM ITEM(S)

None.

4. APPROVAL OF AGENDA

GLB-2024-087

Moved By Alicia Braund

Seconded By Leslie Johnstone

That the October 17, 2024 Agenda be approved as presented.

Carried

5. ANNOUNCEMENTS

None.

6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

7. ADOPTION OF MINUTES

September 19, 2024 Meeting Minutes

GLB-2024-088

Moved By Kathy Coates

Seconded By Rita Beechey

That the minutes of September 19, 2024 be adopted as amended.

Carried

8. SPEAKERS

None.

9. DELEGATIONS/ PETITIONS

None.

10. PRESENTATIONS

None.

11. CONSENT AGENDA

1. Branch Report
2. Quarterly Statistics
3. Work Plan Update
4. Financial Statement
September 2024
5. Media Scan

GLB-2024-089

Moved By Leslie Johnstone

Seconded By Nancy Rodrigues

That items # 11.1, 11.2, 11.3, 11.4, and 11.5 - Consent Agenda, be accepted as presented.

Carried

12. VERBAL COMMUNICATIONS

1. CEO Update (J. Moncada)

The CEO started by issuing a very big thank-you to Steve Lee-Young for acting as interim-CEO of GPL for the past few months.

COMMUNITY CONNECTIONS

- On Wednesday, September 4, Lisa and Lindsay attended a Seniors Open House at Club 55 Keswick. They spoke with 78 people about library programs and services
- On Saturday, September 28 and Sunday, September 29, Lisa and Lindsay attended Georgina Island Pow Wow at Sutton District High School. Over two days, they spoke with 225 people about library programs and services
- Amy and Serena, as well as the Board Chair, attended the flag raising for National Day for Truth & Reconciliation at the Civic Centre on September 30

- As part of Ontario Public Library Week next week, the CEO/Library Board Open House is taking place on October 22 from 6:00-7:00 pm at the Discovery Branch

SPACES

- The Peter Gzowski (Sutton) Branch was briefly closed the afternoon of Friday, October 11, due to a wide-spread power outage, and the Keswick Branch briefly the afternoon of Tuesday, October 15, due to a mechanical issue with Ice Palace machinery, which emitted a strong smell into the Library.

PEOPLE & LEADERSHIP

- Joseph Moncada officially started in his role as Georgina Public Library's new CEO/Director on October 15. A big Thank you to Steve Lee-Young for acting as Library CEO/Director for the last few months
- Serena and Lori attended the Town's Multi-Year Accessibility Plan Workshop, hosted by LEAD Canada on October 2 & 3
- Serena attended the OLC Annual General Meeting as the representative for Georgina Public Library on October 4
- Members of the Leadership Team attended the Extended Leadership Team meeting on October 7, which was followed by an Open House Town Hall where staff had the opportunity to meet the Senior Leadership Team, have coffee, and ask questions

COLLECTIONS & PROGRAMS

- On Friday, September 27, GPL partnered with Georgina Island to run a "National Day for Truth and Reconciliation at GPL" event. Program participants enjoyed cultural teachings, traditional drumming, dancing and music from the Jake Charles' (Na-nock-ashee) group from First Nation Cultural Tours. A special thanks to the Friends of the Library co-sponsored the program
- GPL is currently accepting seed donations from Georgina residents in preparation for the launch of our Seed Library in Spring 2025. Community members can drop off their seeds to any GPL branch.

2. Board Chair Update (B. Sabatini)

- The Board Chair attended the Truth & Reconciliation event at the Library on September 27
- The Board Chair also attended the Pow Wow and Flag raising event at the Civic Centre
- The Board Chair has spent the past few weeks preparing for the start of the new CEO

- The Chair hosted tours of the Library branches for the new CEO on Tuesday and Wednesday of this week
- There is a Public Library Board conference happening on the 24th from 5-9 in Zoom. The Board Chair has signed up for this event and encouraged the Board members to attend if they are able
- On October 30 the Board Chair will be introducing our new CEO to Council during the Council meeting that morning.
 - thank you to Regional Councillor Naomi Davison for highlighting Ontario Public Library Week at the October 7 Council meeting
- The Local Author Showcase is taking place on October 27 at the Discovery Branch
- The Victorian Tea Party is coming up on Sunday

3. Friends of the Library Update (R. Beechey)

- The Tea is this Sunday from 2:00-4:00pm. There are only a few tickets left, so act fast if you want to attend. Tickets are available for purchase at each Library Branch.
 - The Friends held a meeting last night to go over final touches for the event
- The Friends are always looking for volunteers, so if you're interested or know anyone who is interested in joining a great cause, spread the word.

GLB-2024-090

Moved By Nancy Rodrigues

Seconded By Alicia Braund

That items # 12.2, 12.2, and 12.3 - Verbal Communications, be accepted as presented.

Carried

13. OLD BUSINESS

None.

14. NEW BUSINESS

1. Policy Review: Board Structure Bylaws

The Board members reviewed the recommended changes to the Board Structure Bylaw Policy and made one additional change to the policy.

GLB-2024-091

Moved By Rita Beechey

Seconded By Kathy Coates

That the Board Structure Bylaws Policy be adopted as amended.

Carried

2. Board Self-Evaluation

The Board Chair noted that it is around time for the Board to complete the Self-Evaluation. The Board members reviewed the relating Self-Evaluation policy and form.

GLB-2024-092

Moved By Alicia Braund

Seconded By Leslie Johnstone

That the Board Self Evaluation Policy and form be accepted as presented.

Carried

3. Library Board Bank Account Signing Authority

The Board Chair noted that with the the new Library CEO now in place, the signing authority needs to be updated to reflect the change.

GLB-2024-093

Moved By Rita Beechey

Seconded By Nancy Rodrigues

That the Georgina Public Library Board authorizes that the signing authorities for their bank account to receive and disburse library revenues be updated to: Bobbi Sabatini, Board Chair; Nancy Rodrigues, Board Vice-Chair; and Joseph Moncada, CEO/Director of Library Services. Further, that two of the three signing authorities for said bank account be required for all transactions.

Carried

4. Board Holiday Gathering

The Board discussed plans for the annual Holiday Gathering.

GLB-2024-094

Moved By Rita Beechey

Seconded By Alicia Braund

That the Board be permitted to spend the budget normally allotted for the Board Holiday Gathering on a staff recognition program at the discretion of the CEO and Board Chair across all branches of Georgina Public Library.

Carried

15. OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN

None.

16. CLOSED SESSION

None.

1. Motion to move into Closed Session

2. Motion to reconvene into Open Session and report on matters discussed in Closed

17. NEXT MEETING DATE/TIME

November 21, 2024

18. MOTION TO ADJOURN

GLB-2024-095

Moved By Rita Beechey

Seconded By Alicia Braund

That the October 17, 2024 Board Meeting adjourn at 7:47pm.

Carried

Bobbi Sabatini, Chair

Serena Hamlyn, Executive Assistant to the Library Director/CEO

JOINT BRANCH REPORT - October 2024

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Karolina Roussakis – Manager, Library Collections

COMMUNITY CONNECTIONS

- On Tuesday, October 1, Sara attended Keswick High School's Volunteer Fair to promote GPL's teen volunteer program. She spoke with 128 high school students.
- eServices staff attended the Georgina Chamber of Commerce's Small Business Conference during Small Business Week on Thursday, October 24. Staff networked with attendees and signed people up for library cards.
- Joe and Lisa attended the Chamber of Commerce BreakNet networking breakfast on October 29, held at Bailey's Homestead.

SPACES

- Nothing to report.

PEOPLE AND LEADERSHIP

- Joe attended the N6 Leadership Symposium on October 25.
- Becky attended two virtual conferences. One for SirsiDynix who supply our integrated library system (ILS) and the Ontario Library Service's (OLS) Conference for Public Library Staff.

COLLECTIONS AND PROGRAMS

- On Sunday, October 27, GPL hosted its first ever Local Author Showcase at Discovery Branch. 224 people had an opportunity to connect with local authors at their booths and enjoy author readings. The authors also enjoyed having the opportunity to connect with one another and would be interested in participating in another showcase in the future.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	25
October 1, 8, 15, 29	Family Storytime	Sutton	85
October 1, 8, 15, 29	Ready, Set, Kindergarten	Sutton	8
October 1, 8, 15, 29	LEGO Club	Discovery	69
October 1, 8, 15	Reading Buddies	Keswick	57
October 2, 9, 16, 30	Family Storytime	Keswick	126
October 2, 9,	Introduction to Ukulele	Keswick	6
October 2, 9, 30	Ukulele Circle	Keswick	37
October 3, 10, 24, 31	Babytime	Keswick	56
October 3, 10, 24, 30	Ready, Set, Kindergarten	Keswick	20
October 3, 10, 24, 30	LEGO Club	Sutton	50
October 5, 26	Saturday Family Storytime	Keswick	30
October 1	GPL on the GO (visit to EarlyON offsite storytime)	Jersey P.S	10
October 8	GPL on the GO (offsite storytime)	Morning Glory	3
October 11	GPL on the GO (offsite storytime)	The Link	8
October 29	GPL on the GO (offsite storytime)	R.L Graham	10
October 8	Homeschooling Hangout	Keswick	13
October 5	Seasonal Saturdays	Pefferlaw	1

October 1	Keswick High School Volunteer Fair	KHS	128
October 5	Clearwater Farms Harvest Fest	Clearwater Farms	30
October 16	Youth Ukulele Jam	Keswick	19
October 29	Spooky Storytime with Scott Gardner	Keswick	32
October 26	Family Maker Space Activities	Discovery-MS	2
October 2, 9, 12, 16, 23, 26, 30	Maker Space Pop in	Discovery-MS	39
October 3	Make a Coaster for Adults	Discovery-MS	6
October 10	Touch a Truck (MURC Open House)	Discovery-MS	7
October 10	Make a Welcome Wreath for Adults	Discovery-MS	9
October 17	Customize a Mug for Tweens	Discovery-MS	10
October 20	Make a Bookmark for Adults	Discovery-MS	8
October 23	Customize Your Tumbler with Spooky Stickers	Discovery-MS	11
October 25	Teen Maker Space Hangout	Discovery-MS	9
October 1	Pefferlaw Book Club	Pefferlaw	6
October 1	Sutton Book Club	Sutton	7
October 1, 3, 8, 10, 15, 17, 22, 24, 29, 31	Hooks and Needles Corner	Keswick	70
October 2	Pins and Needles	Sutton	16
October 3, 17	Welcome Centre Immigrant Services	Keswick	9

October 1, 8, 22, 29	All Babies Count- Prenatal Nutrition Program	Discovery	20
October 1, 8, 15, 22, 29	English Conversation Circle for Newcomers	Keswick	22
October 5	Fall Walk in the York Region Forest	Pefferlaw	11
October 22	Ghost Tales with Georgina Paranormal Society	Keswick	20
October 23	How Georgina Public Library Supports Small Business eResources presentation	Online	3
October 24	eServices at Small Business Week	The Link	50
October 27	Local Author Showcase	Discovery	224
October 30	Book folding for Adults	Discovery	30
	All recorded videos, re-watched in October		0
		TOTAL	1392

TECHNOLOGY

- Nothing to report.



2024 Work Plan – October Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
2023 Year in Review	CEO	Q3	Q4		
Sutton Multi-Use Transfer and Operating Agreement	CEO	Q1-2019	2024?	In Progress	Legal agreement for the Sutton Multi-Use Building between the School Boards, Town, and Library. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.
Library & School Boards Agreement on Sutton Branch	CEO	Q1-2019	2024?	In Progress	Transfer and Operating Agreement take precedent. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	CEO	Q1	Q1-2024	Complete	Open to public as of March 2, 2024
Direct Mail Campaign	Amy Butcher	Q4	Q1-2025		
Technology Equipment Upgrades for Service Desks	Becky George	Q4	Q1-2025		
Inclusivity, Diversity, Equity, Accessibility (IDEA) Strategy	CEO	Q2	Q4	In-progress	In partnership with Town HR; modules were rolled out to staff in April.
Keswick Alcove renovation	CEO	Q2-2022	Q1-2024	Complete	
Security gates-PE & KE	Becky George (Cust. Exp Mgr./ Karolina Roussakis)	Q2-2023	Q4-2024	Complete	Install for Pefferlaw Branch completed Oct 28, Keswick completed November 5.

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Redistribution of CYSA staff hours	Amy Butcher	Q1	Q1	Complete	One PPT position converted to PFT as of Jan 6.
eServices Technician increase in hours	Becky George	Q1	Q1	Complete	Eservices Tech. hours increase to avg. 24/week as of Jan 6.
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	Position's last day was in August. Not approved for grant(s).

Georgina Public Library

Financial Statement - October 2024

Date: November 13, 2024

	2024 Actuals	2024 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,794,616.67	3,353,540	558,923	83%	83%	Pro-rated
Provincial Grants	52,167	62,600	10,433	83%	83%	Pro-rated
Misc Grants	-	9,240	9,240	0%	83%	
School Board Revenue	53,192	63,830	10,638	83%	83%	Pro-rated
Donations	2,540	2,100	(440)	121%	83%	
Fines	2,556	8,400	5,844	30%	83%	
Misc Fees	551	3,100	2,549	18%	83%	Exam Proctoring, etc
Photocopying Fees	6,031	8,700	2,670	69%	83%	
Program Registrations	1,044	4,200	3,156	25%	83%	
Book Sale	517	2,400	1,883	22%	83%	
Room Rentals	2,878	6,100	3,222	47%	83%	
Provision from Reserve	8,333	10,000	1,667	83%	83%	Pro-rated
Total Revenues	2,924,424	3,534,210	609,786	83%	83%	
Expenses						
Salaries & Benefits	2,247,816	2,603,870	356,054	86%	83%	
Library Board	2,160	4,800	2,640	45%	83%	Projected
Library Operations	233,295	454,090	220,795	51%	83%	Utilities, cleaning, courier, supplies, etc.
Training	6,888	23,300	16,412	30%	83%	
Collections	165,921	234,420	68,499	71%	83%	
Telecommunications	18,552	36,940	18,388	50%	83%	
Covid-19 Expenses	-	-	-	N/A	N/A	No allotted budget
Misc	3,252	5,900	2,648	55%	83%	
Contribution to Reserve	142,408	170,890	28,482	83%	83%	Pro-rated
Total Expenses	2,820,293	3,534,210	713,917	80%	83%	
Net	104,131	-	(104,131)			

https://www.simcoe.com/news/council/wasaga-public-library-board-looks-for-way-to-keep-learning-labs-in-operation/article_cb1e8df0-892f-544a-9c8e-2f29736ffa9f.html

COUNCIL

Wasaga public library board looks for way to keep learning labs in operation

Board looking for \$72,000 to fund Makerspace position

Position to oversee innovative Makerspace program doesn't make the cut in Wasaga Beach's first draft of 2025 budget



By **Ian Adams** Wasaga Sun

Oct 26, 2024

Article was updated Oct 26, 2024



Wasaga Beach Public Library chief executive officer Pamela Pal with a vinyl printer and cutter, one of several pieces of equipment in the library's new Makerspace learning labs.

Ian Adams Metroland

Wasaga Beach's public library board hopes it can find a way to keep an innovative learning program from being pared from next year's municipal budget.

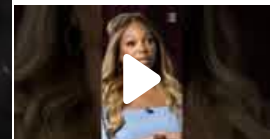
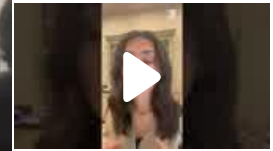
The library opened the Makerspace program area as part of its move to the new twin pad arena and public library complex earlier this year. A part-time contract position was developed in 2023 to equip the space and lay out the programming for it once it opened.

In May, the library board asked council for its approval to extend the contract until the end of the year, and make it full-time, with the aim to "maintain access to the creative technologies and programming that we introduced to the community in 2024."

The position, however, has failed to make the cut in the first draft of the town's 2025 budget — which now has the board scrambling to find the revenue to hang onto the role.

Library chief executive officer Pamela Pal said that since the space opened in early 2024, most of the programs hosted in the two lab areas — intended as creative havens for people to use the equipment and learn new skills — have been fully subscribed, with waiting lists.

ARTICLE CONTINUES BELOW

NOW
PLAYING

“The additional time (for 2024) was to help the Makerspace connect with additional community members, as well as delve into some of the equipment not previously used,” Pal said in an email to Simcoe.com, noting both the [Wasaga Beach Lions Club](#) and [Wasaga Beach Chamber of Commerce](#) “were eager to be involved with these creative rooms.”

The Lions Club and chamber each donated \$30,000 toward the facility’s construction, with the chamber’s donation earning it the sponsorship of the library’s learning lab while the Lions sponsored the digital lab.

At council’s first public run-through of the budget at its Oct. 18 meeting, Coun. Ellen Timms – council’s representative on the public library board – put forward the board’s argument to keep the position.

“The library board is concerned about the loss of this position and what it brings to our public library,” Timms read in a statement from the board. “In a 2019 needs assessment of the library, digital and learning lab spaces were identified as being important to the community.

“The library board is not taking lightly that adding a \$72,000 position to the budget, and creating a one-third of one per cent increase, is a big ask at a time when staff has been directed to sharpen their pencils on behalf of the taxpayers,” she said. “Removing the learning opportunities in the Makerspace and the learning labs will be a big disappointment to the sponsors, the education and business sector, and the community at large.”

Pal told council the board would be having a special meeting to discuss options to fund the position, including the potential of using reserve funds, or changing hours. She told Simcoe.com following the meeting, the board had “identified ways to try to financially support the library’s staffing needs,” which would be presented for the municipal budget’s second draft.

She told council that without the dedicated position, it “would be very challenging for us to find the hours (with existing staff) we need in order to fully activate that space.”

The town’s chief administrative officer Andrew McNeill said there were a raft of proposed new staff positions considered going into the first draft of the budget

“We could make an equal case (for each position) as powerful as what (Pal) has just outlined for the Makerspace position,” he told council

He said Wasaga Beach employs about 80 fewer people across the municipal organization than its neighbour, Collingwood.

“I wish we could give more to all departments. We’re trying to be as frugal as possible,” he said. “I’m hopeful the library board can take this back and be creative and see if there’s a way to fund it.”



Ian Adams is a reporter for Simcoe.com covering community news and events throughout Simcoe County.

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Town of Georgina releases 2025 proposed budget



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Today, Council received the 2025 proposed budget, which includes a 2.99 per cent increase for operating expenditures and two per cent increase for an infrastructure levy for a total tax levy increase of 4.99 per cent. The annual infrastructure levy for capital reserves is necessary to ensure the Town can continue to invest in the capital infrastructure that residents rely upon. Georgina’s water and wastewater budget includes its own costs, as well as the water and wastewater costs billed by York Region. An average single-family detached dwelling will see its water and wastewater bill increase by nine per cent. The proposed stormwater rate is a two per cent increase over the 2024 annualized rate.

Georgina’s 2025 proposed budget was developed with a focus on enhancing transparency, accountability and continuous service improvement. It provides a balance between investing in the community and maintaining financial sustainability. Housing supply is top priority for the Town. In alignment with

the Province of Ontario’s goal under Bill 23, the More Homes Built Faster Act, 2022, the Town is committed to meeting its housing target of 6,200 new homes over the next decade.

The 2025 proposed budget includes –

- \$8.4 million on roads and Old Shiloh bridge repairs and reconstruction – funded by grants and

tax levy discretionary reserves

- \$4 million for Water Meter Replacement Program – funded by water/wastewater rates
- \$3.8 million for High Street streetscape and infrastructure – funded tax levy and water/wastewater discretionary reserves
- \$2.4 million for parks and facilities repair and remediation programs – funded by tax levy discretionary reserves

- \$2.4 million for various stormwater drainage system improvements – funded by stormwater reserves
- \$1.9 million for design of south Keswick fire station and EMS – funded by development charges and a EMS recovery
- \$1.7 million for fire and rescue services training facility – funded by development charges and a grant
- \$1.3 million for water service replacements on Lake Drive South – funded by water/wastewater discretionary reserves

The proposed budget includes feedback from 696 residents who participated in the budget survey online and in hard copy. Residents are encouraged to stay engaged with the budget process by reviewing the proposed document and providing comment. Feedback may be submitted to your [Council Member](#) or by email to budget@georgina.ca. The 2025 draft budget is available online at [georgina.ca/budget](https://www.georgina.ca/budget). Council will deliberate the proposed budget on Dec. 3 and Dec. 4, 2024 (if required).

Assets

 [2025-proposed-budget-accessible-1.pdf](#)

Contact Us

26557 Civic Centre Rd,
Keswick, ON L4P 3G1

T: 905-476-4301 / 705-437-2210

F: 905-476-8100

info@georgina.ca

Hours of Operation

Monday to Friday

8:30 a.m. to 4:30 p.m.



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T: 905-476-4301

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Monday to Friday 8:30 a.m. to 4:30 p.m.

After hours, please follow voice prompts to reach available on-call services.

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26557 Civic Centre Rd

Keswick, ON L4P 3G1

Georgina Public Library Board Policy Manual

Policy Title: Flexible Work Arrangement

Intent

Georgina Public Library recognizes that the workforce is evolving, and that Hybrid and Flexible work schedules offer several benefits. Flexible work arrangement policies help to create goals and objectives of remote and flexible schedules that benefit both the employer and its employees.

Regulations

The Georgina Public Library Board adopts the Town of Georgina’s Flexible Work Arrangements Human Resources Policy # 23, along with the Flexible Work Arrangements Guideline document, and Home Office: Ergonomic & Safety Requirements.

For the purpose of this policy, reference to the “Town” shall be read to also mean “Library” or “Employer”.

POLICY HISTORY:	
Board Adoption:	November 21, 2024



Original Approval Date: September 19, 2022
Approved by: CAO

POLICY STATEMENT:

The Town of Georgina is committed to being responsive to the evolving nature of work and supports an increased flexibility in work arrangements that prioritizes the needs of employees, business operations and that maintains service excellence across the corporation.

This policy is reflective of the Town's commitment to employee wellness, to attracting and retaining a skilled and diverse workforce and enabling the mitigation of risks to ensure business continuity.

The Town takes a transparent and equitable approach to providing access to the options offered in this policy, however based on operational demands, every position may not be treated the same.

APPLICATION:

This policy applies to all Town employees.

PURPOSE:

This Policy outlines the types of flexible work arrangements offered by the Town as well as eligibility considerations, the request and approval process and expectations for all Town employees.

DEFINITIONS/DESCRIPTION OF TYPES OF FLEXIBLE WORK ARRANGEMENTS:

1. Work Location

A work location is classified as either a Fixed Work Location or Flex Work Location as defined below:

1.1 Fixed Work Location

A Town facility/work location that is assigned to an employee. A *Fixed Work Location* is the assigned work location identified in the employee's employment

contract and/or as otherwise determined by the Town. All employees, regardless of the position type, have an assigned *Fixed Work Location*.

1.2 *Flex Work Location*

An approved alternate (non-Town based) work location, such as an employee's residence, for an employee supported to work in a *Hybrid Position* when they are not working at their assigned *Fixed Work Location*. The *Flex Work Location* must be within the province of Ontario and allow employees to be able to report to their designated *Fixed Work Location* with 24 hours' notice, where such notice is possible.

2. **Types of Positions**

All Town positions are classified as either a Hybrid Position or a Fixed Position as defined below:

2.1 *Fixed Position*

A position that the Town has determined is required to work completely in person and on-site at a *Fixed Work Location*.

2.2 *Hybrid Position*

A position that the Town has determined is eligible to participate in a *hybrid work arrangement* and is where the employee works partially in person and on-site at a *Fixed Work Location*, and that may work partially at a *Flex Work Location*.

2.3 *Hybrid Work Arrangement*

An arrangement where the Town has determined that the position's responsibilities and service delivery requirements may be performed in a combination of a *Flex Work Location* within the province of Ontario (i.e. home) and at a *Fixed Work Location*. Employees in a *Hybrid Work Arrangement* will be required to attend a designated Town facility/work location based on business needs and/or upon management request.

3. **Core Business Hours**

3.1 For the purpose of the Flexible Work Arrangements Policy and Flexible Work Arrangements Guidelines Document, the Town's *Core Business Hours* are the uninterrupted hours between 9:30 a.m. and 3:00 p.m. which have been designated as the essential operating hours that must be maintained under any approved *Flex Time Work Schedule*.

The Town reserves the right to define and/or amend the *Core Business Hours* at any time, and they in no way permanently modify and/or define any hours of work for any Town employee. *Core Business Hours* may be adjusted in instances where operational needs may differ outside of these hours, and/or where the Director has determined specific needs within their own department. *Core Business Hours* differ from the Town's Hours of Operations and which must continue to be maintained at all times.

4. **Types of Work Schedules**

A work schedule can be classified as either Fixed Time Work Schedule or Flex Time Work Schedule as defined below:

2.1 *Flex Time Work Schedule*

This is an approved modified work schedule where the start and end times of an employee's normal work day are adjusted, provided that the total number of hours worked on a daily and weekly basis are still maintained and also that the Town's *Core Business Hours* are maintained. Start and end times approved under a *Flex Time Work Schedule* may vary, but are generally from 7:00 a.m. to 9:30 a.m. and 3:00 p.m. to 6:30 p.m. Any *Flex Time Work Schedule* arrangements cannot result in additional costs being incurred such as overtime and/or shift premiums.

2.2 *Fixed Time Work Schedule*

This is a work schedule for a position that is not eligible for *Flex Time* (e.g. set schedule is required given the nature of the work performed and/or positions that are scheduled to provide specific or defined coverage). A *Fixed Time Work Schedule* shall be determined by the immediate supervisor and Director.

5. **Flexible Work Arrangements**

This refers to the formal arrangement(s) related to a *flex time work schedule* and/or *flex work location*.

ELIGIBILITY FOR FLEXIBLE WORK ARRANGEMENTS

Employees may be eligible to participate in *Flexible Work Arrangements* as determined by the Town and as further detailed in the Flexible Work Arrangements Guideline Document. Though the Town is committed to the fair and equitable treatment of all employees, given the varying nature of the work performed within the Town and in continuing to best serve and meet the needs of residents and the community, eligibility may vary by department, position and/or employee. (e.g. an employee may not be supported for a *Hybrid Work Arrangement* but is eligible for a *Flex Time Work Schedule*).

The Town will determine an employee's eligibility for each type of *Flexible Work Arrangement*, with initial approval being granted by the immediate supervisor and submitted to the Director for final approval. More information on eligibility for Flexible Work Arrangements is outlined in the Flexible Work Arrangements Guideline Document.

Each employee who participates in *Flexible Work Arrangements* must adhere to the requirements set out in this Policy, the Flexible Work Arrangements Guideline Document and any other condition set by management.

EMERGENT/EXTENUATING CIRCUMSTANCES

Infrequent, temporary or emergency flexible work arrangements are considered separate and aside from the *Flexible Work Arrangements* covered by this Policy and Flexible Work Arrangements Guideline Document and as such, may be approved by an employee's immediate supervisor and Director outside of this Policy. These would be considered short-term discretionary arrangements and considered on a case-by-case basis taking into account the reason(s) for the request, operational needs, frequency and duration.

Though the options contained in this Policy are intended to support employee wellness, any *Flexible Work Arrangements* supported by the Town are not intended to be a substitute arrangement for childcare, dependent care or other personal responsibilities. Therefore, an employee shall not provide childcare, dependent adult care, or other duties during working hours

There may also be times where *Fixed position* employees may complete their work responsibilities as a *hybrid position* in a *flex work location* on a non-recurring exception basis. The employee's immediate Supervisor and Director must approve this discretionary arrangement. Similarly, employees may also be permitted to work in fully *hybrid work arrangements* on a discretionary basis. Requests for fully hybrid work arrangements work must be approved by the employee's immediate Supervisor, Director and CAO. Such requests must be made using the established request and approval process.

REQUEST AND APPROVAL PROCESS:

Employees who participate in any of the *Flexible Work Arrangements* covered by this Policy will require management approval in accordance and as outlined under the Flexible Work Arrangements Guideline Document.

Flexible Work Arrangements supported by the Town are not permanent in nature, are meant to be flexible, can be subject to change and in no way establish set hours, locations, schedules and/or any other terms of employment, nor does it serve as precedent for a future arrangement within a department and/or within the Town.

ALTERING OR ENDING A FLEXIBLE WORK ARRANGEMENT

A *Flexible Work Arrangement* may be terminated by the employee and/or the Town with a minimum of two (2) weeks written notice being provided. The Town may also change, revoke or temporarily suspend flexible work arrangement(s) at any time and as such, two (2) weeks notice is not required where it is determined that an employee is required to work at a Town facility/location/fixed location based upon business or operational needs. Valid reasons for changes, cancellations or temporary suspension may include but are not limited to:

- Business needs
- Coverage needs
- Operational, performance or productivity concerns
- Workload peaks or increases
- Employee request

In the event that an employee transfers to a new position or department within the Town, the *Flexible Work Arrangement* will be cancelled. If the employee wishes to continue a *Flexible Work Arrangement* in the new position or department, they must discuss options with the new manager/supervisor before discussing with their new Director, and follow the request and approval process outlined in the [Flexible Work Arrangements Guideline Document](#).

The CAO has the authority to alter, temporarily suspend and/or discontinue this Flexible Work Arrangement Policy at any time.

Please also refer to the [Flexible Work Arrangements Guideline Document](#) for more information on ending or altering a Flexible Work Arrangement.

HOURS OF WORK, OVERTIME AND EMPLOYMENT CONSIDERATIONS

The [Hours of Work, Overtime, Standby, Call-in Procedure Policy](#) continues to apply to all employees and works in conjunction with this Policy. All bargaining unit employees continue to be governed by their respective collective agreements and all terms, including hours of work and overtime provisions, continue to apply unless otherwise agreed to by the Town and the Union where the terms of this Policy and [Flexible Work Arrangements Guideline Document](#) would conflict with the terms and conditions of the collective agreement.

Approved *Flexible Work Arrangements* do not alter or otherwise amend an employee's terms and conditions of employment with the Town, including compensation, benefits, OMERS pension entitlement, employment status, shift premiums/allowances, work responsibilities and/or standard daily and weekly hours. The approved *Flexible Work Arrangement* must also be consistent with the provisions of the collective agreement, Town policies and procedures, and/or legislation, including but not limited to:

Employment Standards Act, 2000 (ESA), Ontario Human Rights Code (OHRC), Accessibility for Ontarians with Disabilities Act (AODA) etc.

ROLES AND RESPONSIBILITIES:

All Town Employees must:

- comply with this Policy, the Flexible Work Arrangements Guideline Document and any other supporting documentation when participating in a *Flexible Work Arrangement*, abiding by all terms, conditions and requirements as set out in this Policy
- demonstrate responsible use of time and complete required hours of work at all times
- understand that productivity, performance and expectations remain the same where *Flexible Work Arrangements* are supported and as such, that performance standards are required to be maintained
- ensure all assigned duties and responsibilities are fulfilled at all times, which includes but is not limited to maintaining communication with their immediate supervisor, ensuring service delivery is maintained to internal and external stakeholders/customers/employees, remaining accessible, attending scheduled meetings, and/or responding to queries
- seek and obtain approval from immediate supervisor in advance of any schedule changes
- attend work onsite and/or adjust flexible work schedule when required and/or requested by the Town within 24 hours' notice being provided, or less notice where a valid or extenuating reason(s) exists, including attending meetings under this notice provision
- understand schedule changes can happen as may be required to meet business and operational needs. For greater certainty, 2 weeks notice is not required where the Town has determined that an employee is required to work at a Town facility/location/fixed location based upon business or operational needs.
- travel to a Town site and/or *Fixed Work Location* or other venue for business purposes and/or on an as-needed or requested basis
- remain available/able to travel as required for one's normal responsibilities, where applicable
- understand that any travel to the *Fixed Work Location* is not eligible for mileage when working in a *Flex Work Location* and that mileage reimbursement will be applied in accordance with the collective agreements and the Town of Georgina Personal Expense Claim form
- complete a Flexible Work Arrangements Acknowledgement Form as required by the Town on a six month basis or as otherwise determined by the Town
- ensure that any overtime to be assigned and approved in line with the Town's regular process

- understand that information related to performance, time, activity, and/or attendance may be required at the request of the employee's immediate supervisor and/or Director
- understand that any breach of the provisions of this Policy and the Flexible Work Arrangements Guideline Document, and/or performance concerns identified by the Town may result in the removal of the flexible work arrangement(s) or disciplinary action up to and including termination of employment
- understand that the implementation (or cancellation) of any approved flexible work arrangement covered by this Policy does not change the terms and conditions of employment for any employee
- continue to report absences to immediate supervisor in accordance to the regular absence reporting protocol
- report all work-related injuries, incidents and/or illnesses to immediate supervisor immediately after the occurrence, in accordance to Town policies and procedures
- adhere to all other policies, procedures and requirements of the Town

All Directors/Managers/Supervisors must:

- ensure the appropriate application of this Policy and Procedure within the department and/or division
- establish clear expectations around performance-related objectives and deliverables for hybrid-eligible, *Flex Work Location* eligible and *Flex-Time Work Schedule* eligible positions which include ensuring the employee is aware of the work schedule and timelines for any work completed at *Flex Work Location*
- determine eligibility for employees in accordance with this Policy and Flexible Work Arrangements Guideline Document, and set *Core Business Hours* within their respective department and/or division if differing from the *Core Business Hours* identified in this Policy
- manage the approval process for all flexible work arrangements for employees
- Where possible, provide a minimum of 2 weeks' notice to the employee prior to altering, revoking and/or temporarily suspending approved *Flexible Work Arrangements*. For greater certainty, 2 weeks notice is not required where the Town has determined that an employee is required to work at a Town facility/location/fixed location based upon business or operational needs.
- model responsible and appropriate behaviour if participating in a *Flexible Work Arrangement*.
- ensure that sites regularly staffed by employees whose positions are not eligible for a *Flexible Work Arrangement* (i.e. fixed positions) have appropriate access to managerial support
- ensure that employee(s) who are participating in *Flexible Work Arrangements* have the required training and support needed to perform their job in addition to maintaining and supporting team cohesion
- ensure the Town's operational hours are maintained and appropriately staffed

- track Town equipment that is released to employees working in a *Flexible Work Arrangement*
- continue to ensure the health and safety of all employees which includes ensuring that the established protocols are followed in the event an employee reports an accident from the *Flex Work Location*, which may include the completion of the [Worker Incident Report Form](#).

Human Resources must:

- develop, monitor, revise, and provide interpretation and guidance for this Policy, Flexible Work Arrangements Guideline Document and/or other supporting documents
- support and/or coordinate approvals as required
- review position eligibility in consultation with the immediate supervisor and Director(s) where needed
- modify and/or discontinue this Policy and/or the Flexible Work Arrangements Guideline Document at any time based upon operational requirements or the needs of the organization
- continue to manage employee accommodation requests.

Related Documents:

- Flexible Work Arrangements Guideline Document
- Flexible Work Arrangement Employee Acknowledgement Form
- Town of Georgina’s Home Office – Ergonomic and Safety Requirements document.

References:

- [Employee Code of Conduct](#)
- [Inclement Weather Procedure](#)
- [Town of Georgina Personal Expense Claim](#)
- [Corporate Dress Code Guidelines](#)
- [Hours of Work, Overtime, Standby, Call-in Procedure](#)
- [Information and Communications Technology Acceptable Use Policy](#)
- [Electronic Mail & Messaging Systems Usage Policy and Guidelines](#)
- Collective Agreement (if applicable)
- [Disconnecting From Work Policy](#)

Contact Director, Human Resources humanresources@georgina.ca



Original Approval Date: September 19, 2022

Approved by: CAO

In accordance to the Flexible Work Arrangement Policy, this document further outlines the operationalization of *Flexible Work Arrangements* for approved *Hybrid Work Arrangements (Hybrid Position/Flex Work Location)* and/or *Flex Time Work Schedules* within the Town.

Eligibility considerations, the request and approval process as well as the expectations and responsibilities for all Town employees who are supported to participate in these *Flexible Work Arrangements* are also explained. This guideline document accompanies the Flexible Work Arrangements Policy which must also be followed.

GUIDELINES

All employees who are approved to participate in the following *Flexible Work Arrangements* must follow these guidelines, in addition to the Flexible Work Arrangements Policy:

- 1) Hybrid Work Arrangements (Hybrid Position/Flex Work Location) and/or
- 2) Flex Time Work Schedules

ELIGIBILITY

- a) The Town will determine which position(s) are eligible to participate in *Hybrid Work Arrangements* and/or *Flex Time Work Schedules*. This responsibility rests with the immediate Supervisor, with the Director having final approval. A *Hybrid Work Arrangement* and/or *Flex Time Work Schedule* may not be appropriate for every position and/or employee. *Hybrid Work Arrangements* and/or *Flex Time Work Schedule* arrangements are based on employee participation and management approval.
- b) Characteristics that may be assessed by the immediate Supervisor and Director when determining if position(s) and/or employee(s) are eligible for *Flexible Work Arrangements* may include, but are not limited to, instances where:
 - the work does not physically need to be performed in person onsite;
 - there is no cost or risk for the business and/or community and/or disruption to the business, community and/or operational needs;
 - the work does not require specialized onsite equipment, tools, applications etc. that are only available on Town premises;

- the employee would have full access to the technology/equipment to perform the essential functions of the job away from the onsite Town facility/work location;
- it would not generate additional work for colleagues;
- *Core Business Hours* and the Town's Hours of Operation can be maintained
- it would not conflict with the terms and conditions of the collective agreement or legislative requirements, if applicable;
- there are no other valid reasons determined by the Town that would impact how work could be performed remotely

Final approval for *Flexible Work Arrangements* rests with the Director who must undertake the following within their department/division, in consultation with Managers, Supervisors and Human Resources:

- a) determine which position(s) are *Fixed Positions* and/or *Hybrid Positions*
- b) determine employee and/or position eligibility for *Flex Time Work Schedules* and/or *Fixed Time Work Schedules*
- c) determine employee and/or position eligibility for *Fixed Work Locations* and/or *Flex Work Locations*
- d) determine the number of day(s) that will be required on average per week and/or per month for employees supported to work in *Hybrid Positions* and *Flex Work Locations* to attend work onsite in person at a (Town) *Fixed Work Location*
- e) determine and manage work stations for any employees deemed as eligible for hybrid positions which includes any rotation that may be required

REQUEST AND APPROVAL PROCESS:

Hybrid Work Arrangement and/or Flex Time Work Schedule Acknowledgement

Employees participating in *Hybrid Work Arrangements* and/or *Flex Time Work Schedules* must complete the applicable Flexible Work Arrangements Employee Acknowledgement Form, which outlines the terms of the approved flexible work arrangements. This form must be completed to finalize the approval process.

Request Process:

Any employee who is participating in a *Flexible Work Arrangement(s)* must be approved through the following process:

- The applicable Flexible Work Arrangements Employee Acknowledgement Form must be completed by the Employee and their immediate Supervisor and submitted to the Director for final approval

- Employees may initiate the request for approval for *Flex Time Work Schedules* and/or *Hybrid Work Arrangement (Flex Work Location)* for positions that have been determined as hybrid-eligible
- The request must be submitted and approved prior to the arrangement taking effect and which must be at a minimum of Two (2) weeks notice unless otherwise mutually agreed to. As further detailed in the Flexible Work Arrangements Policy, two (2) weeks notice is not required where the Town has determined that an employee is required to adjust their flexible work arrangement(s) (i.e. attend fixed/town location and/or adjust flexible work schedule) based upon business or operational needs, within 24 hours' notice being provided, or less notice where a valid or extenuating reason(s) exists, including attending meetings or meeting coverage/operational needs

Approval Process:

The Director, in consultation with the employee's immediate Supervisor, and Human Resources as required, shall:

- Review all requests submitted for final approval
- Provide authorization for the *Flexible Work Arrangement* requests by either supporting or denying the request
- Ensure the required documentation is completed, including the appropriate Flexible Work Arrangements Employee Acknowledgement Form

BI-ANNUAL REVIEW OF FLEXIBLE WORK ARRANGEMENTS AGREEMENT

- a) Flexible Work Arrangement Agreements will be required to be reviewed bi-annually (every 6 months), by the employee and their immediate Supervisor and/or at any time should any changes identified by the Town be required.
- b) All extensions require immediate Supervisor and Director approval.
- c) Should any changes to the Flexible Work Arrangements Employee Acknowledgement Form occur as a result of the bi-annual review and/or where any changes may have arisen, the updated copy must be signed by the Employee and the immediate Supervisor, with Director approval, and forwarded to Human Resources to retain and store in the Employee's file.

ENDING OR ALTERING THE FLEXIBLE WORK ARRANGEMENTS AGREEMENT

Please refer to the Flexible Work Arrangements Policy for additional information.

WORKPLACE ACCOMMODATION

- a) The Town recognizes its legal obligations to employees under the *Ontario Human Rights Code*.
- b) Any workplace accommodations shall be directed to, and supported through, Human Resources whether initiated by the employee or immediate Supervisor on behalf of an employee.

HYBRID WORK ARRANGEMENTS – ADDITIONAL INFORMATION

Equipment and Technology

- a) Employees in a *Hybrid position* working in a *Flex Work Location* will be provided standard IT equipment determined by the Town. This may include a laptop, keyboard, mouse, monitor that is necessary for the performance of an employee's position.
- b) Any approved *Flex Work Location* must be private, confidential, functional and able to meet and maintain the operational and business requirements of the employee's position
- c) Any costs incurred as a result of establishing or maintaining a dedicated *Flex Work Location* i.e. non-Town worksite such as a home office, is the responsibility of the employee and as such are not eligible for any reimbursement by the Town for costs that may be incurred. This may include but not limited to:
 - installation of telephone lines
 - electrical upgrades
 - installation or upgrading of appropriate and reliable internet connections
 - internet data
 - any home printing or printing-related supplies
- d) There may be instances where an employee is eligible for reimbursement by the Town for costs incurred above in (c) but only with management approval. Employees shall seek approval in advance of any purchasing being made in the event reimbursement is not supported.
- e) On the days the employee is working at their *Fixed Work Location/* at a Town facility or site, they are required to bring their own laptop and docking station, mouse, keyboard, cords/adaptors (or as applicable).
- f) Depending on business requirements, employees may receive corporate technology such as a Town-issued cellphone. For additional information, employees are required to speak to their immediate Supervisor.
- g) It is recommended that employees print any required materials at the office. Town-issued printers will only be provided based on business requirements and will require special authorization from the Director.
- h) Employees should inquire with the Information Technology Division about the availability of their business applications at a *Flex Work Location* and make the

necessary arrangements to have the business applications available before attempting hybrid work.

- i) All equipment provided by the Town to perform hybrid work, including but not limited to the above referenced technology in this section, remains the property of the Town and must be returned by the employee upon the Town's request.
- j) If a *hybrid work arrangement* is revoked or suspended, the Town will not reimburse the employee for any costs they may have incurred as a result of their participation in the work arrangement or the revocation of such participation.
- k) Employees will be required to make arrangements to obtain any necessary office supplies through the Town directly.

Privacy and Security

- a) Employees are responsible for taking the necessary precautions to secure and protect Town property, documents, and the confidentiality of information at the *Flex Work Location*, including, ensuring family members, individuals living at the *Flex Work Location* and visitors do not have access to the information.
- b) Employees must use a secure space for all personal or confidential information.
- c) *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* continues to apply
- d) Immediate supervisors are to provide direction to employees around the types of confidential documentation and/or hard copies that that are permitted to leave any Town premises
- e) All Town Policies and Procedures, including but not limited to the Towns [Information and Communications Technology Acceptable Use Policy](#) and [Electronic Mail & Messaging Systems Usage Policy and Guidelines](#) as well as the [Employee Code of Conduct Policy](#), continues to apply for employees supported to perform any work functions in a *Flex Work Location*.
- f) Employees who connect their Town-issued computing devices to their home Wi-Fi network must take the necessary precautions to secure their home wireless network. Ensuring that the Wi-Fi security setting uses WPA2 with AES encryption is the best way to encrypt data as it passes over the wireless connection. The manufacturer of the wireless router provides directions and technical support on configuring the security settings.
- g) Employees must avoid connecting to any public Wi-Fi networks using their personal or Town-issued computing devices while working remotely.
- h) Employees must also avoid working in public places, including a coffee shop or on public transit, to avoid the risk of other people overhearing or viewing confidential information.

Work Space Considerations

- a) The Town reserves the right to determine suitability of *Flexible Work Locations* for any position that is deemed a Hybrid position
- b) For an employee supported to work in a Hybrid position, there may not be an available Town work location at all times, nor may there be a dedicated workspace. Arrangements for working on-site at a Town work location will need to be pre-approved and coordinated between the immediate Supervisor and employee to ensure an available workspace on days when the employee is in their *Fixed Work Location*.
- c) The employee's *Flex Work Location* must be in the province of Ontario.
- d) *Flex Work Locations* must allow employees to report to designated Town location with 24 hours' notice. There may be situations where employees are required to report to the workplace with less than 24 hours' notice. These situations may include, but are not limited to, matters relating to operational/service delivery coverage or business continuity.
- e) If the *Flex Work Location* is the employee's home, the employee should carry personal liability insurance or tenant's legal liability insurance. The employee is responsible for any incident/accident at the employee's home arising from the employee's negligence or wilful acts of omissions, even if the event is business-related, such as an injury sustained by a courier delivering work-related documents that arises from an unsafe condition of the employee'.
- f) It is expected the employee's *Flex Work Location* has an appropriate workspace setup that allows for proper ergonomic posture. The following items are recommended as they provide adjustability in the employee's workspace but remain at the cost of the employee:
 - A sturdy chair that provides proper back and seat pan support while allowing both feet to rest flat on the floor (or a footrest if one is being used). A five-prong base, height-adjustable chair is recommended.
 - A work surface of appropriate height with adequate space for proper placement of laptop, monitors, and any other required office equipment. The surface should allow for the keyboard and mouse to be placed at a neutral typing height (elbows bent at 90 degrees while sitting upright).
 - For additional information, please reference the Town of Georgina's Home Office – Ergonomic and Safety Requirements document.
- g) An employee's work schedule and/or location may be adjusted in the event technology fails and prevents them from continuing to work from their *Hybrid Work Location*. Where this occurs, an employee is expected to contact their immediate Supervisor within 30 minutes to discuss the next steps. If issues cannot be resolved promptly, the employee may be required to return to their designated *Fixed Work Location*.

- h) Employees must not receive visitors, hold in-person meetings, or otherwise conduct in-person duties with other individuals at a *Flex Work Location*. If an Employee is required to meet with others for reasons relating to the performance of their duties, arrangements must be made to do so on the Town's Premises or virtually using software that is prescribed by the Town (e.g. Zoom, Google Meet, etc.).
- i) The Town's insurance coverage does not cover equipment or other property owned by the employee.
- j) The Town will not be liable for loss or damage of the Town's property where the employee has failed to take reasonable precautions to secure and protect Town property. For instance, employees shall not leave their Town-issued laptop in their locked personal vehicle.
- k) Effort will be made to ensure that on-site work is coordinated so that teams have the opportunity to work collaboratively, innovate and foster strong working relationships with peers.

Health and Safety

- a) *Hybrid Work Arrangements* may change if an employee requires a modified work program, specialized equipment or the employee has a permanent restriction/limitation and will be assessed on a case-by-case basis.
- b) Employees must immediately report any work-related injuries or illnesses at the *Flex Work Location* to their immediate Supervisor. When reporting any work-related injuries or illnesses, the employee must identify the *Flex Work Location* address to meet the incident reporting obligation. The employee may be required to provide additional information, for instance, pictures of their work area at their *Flex Work Location*, as part of the investigation process. For WSIB claims, please contact the Town's Health, Safety and Wellness Consultant as additional information may be required.
- c) Employees are liable for any injuries sustained by third persons or family members that occur at their hybrid work locations caused directly or indirectly by the employee's negligence, willful acts or omissions during their performance of work for the Town.
- d) Employees must maintain and ensure their *Flex Work Location* workspace is safe and free from any hazards, potential hazards, and other dangers.

FLEX TIME WORK SCHEDULE – Additional Information

In accordance to the [Flexible Work Arrangements Policy](#), the *Flex Time Work Schedule* is defined as an approved modified work schedule where the start and end times of an employee's normal work day are adjusted, provided the total number of hours of work on a daily basis are still maintained. Additionally, all Employees working under a *Flex Time Work Schedule* must actively work during the Town's *Core Business Hours* which

are defined as the uninterrupted hours between 9:30 a.m. and 3:00 p.m., unless otherwise determined by the Town, and have been designated as the essential operating hours of the Town that must be maintained under any approved flexible work arrangement.

Where start and end times are adjusted within the workday as part of the approved *Flex Time Work Schedule*, these 'flexible hours' which are outside of the *Core Business Hours* may vary depending on the work schedule, but start hours are generally from 7:00 a.m. to 9:30 a.m. and end hours are generally 3:00 p.m. to 6:30 p.m. *Core Business Hours* differ from the Town's Hours of Operations and which must continue to be maintained at all times.

All *Flex Time Work Schedules* must:

- a) ensure that the *Core Business Hours* and Town's Hours of Operation are maintained, be pre-approved and meet the Town's eligibility requirements
- b) ensure that the total number of hours an Employee is required to work per day and week will not change because of a *Flex Time Work Schedule*.
- c) maintain and/or be available for the *Core Business Hours* as well as the Town's Hours of Operation.
- d) Generally, meetings and collaborative time are expected to take place within core business hours to maximize participation, to the extent possible.
- e) Follow standards set-out in the [Employment Standards Act](#), employees cannot work more than five consecutive hours without an eating period of at least 30 minutes or in accordance to the terms of the collective agreement
- f) Be approved by an immediate Supervisor and Director, including any changes to an established Flexible Work Arrangements Employee acknowledgement Form and if they differ significantly from those outlined in the guideline, shall be discussed with Human Resources to address any legal or contractual issues
- g) Follow the schedules established for the department/division
- h) Allow for alteration where needed to meet business and operational needs

The Town may change, revoke, or temporarily suspend the Flex Time Work Schedules at any time.

Related Documents

- Flexible Work Arrangements Policy
- Flexible Work Arrangement Employee Acknowledgement Form
- Town of Georgina's Home Office – Ergonomic and Safety Requirements document.

References

- [Employee Code of Conduct](#)
- [Inclement Weather Procedure](#)

- [Town of Georgina Personal Expense Claim](#)
- [Corporate Dress Code Guidelines](#)
- [Hours of Work, Overtime, Standby, Call-in Procedure](#)
- [Information and Communications Technology Acceptable Use Policy](#)
- [Electronic Mail & Messaging Systems Usage Policy and Guidelines](#)
- Collective Agreement (if applicable)
- [Disconnecting From Work Policy](#)

Contact Director, Human Resources humanresources@georgina.ca

Home Office: Ergonomic & Safety Requirements

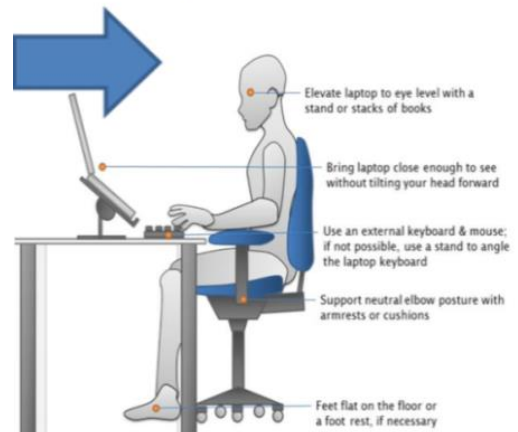
For tips on how to set up your home workstation, watch the video created by the Wall Street Journal and Ergonomic experts: https://www.youtube.com/watch?v=F8_ME4VwTiw

The Occupational Health Clinics for Ontario Workers Handbook nicely complements the video above: [Setting up the Computer Workstation to fit you.pdf \(ohcow.on.ca\)](http://ohcow.on.ca)

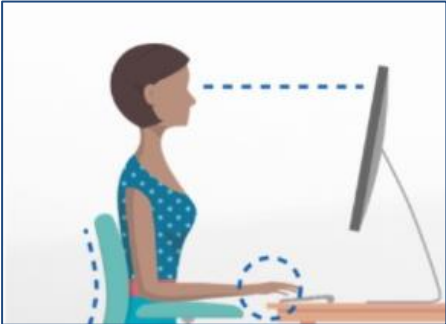
AT HOME WORKSTATION SET UP

Item	Chair	Suggested Actions	Yes	No
1	Does your current chair allow for sitting in a supportive upright posture, with support to your low back (see picture below)?	<ul style="list-style-type: none"> Review adjustable features For non-office chairs, use pillows/ cushions/towel to achieve neutral posture 		
2	When sitting fully back in the chair, are you able to predominantly work with knees and hips aligned with thighs parallel to the floor?	<ul style="list-style-type: none"> Adjust height of chair/seat to achieve alignment Add cushion on seat (non- office chair) Use a footrest if needed 		
3	When your back is supported, are you able to sit without feeling pressure from the seat on the back of your knees?	<ul style="list-style-type: none"> Adjust depth of the seat (front to back) for 2-3 fingers width from front of seat to back of legs For non-office chairs, use cushion/pillow or change chair 		
4	Are your feet fully supported by the floor when you are seated?	<ul style="list-style-type: none"> Use a footrest or books/paper to support feet and maintain knee/hip alignment 		
5	Are you able to sit and work without raising the shoulders or forcing the elbows away from the body?	<ul style="list-style-type: none"> Adjust chair, work surface If using office chair with arm rests, ensure arm rests positioned under forearms in a relaxed position and close to the body; review adjustability features Ensure you can get close to your workstation 		



OPTIMAL WORK POSTURE (NEUTRAL POSTURE –SITTING)



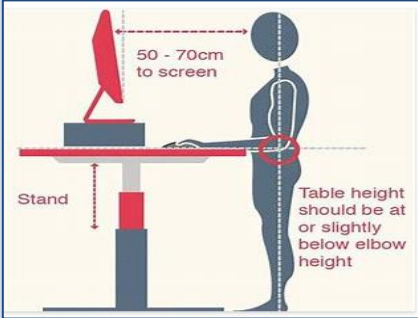

Home Office: Ergonomic & Safety Requirements

Item	Keyboard & Mouse	Suggested Actions	Yes	No
6	If you are using your laptop computer for prolonged periods of time at home: <ul style="list-style-type: none"> Are you using a full-sized external keyboard and mouse? 	<ul style="list-style-type: none"> Find an external keyboard and mouse and adjust close to body to achieve neutral posture 		
	<ul style="list-style-type: none"> Are you using a full-sized monitor or a laptop stand or alternate method to raise height of laptop screen? 	<ul style="list-style-type: none"> Use laptop riser, books, or papers to adjust height of laptop Use external monitor 		
7	Is your keyboard at elbow height when working?	<ul style="list-style-type: none"> Raise/lower keyboard (<i>if possible</i>) Raise/lower chair and use footrest if needed Raise/lower work surface height 		
	Is your mouse at elbow height when working?	<ul style="list-style-type: none"> Change location of mouse to be closer to keyboard 		
8	Is the keyboard close to the front edge of the work surface?	<ul style="list-style-type: none"> If using a laptop, consider an external keyboard Move keyboard closer to body 		
9	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed?	<ul style="list-style-type: none"> Flatten keyboard legs to reduce the angle (when at elbow height) Re-check chair height (raise/lower as needed) and posture Consider alternate keyboard/ mouse <i>Refer to Item #8</i> 		
10	Is the keyboard/mouse comfortable to use?	<ul style="list-style-type: none"> Move mouse to level of keyboard Try using mouse with non-dominant hand for brief periods Consider alternate keyboard/ mouse 		
11	Is your full-size monitor or laptop monitor positioned directly in front of you?	<ul style="list-style-type: none"> Reposition as necessary Maintain approximate arm's length distance (vary text size if needed) 		

Home Office: Ergonomic & Safety Requirements

Item	Monitor and Work area	Suggested Actions	Yes	No
12	<p>If using a laptop screen as a monitor, is it elevated so the active part of the screen is in line with your eye height? <i>Note: The use of bifocals/progressive lens may result in need to lower monitor.</i></p>	<ul style="list-style-type: none"> • Use laptop riser, books, or copy paper to adjust height of laptop • Use external monitor and adjust accordingly • <i>Note: The use of bifocals/progressive lens may result in need to lower monitor.</i> 		
13	<p>If using a full-size monitor, is your monitor height positioned so your eye height is in line with active part of the screen?</p>	<ul style="list-style-type: none"> • Use laptop riser, books, or copy paper to adjust height of laptop • Use external monitor and adjust accordingly • <i>Note: The use of bifocals/progressive lens may result in need to lower monitor.</i> 		
14	<p>If using two monitors, are you able to pick a primary monitor and position directly in front of you with a 2nd monitor angled to the side? This is the preferred position for 2 monitors.</p>	<ul style="list-style-type: none"> • Reposition as necessary to maintain neutral posture 		
15	<p>If you have to use two monitors equally, are they positioned so that you are in the centre of both monitors angled inward (slight V shape)?</p>	<ul style="list-style-type: none"> • Reposition as necessary to maintain neutral posture 		
16	<p>Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?</p>	<ul style="list-style-type: none"> • Rearrange workstation 		

Home Office: Ergonomic & Safety Requirements

Item	Posture Review	Suggested Actions	Yes	No
17	<p>If standing, are you able to achieve a neutral posture?</p> <ul style="list-style-type: none"> • Head, neck, torso, and legs in line (neck upright and not bent for long period); one leg raised intermittently on a foot support as needed • Upper arms hanging vertically, with the forearms horizontal and elbows close to body; Wrists are straight and not bent 			
18	<p>Are you able to achieve a neutral posture for sitting?</p> <ul style="list-style-type: none"> • Thighs parallel to floor • Lower legs vertical with feet resting on the floor or footrest • Sufficient space under work area for leg room clearance • Upper arms positioned vertically alongside the body with shoulders and elbows close to the body? 	<ul style="list-style-type: none"> • Ensure the previous Suggested Actions have been followed/ implemented 		
19	<p>Is the neck upright for the majority of the day (e.g., not turned, tilted, or extended up for prolonged periods)?</p>			
20	<p>Do you have another workspace that allows for intermittent standing work? (Optional)</p>	<ul style="list-style-type: none"> • Try different height surfaces in your home to see if you can maintain posture as listed in #17 		
21	<p>Do you take postural breaks every 30 minutes (e.g., standing, stretching, and performing movements)?</p> <p>Do you take regular eye breaks from looking at your monitor(s)?</p>	<ul style="list-style-type: none"> • Change postures • Create movement break routine (e.g., walk up/down stairs, fresh air breaks) • 20/20/20 rule: Every 20 minutes, take a 20 second break and focus on something at least 20 feet away. 		
22	<p>Do you have a morning routine (e.g., making coffee every morning, doing morning stretches, or taking a short walk)?</p>	<p>Create a morning routine:</p> <ul style="list-style-type: none"> • Routine helps us mentally and physically prepare for things and can greatly help you get ready for the work-day at home. 		

Home Office: Ergonomic & Safety Requirements

Item	Work Routine	Suggested Actions	Yes	No
23	Do you stick to a daily schedule?	Maintain regular hours: Set a schedule and maintain it. Working designated hours, and stopping when those hours are up, will allow your brain the time needed for both work and rest.		
24	Have you been able to stay connected to colleagues and others in your life?	Maintain connection: Working from home can sometimes feel isolating. Find creative ways to reach out to colleagues and maintain connection to others (e.g., team web-ex check-ins; calling colleagues; finding time to laugh with friends and colleagues.		
25	I am aware of coping strategies to support my mental wellbeing when working at home.	Consider the following additional coping strategies for mental wellbeing: <ul style="list-style-type: none"> • Watching comedies • Listening to music • Learning a new hobby • Consider EAP resources 		
Item	General Safety		Yes	No
26	Do you have a dedicated work area(s) in your home?			
27	Are you aware of your responsibility to immediately report any injury or incident that occurs in your home work area(s) to your Supervisor? <i>Note:</i> If reportable, ensure you inform your Supervisor that the injury or incident occurred at home. Serious injuries or incidents may require an investigation that requires pictures or a site visit from your Supervisor/JHSC Representatives or your Health, Safety and Wellness Consultants or designates.			
28	Aisles, hallways, stairs and exits are clear and unobstructed? <i>Note:</i> pathways need to be clear in case of an emergency and to avoid accidents.			
29	Is there adequate lighting in the work area(s)? <i>Note:</i> Lighting must be adequate to see hazards			
30	Are personal first aid supplies (for minor injuries) readily available?			

Item	Fire Safety	Yes	No
31	Is a working smoke alarm in the work area, that is tested regularly and batteries checked (if equipped)?		
32	Is there an available multi-use fire extinguisher that you know how to use?		

Home Office: Ergonomic & Safety Requirements

33	Are there carbon monoxide detectors in your home?		
Item	Electrical Safety	Yes	No
34	Is the computer equipment connected to a power bar with a surge protector?		
35	Are electrical plugs, cords, outlets, and panels in proper/safe working condition (not exposed, frayed or damaged)?		

Please contact one of your Health, Safety and Wellness Consultants for more information and/or to schedule a Virtual Ergonomic Assessment.

Sources: City of Mississauga, Canadian Standard Association (CSA) Group, CSA Standards 2017; CCOHS; Institute for Work & Health



Georgina Public Library Board 2025 Meeting Schedule

Date	Time	Location
16 January 2025	7:00pm	Virtual
20 February 2025	7:00pm	Virtual
20 March 2025	7:00pm	Virtual
17 April 2025	7:00pm	Virtual
15 May 2025	7:00pm	Virtual
19 June 2025	7:00pm	Virtual
17 July 2025	7:00pm	Virtual
21 August 2025	7:00pm	Virtual
18 September 2025	7:00pm	Virtual
16 October 2025	7:00pm	Virtual
20 November 2025	7:00pm	Virtual
18 December 2025	7:00pm	Virtual