

Georgina Public Library Board Handbook

A Guide for Members Serving the Georgina Community

February 2023

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This Handbook was prepared by the Town of Georgina Clerks Division (clerks@georgina.ca) and Jason W. Reynar, *Municipal Innovator*, in collaboration with Georgina Public Library staff. It is available online on the [Georgina Public Library Board Webpage](#).

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Thank You & Welcome!

Thank you for agreeing to serve our Community as a Member of the Georgina Public Library Board. We hope your experience is enjoyable, interesting, productive, and rewarding. This Handbook has been designed to provide you with a general overview of how advice through the Library Board is provided to Council, supported by Town and Library Staff, as well as share expectations of you and your colleagues as you engage in this important work.

Advisory Committees and Local Boards perform a critical role in the governance of the Town of Georgina, aiding the elected Council Members in their work to set policy, programs, and infrastructure that tangibly improve the lives of our Residents. Our hope is that this Handbook will help to provide the foundation for your important work as a Committee or Board Member. Further training is available to all Committees and Local Boards through the Clerks Division, as well as specific Library Board training arranged by Library Staff.

As we strive to continuously improve, we welcome your feedback on this Handbook and your experience as a Member. Please share your ideas so that this volunteering experience is fulfilling and effective.

Please do not hesitate to reach out if you have any questions or concerns while serving our Community in this role. We are here to support you!

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“Alone, we can do so little;
together, we can do so much.”

Helen Keller



The Town of Georgina at a Glance

Community Profile

Georgina is geographically one of the largest Municipalities in York Region, situated just one hour North of Toronto on the Southeast shores of Lake Simcoe. The Municipality is composed of a number of lakefront communities, small rural hamlets, and three larger communities, including Keswick, Sutton/Jackson's Point, and Pefferlaw. Keswick is the largest Community, with a population representing more than half of Georgina's total population.

The Town's proximity to major urban centres, relatively affordable real estate, and quality of life offer many competitive advantages. Georgina is recognized as a place with a strong sense of Community that works alongside business and Community partners to provide multi-levels of business support.

Known for its lakeside living close to Toronto, Georgina is the perfect pairing of cottage country "feel" and urban convenience. With ample year-round recreation, a business environment that fills all service and product needs, and "more for your dollar" housing, Georgina is a desired location to live, work, and play.

The Town is poised for growth over the next decade. The projected population is forecast to be 71,900 by 2051. It truly is a wonderful time to be a part of improving our Community – for those Residents here now and for generations to come!

Check out our "[Living and Working in the Town of Georgina Video](#)".

Tourism information can be found on our "[Discover Georgina](#)" Webpage.

More information about Georgina can be found on our "[Community Profile](#)" Webpage.

Strategic Plan

On May 29, 2019, Council endorsed the Town’s 2019-2023 [Strategic Plan](#). While this plan will likely be updated in the near future, it provides a helpful understanding of the strategic direction for the Community.

VISION

To be a progressive and vibrant growing community on the south shore of Lake Simcoe, with a balance of rural and urban character.

MISSION

To promote a high quality of life for our residents through exceptional service, community engagement and a framework which supports a thriving economy.

GROW
our economy

- 

Increase employment and investment

 - Refresh the Economic Development Strategy and Action Plan
 - Refresh the Investment Attraction Strategy
- 

Improve both transportation and broadband connectivity

 - Develop a Broadband Strategy
 - Explore strategies to extend Hwy 404 north into Keswick Business Park
 - Advocate for the 400/404 link
- 

Promote Town identity

 - Create a plan to strengthen Georgina’s brand

PROMOTE
a high quality of life

- 

Build a healthy, safe and accessible community

 - Develop a Waterfront Strategy
 - Update the Recreation and Cultural Services Master Plan
 - Refresh the Trails and Active Transportation Study
 - Design and construct a Multi-use Recreation Complex (MURC)
 - Refresh the Municipal Cultural Plan
 - Implement the Library Master Plan
 - Advocate for improved age-in-place and health care services
 - Implement the Fire Services Protection Master Plan
 - Refresh the Emergency Preparedness Plan
- 

Promote responsible growth

 - Develop an Innovative Housing Strategy
 - Update secondary plans for Keswick, Pefferlaw and Sutton/Jackson’s Point and begin a conformity review of the Official Plan
 - Update the zoning by-law
 - Develop a Sustainability Plan



ENGAGE & BUILD
our community & partnerships

- 

Establish and strengthen partnerships

 - Develop a Corporate Sponsorship Program
 - Continue collaboration with other municipalities and levels of government
 - Continue collaboration with community agencies, the Chippewas of Georgina Island, associations, not-for-profits, authorities, etc.
- 

Engage our community

 - Prepare an annual community engagement plan
 - Update the 2018 – 2020 Communications Plan

DELIVER
exceptional service

- 

Ensure exceptional service delivery

 - Create a Customer Service Strategy
 - Launch a Continuous Improvement Program
 - Implement the recommendations of the Development and Building Process Review
 - Establish a Business Continuity Plan
 - Implement the IT Strategic Plan
 - Implement the Records Management Review findings
- 

Manage our finances and assets proactively

 - Implement key financial strategies
 - Update the development charges by-law
 - Update the Long-range Financial Plan
 - Update the Municipal Asset Management Plan
 - Design and construct a new Civic Centre
 - Conduct a Surplus Vacant Land Study
 - Conduct an Invest/divest Facilities Review
 - Continue collaborative efforts to address jurisdiction along Lake Drive
- 

Support staff development and excellence

 - Refresh the Human Resources Strategy

Aligning Committee and Local Board activities with the strategic direction provided by Council can help to ensure that resources are allocated appropriately and connections are made with others working to further the same goals.

Governance Structure

The Corporation of the Town of Georgina—its legal name—is governed by an elected group of individuals called “Town Council”, which consists of five (5) Ward Councillors (who are each elected from a specific geographical region), a Regional Councillor and Mayor (both of whom are elected at large from the entire Community).

Town Council for 2022-2026:

Mayor Margaret Quirk

Regional Councillor Naomi Davison

Councillor Charlene Biggerstaff (Ward 1)

Councillor Dan Fellini (Ward 2)

Councillor Dave Neeson (Ward 3)

Councillor Dale Genge (Ward 4)

Councillor Lee Dale (Ward 5)

Town Council makes decisions regarding policies, budgets, programs, and infrastructure, which are then executed by the Chief Administrative Officer, Ryan Cronsberry, and their team of Municipal Public Servants.

Georgina Public Library Board at a Glance



Purpose

The purpose of the Georgina Public Library Board (“GPL Board” or “Library Board”) is to regulate all matters connected with the governance of all library branches in Georgina, including library property, and to provide a comprehensive and efficient public library service that reflects the community’s unique needs, through the [Public Libraries Act \(PLA\)](#). Georgina Public Library’s vision, mission, and values are currently as follows:

Vision

We open doors and minds.

Mission

As cultural hubs in our Town, we open doors to a lifetime of information, entertainment, and learning.

Values

We strive to achieve:

- Intellectual freedom and the protection of privacy
- Reliable and relevant resources
- Outstanding customer service
- Accessible, inclusive, and welcoming facilities
- Progressive, responsible fiscal leadership
- Community collaboration and progressive partnerships

A new strategic plan is in development, including an update to GPL’s vision, mission, and values.

Legislative Framework

Once a library is established, it shall be under the governance of a Board. As noted by the Ontario Government in its primer on Library Boards (referenced below), the Town supports the work of the Library Board by:

- appointing Members of the Library Board for the same term as Council;
- giving (or withholding) consent regarding real estate property transactions;
- annually approving the Board's estimate of all sums required by the Board; and,
- making a grant in money, lands, or buildings to the Library Board.

The "Board shall appoint a chief executive officer who shall have general supervision and direction of the operations of the Public library and its staff", among other things, pursuant to s. 15(2) of the PLA. The GPL Board shall monitor and evaluate the management of the Library within approved budget limits.

The PLA sets out the powers and duties of the Board, pursuant to s. 20:

- (a) "shall seek to provide, in co-operation with other Boards, a comprehensive and efficient Public library service that reflects the Community's unique needs;
- (b) shall seek to provide library services in the French language, where appropriate;
- (c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- (d) may operate special services in connection with a library as it considers necessary;
- (e) shall fix the times and places for Board Meetings and the mode of calling and conducting them, and ensure that full and correct Minutes are kept;
- (f) shall make an annual report to the Minister and make any other reports or provide any other information required by this Act and the regulations or requested by the Minister from time to time;
- (g) shall make provision for insuring the Board's real and personal property;
- (h) shall take proper security for the treasurer; and
- (i) may appoint such Committees as it considers expedient."

The GPL Board has also passed its own [Board Structure Bylaws](#).

Strategic Alignment

The Library has its own [Strategic Plan](#) that aligns with the Town's strategic direction; both the Town and the Library Board are currently engaged in updating their respective strategic plans.

Resources

Administrative Support and Subject Matter Expertise are provided by the Library CEO and Library Staff. The Town of Georgina Clerks Division is available to provide additional support as needed.

GPL provides a [pamphlet](#) for potential Members and orientation materials for its Library Board Members, as well as a list of [policies](#), including its own [code of conduct](#).

The Ontario Government provides [further information regarding the Public Libraries Act](#) to explain the general principles behind establishing, administering, and funding Public Libraries.

The [Ontario Library Service \(OLS\)](#) is also a great resource for more detailed information.

Membership

The GPL Board has nine (9) Board Members, two (2) of which are Council Members. At no time shall a majority of Board Members be sitting Council Members, pursuant to s. 10(2) of the PLA. Library Board Members must not be an employee of the Town of Georgina or the GPL Board.

A Library Board Member may become disqualified from serving and that seat declared vacant if, pursuant to s. 13 of the PLA, that Member:

- (a) "is convicted of an indictable offence;
 - (b) becomes incapacitated;
-

- (c) is absent from the Meetings of the Library Board for three consecutive months without being authorized by a Board resolution;
- (d) ceases to be qualified for Membership; or
- (e) otherwise forfeits his or her seat”.

Finances

Under the PLA, s. 15 (4), the Library Board must appoint a treasurer; in Georgina, this has typically been the Library CEO, who works closely with the Town Treasurer and Town Finance Department in the execution of these duties.

Certain services are required to be provided free of charge, pursuant to s. 23 of the PLA. The Ontario Government also provides funding to libraries, pursuant to R.R.O. 1990, Regulation 976: Grants for Public Libraries.

Standard Operating Practices

To ensure consistency, transparency, and efficiency, the following standard operating practices apply to the GPL Board, unless otherwise modified by statute, regulation, Town By-law, or Library Board By-law. Many of these practices are identical to those of other Town of Georgina Advisory Committees and Local Boards.

Open Meetings & Delegations

All Meetings (except working groups and closed sessions) are open to the Public. Generally, the Library Board meets as required throughout the year—usually monthly—but does not hold **less than seven (7) Regular Meetings per year. Open Meetings are an important part of transparent and accountable good governance, ensuring credibility and trust in the process of Government.** For limited reasons that are set out in the legislation, Meetings can be closed to the Public. The Clerks Division staff Member can advise on those matters. It is also important that the business of the Library Board be conducted in formal Meetings, rather than via email in advance of the Meetings, though communication via email in advance of meetings, in order to ensure preparedness for the meeting, is encouraged.

A Delegation is a presentation to the Library Board made by a Member of the Public on their own behalf or on the behalf of a company, organization, or group. Requests to delegate at a Meeting must be submitted to the Board Secretary prior to noon the day before the Meeting and must be related to an item listed on the Agenda. Any presentation material must also be received by noon the day before the Meeting.

Delegations are generally heard at the beginning of a Library Board Meeting and have a maximum of 10 minutes to speak. Following the Delegation, Library Board Members may ask questions of clarification but are asked not to enter into a debate with the Delegate. The discussion occurs between Library Board Members after the Delegation has concluded.

More details regarding Delegations can be found in Subsection 20(4) of the [Procedure Bylaw](#) with the necessary modifications from Council to Library Board Meetings.

Minutes

Meeting Minutes represent a succinct and accurate account of the Library Board business, but they are not a verbatim report of dialogue during the Meeting. They provide a permanent and official record of all proceedings and the decisions made. Action items will only be captured in the Minutes if they form part of a resolution voted on by the Library Board Members. Therefore, Library Board Members are encouraged to keep their own personal notes of items that they need to follow up on after a Meeting.

The Board Secretary distributes Minutes via email to Library Board Members prior to the next scheduled Regular Meeting, usually included in the upcoming Regular Meeting's Agenda. At the next Regular Meeting, the Library Board will approve the Minutes by Motion. Minutes are posted on the Town's website.

Amendments to the Minutes may be proposed by Members of the Library Board, but they are limited to corrections of factual errors or incomplete information only. It is not an opportunity to reconsider the decisions.

Working Groups

The Library Board may decide to create working groups to enhance the efficiency of Meetings or to work on specific projects or events. Generally, the Board Secretary will not provide Administrative Support for those additional Meetings, so a Member of the working group is encouraged to take notes and report back at the Regular Board Meeting. Importantly, working groups shall make only the decisions that they are empowered to make by a resolution of the Library Board. They should keep the Library Board updated on their progress. Non-Members may be part of working groups.

Equity, Diversity & Inclusion

The Town is committed to advancing equity, diversity and inclusion in all that we do. To that end, the Town established the Equity and Diversity Advisory Committee through the adoption of the Town's [Diversity and Inclusivity Policy \(CORP-2018-GEDAC01\)](#).

Mayor Margaret Quirk and Karen McGill (former Chair of the Equity and Diversity Advisory Committee) published an [anti-racism statement](#) on June 4, 2020.

Accessibility

For decades, Governments and volunteers (including the Town's Accessibility Committee Members) have been working tirelessly to improve accessibility for Ontarians. Practically, this means inclusive design and integration through ongoing policy development for our services, products and facilities.

The Town published a comprehensive training guide, [Accessible Customer Service and the Integrated Accessibility Standards Training for Contractors, Board or Committee Members and Volunteers](#) in January 2014.

Importantly, Committees and Local Boards must adhere to the Town's [Accessibility Policy](#) (2013).

Membership, Vacancies, Appointments & Absences

Generally, Committee and Local Board Members are appointed by Council. It is important to note that the Mayor is an ex-officio member on any committee they are not already appointed to. Town Staff are responsible for advertising, recruiting, reviewing, and recommending individuals to serve on statutory, discretionary, advisory, and ad hoc Committees and Local Boards. Council and Staff consider the following principles through this selection process, which encourages Public participation: equity, equality, diversity, inclusion, accessibility, qualification, accommodation, expertise, lived experience, and representation from across the Municipality.

Appointments are generally for the four-year Council term (e.g., 2022-2026). Applicants may reapply for future terms.

The basic requirements to be eligible to serve as a Library Board Member are as follows:

A person is qualified to be appointed as a member of a board who is a member of the appointing council or,

(a) is at least eighteen years old;

(b) is a Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act (Canada)*;

(c) is

(i) a resident of the municipality for which the board is established in the case of a public library board, a resident of one of the municipalities for which the board is established in the case of a union board, a resident of one of the participating municipalities in the case of a county library board, or a resident of the area served by the board in the case of a county library co-operative board,

(ii) a resident of a municipality that has a contract with the board under section 29,

(iii) a resident of the board area of a local service board that has a contract with the board under section 29,

(iv) a member of an Indian band that has a contract with the board under section 29,
or

(v) a member of a second board that has entered into a contract with the board to purchase from it library services for the residents of the second board; and

(d) is not employed by the board or by the municipality or county or, in the case of a union board, by any of the affected municipalities; and

(e) be able to demonstrate compliance with all relevant by-laws of the Town; and

(f) be able to demonstrate that personal and professional business dealings do not create the probability of conflicts of interest or the perception of conflicts of interest.

Members who are unable to continue their commitments to the Library Board may resign following procedures as outlined in the Board Structure Bylaws, but it is recommended that a discussion with the Library Board Chair happen before making that decision. Planned absences from Meetings should be communicated to the Library Board Chair, CEO, and

Board Secretary. The Library Board may pass a resolution authorizing an extended absence. In the absence of such a resolution, **Members that have three (3) unauthorized absences in a row may have their position declared vacant.**

Should you choose to run for elected office, you are not generally required to resign your position. However, Members are asked to consider potential conflicts of interest that may arise and make decisions accordingly regarding their attendance and Membership. Note that distribution lists and contact information gathered during your work as a Member are not to be used for election purposes.

Roles: Chair, Vice-Chair, Council Liaison, Members & Staff Support

Chair & Vice-Chair

The Director of Library Services/CEO will facilitate the election of the Chair and Vice-Chair from the Library Board Membership at the first meeting of the newly-appointed Library Board. Generally, those Members with at least one year of experience on the Library Board are best suited for the Chair role, but it is not a mandatory requirement. The Term of Chair will be until the completion of the term, or resignation.

As set out in the Board Structure Bylaws, some of the duties of the Chair (also known as the “Presiding Officer”) are as follows:

- 1) Ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with the Act and the municipality’s prescribed rules of procedure and any amendments duly adopted by the Board
 - 2) Presides at Regular and Special Board meetings
 - 3) Conducts Board meetings in accordance with the Act and other relevant legislation, and within the rules of procedure adopted by the Board
 - 4) Puts to a vote all motions which are moved and seconded in the course of proceedings and to announce the results
 - 5) Declines to put to a vote motions which infringe upon the rules of procedure
-

- 6) In the absence of specific authority, will not commit the Board to any course of action
- 7) Restrains the members, when engaged in debate, within the rules of debate
- 8) Excludes any person from a meeting for improper conduct
- 9) Enforces, on all occasions, the observance of order and decorum among the members
- 10) Informs the Board, when necessary or when referred to for the purpose, on a point of order or usage
- 11) Represents and supports the Board, declaring its will, and implicitly obeying its decisions in all things
- 12) Ensures that the Board's decisions are in conformity with the laws and procedures governing the Board's activities
- 13) Acts as one of the authorized signing officers for all appropriate documents pertaining to Board business

A more detailed list of the Chair's duties and responsibilities can be found in the Board Structure Bylaws.

Library Board Meetings are set by the Members, but generally do not exceed two hours in length.

The Vice-Chair acts in the Chair's place when they have a conflict of interest or are otherwise incapable of acting.

Additional duties of the Chair and Vice-Chair involve:

- Conferring with Staff to create the Agenda, workplans, budgets, communication plans, and the annual report to Council;
 - Ensuring Library Board compliance with policies and procedures with the assistance of Town and/or Library Staff; and,
 - Ensuring tasks and actions are assigned equitably and are followed up on.
-

Council Liaison

Most Committees and Local Boards will have at least one Council Member participating as a Member. That Council Member will act as a liaison with Council and provide guidance and the perspective of an elected Member of Council. It is possible that a Council Member may vote in favour of a position or recommendation when sitting as a Member of the Committee or Local Board, but vote against the same proposal when sitting as a Council Member and hearing the recommendation from the Committee or Local Board. This can create confusion for those new to the municipal governance process. Council Members wear multiple hats at different times as they carry out their duties. When they sit as Council Members, they must consider what is in the public interest of all Residents and stakeholders in the Town of Georgina. While sitting as a Committee or Local Board Member, they are asked to advance the objectives of that group in order to provide Council with the best advice possible.

Members

The lifeblood of all Committees and Boards are the many dedicated Members that give up their personal time to serve the Community. These passionate individuals:

- prepare for Meetings by reviewing Agenda packages in advance;
- actively participate in Meetings by asking questions, listening carefully and openly, and sharing their opinions and ideas;
- conduct themselves professionally and respectfully at all times – before, during and after Meetings; and,
- understand that generally their role is to provide advice to Council and staff, recognizing that recommendations may not necessarily be approved as a result of Council's elected responsibility to balance the competing priorities and demands on limited resources.

Staff Support

The Board Secretary will provide administrative and secretarial support to the Library Board. That includes preparing Meeting Minutes and Agendas, coordinating the Meeting schedule, and managing the official records and documents.

Subject matter professionals (e.g., Human Resources professionals, legal counsel) may support the Library Board's work from time-to-time. They provide advice and professional guidance based on their area of expertise. However, overarching resource allocation decisions remain with the Library Board, Council, and the Library's Management Team. As such, resource requests for Town and/or Library Staff to conduct specific research, manage projects, and carry out activities should be made by resolution of the Library Board and considered by Council and/or the Library's and/or Town's Management Team. This allows for a balancing of priorities across all of the many demands on Staff time.

Confidential Information





During the course of your involvement in the Library Board, you may become privy to confidential and/or personal private information, which must be kept confidential and not shared. For example, contact information of Members is considered private. When in doubt, please contact the Library CEO and/or Board Secretary.

Quorum, Motions & Voting

As set out in the PLA, "(5) The presence of a majority of the board is necessary for the transaction of business at a meeting. R.S.O. 1990, c. P.44, s. 16 (5)." A quorum is one half of the number of Library Board members rounded up to the next whole number.

Decisions of the Library Board are made through a vote on a Motion or recommendation. Generally, those in favour of the Motion or recommendation must represent the majority (or 50% plus one Member) of those Members present at the Meeting.

The following example illustrates how quorum and voting work:

<p>Total Library Board Membership of nine (9)</p>	
<p>Quorum of five (5) with a total Membership of nine (9)</p>	
<p>When all Members are present (9), then a majority vote in favour of a Motion requires five (5) votes to pass</p>	
<p>When only a quorum is present (5), then a majority vote in favour of a resolution requires only three (3) Members</p>	

Details regarding the way Meetings are conducted are set out in the [Board Structure Bylaws](#).

A Motion is a formal proposal made by a Member during a Meeting to express a position or authorize an action. Common Motions include:

- confirming the Minutes of a previous Meeting;
- deferring an item until a specified date;
- referring an item to a working group;
- proposing an amendment to a Motion;
- adjourning or recess the Meeting; and,
- authorizing a financial transaction, procedure, or action to be taken.

Motions must be within the scope of the Library Board's explicit mandate and purpose. The following describes the process for managing Motions during a Meeting:

1. A voting Member states a Motion (called “moving the Motion”), which is stated in the positive, often commencing with a verb (i.e., approve, authorize, support), and is clear, succinct, and actionable.
2. A “seconded” (or another Member voicing support of the Motion) is confirmed. Without a seconder for the Motion (or at least one other person who is willing to support the discussion), the Motion is not discussed out of respect for the Members’ valuable time.
3. The Library Board discusses the Motion and can make amendments to the wording of the Motion.
4. The Chair must clearly restate the Motion and call the vote once the discussion has ended. All those in favour of the Motion (i.e., agree with it), raise their hands. Then all those opposed to it (i.e., disagree with it), raise their hands.
5. The Chair announces the result of the vote as Carried or Lost.

Here are some guidelines with respect to voting:

- Only Members can vote, unless excused by a pecuniary (financial) conflict of interest.
- The Chair has a vote, except where they have a pecuniary interest.
- Failure to vote (or abstention) will be deemed to be a negative vote, except when they have a pecuniary interest.
- When there is a tie vote, the Motion is lost.
- Staff do not have a vote.
- Council Members who attend a Library Board Meeting but are not appointed to the Library Board do not have a vote.

Code of Conduct & Conflicts of Interest

The full participation of all Members with open and honest discussion is critical to the success of the Library Board’s work. In addition to the procedural rules set out in the Board Structure Bylaws, here are some helpful ground rules to ensure that Meetings are efficient, respectful, and enjoyable for all involved:

- respect the authority of the Chair;
- follow the procedural “rules of order” as guided by the Chair, CEO, and Board Secretary;
- raise your hand to speak and wait to be acknowledged by the Chair;
- practice common courtesy in dealing with each other;
- refrain from talking while another Member has the floor;
- refrain from irrelevant remarks and objectionable language; and,
- honour the closure and time limits established for each item on the Agenda, unless the Library Board decides to amend those timelines.

Since Members are appointed by Council, they are expected to represent the Town, Library, and Community with respect and professionalism.



[GEORGINA PUBLIC LIBRARY BOARD CODE OF CONDUCT](#)

To help create inclusive, respectful, ethical, collaborative, and professional working environments, the *Code of Conduct* sets out expectations for GPL Board Members. This policy addresses various matters, including conflict of interest, gifts and hospitality, confidential information, parameters of authority, relations with Staff, Council, and the Community, use of Library property, respect in the workplace, conduct and behaviour, political activity, as well as enforcement provisions. Members are encouraged to familiarize themselves with this important policy and ask questions should any arise.

Library Staff are governed by a similar policy, known as the [Staff Code of Conduct](#).

If a Member declares a conflict of interest on a matter (including the nature of the conflict), they should refrain from discussing or voting on the matter, or otherwise attempting to influence the outcome.

Budget

The Town of Georgina's [annual operating and capital budgets](#) set the budgets for individual Advisory Committees or Local Boards.

With the support of the Clerks and Finance Divisions, Advisory Committees and Local Boards prepare and submit annual budgets based on the annual work plan for the upcoming year that will support their mandates.

Council considers budget requests and makes decisions that seek to balance the fiscal reality with the desires and needs of the Community.



*Investing Today for a
Strong Tomorrow*

The Library CEO and Library staff work with the Town Finance Department in the creation of budgets, as well as tracking revenue and expenses throughout the year. Generally a Finance Committee is appointed by the Library Board to work with the CEO in creating a draft budget, which is then approved by the Library Board for submission to Town Council as an annual estimate, as required under the PLA, s. 24. Based on these estimates, Town Council then determines the total grant to be provided to the Library.

If additional funds are needed throughout the year that were not included in the annual workplan and budget submission, a Motion to pre-approve the spending must be passed by the Library Board and then that recommendation will be considered by Council.

Importantly, funds from one year's budget are not transferred to the next year's budget. For the GPL Board, surpluses are generally assigned to one of the Library Board's reserve accounts for future use, and deficits are funded by drawing on the appropriate reserve.



[Procurement Policy](#)

Purchases can only be made in accordance with the above-noted policy, based on approved budgeted items and amounts. Receipts should be kept for reimbursement.

Remuneration

The Community is very grateful for the countless hours of volunteering that Members put into the various Committees and Local Boards—both preparing for and attending Meetings. To help offset the costs of participating (e.g., travel to Meetings, technology to review electronic Agenda packages), the Library provides Members of the Library Board with a stipend of **\$40 per Regular monthly Meeting up to a maximum of twelve (12) Meetings per year**. In addition, where it is required to perform Member duties, reimbursement for kilometers travelled to a specific site may be provided. Best practice is to seek pre-approval if reimbursement for travel will be requested.

Rates of remuneration are set through the Library's and Town's budget process and are subject to change.

Annual Reporting

Committees and Boards are encouraged to present their work to the Community and Council through an annual report or presentation. In some cases, this is required by statute, regulation, or by-law. In any event, it is a valuable opportunity to showcase the contributions of the Committee or Board. The Clerks Office can provide the aforementioned report or presentation to the Committee for context, as well as guidance as to timing. For the Library, there is a requirement to submit an Annual Report to the Ontario Ministry of Tourism, Culture, and Sport; this is used as the basis for the Library's Year in Review, which is made available to the public and is generally presented to Town Council by the Board Chair and the CEO.
