

London Public Library Board Meeting - Public Session Agenda

January 22, 2026 5:30pm - 7:30pm EST

Friends of LPL Boardroom

5:30pm

1. **Call to Order**
2. **Apologies**
3. **Disclosures of Interest**
4. **Changes to and Adoption of Agenda(s)**
5. **Report on Matters from Confidential Session**
6. **Approval of Minutes**

- a. **December 4, 2025**

 [2025 Dec 4 Public Session Board Board Meeting Minutes DRAFT.pdf](#)

7. **Business Arising from the Minutes**

8. **Consent Items**

- a. **Draft Agenda - February 2026 Board Meeting**

 [2026 02 19 LPL Board Meeting Public Session Agenda DRAFT.pdf](#)

- b. **Staff Activity and Community Impact Report**

 [2026 01 22 Staff Activity and Community Impact Report.pdf](#)

9. **Delegations and Presentations**

- a. **Cherryhill Branch Presentation**

10. Reports from Committees, Members and Staff Requiring Board Action

a. Development Charge Background Study



[2026 01 22 LPL Board Meeting - 2028 LPL Development Charges Background Study Approval.pdf](#)



[2028 LPL Development Charges Background Study.pdf](#)

b. Policy Review and Revision

i. Elections Policy



[2026 01 22 LPL Board Meeting - Policy Review - Elections Policy.pdf](#)

11. Updates from Other Boards and Commissions

a. Friends of LPL

12. Inquiries and Other Business

13. Adjournment to Confidential Session

The Board will adjourn to a confidential session to discuss matters related to section 16.1 (4)(a), (c) and (d) of the Public Libraries Act:

- (a) the security of the property of the board;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations.

14. Meeting Adjournment

END
7:30pm

REGULAR BOARD MEETING
DECEMBER 4 , 2025
PUBLIC SESSION MEETING MINUTES

A regular meeting of the London Public Library Board was held on the above date at 5:30 p.m. in Stevenson-Hunt Room, Central Library with the following present:

From the Board: B. Allison, S. Desserud, B. Gibson (Chair), Z. Hashmi, H. Jack (virtual), J. McCall, Mayor J. Morgan (virtual), S. Collyer, Councillor S. Trosow (virtual)

From Management: M. Ciccone, N. Collister, L. Gaur, E. Hobin, B. Holme, J. Macdonald, A. O'Sullivan, E. Sutter, . Ashby

Guests: K. Hill (East London Supervisor), A. Co-Dyre (incoming Director, Public Service)

Minutes Taken by: J. Hodgins

B. Gibson precluded the meeting with remarks to acknowledge N. Collister's retirement, welcome A. Co-Dyre, and express gratitude for support as Board Chair.

5:34pm – B. Gibson called the meeting to order

1. Apologies

None

2. Disclosure of Interest

None

3. Changes to And Adoption of Agenda(s)

MOTION: To approve the agenda as presented.

MOVED by: S. Collyer

SECONDED by: S. Desserud

CARRIED

4. Report on Matters from Confidential Session – Oct. 23, 2025 (verbal)

B. Gibson reported that in the Oct. 23, 2025 Confidential Session matters were discussed relating to (a) labor relations or employee negotiations, and (b) litigation or potential litigation, including matters before administrative tribunals, affecting the board.

5. Approval of Minutes

a. Oct. 23, 2025

MOTION: To approve Oct. 23, 2025 Public Session Meeting Minutes as

presented.
MOVED by: S. Collyer
SECONDED by: B. Allison
CARRIED

6. Business Arising From the Minutes

None

B. Gibson moved to change the agenda to hold Board Officer elections before proceeding.
Agreed to by consensus.

7. Election of Officers

Following bylaw electoral process CEO M. Ciccone took over as pro-tem Chair for the election of the Chair.

a. Election of Chair:

- i. S. Trosow nominated H. Jack; H. Jack accepted nomination.
Z. Hashmi nominated J. McCall; J. McCall declined nomination.
- ii. No other nominations were brought forward.
- iii. H. Jack was declared Board Chair, 2026.

H. Jack assumed Chair from CEO.

b. Vice Chair:

- i. J. McCall nominated B. Gibson; B. Gibson accepted nomination.
S. Trosow nominated S. Desserud; S. Desserud declined nomination.
- ii. No other nominations were brought forward.
- iii. B. Gibson was declared Vice Chair, 2026.

c. At-Large Officer

- i. J. McCall nominated S. Desserud; S. Desserud accepted nomination.
- ii. No other nominations were brought forward.
- iii. S. Desserud was declared At-Large Officer, 2026.

H. Jack passed the Chair to B. Gibson at 5:42pm

7. Consent Items

- a. Draft Public Session Agenda –Jan. 22, 2025
- b. December 2025 Staff Activity and Community Impact Report

MOTION: To receive consent items as presented.
MOVED by: S. Collyer
SECONDED by: S. Desserud

CARRIED

8. Delegations and Presentations

- a. East London Branch Presentation – K. Hill, Branch Supervisor

9. 2025 Board Committees - addition of ad-hoc Strategic Plan Committee

MOTION: To strike an ad-hoc Strategic Plan Committee.

MOVED by: S. Collyer

SECONDED by: S. Desserud

CARRIED

10. 2026 Board Committee Appointments

- a. Financial Oversight Committee:
 - i. S. Collyer, H. Jack and S. Desserud were declared members.
- b. Governance Committee:
 - i. B. Allison and Board Officers were declared members.
- c. CEO Performance Review Committee:
 - i. B. Gibson, H. Jack and S. Collyer were declared members.
- d. Property and Facilities Oversight Committee (ad-hoc)
 - i. S. Trosow, S. Collyer and S. Desserud were declared members.
- e. Strategic Plan Committee (ad-hoc)
 - i. J. McCall, Z. Hashmi and B. Gibson were declared members.

11. 2026 Other Committee and Board Assignments

- a. Historic Sites
 - i. Z. Hashmi will stand on this committee.
- b. Friends of the Library
 - i. S. Desserud will stand on this committee.
- c. Western Fair District
 - i. J. McCall and Z. Hashmi will stand on this committee.
- d. Ontario Library Service Board Assembly

- i. S. Trosow will stand on this committee.

12. Reports from Committees, Members and Staff Requiring Board Action

- a. 2026 Board Meeting Schedule – presented by M. Ciccone

MOTION: To approve the 2026 Board Meeting Schedule as presented.

MOVED by: S. Collyer

SECONDED by: S. Desserud

CARRIED

- b. 2026 Board Annual Agenda – presented by M. Ciccone

MOTION: To approve the 2026 Board Annual Agenda as presented.

MOVED by: S. Collyer

SECONDED by: S. Trosow

CARRIED

- c. Policy Review – presented by M. Ciccone

- i. Health & Safety Commitment & Policies

- 1. Workplace Harassment Prevention Policy

- 2. Workplace Violence Prevention Policy

MOTION: To approve the Health & Safety Commitment & associated policies as presented.

MOVED by: Z. Hashmi

SECONDED by: S. Collyer

CARRIED

- d. Monetary Charges Schedule – presented by N. Collister

MOTION: To approve Monetary Charges Schedule as presented.

MOVED by: Z. Hashmi

SECONDED by: S. Collyer

CARRIED

- e. 2025 Q3 Statistics – A. O'Sullivan

MOTION: To receive the 2025 Q3 Statistics Report

MOVED by: S. Collyer

SECONDED by: S. Trosow

CARRIED

- f. Statement of Expense: Senior Administration Report – presented by L. Guar

MOTION: To receive the Statement of Expense: Senior Administration Report.

MOVED by: S. Collyer

SECONDED by: B. Allison

CARRIED

- g. Administration Awarded Contracts Report – presented by L. Guar

MOTION: To receive the Administration Awarded Contracts Report.
MOVED by: J. McCall
SECONDED by: S. Desserud
CARRIED

13. Updates from Other Boards and Commissions

a. Friends of LPL

S. Desserud reported the Friends Executive have met twice since last board meeting November 4th and Dec 2nd.

A funding request made by Christine Walker on behalf of the library was discussed extensively and the Friends voted to fund \$100,000 of the amount requested prioritising the Summer Read Program, Family Literacy, Healthy Snacks, Jazz for the People and Children and Adult programming.

Linden MacIntyre will be the Speaking With Friends guest author this Sat Dec 6 from 2 to 4 at Central Library 3rd floor. His book will be available to purchase from Oxford Books. There will be one for raffle giveaway.

The Library Bookstore is hosting a Volunteer Appreciation event this Friday from 3-5 for bookstore and Friends volunteers.

Annual General Meeting is Wed Jan 14th at 6 followed by Jazz for the People.

Next meeting: Tuesday January 6th 2026

b. Historic Sites Committee (HSC):

Z Hashmi reported the HSC had met on Nov. 12. The London Cricket Club plaque will be going up in 2026 during cricket season. The Wonderland Gardens sign unveiling will be held on June 21, 2026. The HSC will not be hosting an anniversary event, but committee members are working on London street names which could tie in to committee's anniversary.

14. Inquiries and other Business

- a. OLA Library Board Boot Camp – J. Hodgins will provide more information via email.

15. Adjournment to Confidential Session

Whereas matters of discussion fall under the Municipal Act s. 239.2 a, c, j and Public Libraries Act s. 16.1.4 a, c, d, therefore be it resolved the board will meet in camera.

MOTION: To adjourn to the Confidential Session of the meeting.
MOVED by: S. Collyer
SECONDED by: S. Desserud
CARRIED at 6:24 pm

6:38 pm – the meeting returned from confidential session

16. Report on Confidential Session

- a. An item originally on the confidential session agenda was postponed to the January 22, 2026 public session.

17. Meeting Adjournment

MOTION: To adjourn the meeting.

MOVED by: J. McCall

SECONDED by: S. Collyer

CARRIED at 6:39pm.

Signature (Chair)

Signature (Secretary)



London Public Library Board Meeting - Public Session Agenda

February 19, 2026 5:30pm - 7:30pm
Friends of LPL Boardroom

1. Call to Order
2. Friends Cheque Presentation
3. Apologies
4. Disclosures of Interest
5. Changes to and Adoption of Agenda(s)
6. Approval of Minutes
 - a. January 19, 2026
7. Business Arising from the Minutes
8. Report on Matters from Confidential Session
9. Consent Items
 - a. Draft Agenda - March 26, 2026
 - b. Staff Activity and Community Impact Report
10. Delegations and Presentations
 - a. Central Branch
11. Reports from Committees, Members and Staff
 - a. Policy Review:
 - i. Delegations & Public Participation
 - b. 2026 Budget Approval
 - c. 2025 Year End Statistic
 - d. Requests for Reconsideration/Collection Challenges 2025

12. Updates from Other Boards and Commissions
 - a. Friends of LPL
 - b. Historic Sites Committee
13. Inquiries and Other Business
14. Adjournment to Confidential Session
15. Matters to be Reported From Confidential Session
16. Meeting Adjournment

Staff Activity and Community Impact Report

January 22, 2026

Events, Programs, and Services of Note

2025 James Reaney Memorial Lecture

On November 29, the Central Library hosted the 2025 James Reaney Memorial Lecture in partnership with the Words Festival. The topic for this year was, “Colleen Thibaudeau’s Big Sea Vision”, and featured photos, readings and a presentation about local poet Colleen Thibaudeau. There were 80 virtual and in-person attendees from across Canada.

Babies Book Bags

Babies Book Bag distribution increased 15% in 2025. The bags are designed for new or expectant parents, containing practical, hands-on tools, board books, and information to use as soon as the baby is born. They are distributed through Family Centres, MLHU infant programming, Life Spin, and all Library branches. The Baby’s Book Bag program is made possible through London’s Child and Youth Network Literacy Team and the Kiwanis Club of Forest City-London.

Retro Rewind: Classic Arcade Program at the Beacock Branch

Retro Rewind: Classic Arcade is a new program at Beacock that offers a family-friendly, drop-in opportunity to experience classic arcade games. This multigenerational program provides a direct connection to gaming history, inviting patrons to experience the classics as they were meant to be played.

Sega Genesis Sport Gaming Tournament

The inaugural *Sega Genesis Sport Gaming Tournament* at Storm Stayed Brewing was a success, drawing a full bracket of gaming contenders, including many less frequent users of library services. Players participated in exciting matches on classic Sega Genesis consoles. There spirited competition over titles like *NHL 94*. We anticipate even greater participation and excitement for the next tournament scheduled in February.

Speaking with Friends: An Afternoon with Linden MacIntyre

On December 6, Library staff partnered with the Friends of the Library to host, “Speaking with Friends: An Afternoon with Linden MacIntyre”. 120 keen attendees were invited to engage with the novelist and journalist about his newest book, *An Accidental Villain: A Soldier’s Tale of War, Deceit and Exile*.

LPL News

Dec. 4, 2025 – Fifteen Years Giving Back; <https://www.lpl.ca/news/fifteen-years-giving-back>

Dec. 17, 2026 - A New Voice in Residence; <https://www.lpl.ca/news/new-voice-residence>

Dec. 19, 2025 - Hottest Reads of 2025!; <https://www.lpl.ca/news/hottest-reads-2025>

Jan. 2, 2026 - Connecting Community Through Volunteering;
<https://www.lpl.ca/news/connecting-community-through-volunteering>

Jan. 5, 2025 - Celebrating Family Literacy Day; <https://www.lpl.ca/news/celebrating-family-literacy-day>

In The Media

Dec. 4, 2025 – The Library It List; <https://www.cbc.ca/listen/live-radio/1-158-london-morning/clip/16185670-the-library-it-list>

Dec. 21, 2025 - Fanshawe student interview with M. Ciccone, CEO:
<https://www.1069thex.com/2025/12/21/every-door-open-a-peek-inside-the-public-library/>
<https://www.1069thex.com/2025/12/21/libraries-offer-vital-community-space-and-support-for-canadians/>

Jan. 8, 2026 – The Library It List; <https://www.cbc.ca/listen/live-radio/1-158-london-morning/clip/16190897-the-library-it-list-january-2026>

Upcoming Events and Programs

Family Literacy Day, Central Library
January 24, 10:00 am - 2:00 pm

Nature in the City, Wolf Performance Hall
Tuesdays, January 27 – March 3, 7:00 pm – 8:30 pm

REPORT TO THE LIBRARY BOARD

JANUARY 22, 2026

SUBJECT: 2028 DC Background Study
PURPOSE: For Approval
PREPARED BY: Hemson Consulting, Ltd.
PRESENTED BY: Stefan Krzeczunowic - Hemson Consulting, Ltd.
David Bordin – City of London
Michael Ciccone – CEO

RECOMMENDATION:

It is recommended that the London Public Library Board approve the 2028 London Public Library Development Charges (DC) Background Study and submit it to the City of London to be included in the 2028 City of London DC Study and By-law in compliance with Provincial legislation.

BACKGROUND:

In November 2024, the Library engaged with Hemson Consulting, Ltd to assist in conducting a scoped DC study for Library services. The scope of work for the study included:

- Reviewing City-wide and area-specific residential development forecasts and determining Library capital service levels including provisional service targets for growth capital infrastructure, when possible.
- Compiling a Library capital asset inventory covering the previous 15 years, including details on the quantity and quality (i.e. replacement cost) of assets.
- Developing a 15-year Library development-related capital program, including individual project descriptions, timing, gross costs, external funding sources, benefit to existing shares, and post-period benefits.
- Preparing and submitting draft technical memos covering key milestones, draft and final Library DC reports for review, and possible representation at City of London internal and external DC committee meetings

On Oct 22, 2025, a draft of the Library's DC Study was presented to City's DC Study Community Reference Group by Stefan Krzeczunowicz from Hemson on behalf of the Library. Following the meeting, several modifications were incorporated, and the final draft (appended) is being presented by Mr. Krzeczunowicz this evening.

NEXT STEPS:

Assuming Board approval, staff, the Library will submit the final version to City staff.

REPORT TO THE LIBRARY BOARD

JANUARY 22, 2026

SUBJECT: Policy Review: Elections Policy Including Use of Library Resources
During an Election

PURPOSE: For Approval

PREPARED BY: Executive Team

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION

It is recommended that the Library Board approve the revisions to the *Elections Policy Including Use of Library Resources During an Election* as part of its cyclical policy review process.

BACKGROUND

The purpose of the policy is to provide direction on how Library Resources are used during municipal, school board, provincial and federal Election campaigns or Questions on the Ballot. This policy applies to Board Members, Employees and Volunteers and their dealings with Candidates for Elected Office, including current City Councillors Campaigning during the municipal Election Campaign Period.

Revisions are limited to minor changes to language and format.

NEXT STEPS

Upon approval, Administration will update the Library's *Elections Policy Including Use of Library Resources During an Election* to incorporate revisions and post online. As part of the Board Policy Revision Cycle, revisions to the policy will be submitted for approval again in October of 2030.

CURRENT POLICY

PURPOSE:

The purpose of this policy is to provide direction on how Library Resources are used during municipal, school board, provincial and federal Election campaigns, or Questions on a Ballot. It is also to ensure that the Library is complying with relevant legislation including, but not limited to, the Municipal Elections Act, 1996, the Ontario Election Act, the Canada Elections Act, and relevant municipal by-laws.

SCOPE:

This policy applies to Board Members, Employees and Volunteers and their dealings with Candidates for Elected Office, including current City Councillors Campaigning during the municipal Election Campaign Period.

Nothing in this policy prohibits:

- Board Members from performing their duties;
- City Councillors from performing their duties, including representing the interests of their constituents in a manner consistent with their duties as Elected Officials; and/or,
- The Library from advocating on issues that affect the Library specifically and/or the public library sector in general.

DEFINITIONS:

Campaigning: any activity by or on behalf of a Candidate, Political Party, Registrant, advocate or Question on a Ballot meant to elicit support during the Election Period. Campaigning does not include the appearance of Elected Officials, other Candidates or their Supporters, or Registrants at an event in their personal capacity without the display of any signage or graphic that identifies the individual as a Candidate or Registrant and without the solicitation of votes.

Campaign Materials: any materials used to solicit support during an Election Period, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all media, e.g., print, physical and digital displays, advertising, and online platforms including websites and social media.

Candidate: any person who has filed and not withdrawn a nomination for an Elected Office at the municipal, school board, provincial or federal level in an Election or by-election.

Contribution: money, goods and services given to and accepted by or on behalf of a person for his or her Election campaign.

Elected Office: an elected position of authority to exercise a public function and to receive whatever compensation may belong to it.

Elected Official: an individual elected to the House of Commons, the Legislative Assembly of Ontario, London City Council or a school board.

Election: means an Election or by-election at the municipal, school board, provincial and federal level of government, or the submission of a Question on a Ballot to the electors.

Election Period: the official period of an Election:

- for a municipal Election, the Election Period means the period starting on the day an Election is called and ending on Election day;
- for a provincial or federal Election, the Election Period commences the day the writ for the Election is issued and ends on Voting Day;
- for a Question on a Ballot, the Election Period commences the day London City Council passes a by-law to put a question to the electorate, and ends on Voting Day; and,
- for a by-election, the Election Period commences when the by-election is called and ends on Voting Day.

Glad-hand: attend a Library Event as a private individual and interacting with other event attendees without displaying signage or disseminating material that identifies the individual as a Candidate and without encouraging votes for a Candidate, a Political Party or a position on a Question on a Ballot.

Library Resources: include but are not limited to Library Employees and Volunteers, Library Events, programs and services (including online services such as online and social media channels), Library Facilities, equipment and supplies, Library Funds, information, intellectual property and Library Infrastructure. These are further defined as follows:

- **Employee:** a person who is employed by the Library and includes all Employees, including page and casual staff.
- **Library Events:** events, both in person and online, funded or organized by the Library, including events that may be jointly organized with community organizations and/or with external sponsors. Library Events include, but are not limited to, community meetings and consultations, educational programs, cultural celebrations, and special events. Events organized by agencies and corporations are not considered Library Events for the purpose of this policy.
- **Library Facilities:** any facility, including adjoining property, that is owned or leased by the Library and that is directly managed and operated by the Library.

Library Facilities do not include public right-of-ways, such as sidewalks, roads, boulevards and laneways.

- **Library Funds:** funding support received through the City's annual operating or capital budgets and the Province of Ontario Operating Grant for Libraries, and including, but not limited to, funds provided directly to Library programs and services, Board Member expense payments and staffing budgets.
- **Library Infrastructure:** any physical or technology systems that support the operation of Library programs and services, including, but not limited to, the Library's fleet vehicles, computer network, communication systems, wireless equipment, computer hardware, software and peripherals, printing and mailing equipment, internet and intranet. Library Infrastructure excludes public right-of-ways, including sidewalks, roads, boulevards and laneways.
- **Volunteer:** a person who voluntarily extends their services to actively support the Library, and who does so without remuneration. While Board Members volunteer their time and do not receive remuneration, for the purposes of this policy, they will be referred to as Board Members as they have roles and responsibilities that are different from those of other Volunteers.

Media Scrum means an unplanned encounter between a Candidate, a Registrant, and/or their staff and member(s) of the media.

Member of Council: the Mayor and all City Councillors.

Non-partisan: not supporting or opposing any Political Party, platform or Candidate for public office.

Political Parties: for provincial and federal Elections, Political Parties are those registered with the Ontario Election Finances Act or in the registry of parties referred to in the *Canada Elections Act*. Political Parties for municipal and school board Elections or a Question on a Ballot mean any organization(s) whose fundamental purpose is to participate in public affairs by endorsing one or more of its members as Candidates and supporting their Election, or to promote the acceptance of a certain position on a Question on a Ballot.

Question on a Ballot: any question or by-law submitted to the electors by London City Council, a school board, an elected local board, or the Minister of Municipal Affairs and Housing under the Municipal Elections Act, 1996.

Registrant: an individual, corporation or trade union who has registered as a third party for the Election with the City Clerk under the Municipal Elections Act, 1996.

Supporter: a Supporter of a "yes" or "no" response to a Question on a Ballot but not incurring expenses like a Registrant.

Voting Day: the day on which the final vote is to be taken in an Election.

POLICY STATEMENT:

The right to vote is one of the greatest rights of a free society and is vital to democracy. Thus, the Library will provide Library Resources within our capacity and legal limitations to support the democratic process.

The Library will encourage and support discussion on civic and social issues in a manner that is Non-partisan, fair and equitable to all those seeking Elected Office to increase voter awareness. It will maintain a neutral environment in which the Library will not make any Contribution (including money, goods and services) or use Library Resources to promote a Political Party, platform, Candidate or support a Question on a Ballot.

Activities Allowable During an Election

1. All-Candidate meetings can be held at Library Facilities provided that all Candidates for an Elected Office are invited to attend and the meetings are open to all members of the public. This clause is subject to availability of space and all applicable City of London by-laws and Library policies. It is the responsibility of the organizer(s) to ensure that all Candidates have been invited to participate in the event. The Library will provide space at market value in accordance with Library policies.
2. A Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election is permitted to distribute Campaign Materials on public right-of-way sidewalks and thoroughfares at public libraries only as permitted by City of London policies and by-laws. They cannot distribute such materials on Library property or in Library Facilities or through the Library's outreach services.
3. Informal Media Scrums are permitted in public or common areas at Library Facilities provided that no apparatus, mechanism or device for the amplification of the human voice or any sound is used and that the activity is not disruptive to regular Library activities in the vicinity. If the Media Scrum is deemed to be potentially disruptive, Employees may ask the participants to find an alternative location.
4. A Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election is permitted to attend Library Events, or events held at Library Facilities, in either their capacity as an elected representative or as a private citizen to Glad-hand with attendees and visitors, but may not solicit votes for themselves, a Political Party, Registrant or a Supporter of a Question on a Ballot, unless permitted by the Canada Elections Act.
5. Promoting awareness of, or providing general information on Elections is acceptable, such as teaching members of the public how to become a Candidate or how to register and vote, as long as no one particular Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election is promoted or endorsed at the event. Promoting awareness may include activities or events sponsored or not sponsored by the Library, in which all Candidates are invited to attend.

6. Elected Officials are permitted to attend Library Events or events held on Library property and act as ceremonial participants in their capacity as Elected Officials, including speaking at the event and partaking in ceremonial activities. Once the writ is issued for provincial or federal Elections, MPPs and MPs are no longer Elected Officials and therefore shall not be invited to attend Library Events as such.
7. Citizen Board Members must inform the Library CEO & Chief Librarian immediately if they register to run for office in an Election. Citizen Board Members should also abide by City policies, which may affect Citizen Board Members running for office. During an Election Period, Board Members who are Candidates, Registrants or Supporters of a Question on a Ballot will be identified by title only in media releases and Library materials that describe activities in his or her capacity as a Board Member.
8. Library online information related to Board Members will continue to be accessible by the public.
9. Board Members, Employees and Volunteers may engage in political activity, including endorsing or opposing a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Board Member, Employee or Volunteer on behalf of the Library.
10. Information, such the Library's Strategic Plan or annual report to the community, provided by the Library, a Board Member or an Employee to one Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election will be provided to all other Candidates, Political Parties, Registrants or Supporters of a Question on a Ballot during an Election, either through posting of the information on the Library's website or through other mechanisms. The provision of information to a Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election will be coordinated through the Library's Executive Assistant.
11. Requests by a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot for personal meetings with the Library CEO & Chief Librarian, Directors, Managers or other Employees, and requests for tours of Library Facilities during the Election Period will be accommodated where resources and time permits. If a meeting or a tour is organized for one Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election, the Library CEO & Chief Librarian, Directors, Managers or other Employees commit to offering a similar meeting or tour for all other Candidates, Political Parties, Registrants or Supporters of a Question on a Ballot during an Election.

Polling Places

Provision of Polling Places at Library Facilities

- Municipal Elections: The Library may provide polling places at Library locations for the municipal Election and shall do so free of charge. When after-hours

security services are required, the Library will seek reimbursement for costs incurred.

- Provincial Elections: In accordance with the Ontario Election Act, the Library may provide polling places at Library locations for the provincial Election and shall do so free of charge. When after-hours security services are required, the Library will seek reimbursement for costs incurred.
- Federal Elections: The Library may provide polling places at Library locations for the federal Election. Elections Canada will pay the Library for the rental and will make direct payment to the contracted security company for after-hours security services.

Accessible Polling Places

The Library will work with the City Clerk's Office, City of London, Elections Ontario and Elections Canada to ensure that all polling places at Library branches are physically accessible and that there are no physical barriers that prevent people with disabilities from exercising their right to vote.

Activities Not Allowable During an Election

1. Library Resources may not be used to support, endorse or otherwise provide an unfair advantage to any Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
2. Due to limited availability of space and the priority given to all-Candidates meetings, the Library will not rent meeting rooms, study rooms or other space to a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot for use as part of the Election process and/or a specific campaign.
3. Employees may not campaign or actively work in support of a municipal, school board, provincial or federal Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave.
4. A Board Member may not use their position on the Board to influence other Board Members, Employees or Volunteers for the benefit of a specific Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
5. Volunteers may not participate in Election campaigns during the hours in which they have agreed to provide volunteer service to the Library and may not use their position with the Library to influence Board Members, Employees, or other Volunteers or those they mentor for the benefit of a specific Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
6. During work/volunteering hours, while on Library property, in Library vehicles, when representing the Library online, including through social media and virtual programs, and when on Library business, Board Members, Employees and Volunteers shall not:
 - a. wear anything that promotes a specific issue, Candidate or Political Party, e.g., Election buttons, campaign t-shirts; and/or,

- b. post, distribute or promote any Election Candidate or Political Party materials, e.g., campaign literature, flyers, signs, etc. in work spaces or online.
- 7. Library Facilities, Property and Infrastructure cannot be used for any Election-related purposes by a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election, including for the physical and digital display of any campaign-related signs, press conferences or other media events, as well as for any other form of Campaigning, except:
 - a. as described under the Activities Allowable During an Election section of this policy; and/or,
 - b. where permitted by the Canada Elections Act.
- 8. No permits, licenses, leases, or any other agreement for the use of Library Facilities, will be issued for the use or promotion of a particular Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
- 9. Consistent with the *Library Bulletin Board, Flyer and Free Literature Distribution Policy*, any Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election shall not distribute any Campaign Materials in Library Facilities or at Library Events, except on public right-of ways and thoroughfares as described under the Activities Allowable During an Election section of this policy, as permitted by the Canada Elections Act or during all-Candidates meetings.
- 10. Candidates cannot be featured or promoted in association with any Library-sponsored program. Library print and digital communications materials, whether for internal or public distribution, will not:
 - a. profile (name or photograph), reference and/or identify any individual as a Candidate in any Election or a Registrant in a Question on a Ballot; and/or,
 - b. advocate, support or oppose a particular Candidate, Political Party, Registrant or Question on a Ballot during an Election.

Communications materials include, but are not limited to, media releases, invitations for events, promotions for Library-sponsored programs or Library Events, social media posts, flyers, posters, banners, brochures and newsletters.
- 11. Websites or domain names that are funded by the Library will not include any Campaign Materials, reference and/or identify any individual as a Candidate, Political Party, Registrant, advocate, Supporter or opponent of a Question on a Ballot during an Election, or profile any slogan or symbol associated with a Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
- 12. Official Library online and social media platforms managed by Employees will not reference and/or identify any individual as a Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
- 13. Materials that have been or may be created by Employees or with Library Resources cannot be used in any Campaign Materials, including, but not limited

to, photographs, videos, graphics, social media posts and website and other online content.

14. Photographs of the exteriors of Library Facilities may be used in Campaign Materials to identify the Library as a community asset in the ward or riding. In order to respect the privacy rights of individuals, photos of Library users or Employees may only be included with express permission of the individual(s) and in accordance with the Library's *Photography/Videography/Filming Policy*.
15. The Library logo and branding cannot be used in any Campaign Materials, including materials promoting events held at rented Library Facilities.
16. Patron data collected and stored by the Library cannot be used by any Candidate, Political Party, Registrant, advocate, Supporter or opponent of a Question on a Ballot during an Election, unless the data has already been released for public use.
17. Library Infrastructure cannot be used for any Election purposes unless permitted by the Canada Elections Act. Tenants of the Library must abide by this policy in such cases where the physical space being leased is visible to the public.
18. Beyond the normal provision of service, Employees and Volunteers will not perform any service, offer any advice or provide any information solely for the use of one Candidate, Political Party, Registrant, advocate, Supporter or opponent of a Question on a Ballot during an Election in accordance with legislation governing Elections.

Restrictions Related to Services Provided to Members of Council During an Election Year

As Members of Council may also be Candidates in a municipal Election, after the first day upon which nomination papers may be filed in the municipal Election year, Employees will discontinue the following activities for Members of Council. The same rule applies to all Members of Council, irrespective of whether they are seeking Election in the new term or not:

- Advertising and other print and digital communications materials paid for by Library Funds and distributed by the Library will not reference the name of a Member of Council. The exception is that Library publications, which usually have the names of all Board Members listed as being Members of the Library Board, including Members who are City Councillors, will continue to list them until the new Library Board has been appointed.
- Program and event signage, including banners and posters, will not reference the name of a Member of Council.
- Media releases issued by the Library will not reference the name of a Member of Council.
- Media releases will not be distributed on behalf of any Member of Council unless such a release is considered to be consistent with their duties as an Elected

Official. The decision to distribute a release will be made by the Library CEO & Chief Librarian or the Manager, Communications.

ACCOUNTABILITY:

Should any written complaint arise regarding the alleged use of Library Resources in contravention of this policy, the CEO & Chief Librarian, or his or her designate, shall have the delegated authority to investigate it and resolve any issues.

INQUIRIES:

CEO & Chief Librarian

SUMMARY OF SIGNIFICANT CHANGES

Revisions are limited to minor changes to language and format.

REVISED POLICY

PURPOSE:

To provide direction on the use of Library Resources during municipal, school board, provincial and federal Election campaigns, or Questions on a Ballot, and to ensure that the Library is complying with relevant legislation including, but not limited to, the Municipal Elections Act, 1996, the Ontario Election Act, the Canada Elections Act, and relevant municipal by-laws.

SCOPE:

This policy applies to Board Members, Employees and Volunteers and their dealings with Candidates for Elected Office, including current City Councillors Campaigning during the municipal Election Campaign Period.

Nothing in this policy prohibits:

- Board Members from performing their duties;
- City Councillors from performing their duties, including representing the interests of their constituents in a manner consistent with their duties as Elected Officials; and/or,
- The Library from advocating on issues that affect the Library specifically and/or the public library sector in general.

DEFINITIONS:

Campaigning: any activity by or on behalf of a Candidate, Political Party, Registrant, advocate or Question on a Ballot meant to elicit support during an Election Period. Campaigning does not include the appearance of Elected Officials, other Candidates or their Supporters, or Registrants at an event in their personal capacity and without any identification or indication that the individual is a Candidate or Registrant and without the solicitation of votes.

Campaign Materials: any materials used to solicit support during an Election Period, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all media, e.g., print, physical and digital displays, advertising, and online platforms.

Candidate: any person who has filed and not withdrawn a nomination for an Elected Office at the municipal, school board, provincial or federal level in an Election or by-election.

Contribution: money, goods and services given to and accepted by or on behalf of a person for his or her Election campaign.

Elected Office: an elected position of authority to exercise a public function and to receive whatever compensation may belong to it.

Elected Official: an individual elected to the House of Commons, the Legislative Assembly of Ontario, London City Council or a school board.

Election: an Election or by-election at the municipal, school board, provincial and federal level of government, or the submission of a Question on a Ballot to the electors.

Election Period: the official period of an Election:

- for a municipal Election, the Election Period means the period starting on the day an Election is called and ending on Election day;
- for a provincial or federal Election, the Election Period commences the day the writ for the Election is issued and ends on Voting Day;
- for a Question on a Ballot, the Election Period commences the day London City Council passes a by-law to put a question to the electorate, and ends on Voting Day; and,
- for a by-election, the Election Period commences when the by-election is called and ends on Voting Day.

Glad-hand: attend a Library Event as a private individual and interacting with other event attendees without displaying signage or disseminating material that identifies the individual as a Candidate and without encouraging votes for a Candidate, a Political Party or a position on a Question on a Ballot.

Library Resources: include but are not limited to Library Employees and Volunteers, Library Events, programs and services (including online services such as online and social media channels), Library Facilities, equipment and supplies, Library Funds, information, intellectual property and Library Infrastructure. These are further defined as follows:

- **Employee:** a person who is employed by the Library and includes all Employees, including page and casual staff.
- **Library Events:** events, both in person and online, funded or organized by the Library, including events that may be jointly organized with community organizations and/or with external sponsors. Library Events include, but are not limited to, community meetings and consultations, educational programs, cultural celebrations, and special events. Events organized by agencies and corporations are not considered Library Events for the purpose of this policy.
- **Library Facilities:** any facility, including adjoining property, which is owned or leased by the Library and that is directly managed and operated by the Library. Library Facilities do not include public rights-of-way, such as sidewalks, roads, boulevards and laneways.

- **Library Funds:** funding support received through the City's annual operating or capital budgets and the Province of Ontario Library Operating Grant, and including, but not limited to, funds provided directly to Library programs and services, Board Member expense payments and staffing budgets.
- **Library Infrastructure:** any physical or technology systems that support the operation of Library programs and services, including, but not limited to, the Library's fleet vehicles, computer network, communication systems, wireless equipment, computer hardware, software and peripherals, printing and mailing equipment, internet and intranet. Library Infrastructure excludes public rights-of-way, including sidewalks, roads, boulevards and laneways.
- **Volunteer:** a person who voluntarily extends their services to actively support the Library, and who does so without remuneration. While Board Members volunteer their time and do not receive remuneration, for the purposes of this policy, they will be referred to as Board Members as they have roles and responsibilities that are different from those of other Volunteers.

Media Scrum means an unplanned encounter between a Candidate, a Registrant, and/or their staff and member(s) of the media.

Member of Council: the Mayor and all City Councillors.

Non-partisan: not supporting or opposing any Political Party, platform or Candidate for public office.

Political Parties: for provincial and federal Elections, Political Parties are those registered with the Ontario Election Finances Act or in the registry of parties referred to in the *Canada Elections Act*. Political Parties for municipal and school board Elections or a Question on a Ballot mean any organization(s) whose fundamental purpose is to participate in public affairs by endorsing one or more of its members as Candidates and supporting their Election, or to promote the acceptance of a certain position on a Question on a Ballot.

Question on a Ballot: any question or by-law submitted to the electors by London City Council, a school board, an elected local board, or the Minister of Municipal Affairs and Housing under the Municipal Elections Act, 1996.

Registrant: an individual, corporation or trade union who has registered as a third party for the Election with the City Clerk under the Municipal Elections Act, 1996.

Supporter: a Supporter of a "yes" or "no" response to a Question on a Ballot but not incurring expenses like a Registrant.

Voting Day: the day on which the final vote is to be taken in an Election.

POLICY STATEMENT:

The right to vote is one of the greatest rights of a free society and is vital to democracy. Thus, the Library will provide Library Resources within our capacity and legal limitations to support the democratic process.

The Library will encourage and support discussion on civic and social issues in a manner that is Non-partisan, fair and equitable to all those seeking Elected Office to increase voter awareness. It will maintain a neutral environment in which the Library will not make any Contribution (including money, goods and services) or use Library Resources to promote a Political Party, platform, Candidate or support a Question on a Ballot.

Activities Allowable During an Election

1. All-Candidate meetings can be held at Library Facilities provided that all Candidates for an Elected Office are invited to attend and the meetings are open to all members of the public. This clause is subject to availability of space and all applicable City of London by-laws and Library policies. It is the responsibility of the organizer(s) to ensure that all Candidates have been invited to participate in the event. The Library will provide space at market value in accordance with Library policies.
2. A Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election is permitted to distribute Campaign Materials on public rights-of-way, sidewalks and thoroughfares at public libraries only as permitted by City of London policies and by-laws. They cannot distribute such materials using Library Resources.
3. Informal Media Scrums are permitted in public or common areas at Library Facilities provided that no apparatus, mechanism or device for the amplification of the human voice or any sound is used and that the activity is not disruptive to regular Library activities in the vicinity. If the Media Scrum is deemed to be potentially disruptive, Employees may ask the participants to find an alternative location.
4. A Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election is permitted to attend Library Events, or events held at Library Facilities, in either their capacity as an elected representative or as a private citizen to Glad-hand with attendees and visitors, but may not solicit votes for themselves, a Political Party, Registrant or a Supporter of a Question on a Ballot, unless permitted by the Canada Elections Act.
5. Promoting awareness of, or providing general information on Elections is acceptable, such as teaching members of the public how to become a Candidate or how to register and vote, as long as no one particular Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election is promoted or endorsed at the event. Promoting awareness may include activities

or events sponsored or not sponsored by the Library, in which all Candidates are invited to attend.

6. Elected Officials are permitted to attend Library Events or events held on Library property and act as ceremonial participants in their capacity as Elected Officials, including speaking at the event and partaking in ceremonial activities. Once the writ is issued for provincial or federal Elections, MPPs and MPs are no longer Elected Officials and therefore shall not be invited to attend Library Events as such.
7. Citizen Board Members must inform the Library CEO & Chief Librarian immediately if they register to run for office in an Election. Citizen Board Members should also abide by City policies, which may affect Citizen Board Members running for office. During an Election Period, Board Members who are Candidates, Registrants or Supporters of a Question on a Ballot will be identified by title only in media releases and Library materials that describe activities in his or her capacity as a Board Member.
8. Board Members, Employees and Volunteers may engage in political activity, including endorsing or opposing a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Board Member, Employee or Volunteer on behalf of the Library.
9. Information, such the Library's Strategic Plan or annual report to the community, provided by the Library, a Board Member or an Employee to one Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election will be provided to all other Candidates, Political Parties, Registrants or Supporters of a Question on a Ballot during an Election, either through posting of the information on the Library's website or through other mechanisms. The provision of information to a Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election will be coordinated through the Library's Executive Assistant.
10. Requests by a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot for personal meetings with the Library CEO & Chief Librarian, Directors, Managers or other Employees, and requests for tours of Library Facilities during the Election Period will be accommodated where resources and time permits. If a meeting or a tour is organized for one Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election, the Library CEO & Chief Librarian, Directors, Managers or other Employees commit to offering a similar meeting or tour for all other Candidates, Political Parties, Registrants or Supporters of a Question on a Ballot during an Election.

Polling Places

Provision of Polling Places at Library Facilities

- **Municipal Elections:** The Library may provide polling places at Library locations for the municipal Election and shall do so free of charge. When after-hours

security services are required, the Library will seek reimbursement for costs incurred.

- Provincial Elections: In accordance with the Ontario Election Act, the Library may provide polling places at Library locations for the provincial Election and shall do so free of charge. When after-hours security services are required, the Library will seek reimbursement for costs incurred.
- Federal Elections: The Library may provide polling places at Library locations for the federal Election. Elections Canada will pay the Library for the rental and will make direct payment to the contracted security company for after-hours security services.

Accessible Polling Places

The Library will work with the City Clerk's Office, City of London, Elections Ontario and Elections Canada to ensure that all polling places at Library branches are physically accessible and that there are no physical barriers that prevent people with disabilities from exercising their right to vote.

Activities Not Allowable During an Election

19. Library Resources may not be used to support, endorse or otherwise provide an unfair advantage to any Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
20. Due to limited availability of space and the priority given to all-Candidates meetings, the Library will not rent meeting rooms, study rooms or other space to a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot for use as part of the Election process and/or a specific campaign.
21. Employees may not campaign or actively work in support of a municipal, school board, provincial or federal Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave.
22. A Board Member may not use their position on the Board to influence other Board Members, Employees or Volunteers for the benefit of a specific Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
23. Volunteers may not participate in Election campaigns during the hours in which they have agreed to provide volunteer service to the Library and may not use their position with the Library to influence Board Members, Employees, or other Volunteers or those they mentor for the benefit of a specific Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
24. During work/volunteering hours, while on Library property, in Library vehicles, when representing the Library online, including through social media and virtual programs, and when on Library business, Board Members, Employees and Volunteers shall not:

- a. wear anything that promotes a specific issue, Candidate or Political Party, e.g., Election buttons, campaign t-shirts; and/or,
 - b. post, distribute or promote any Election Candidate or Political Party materials, e.g., campaign literature, flyers, signs, etc. in workspaces or online.
- 25. Library Facilities, Property and Infrastructure cannot be used for any Election-related purposes by a Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election, including for the physical and digital display of any campaign-related signs, press conferences or other media events, as well as for any other form of Campaigning, except:
 - a. as described under the Activities Allowable During an Election section of this policy; and/or,
 - b. where permitted by the Canada Elections Act.
- 26. No permits, licenses, leases, or any other agreement for the use of Library Facilities, will be issued for the use or promotion of a particular Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
- 27. Consistent with the *Library Bulletin Board, Flyer and Free Literature Distribution Policy*, any Candidate, Political Party, Registrant or Supporter of a Question on a Ballot during an Election shall not distribute any Campaign Materials in Library Facilities or at Library Events, except on public right-of ways and thoroughfares as described under the Activities Allowable During an Election section of this policy, as permitted by the Canada Elections Act or during all-Candidates meetings.
- 28. Candidates cannot be featured or promoted in association with any Library-sponsored program. Library print and digital communications materials, whether for internal or public distribution, will not:
 - a. profile (name or photograph), reference and/or identify any individual as a Candidate in any Election or a Registrant in a Question on a Ballot; and/or,
 - b. advocate, support or oppose a particular Candidate, Political Party, Registrant or Question on a Ballot during an Election.

Communications materials include, but are not limited to, media releases, invitations for events, promotions for Library-sponsored programs or Library Events, social media posts, flyers, posters, banners, brochures and newsletters.
- 29. Websites or domain names that are funded by the Library will not include any Campaign Materials, reference and/or identify any individual as a Candidate, Political Party, Registrant, advocate, Supporter or opponent of a Question on a Ballot during an Election, or profile any slogan or symbol associated with a Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.

30. Official Library online and social media platforms managed by Employees will not reference and/or identify any individual as a Candidate, Political Party, Registrant or a Supporter of a Question on a Ballot during an Election.
31. Materials that have been or may be created by Employees or with Library Resources cannot be used in any Campaign Materials, including, but not limited to, photographs, videos, graphics, social media posts and website and other online content.
32. Photographs of the exteriors of Library Facilities may be used in Campaign Materials to identify the Library as a community asset in the ward or riding. In order to respect the privacy rights of individuals, photos of Library users or Employees may only be included with express permission of the individual(s) and in accordance with the Library's *Photography/Videography/Filming Policy*.
33. The Library logo and branding cannot be used in any Campaign Materials, including materials promoting events held at rented Library Facilities.
34. Patron data collected and stored by the Library cannot be used by any Candidate, Political Party, Registrant, advocate, Supporter or opponent of a Question on a Ballot during an Election, unless the data has already been released for public use.
35. Library Infrastructure cannot be used for any Election purposes unless permitted by the Canada Elections Act. Tenants of the Library must abide by this policy in such cases where the physical space being leased is visible to the public.
36. Beyond the normal provision of service, Employees and Volunteers will not perform any service, offer any advice or provide any information solely for the use of one Candidate, Political Party, Registrant, advocate, Supporter or opponent of a Question on a Ballot during an Election in accordance with legislation governing Elections.

Restrictions Related to Services Provided to Members of Council During an Election Year

As Members of Council may also be Candidates in a municipal Election, after the first day upon which nomination papers may be filed in the municipal Election year, Employees will discontinue the following activities for Members of Council. The same rule applies to all Members of Council, irrespective of whether they are seeking Election in the new term or not:

- Advertising and other print and digital communications materials paid for by Library Funds and distributed by the Library will not reference the name of a Member of Council. The exception is that Library publications, which usually have the names of all Board Members listed as being Members of the Library Board, including Members who are City Councillors, will continue to list them until the new Library Board has been appointed.
- Program and event signage, including banners and posters, will not reference the name of a Member of Council.

- Media releases issued by the Library will not reference the name of a Member of Council.
- Media releases will not be distributed on behalf of any Member of Council unless such a release is considered to be consistent with their duties as an Elected Official. The decision to distribute a release will be made by the Library CEO & Chief Librarian or the Manager, Communications.

ACCOUNTABILITY:

Should any written complaint arise regarding the alleged use of Library Resources in contravention of this policy, the CEO & Chief Librarian, or his or her designate, shall have the delegated authority to investigate it and resolve any issues.

INQUIRIES:

CEO & Chief Librarian



2028 London Public Library Development Charges Background Study

Library Services

Historical Service Levels

The Development Charges Act (DCA) and Ontario Regulation 82/98 require that development charges be set at a level no higher than the average level of service provided in the City over the 15-year period immediately preceding the preparation of the development charges (DC) background study, on a service-by-service basis. For the purposes of this study, the historical inventory period has been defined as 2013 to 2027.

O.Reg. 82/98 requires that both the quantity and quality of service must be considered in determining historical service levels. For Library Services, service levels are initially established in quantitative terms. For example, service levels for buildings are presented in terms of square feet. The qualitative aspect is introduced by considering the monetary value of the facility or service. In the case of buildings, for example, the cost is shown in terms of cost per square foot to replace or construct a facility of the same quality in 2028 dollars. This approach helps to ensure that the development-related Library facilities that are to be funded by new development reflect not only the quantity (number and size) but also the quality (replacement value or cost) of service provided by the City in the past. Both the quantitative and qualitative aspects of service levels used in the current analysis are based on information provided by City and London Public Library (LPL) staff, recent tenders and cost estimates, and municipal asset management plans. Unit costs for each asset in the historical inventory were originally expressed in 2025 dollars and then inflated by 3.5% (1.5% per year) to reflect 2028 dollars. As such, all unit costs presented in Table 1 are shown in 2028 dollars.

Table 1 summarizes the data used to calculate the 15-year historical service level for Library Services. As of 2027, the LPL comprises a Central Library and 15 branch libraries, collectively providing approximately 331,000 square feet of building space, with an estimated replacement value of \$274.4 million. Per legislative requirements introduced through the *Fighting Delays, Building Faster Act, 2025*, the value of land acquisition is excluded from the historical service level assessment. The LPL asset inventory also includes an extensive library collection—comprising Print Books, Audiobooks, DVDs, CDs, and other materials—valued at \$27.4 million. In addition, there is approximately \$8.4 million in furnishings and equipment, along with \$94,200 in annual lease payments for library vehicles. The full replacement value of the Library capital asset inventory as of 2027 is \$310.3 million (in 2028 dollars).

The final page of Table 1 shows the calculation of the “maximum allowable funding envelope”. This is defined as the 15-year historical service level (expressed as \$/capita) multiplied by the forecast increase in net population over the planning period to 2042. The resulting figure is the

value of capital infrastructure that would have to be acquired for that particular service so that the 15-year historical service level is maintained.

Based on the inventory value of \$310.3 million and the population it served over the historical period, the average service level is calculated at \$712.78 per capita. The historical service level multiplied by the 15-year forecast of population growth to 2042 results in a 15-year maximum allowable funding envelope of \$74.3 million (104,240 net population growth X historical service level of \$712.78/capita).

Planning for Capital Needs

Given that all residents of London have access to all Library facilities, a City-wide approach to the development charge calculation for Library Services has been utilized.

Each year, the LPL undertakes a comprehensive review of its capital building projects as part of its capital budget planning process. Facilities master plans are also undertaken periodically to assess long-term needs—one such master plan is currently underway.

In the context of development charge calculations, both the library service areas and collections were assessed to identify capital requirements associated with projected growth over the planning period. This assessment ensures that the resulting DC rates align with the statutory requirements under the DCA, which prohibits DC rates that would fund service levels exceeding the historical service standard.

Population Growth

In accordance with the DCA, municipalities are required to estimate “the anticipated amount, type and location of development” that will be subject to development charges. For the purposes of this study, population forecasts were prepared by City consultants and approved by Council and are structured to achieve 593,500 people by the year 2042.

For planning purposes, the City is divided into 42 districts. The location of the districts, together with the location of the network of Library facilities is shown in Figure 1. Overall, City forecasts indicated that a substantial share of the City’s population expansion over the next 15 years will be concentrated in the northern and western parts of the City.

TABLE 1

CITY OF LONDON

INVENTORY OF CAPITAL ASSETS

LIBRARY SERVICES

BUILDINGS	# of Square Feet															UNIT COST ³
Branch Name	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	(\$/sq.ft.)
Beacock - 1280 Huron St	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	13,232	\$829
Bostwick ¹ - 501 Southdale Rd W	-	-	-	-	-	-	-	16,598	16,598	16,598	16,598	16,598	16,598	16,598	16,598	\$829
Bryon - 1295 Commissioners Rd W	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	\$829
Carson - 465 Quebec St	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	2,930	\$829
Central Library - 251 Dundas St	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	188,179	\$829
Cherryhill (Leased) - 301 Oxford St W	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	10,225	\$829
Crouch- 550 Hamilton Rd	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	11,322	\$829
East London ² - 2016 Dundas St E	7,642	7,642	7,642	7,642	7,642	7,642	7,642	7,642	7,642	7,642	13,314	13,314	13,314	13,314	13,314	\$829
Glanworth - 2950 Glanworth Dr	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	\$829
Jalna - 1119 Jalna Rd	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	10,590	\$829
Lambeth - 7112 Beattie Ave	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	3,394	\$829
Landon - 167 Wortley Rd	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	7,422	\$829
Masonville - 30 North Center	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	\$829
Pond Mills (Leased) - 1166 Commissioners Rd E	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090	\$829
Sherwood Forest (Leased) - 1225 Wonderland Rd N	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	13,214	\$829
Stoney Creek - 920 Sunningdale Rd E	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	7,943	\$829
Westmount - 3220 Wonderland Rd	14,602	14,602	14,602	14,602	14,602	-	-	-	-	-	-	-	-	-	-	\$829
Total (sq.ft.)	323,305	323,305	323,305	323,305	323,305	308,703	308,703	325,301	325,301	325,301	330,973	330,973	330,973	330,973	330,973	
Total (\$000)	\$268,057.9	\$268,057.9	\$268,057.9	\$268,057.9	\$268,057.9	\$255,951.2	\$255,951.2	\$269,712.8	\$269,712.8	\$269,712.8	\$274,415.6	\$274,415.6	\$274,415.6	\$274,415.6	\$274,415.6	

1 Bostwick Library and Community Centre is a total of 175,286 sq.ft. with the YMCA occupying 82,710 sq.ft. (Library portion is 16,598 sq.ft.)

2 East London Library and Community Centre is a total of 23,500 sq. ft with the YMCA occupying 10,500 sq. ft. (Library portion is 7,642 sq.ft.)

3 Unit costs are shown in 2028 dollars

TABLE 1

CITY OF LONDON

INVENTORY OF CAPITAL ASSETS

LIBRARY SERVICES

MATERIALS Type	# of Collection Materials															UNIT COST ¹ (\$/unit)
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Catalogued Volumes	788,392	762,085	760,415	739,929	731,438	734,471	700,524	666,527	633,201	601,541	602,280	603,725	600,000	601,517	601,517	\$32
Government Documents	3,803	1,374	1,382	1,382	1,375	1,382	1,383	1,131	1,080	1,032	972	972	1,000	89	89	\$38
Magazines, Newspapers, Periodicals	26,189	26,395	27,261	25,336	24,700	24,916	23,764	22,341	21,224	20,163	5,789	7,911	8,000	8,394	8,394	\$8
Vertical Files, Technical Reports, Pamphlets	201	161	98	98	84	75	75	73	72	72	72	72	72	72	72	\$40
Micromaterials	467	469	471	471	469	470	446	439	432	426	481	481	500	469	469	\$350
Sound Recordings (LP's & Cassettes)	6,688	1,965	1,156	1,144	646	202	337	267	214	171	26	-	-	-	-	\$40
Compact Discs	62,633	66,978	69,960	67,790	67,904	69,144	68,470	67,747	67,070	66,399	53,108	49,769	45,000	28,954	28,954	\$35
Talking Books	4,150	1,664	1,824	1,694	1,828	1,451	2,105	2,229	2,340	2,457	3,713	3,476	3,500	3,309	3,309	\$60
Videos - VHS	17,649	9,657	7,921	7,359	6,222	4,402	938	834	667	534	146	146	-	-	-	\$28
CD - ROMs	442	442	442	-	-	-	-	-	-	-	-	-	-	-	-	\$15
DVDS	42,048	48,954	58,797	57,616	63,440	68,819	70,042	71,952	68,354	64,937	65,822	61,096	57,500	55,236	55,236	\$35
Subscriptions - Electronic Resources	52	52	46	38	39	49	28	33	32	30	28	26	26	30	30	\$25,000
Digital Holdings (E-Books, E-Audio, Digital Magazines)	7,593	12,496	16,334	18,866	21,497	23,531	32,503	36,942	46,178	57,722	65,741	74,828	82,000	94,436	94,436	\$42
Access Workstations	396	477	477	-	-	-	-	-	-	-	-	-	-	-	-	\$950
Equipment	1,606	1,660	1,598	559	602	652	336	357	321	289	265	181	200	360	360	\$50
iPad Stations	-	-	-	-	-	-	30	30	30	30	30	30	30	30	30	\$600
Total (#)	962,309	934,829	948,182	922,282	920,244	929,564	900,981	870,902	841,215	815,801	798,473	802,713	797,828	792,896	792,896	
Total (\$000)	\$32,510.6	\$31,694.8	\$32,032.3	\$30,614.7	\$30,638.1	\$31,215.4	\$29,932.4	\$29,176.8	\$28,300.5	\$27,584.8	\$27,410.3	\$27,503.4	\$27,399.4	\$27,383.6	\$27,383.6	

1 Unit costs are shown in 2028 dollars

FURNITURE & EQUIPMENT Type	Total # and Value of Furniture & Equipment														
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Furniture & Equipment (# of assets)	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856	8,856
Furniture & Equipment (replacement value of assets ¹)	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383	\$8,434,383
Total (\$000)	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4

1 Value of assets are shown in 2028 dollars

LEASED VEHICLES Type	# of Vehicles															UNIT COST ¹ (\$/vehicle)
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Leased Vehicles	5	5	6	6	6	6	6	6	6	6	6	6	6	6	6	\$ 15,700
Total (#)	5	5	6	6	6	6	6	6	6	6	6	6	6	6	6	
Total (\$000)	\$78.5	\$78.5	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	

1 Unit costs are shown in 2028 dollars

TABLE 1

CITY OF LONDON
CALCULATION OF SERVICE LEVELS
LIBRARY SERVICES

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Historical Population	383,174	386,326	389,888	396,638	406,867	418,229	428,058	435,965	441,572	446,100	455,000	463,900	472,800	481,700	489,260

INVENTORY SUMMARY (\$000)

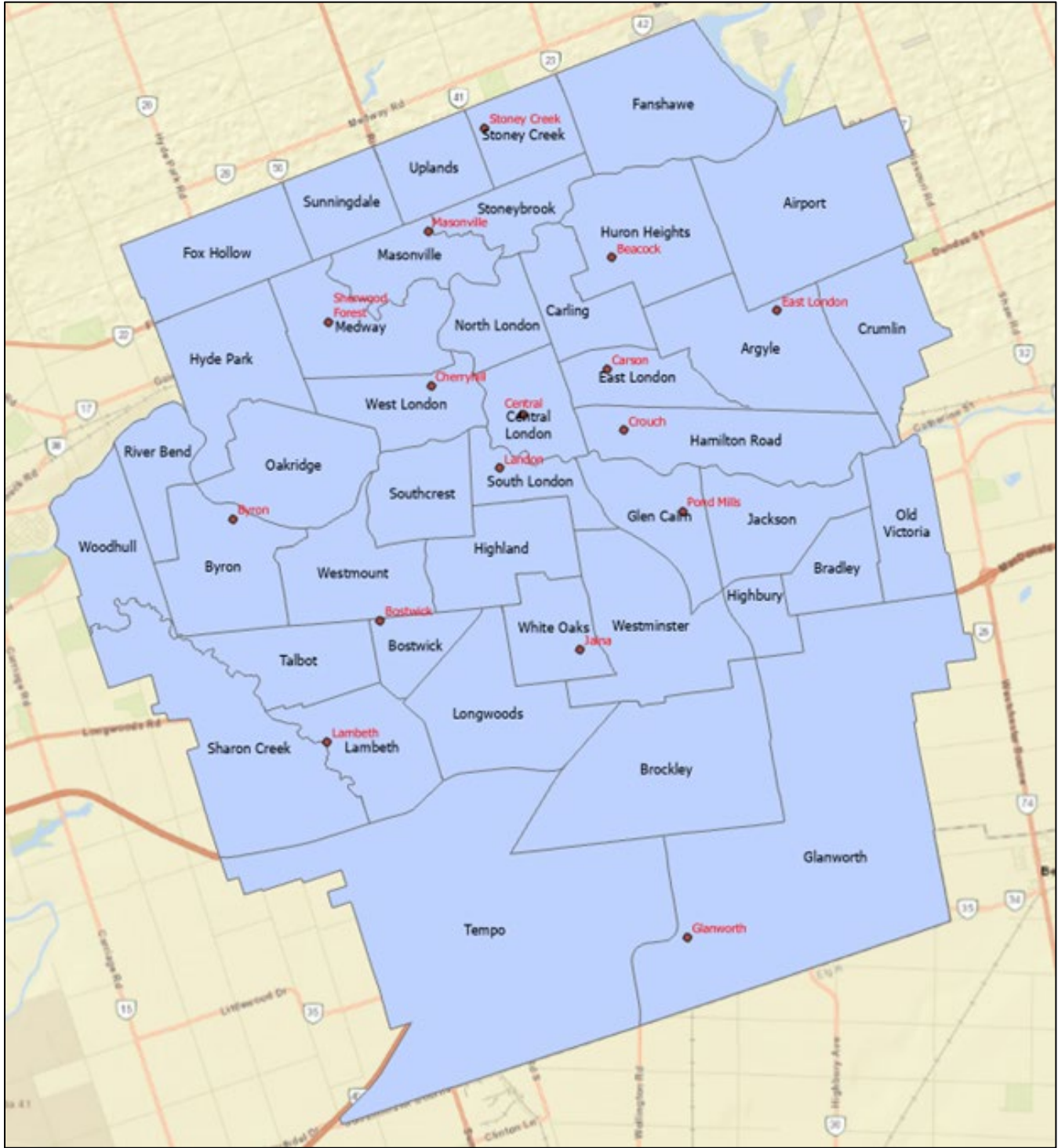
Buildings	\$268,057.9	\$268,057.9	\$268,057.9	\$268,057.9	\$268,057.9	\$255,951.2	\$255,951.2	\$269,712.8	\$269,712.8	\$269,712.8	\$274,415.6	\$274,415.6	\$274,415.6	\$274,415.6	\$274,415.6
Materials	\$32,510.6	\$31,694.8	\$32,032.3	\$30,614.7	\$30,638.1	\$31,215.4	\$29,932.4	\$29,176.8	\$28,300.5	\$27,584.8	\$27,410.3	\$27,503.4	\$27,399.4	\$27,383.6	\$27,383.6
Furniture & Equipment	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4	\$8,434.4
Leased Vehicles	\$78.5	\$78.5	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2	\$94.2
Total (\$000)	\$309,081.4	\$308,265.6	\$308,618.8	\$307,201.2	\$307,224.6	\$295,695.2	\$294,412.2	\$307,418.2	\$306,541.9	\$305,826.2	\$310,354.5	\$310,447.6	\$310,343.6	\$310,327.8	\$310,327.8

SERVICE LEVEL (\$/capita)															Average Service Level	
Buildings	\$699.57	\$693.86	\$687.53	\$675.83	\$658.83	\$611.99	\$597.94	\$618.66	\$610.80	\$604.60	\$603.11	\$591.54	\$580.41	\$569.68	\$560.88	\$624.35
Materials	\$84.85	\$82.04	\$82.16	\$77.19	\$75.30	\$74.64	\$69.93	\$66.92	\$64.09	\$61.84	\$60.24	\$59.29	\$57.95	\$56.85	\$55.97	\$68.62
Furniture & Equipment	\$22.01	\$21.83	\$21.63	\$21.26	\$20.73	\$20.17	\$19.70	\$19.35	\$19.10	\$18.91	\$18.54	\$18.18	\$17.84	\$17.51	\$17.24	\$19.60
Leased Vehicles	\$0.20	\$0.20	\$0.24	\$0.24	\$0.23	\$0.23	\$0.22	\$0.22	\$0.21	\$0.21	\$0.21	\$0.20	\$0.20	\$0.20	\$0.19	\$0.21
Total (\$/capita)	\$806.63	\$797.94	\$791.56	\$774.51	\$755.10	\$707.02	\$687.79	\$705.14	\$694.21	\$685.56	\$682.10	\$669.21	\$656.40	\$644.23	\$634.28	\$712.78

CITY OF LONDON
CALCULATION OF MAXIMUM ALLOWABLE FUNDING ENVELOPE
LIBRARY SERVICES

Funding Envelope Calculation	
15-Year Average Service Level (2013-2027)	\$712.78
Net Population Growth (2028-2042)	104,240
Maximum Allowable Funding Envelope	\$74,300,002

Figure 1 – London Planning Districts and Library Facility Locations



Identifying Growth-Related Capital Needs

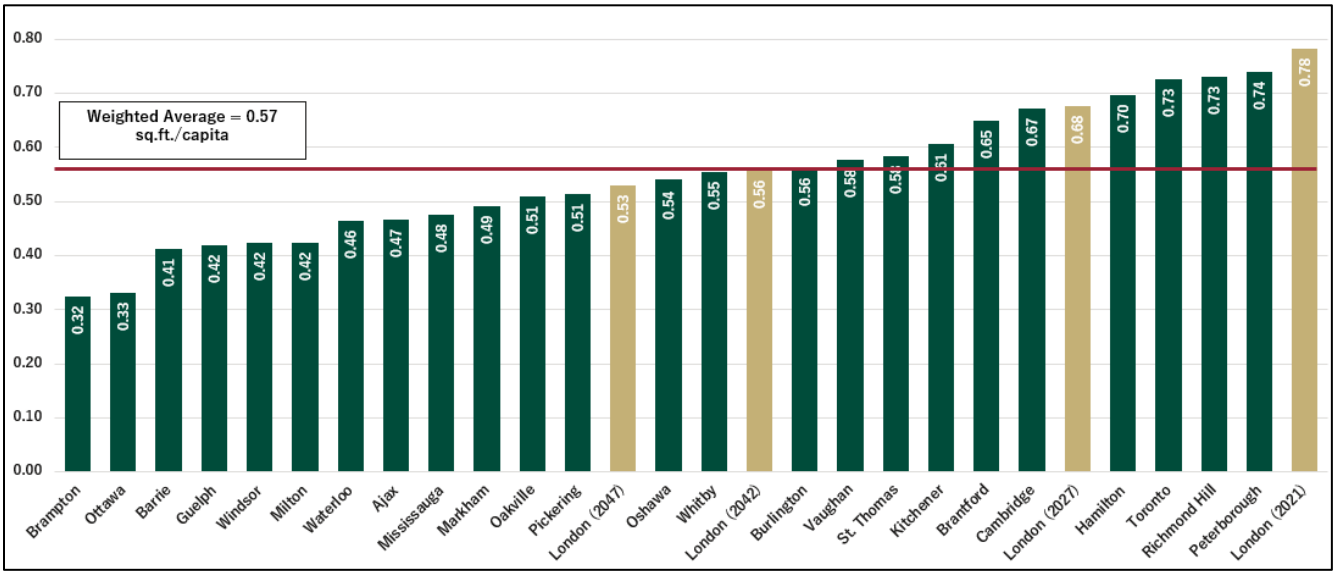
To project Library capital needs, a 15-year development-related capital plan was prepared. Capital needs were assessed separately for branch libraries and for the Central Library, recognizing their distinct roles within the City’s Library network.

The need for new or redeveloped library branches is influenced by several factors:

- anticipated population growth in specific districts;
- socio-economic and literacy needs of communities;
- changing demographics;
- changes to historical service level within the City; and
- comparison of service levels with other municipalities.

Based on the City’s forecast, London’s population is expected to grow by approximately 104,240 residents by 2042. In 2027, the LPL system will provide 0.68 square feet of space per capita. Without new investment, this service level will decline to about 0.56 square feet per capita by 2042 (see Figure 2).

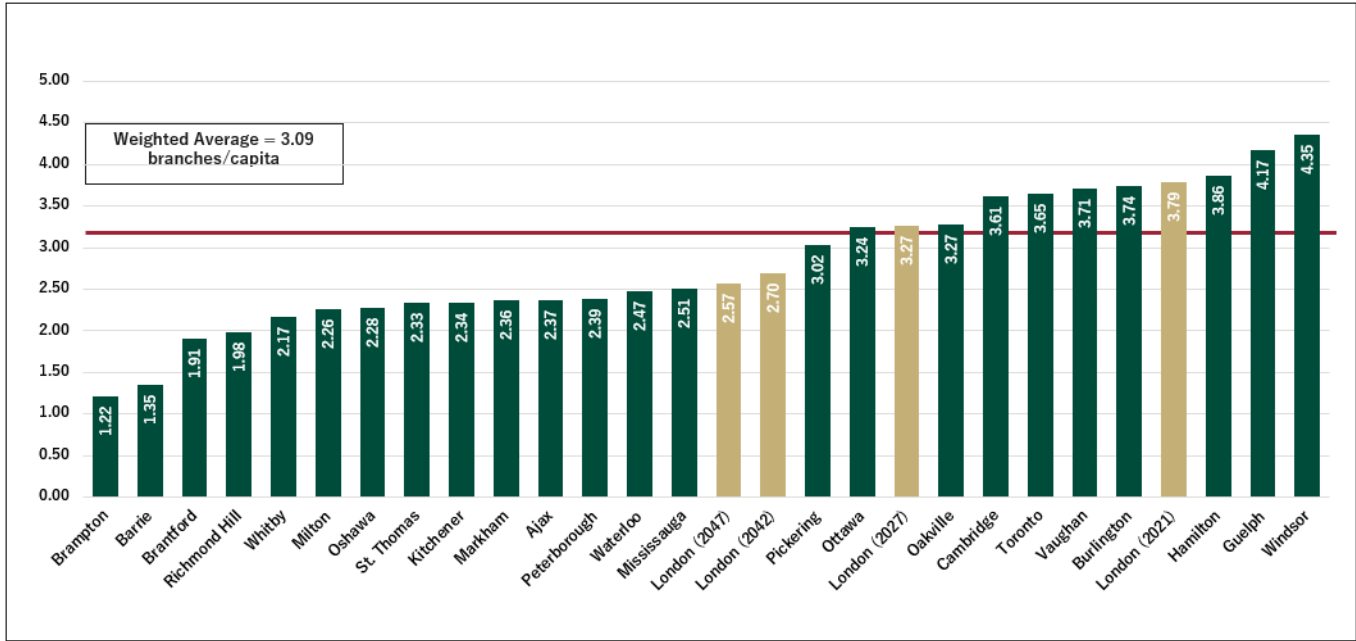
Figure 2 – Library Capital Service Levels (Sq.Ft. per Capita)



Source: Hemson Consulting

In 2021, London had 3.79 library branches per 100,000 residents—above most other municipalities. Windsor had the highest rate (4.35), while Brampton had the lowest (1.22). Without new branches, London’s rate will decline to 2.70 branches per 100,000 by 2042 (Figure 3).

Figure 3 – Library Branches per 100,000 Residents



Source: Hemson Consulting

Currently, 15 of the City’s 42 planning districts have library branches (see Table 2). The former Westmount branch, decommissioned in 2018, is excluded from the analysis. In 2027, Bostwick is projected to have the highest space per capita (3.57 sq.ft.) while East London will have the lowest (0.22 sq.ft.). Over time, as population growth continues without new facilities, the average service level across branches will decline. Districts projected to have the lowest service levels include East London, West London, Glen Cairn, White Oaks, and Argyle—all are located in the west or central parts of the City. Moreover, without investment in facility expansion, significant service level reductions may be expected in the west part of London.

The Central Library is excluded from Table 2, as it serves a dual function as a branch library for the Central London district and as a City-wide hub that includes performance and meeting spaces. Its future role is the subject of a separate study currently underway. For the purpose of this analysis, it is assumed that the Central Library can continue to serve its City-wide role at its current size and location through to 2042.

Table 2 – London's Branch Library Capital Service Levels by Planning District

Planning District	2027 Space/Capita (Sq.Ft.)	2042 Space/Capita (Sq.Ft.)	2047 Space/Capita (Sq.Ft.)
Bostwick	3.57	1.74	1.63
Masonville	1.17	1.15	1.13
Medway	0.70	0.68	0.68
Hamilton Road	0.67	0.66	0.67
Byron	0.67	0.63	0.59
Glanworth	0.63	0.65	0.66
Stoney Creek	0.58	0.44	0.42
Huron Heights	0.52	0.42	0.41
South London	0.49	0.48	0.47
Lambeth	0.47	0.30	0.27
Argyle	0.43	0.36	0.33
White Oaks	0.43	0.39	0.39
Glen Cairn	0.40	0.40	0.40
West London	0.36	0.30	0.29
East London	0.22	0.19	0.19
Branch Average	0.75	0.59	0.57

To maintain the 2027 service level for the branch library system, the City will require approximately 33,000 square feet of additional Library branch space by 2042.

Cost of Future Library Branches

The City’s estimated 2028 replacement cost for library facilities is \$829 per square foot (see Table 1 above). Based on this unit cost, the estimated capital investment required to accommodate growth for branch libraries is \$27.3 million. The \$27.3 million branch expansion is assumed to take the form of three new 11,000 square foot branches, located in the northwest, southwest and southeast areas of London. Each new facility represents an estimated investment of approximately \$9.1 million. The specific location and design configurations of these new facilities, including whether they represent new facilities or additions to existing facilities, will be determined through the upcoming Facilities Master Plan and the City’s annual capital budget process.

The additional square footage needed to maintain existing service levels can be delivered in a variety of ways: through campus design facilities, expansions of existing branches; or construction of entirely new branches.

Various elements were considered in the cost of the new library space:

- a) Design Standards

The Ontario Building Code establishes a range of design standards applicable to library facilities. In addition, the City’s Facility Accessibility Design Standard (FADS) and the Accessibility for Ontarians with Disabilities Act (AODA) further influence the design of modern library buildings. These accessibility standards require additional space within facilities to support the principles of universal design, ensuring that individuals with ambulatory, visual or other disabilities can access programs and services in an integrated and equitable manner. All of these regulatory and policy frameworks are embedded into the planning and design of future library facilities.

It is noted that the \$34.5 million amount is less than the maximum allowable funding envelope of \$74.3 million calculated at the end of Table 1 above.

b) Campus Design

Through previous Parks and Recreation Master Planning Studies, the desirability of a campus design for public facilities was identified. This design would see a number of distinct municipal services incorporated into multi-use facilities in the future. For example, aquatic facilities, ice pads, community meeting space, gymnasium and library might all be incorporated into the design of future municipal facilities. The recent completion of the Bostwick Community Centre and library was constructed based on this concept. Where possible, the LPL intends to incorporate future branches with other City of London community and recreational facilities - pending any new direction flowing from future Parks and Recreation Strategic Master Plan updates – or other entities such as housing developments or collective retail space.

Other Capital Growth Needs Projected

In addition to facility expansion, other capital investments are required to maintain service levels in line with forecast growth.

Library Collections: To ensure an adequate level of choice and variety for a growing population, the 2028 – 2042 capital program includes \$7.2 million for new materials, based on maintaining the \$68.62 per capita 15-year historical average service level.

Library Vehicles: To support system-wide operations, the LPL will require additional vehicles. Based on the historical average service level, leased vehicles cost approximately \$0.21 per capita. Therefore, to support an additional 104,240 residents in London, an allocation of \$22,000 has been included in the 15-year capital forecast to ensure historical average service levels are maintained.

Summary of Growth-Related Costs

The capital projects for Library Services are detailed in Table 3. The total DC-eligible capital cost for Library Services over the 2028 – 2042 period is \$34.5 million. This amount is fully attributable to anticipated residential growth within the City of London and reflects investments necessary to maintain the existing level of service. As such, no benefit to existing development or post-period benefit has been identified.

Table 3
City of London 2028 Development Charges Background Study
Library Services - Development-Related Capital Program

							DC Deduction Calculations				
Previous DC Study ID	Project Description	Timing	Land (If Applicable)	Gross Project Cost (Including Land)	Grants/ Subsidies/ Other Contributions	Net Municipal Costs	Non-Growth Share		Total Development Related	Post Period Benefit	
							%	Benefit to Existing		%	Post Period Benefit
New Facilities & Expansions											
	Northwest Branch Library Space	2028 - 2028	\$ -	\$ 9,100,000	\$ -	\$ 9,100,000	0%	\$ -	\$ 9,100,000	0%	\$ -
	Southwest Branch Library Space	2031 - 2031	\$ -	\$ 9,100,000	\$ -	\$ 9,100,000	0%	\$ -	\$ 9,100,000	0%	\$ -
	Southeast Branch Library Space	2034 - 2034	\$ -	\$ 9,100,000	\$ -	\$ 9,100,000	0%	\$ -	\$ 9,100,000	0%	\$ -
Subtotal New Facilities & Expansions			\$ -	\$ 27,300,000	\$ -	\$ 27,300,000		\$ -	\$ 27,300,000		\$ -
Collections											
	Provision for New Collection Materials	2028 - 2042	\$ -	\$ 7,370,000	\$ -	\$ 7,370,000	0%	\$ -	\$ 7,370,000	0%	\$ -
Subtotal Collections			\$ -	\$ 7,370,000	\$ -	\$ 7,370,000		\$ -	\$ 7,370,000		\$ -
Vehicles											
	Provision for Leased Library Vehicles	2028 - 2042	\$ -	\$ 23,000	\$ -	\$ 23,000	0%	\$ -	\$ 23,000	0%	\$ -
Subtotal Vehicles			\$ -	\$ 23,000	\$ -	\$ 23,000		\$ -	\$ 23,000		\$ -
Total Library Services Growth Infrastructure Servicing Needs			\$ -	\$ 34,693,000	\$ -	\$ 34,693,000		\$ -	\$ 34,693,000		\$ -