



Belleville Public Library and John M. Parrott Art Gallery 254 Pinnacle
Street, Belleville, Ontario K8N 3B1
TEL: (613) 968-6731 www.bellevillelibrary.ca

Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 17 February 2026 at 6:00 PM in the Board Room

1. Call to Order
2. Declarations of pecuniary interest by Library Board Members
3. Motion to approve the agenda for the Regular Meeting of 17 February 2026
4. Motion to approve the minutes of the Regular Meeting of 20 January 2026
5. Items for Information
 - Statistics: January 2026
 - Media Report

Resolution: “THAT the items for information be received.”

6. Financial Statement to 31 January 2026

Resolution:

“THAT the Financial Statement to 31 January 2026 be approved as presented.”

7. Report to the Belleville Public Library Board 26_03: Ontario Public Library Statistics comparison data

Resolution:

“THAT the Board receives report 26_03: Ontario Public Library Statistics comparison data for information.”



8. Annual policy review: BPL004 Health and Safety

Resolution:

“THAT the Board approves policy BPL004 Health and Safety as presented.”

9. Annual policy review: BPL006 Workplace Violence Prevention and Response

Resolution:

“THAT the Board approves policy BPL006 Workplace Violence Prevention and Response as presented.”

10. Annual policy review: BPL007 Harassment and Discrimination

Resolution:

“THAT the Board approves policy BPL007 Harassment and Discrimination as presented.”

11. Motion to enter into an In Camera session to consider the following items, pursuant to the Public Libraries Act, s. 16.1:

- In camera report on matters related to labour relations / employee negotiations
- In camera report on matters related to labour relations / employee negotiations

12. Motion to go out of In Camera session and return to the Regular Meeting

13. Other business

14. Adjournment

Next meeting: April 21, 2026



Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville, Ontario K8N 3B1
TEL: (613) 968-6731 www.bellevillelibrary.ca

The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday, 20 January 2026 at 6:00 PM in the Board Room

Present: Councillor P. Carr (Chair); P. Appolon; G. Fraiberg; Councillor K. Henderson; S. Jennings; R. Ingersoll; E. Lindenberg; M. Roberts

T. Pross, CEO; H. Dewar, Manager of Public Service;
J. Van Manen, Payroll and Accounts Administrator

Regrets: Councillor M. Seu

Media: None

- Call to Order:** The meeting was called to order by the Chair at 6:05 p.m.
- Declarations of pecuniary interest by Board Members:** None
- Motion to approve the agenda for the Regular Meeting of 20 January 2026**

MOVED by S. Jennings, **SECONDED** by Councillor Henderson, THAT the agenda for the Regular Meeting of 20 January 2026 be approved as amended. **CARRIED**

- Motion to approve the minutes for the Regular Meeting of 18 November 2025**

MOVED by P. Appolon, **SECONDED** by E. Lindenberg, THAT the minutes for the Regular Meeting of 18 November 2025 be approved. **CARRIED**

No business arising from the minutes.

- Report to the Belleville Public Library Board 26_02: Revised policy BPL020 Collection Development with updated appendices**

MOVED by G. Fraiberg, **SECONDED** by M. Roberts, THAT the Board receives report 26_02: Revised policy BPL020 Collection Development with updated appendices, and approves the updated policy as presented. **CARRIED**



6. Items for Information

- **Statistics November and December 2025**
- **Media Report**

MOVED by Councillor Henderson, **SECONDED** by M. Roberts, THAT the items for information be received. **CARRIED**

7. Financial Statement to 31 December 2025

MOVED by M. Roberts, **SECONDED** by R. Ingersoll, THAT the Financial Statement to 31 December 2025 be approved as presented. **CARRIED**

8. Draft 2025 Annual Report for approval

MOVED by P. Appolon, **SECONDED** by S. Jennings, THAT the Board approves the 2025 Annual report and directs the CEO to print and distribute to staff and the public. **CARRIED**

9. Report to the Belleville Public Library Board 26_01: Ontario Library Service Board Assembly meeting report by S. Jennings

MOVED by Councillor Henderson, **SECONDED** by E. Lindenberg, THAT the Board receives report 26_01: Ontario Library Service Board Assembly meeting report by S. Jennings for information. **CARRIED**

10. Motion to enter into In Camera session to consider the following items, pursuant to the Public Libraries Act, s. 16.1:

- In camera report on matters related to labour relations / employee negotiations

MOVED by G. Fraiberg, **SECONDED** by M. Roberts, THAT the Board enter into In Camera Session. **CARRIED**

11. Motion to go out of In Camera session and return to the Regular Meeting

MOVED by S. Jennings, **SECONDED** by M. Roberts, THAT the Board go out of In Camera session and return to the Regular Meeting. **CARRIED**

12. Other business: None

13. Adjournment: The meeting was adjourned at 6:59 p.m. on a motion by E. Lindenberg.

Next meeting: February 17, 2026

January 2026										
Circulation: physical						Circulation: digital				
Inter-library loans - lent						Hoopla				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
41	54	41	54	-24%		1,268	1,360	1,268	1,360	-7%
Inter-library loans - borrowed						Kanopy				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
74	58	74	58	28%		225	232	225	232	-3%
3D Prints						Overdrive - eBooks				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
0	1	0	1	-100%		3,659	2,971	3,659	2,971	23%
All ages - CD audiobooks						Overdrive - audiobooks				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
281	273	281	273	3%		2,267	1,842	2,267	1,842	23%
Hotspot Loans						Overdrive - Magazines				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
50	72	50	72	-31%		1,876	1,543	1,876	1,543	22%
Adult - DVD						Medici TV				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
2,261	3,140	2,261	3,140	-28%		13	43	13	43	-70%
Children - DVD						Total digital circulation				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
385	490	385	490	-21%		9,308	7,991	9,308	7,991	16%
Adult and teen - print						TOTAL CIRCULATION				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
13,205	14,605	13,205	14,605	-10%		33,720	35,909	33,720	35,909	-6%
Children - print						Percentage of total circulation (%)				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		2026 YTD Physical	2026 YTD Digital	2025 YTD Physical	2025 YTD Digital	
8,230	9,338	8,230	9,338	-12%		72%	28%	78%	22%	
Genre breakdown (print): children's						Reserves placed				
General	French	Board books	Picture books	Graphic novels		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
3,537	327	517	2,707	1142		3,033	3,340	3,033	3,340	-9%
Genre breakdown (print): adult						Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
5,625	1,735	1020	133	307		2,432	3,014	2,432	3,014	-19%
Periodicals						Public computer usage				
Periodicals	French	Inspirational	Western	Mystery		January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
200	17	131	120	1453		1,056	1,435	1,056	1,435	-26%
Biography						Overdue notices				
Total physical circulation						January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change		164	167	164	167	-2%
24,412	27,918	24,412	27,918	-13%						

Gallery Programs					General				
Number of programs / events					Patrons entering building				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
7	7	7	7	0%	9,625	13,059	9,625	13,059	-26%
Attendance					Class visits - Library				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
91	184	91	184	-51%	5	10	5	10	-50%
Number of gallery opening receptions					Attendance				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
2	2	2	2	0%	161	391	161	391	-59%
Attendance					Class visits - Gallery				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
75	67	75	67	12%	3	4	3	4	-25%
Children's Programs					Attendance				
Number of programs / events					January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	103	242	103	242	-57%
17	22	17	22	-23%					
Attendance					Number of Visiting Library Service visits				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
299	414	299	414	-28%	38	37	38	37	3%
Teen Programs					New registrations				
Number of programs / events					January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	211	219	211	219	-4%
6	3	6	3	100%	Virtual Branch				
Attendance					Website visits				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
62	64	62	64	-3%	26,157	17,087	26,157	17,087	53%
Adult Programs					# of Social media followers				
Number of programs / events					January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	7,054	7,235	7,054	7,235	-3%
25	28	25	28	-11%	Research and Learning				
Attendance					Electronic resource usage				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
281	418	281	418	-33%	29	3	1,123	21	352
Total number of programs / events									
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier	Hobbies & Crafts Source	MasterFILE Premier + Primary Search
57	62	57	62	-8%	12	28	1	11	2
Total attendance					Total Electronic resource usage				
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change
808	1,147	808	1,147	-30%	1,582	911	1,582	911	74%
Research requests and ask-a-librarian									
January 2026	January 2025	2026 YTD	2025 YTD	YTD % Change	73	84	73	84	-13%

Media Coverage
Jan 1-31, 2026

Library Line	New Year, new programs, new exhibitions - Wendy Rayson-Kerr, Gallery Curator	Intelligencer Online	December 30
		Intelligencer	January 6
	Winter programs at Belleville Public Library - Jenny Pust, Librarian Coordinator	Intelligencer Online	January 8
		Intelligencer	January 13
	Launching into the New Year with science fiction reads - Richard Sleightholm, Librarian Coordinator	Intelligencer Online	January 15
		Intelligencer	
	Travel memoirs - Shantal Macarthur, Library Assistant	Intelligencer Online	January 22
		Intelligencer	January 29
	Reading the future: Nonfiction books that explain AI - Richard Sleightholm, Librarian Coordinator	Intelligencer Online	January 29
		Intelligencer	January 31
Articles	Amnesty International writing campaign Saturday at Belleville library	Intelligencer Online	January 13
		Intelligencer	January 15
	New format for Faith Festival - Jack Evans	Intelligencer Online	
		Intelligencer	January 29
	Belleville stage hypnotist Richard Cole: an entrancing international career - Luke Hendry	Intelligencer Online	January 30
		Intelligencer	February 3
	Celebrating Black History Month in Belleville - Post Media Staff	Intelligencer Online	January 30
	City of Belleville celebrating Black History Month with events and activities in Feb - Hailey MacDonald	In Quinte Online	January 30

Library Detail - Monthly



For Period Ending 31-Jan-2026

BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
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LIBRARY FUND

REVENUE

REVENUE

Revenue Details

MUNICIPAL GRANTS	-2,776,000.00	-231,000.00	-2,545,000.00	8.32	-221,000.00	-2,776,000.00
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-94,000.00	-2,007.60	-91,992.40	2.14	0.00	-95,639.60
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00
USER FEES	-46,500.00	-1,663.33	-44,836.67	3.58	416.46	-51,118.55
DONATIONS REVENUE	-6,000.00	-20.00	-5,980.00	0.33	-317.46	-6,246.65
INVESTMENT INCOME	-30,000.00	0.00	-30,000.00	0.00	-2,479.36	-29,963.26
OTHER REVENUE	-88,000.00	-11,235.97	-76,764.03	12.77	0.00	-57,161.81
SALES OF GOODS	-500.00	0.00	-500.00	0.00	-31.24	-187.99
RESERVE FUND TRANSFERS	-30,000.00	0.00	-30,000.00	0.00	0.00	0.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	0.00	0.00
Total Revenue Details	-3,072,000.00	-245,926.90	-2,826,073.10	8.01	-223,411.60	-3,016,317.86
Total REVENUE	-3,072,000.00	-245,926.90	-2,826,073.10	8.01	-223,411.60	-3,016,317.86
Total REVENUE	-3,072,000.00	-245,926.90	-2,826,073.10	8.01	-223,411.60	-3,016,317.86

EXPENDITURES

EXPENDITURES

Expenditures Detail

LIBRARY LABOUR - REGULAR	2,302,500.00	264,768.20	2,037,731.80	11.50	138,277.35	2,182,990.56
LIBRARY LABOUR - SUMMER	6,500.00	0.00	6,500.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	163.97	4,836.03	3.28	249.96	4,949.76
Sales of Goods - COGS	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - BOOKS	90,500.00	2,837.37	87,662.63	3.14	4,123.67	98,011.19
LIBRARY MATERIALS - PERIODICALS	3,500.00	0.00	3,500.00	0.00	58.00	3,392.84
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	32,000.00	285.82	31,714.18	0.89	147.11	29,644.94
LIBRARY MATERIALS ELECTRONIC RESOURCES	111,000.00	25,571.69	85,428.31	23.04	23,812.72	113,624.85
LIBRARY MATERIALS - MICROFILM	5,500.00	2,416.80	3,083.20	43.94	2,880.83	5,405.88
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	0.00	8,000.00	0.00	289.33	7,017.55
FACILITY OPERATION	188,000.00	7,699.46	180,300.54	4.10	3,574.95	215,001.47
ADMINISTRATION	236,500.00	5,462.91	231,037.09	2.31	8,082.84	210,746.52
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS/AWARDS	500.00	0.00	500.00	0.00	0.00	0.00
HASTINET	57,500.00	40,067.01	17,432.99	69.68	37,448.72	58,461.81
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS TO RESERVES	25,000.00	0.00	25,000.00	0.00	0.00	0.00
Total Expenditures Detail	3,072,000.00	349,273.23	2,722,726.77	11.37	218,945.48	2,929,247.37

Library Detail - Monthly



For Period Ending 31-Jan-2026

BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
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LIBRARY FUND

Total EXPENDITURES	3,072,000.00	349,273.23	2,722,726.77	11.37	218,945.48	2,929,247.37
Total EXPENDITURES	3,072,000.00	349,273.23	2,722,726.77	11.37	218,945.48	2,929,247.37
Surplus/Deficit	0.00	103,346.33	-103,346.33	0.00	-4,466.12	-87,070.49
Total LIBRARY FUND	0.00	103,346.33	-103,346.33	0.00	-4,466.12	-87,070.49
Total Surplus (-)/Deficit	0.00	103,346.33	-103,346.33	0.00	-4,466.12	-87,070.49

Report to the Belleville Public Library Board 26_03: Ontario Public Library Statistics comparison data

Trevor Pross

February 2026

Suggested motion:

THAT the Board receives report 26_03: Ontario Public Library Statistics comparison data for information.

Background:

At the December meeting, the Board requested a report showing data from the Ontario Public Library statistics, such as circulation levels, to allow comparison between Belleville and other libraries in our population band.

The Ministry of Tourism, Culture, and Gaming releases statistical reports containing data on public library usage, gathered through the Annual Survey that is completed each Spring by all libraries in the province.

The spreadsheet attached shows sample data for our population band (50,001 – 100,000) from the year 2024, the last year posted by the Ministry.

Note: There may be errors or omissions in the source data for these tables.

Note: Totals will not add up because the categories listed on this chart represent a sampling of metrics and not the complete survey data for each library.

Highlights:

→The following data demonstrates areas where Belleville Public Library is underperforming or showing a reduced rate of funding when compared to other libraries, the average for the band, or other libraries with very similar population levels.

- In-person library visits: Belleville = 157,600

Average = 235,604

Welland = 182,950

- Number of public computers: Belleville = 20

Average = 44

Georgina = 37

- Print titles held (English): Belleville = 60,081
Average = 94,503
North Bay = 141,568
- Local operating funding: Belleville = \$2,655,000
Average = \$3,708,077
Georgina = \$3,353,540
- Materials (collections) budget: Belleville = \$224,507
Average = \$401,204
Welland = \$303,930
- Staff training budget: Belleville = \$9,495
Average = \$22,303
Georgina = \$15,911

→The following data demonstrates areas where Belleville Public Library is overperforming when compared to the other libraries in our population band, the average for the band, or other libraries with very similar population levels.

- Annual circulation: Belleville = 411,035
Average = 392,554
Welland = 305,206
- Annual circulation of physical items: Belleville = 329,983
Average = 296,082
North Bay = 188,480

Ontario Public Library Statistics Highlights - 2024 - Ministry of Tourism, Culture and Gaming												
Overall Provincial Stats				Belleville Population	55,071							
Number of Public Library Boards	261			Year	2024							
Number of First Nation Libraries	37											
Total number of Public Libraries	298											
Active cardholders	4,467,138											
In-person visits to libraries	58,700,300											
Program attendance	4,825,706											
Highlights - Population band 50,001 - 100,000												
General												
Library	Population Served	Number of Active Cardholders	Library Visits Made in Person	Number of 3D Printers	Number of Public Computers	Number of Branches	Number of weekly service hours at main branch					
Aurora	65,970	25,406	361,700	2	36	1	66					
Belleville	55,071	19,126	157,600	2	20	1	58					
Caledon	76,581	19,784	383,200	4	133	7	61					
Georgina	50,519	9,296	179,500	2	37	4	53					
Halton Hills	62,951	19,123	223,750	3	30	2	63					
Kawartha Lakes	79,247	15,214	200,350	0	59	14	54					
Newmarket	91,670	22,234	184,000	3	15	1	48					
Niagara Falls	94,415	22,884	302,600	0	76	4	60					
Norfolk County	67,490	15,319	199,900	6	69	5	46					
North Bay	52,662	19,401	200,150	0	12	1	58					
Peterborough	83,651	19,319	286,850	0	26	2	59					
Sault Ste. Marie	78,574	26,974	200,300	1	20	2	68					
Welland	55,750	12,416	182,950	3	42	3	65					
Total average for population band	70,350	18,961	235,604	2	44	4	58					

Collections											
Library	Population Served	Print Titles Held (English)	Print Titles Held (French)	Multimedia Titles Held (DVD and Audiobook)	Annual Circulation	Annual Circulation of Physical Items	Annual E-Book Downloads	Annual E-Audio Book Downloads	Number of streaming services subscribed to		
Aurora	65,970	95,399	4,640	16,820	536,640	444,740	61,024	36,206	11		
Belleville	55,071	60,081	1,618	10,700	411,035	329,983	48,606	29,437	4		
Caledon	76,581	61,566	2,677	15,480	414,089	292,493	49,168	40,182	6		
Georgina	50,519	67,245	1,414	13,861	258,952	211,852	30,575	24,540	5		
Halton Hills	62,951	88,845	2,184	15,299	427,520	344,142	55,267	42,480	7		
Kawartha Lakes	79,247	65,250	1,050	16,850	361,810	296,764	76,466	0	5		
Newmarket	91,670	172,406	5,699	13,235	540,186	453,786	74,222	57,662	5		
Niagara Falls	94,415	65,333	863	22,132	479,083	377,233	65,134	38,878	3		
Norfolk County	67,490	58,314	1,975	14,866	391,805	140,629	32,328	23,126	14		
North Bay	52,662	141,568	17,519	21,538	285,674	188,480	9,372	8,403	4		
Peterborough	83,651	99,613	2,285	18,079	393,792	324,092	89,197	62,541	6		
Sault Ste. Marie	78,574	159,556	4,147	15,818	297,416	231,676	61,979	35,232	2		
Welland	55,750	93,358	12,333	14,439	305,206	213,196	63,561	33,120	8		
Total average for population band	70,350	94,503	4,493	16,086	392,554	296,082	55,146	33,216	6		

Financial: Revenue											
Library	Population Served	Provincial Library Operating Grant (PLOG)	Provincial Pay Equity Grant	Local Operating Funding	Self Generated Revenue	Other Operating Revenue	Donations	Reserve Fund Revenues	Total Operating Revenues*		
Aurora	65,970	\$44,138	\$1,284	\$4,121,992	\$22,712	\$0	\$1,219	\$159,644	\$4,350,989		
Belleville	55,071	\$80,567	\$3,790	\$2,655,000	\$33,465	\$133,678	\$18,705	\$38,295	\$2,980,633		
Caledon	76,581	\$54,239	\$3,932	\$6,936,063	\$33,983	\$15,592	\$4,013	\$0	\$7,051,842		
Georgina	50,519	\$58,793	\$3,791	\$3,353,540	\$18,861	\$69,699	\$2,189	\$417,465	\$3,927,107		
Halton Hills	62,951	\$61,333	\$5,717	\$4,247,500	\$70,051	\$0	\$9,983	\$0	\$4,409,660		
Kawartha Lakes	79,247	\$166,205	\$12,528	\$2,300,712	\$34,359	\$0	\$8,000	\$0	\$2,521,804		
Newmarket	91,670	\$63,775	\$626	\$3,781,775	\$39,164	\$7,736	\$5,694	\$0	\$3,898,770		
Niagara Falls	94,415	\$130,258	\$26,800	\$5,556,509	\$78,155	\$159,359	\$37,701	\$123,684	\$6,276,813		
Norfolk County	67,490	\$104,583	\$6,637	\$2,904,915	\$92,454	\$4,199	\$149,132	\$69,000	\$3,330,920		
North Bay	52,662	\$101,764	\$4,847	\$2,687,612	\$37,977	\$0	\$960	\$4,742	\$2,842,608		
Peterborough	83,651	\$123,224	\$9,582	\$4,056,018	\$71,730	\$131,998	\$52,327	\$869,885	\$5,314,764		
Sault Ste. Marie	78,574	\$160,595	n/a	\$3,186,803	\$76,609	\$54,847	\$93,155	\$0	\$3,804,986		
Welland	55,750	\$83,969	\$61,909	\$2,416,566	\$127,188	\$10,052	\$12,005	\$132,000	\$2,867,016		
Total average for population band	70,350	\$94,880	\$11,787	\$3,708,077	\$56,670	\$45,166	\$30,391	\$139,593	\$4,121,378		

Financial: Expenditure												
Library	Population Served	Staffing	Materials	Staff Training	Facilities/ Utilities	Dedicated Internet Connectivity	Computer Equipment & Services	Other Operating Expenditures	Capital Expenditure	Total Operating Expenditure*	Total Operating Expenditure per Capita	
Aurora	65,970	\$2,496,553	\$462,744	\$23,495	\$0	\$12,581	\$219,605	\$297,983	\$0	\$4,354,401	\$66	
Belleville	55,071	\$2,003,907	\$224,507	\$9,495	\$199,811	\$3,512	\$31,013	\$272,513	\$15,000	\$3,037,541	\$55	
Caledon	76,581	\$3,949,886	\$619,431	\$56,635	\$405,526	\$75,981	\$237,758	\$644,297	\$16,295	\$7,051,842	\$92	
Georgina	50,519	\$2,337,581	\$350,834	\$15,911	\$287,471	\$7,534	\$64,099	\$99,126	\$126,161	\$4,048,691	\$80	
Halton Hills	62,951	\$3,261,878	\$518,493	\$37,114	\$503,250	\$22,712	\$81,574	\$206,725	\$58,521	\$5,364,788	\$85	
Kawartha Lakes	79,247	\$1,605,373	\$430,077	\$25,000	\$56,000	\$14,000	\$15,800	\$0	\$0	\$2,548,513	\$32	
Newmarket	91,670	\$2,137,350	\$397,514	\$20,146	\$214,643	\$0	\$119,855	\$0	\$152,884	\$3,698,294	\$40	
Niagara Falls	94,415	\$3,425,464	\$439,578	\$28,598	\$652,566	\$22,666	\$82,386	\$172,186	\$808,423	\$5,924,545	\$63	
Norfolk County	67,490	\$1,685,799	\$316,055	\$18,271	\$320,872	\$4,273	\$100,777	\$234,256	\$0	\$3,515,161	\$52	
North Bay	52,662	\$1,636,847	\$328,096	\$3,995	\$179,595	\$9,065	\$77,912	\$166,602	\$242,121	\$2,933,171	\$56	
Peterborough	83,651	\$202,270	\$678,449	\$17,580	\$490,602	\$10,632	\$198,062	\$0	\$480,749	\$3,178,618	\$38	
Sault Ste. Marie	78,574	\$2,115,796	\$145,944	\$16,743	\$411,874	\$17,286	\$1,973	\$265,159	\$223,633	\$3,493,276	\$44	
Welland	55,750	\$1,533,507	\$303,930	\$16,952	\$265,418	\$21,242	\$69,148	\$276,171	\$59,339	\$3,207,736	\$58	
Total average for population band	70,350	\$2,184,016	\$401,204	\$22,303	\$306,741	\$17,037	\$99,997	\$202,694	\$167,933	\$4,027,429	\$59	
*Totals indicated are based on the complete survey data submitted to the Ministry, not the data represented in this spreadsheet, which is a sample of the posted data.												

Suggested motion:

THAT the Belleville Public Library Board approves Policy BPL004 Health and Safety as presented.



LIBRARY POLICY

Policy Title: HEALTH AND SAFETY

Reviewed annually

Approved by Library Board: 17 February 2026

Policy Number: BPL004

Background

Commitment to health and safety is an integral part of this organization. It is in the best interest of all parties to consider health and safety in every activity.

The Belleville Public Library Board (the Board) and the Library Non-union Administrative staff (Administration) are vitally interested in the health and safety of all employees. Protection of employees from injury or occupational disease is a major continuing objective. The Board, Administration, and all supervisors and workers will ensure a safe, healthy work environment at all times, and must be dedicated to the continuing objective of reducing risk of injury.

The Board is ultimately responsible for worker health and safety at all Board locations, and for all outreach activities, construction sites, or renovations undertaken or initiated by the Board or Administration, regardless of location. This includes workers for the City of Belleville or outside companies when performing work on Board property, or work requested or commissioned by the Board or its employees.

The Board and all employees will maintain a Health and Safety Program in compliance with the Ontario Occupational Health and Safety Act (the Act).

Accountability

The Chief Executive Officer (CEO) of the Library is responsible for ensuring that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Worker Responsibility

Every worker shall comply with the Act. Workers have a responsibility to report any and all concerns about Health and Safety to their supervisor or, if not adequately addressed, the Joint Health and Safety Committee.

Every worker must protect his or her own health and safety and that of co-workers by working in compliance with the law, safe work practices and the policies and procedures established by the Board and Administration. Workers must use all protective devices or safety equipment required by their supervisor or Administration at all times.

As outlined by the Act, workers have the right to refuse work they consider unsafe or unhealthy, pending review by their supervisor or, in the case of dispute, the Ministry of Labour, Immigration and Skills Development.

Outside Workers and Contractors

The Board and CEO maintain responsibility for health and safety at all times, including after-hours or holidays, and for any project, renovation or building construction undertaken either at an existing site or an external site such as a new branch build.

Contractors, technicians, and tradespeople working for, or on site at Belleville Public Library locations or external work sites must work in compliance with the law and within the safe work practices and procedures of their industry as well as those established by the Board or Administration.

If unsafe work practices are observed or suspected, the Board or Administration reserves the right to stop work at any location until the situation is resolved and all health and safety laws and practices are complied with.

Health and Safety Program

The Belleville Public Library Board will meet the legal requirements of the Occupational Health and Safety Act and its Regulations through the establishment and maintenance of a Health and Safety Program.

All new employees will receive comprehensive training in safe work practices and be made aware of their rights and responsibilities under the Occupational Health and Safety Act.

The Health and Safety Program shall include a schedule of regular monthly workplace health and safety inspections, to be conducted by the Joint Labour – Management Health and Safety Committee.

The Joint Labour – Management Health and Safety Committee

The Belleville Public Library Board shall establish and maintain a Joint Labour – Management Health and Safety Committee.

It is the responsibility of the Joint Labour – Management Health and Safety Committee to:

- establish a schedule for regular workplace health and safety inspections
- identify workplace health and safety issues
- identify situations that may be a source of danger or hazard to workers
- make recommendations for the improvement of health and safety in the workplace
- make recommendations for the maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers

Approved by the Belleville Public Library Board

Signed:

Chair, Belleville Public Library Board

Date: 17 February 2026

Chief Executive Officer

Date: 17 February 2026

Management Co-Chair, Joint Health & Safety Committee

Date: 17 February 2026

Labour Co-Chair, Joint Health & Safety Committee

Date: 17 February 2026

Annual policy review: BPL006 Workplace Violence Prevention and Response

Suggested motion:

THAT the Belleville Public Library Board approves Policy BPL006 Workplace Violence Prevention and Response as presented.



LIBRARY POLICY

Policy Title: **WORKPLACE VIOLENCE PREVENTION AND RESPONSE**

Policy Type: Board

Renewed annually

Approved: 17 February 2026

Policy Number: BPL006

This policy addresses the prevention of workplace violence as part of the Belleville Public Library Board's responsibility for worker health and safety under the ***Occupational Health and Safety Act***.

Violent behaviour in the workplace is unacceptable from anyone including staff, Board members, volunteers, clients, customers, and others who do business with the Library. Individuals who violate this policy may be removed from Library property, and in the case of employees, are subject to disciplinary action including termination. Criminal charges may be applied where appropriate.

This policy will be reviewed regularly by the Library Board and CEO and posted electronically and in print form for staff reference.

Policy Objective

To ensure that Belleville Public Library & John M. Parrott Art Gallery takes all practical and reasonable measures to prevent violence and protect employees, volunteers and visitors to the Library from acts of violence in the workplace. The Library will take immediate action in accordance with this policy should an incident occur.

Underlying Principles

Belleville Public Library & John M. Parrott Art Gallery protects employee and visitor safety by diligently applying health and safety legislation and Library policies and procedures, such as the Rules of Conduct Policy and the Health and Safety Policy. The Library further protects employee and visitor safety by such means as security-conscious design, safe behaviour training and video surveillance.

The Workplace Violence Prevention and Response Policy addresses the prevention and response to any threat or act of violence involving or affecting employees, volunteers or visitors to the Library. The Library's Discrimination and Harassment Policy (under review) should be consulted in cases of personal harassment and harassment related to discrimination concerning employees in their relations to each other and, between all such employees.

Policy Statement

Belleville Public Library & John M. Parrott Art Gallery is committed to working to provide a safe work environment. The Library will not tolerate any threats or acts of violence and will take all reasonable and practical measures to prevent violence and protect employees, volunteers and visitors from acts of violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances, and in accordance with Library policies, the Collective Agreement and the Library's Rules of Conduct.

Acts of reprisal are prohibited against individuals who, acting in good faith, report incidents of workplace violence or act as witnesses.

Application

This Policy applies to:

- All employees of the Library while conducting authorized business on behalf of the Library;
- Library Board members;
- Volunteers;
- Any person engaged in business with the Library; and
- All visitors to the premises of the Belleville Public Library & John M. Parrott Art Gallery.

The Belleville Public Library & John M. Parrott Art Gallery's Discrimination and Harassment Policy addresses workplace violence in the context of harassment or intimidation (e.g., inappropriate behaviour, direct or indirect, whether verbal physical or otherwise, conducted by one or more persons against another or others, at the place of work and in the course of employment, which could reasonably be regarded as undermining an individual's right to dignity at work).

Scope

This Policy applies to the Belleville Public Library & John M. Parrott Art Gallery property and to all situations involving acts of harassment, intimidation, abusive behaviour, assaults, threats, or acts of violence engaged in by employees or visitors to the Library. This Policy also applies to any situation or location involving Library employees or Board members where Library business takes place (i.e. training sessions or conferences).

Violence in the workplace may include:

- Verbally threatening to attack a worker
- Leaving threatening notes or sending threatening emails to the workplace
- Shaking a fist in a worker's face
- Hitting or trying to hit a worker

- Throwing or kicking an object
- Sexual aggression against a worker
- Aggressive behaviour

Violence in the Library or on Library property also includes:

- Intentionally or recklessly damaging the property of another person
- Intentionally causing alarm
- Creating a hazardous condition or danger by engaging in conduct which creates a risk of serious physical injury (i.e. fighting)
- Intentionally placing or attempting to place another person in fear of physical injury
- Intentionally causing mischief
- Wielding a weapon

Specific Directives

The Library will have a Violence Prevention and Response Program with the following mandate:

1. Prevention

- a) Provide employees and volunteers with training in the prevention, de-escalation and response to violent incidents and incidents with a potential to lead to violence.
- b) Conduct workplace violence hazard assessments to determine whether the nature of the work or the work environment places, or may place, employees at risk of violence;
- c) Review workplace violence hazard assessments periodically, and revise them as needed; and
- d) Inform employees of the results of violence hazard assessments and determined risks of violence.
- e) Provide employees and volunteers with periodic training workshops addressing violence prevention and concerns such as “dealing with difficult people”.
- f) Take all reasonable and practical measures to minimize or eliminate risks identified through workplace violence hazard assessments, workplace inspections, and the occurrence of incidents.

2. Response

- a) Anyone experiencing or witnessing imminent danger or actual violence involving personal injury should call the police.
- b) Workplace violence should be reported immediately to the most senior staff member available and, when appropriate, to the police.

- c) Employees should be encouraged to report behaviour that they reasonably believe poses a potential for violence as described above.
- d) Employees will respond to all reports of violence promptly, documenting known incidents of violence and investigating and responding to them in accordance with Library policies and procedures, the Collective Agreement and the Occupational Health and Safety Act.
- e) Take all reasonable and practical measures to protect employees, acting in good faith, who report workplace violence or act as witnesses, from reprisal or further violence.
- f) The Belleville Public Library, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on Library property in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).

3. Follow-Up

- a) Provide support and information to those involved in violent incidents;
- b) Review and evaluate the effectiveness of crisis response; and
- c) Based on crisis response evaluation, make recommendations that contribute to the implementation of preventive efforts.

Accountability

1. All employees are responsible for:

- a) Maintaining a safe work environment, whenever possible;
- b) Not engaging in or ignoring violent, threatening, intimidating or other disruptive behaviours; and
- c) Reporting promptly to their supervisor any incident where the employee is subjected to, witnesses, or has knowledge of workplace violence, or has reason to believe that workplace violence may occur.

2. Management/Supervisors are responsible for:

- a) Communicating this Policy and its procedures to all employees; and
- b) Developing and monitoring the Crisis Prevention and Response Program, with processes for reporting, investigating, documenting and debriefing incidents of violence;
- c) Participating in the Crisis Prevention and Response Program as required;

- d) Conducting workplace violence hazard assessments periodically and whenever there are significant changes in the work environment and developing practical steps to minimize or eliminate identified risks with the Joint Health & Safety Committee;
- e) Ensuring workplace violence prevention and response training is provided;
- f) Investigating promptly perceived risks of workplace violence according to Library policies and procedures and the Collective Agreement.

3. The Joint Health and Safety Committee (JHSC) is responsible for:

- a) Participating in conducting workplace violence hazard assessments and providing recommendations to management to reduce or eliminate the risk of violence;
- b) Participating in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.);
- c) Recommending corrective measures for the improvement of the health and safety of employees;
- d) Responding to employee concerns related to workplace violence and communicating these to management.

Approved by the Belleville Public Library Board

Signature of Board Chair:

Date: 17 February 2026

Signature of Chief Executive Officer:

Date: 17 February 2026

Appendix A – References

Criminal Code of Canada (R.S., 1985, c. C-46) as updated.

Occupational Health and Safety Act of Ontario (R.S.O. 1990, c. 0.1) as updated.

Ontario Human Rights Code (R.S.O. 1990, c. H.19, s. 5 (1)) as updated.

Belleville Public Library & John M. Parrott Art Gallery

- Collective Agreement as updated;
- Workplace Bullying & Harassment Policy as updated; and
- Rules of Conduct Policy as updated.

Appendix B – Definitions

Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause injury to the worker.

Workplace means wherever the worker is performing his or her work duties or is present on behalf of the Belleville Public Library & John M. Parrott Art Gallery. A workplace can include the office, travelling in a vehicle on behalf of the Library, attending a course, seminar or function sanctioned by the Library, or anywhere a worker is required to be in the course of their job.

Reprisal means any act of retaliation, either direct or indirect.

Critical Incident means a traumatic or extraordinary event that is sudden, overwhelming, and often dangerous, affecting an individual or group. It does not have to be an emergency but may cause individuals to feel overwhelmed or affects one's sense of well-being and safety. A critical incident is distinct from a critical injury as defined by the Occupational Health and Safety Act, 1990.

Critical Injury means an injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm, but not a finger or toe
- involves the amputation of a leg, arm, hand or foot, but not a finger or toe
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

Harassment: is defined under the Ontario Human Rights Code as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.”

The Canadian Centre for Occupational Health and Safety definition of harassment is, “any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.”

Suggested motion:

THAT the Belleville Public Library Board approves Policy BPL007 Harassment and Discrimination as presented.



LIBRARY POLICY

Policy Title: HARASSMENT AND DISCRIMINATION

Approved by Library Board: 17 February 2026

Reviewed annually

Policy Number: BPL007

The Belleville Public Library Board (the Board) recognizes the dignity and worth of its employees and is committed to providing a workplace free from harassment and discrimination. The Board will ensure that complaints are resolved quickly and with fairness and confidentiality. The CEO, managers, supervisors, Board members and staff are expected to uphold this policy and are responsible for respecting the dignity and rights of their co-workers and the public they serve.

The Board will not tolerate, ignore or condone workplace harassment or discrimination and considers harassment and discrimination to be serious offences which may result in disciplinary action up to and including dismissal.

Application

The policy covers all Board members, volunteers, and employees (including part-time, temporary or full-time employees, including employees outside of the bargaining unit) in their relations with each other and with members of the Board. All individuals affected by this policy will be informed of this policy and are expected to adhere to it.

Investigations

The Board, through the CEO or designate, must ensure that complaints are investigated thoroughly. All investigations and enquiries of a complaint must be handled in a manner that the identities of the persons involved are kept confidential. All files and reports resulting from investigations must remain confidential.

It must be recognized that to the extent that the complainant chooses to initiate proceedings or make comments outside the Board's internal workplace harassment and discrimination prevention program, confidentiality cannot be guaranteed. It must also be recognized that information collected and retained is subject to release under the *Municipal Freedom of Information and Protection of Privacy Act*.

Note: During an investigation, the CEO may consult with the City of Belleville Human Resources Department and may refer to the current City of Belleville's Workplace Harassment Policy.

Independent Third-Party Investigators

At any time the CEO or the Board may consult with and contract services from an independent third-party investigator in consultation with the City of Belleville Human Resources Department. The third-party investigator may be contracted to aid in any investigation relating to a complaint of Harassment or Racial Discrimination. All parties involved with a complaint will be interviewed by the independent third-party investigator. The resulting report from the third-party investigator will be confidential but must be made available to all parties involved in the investigation, and to the Board where appropriate.

Harassment

1. The Board recognizes the definition of harassment as set out in the Ontario ***Human Rights Code*** and the ***Occupational Health and Safety Act*** both of which define harassment as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
2. Prohibited harassment in the library workplace includes grounds under the Ontario ***Human Rights Code*** (race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability).
3. The ***Occupational Health and Safety Act*** does not prescribe the nature of harassment. Prohibited harassment in the library workplace includes that which is personal in nature and not necessarily based on identification with a recognized group.
4. Harassment may include:
 - a) making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
 - b) displaying or circulating offensive pictures or materials in print or electronic form
 - c) bullying
 - d) repeated offensive or intimidating phone calls or e-mails
 - e) inappropriate sexual advances, suggestions or requests
5. Uninvited sexual touching will be considered sexual assault and may be reported to police.

Discrimination

1. The Belleville Public Library adheres to Ontario ***Human Rights Code*** with respect to rights of freedom from discrimination in employment: *"Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability".* HRC R.S.O. 1990, CHAPTER H. 19 s. 5.1
2. Discrimination may include abuse of authority or position of power that:
 - a) endangers a staff member's job
 - b) undermines the performance of that job
 - c) threatens the economic livelihood of the staff member
 - d) interferes with or influence the career of the staff member in any way

Responsibilities and False Reports

1. The CEO must develop and maintain a workplace harassment and discrimination program. See Appendix A.
2. The program will set out:
 - a) procedures for reporting incidents of workplace harassment and discrimination
 - b) the process for dealing with and investigating complaints
3. Employees who are the subject of a complaint will be provided with full details of the complaint and the identity of those who are lodging the complaint. The employee will be provided with an opportunity to provide a defence concerning the complaint and shall have union representation if requested at any point in the investigative process.
4. Employees found to have made false or malicious complaints will be subject to disciplinary action up to and including dismissal.
5. Outside parties who have been found to make a false or malicious complaint may be subject to legal action.
6. This policy will be reviewed annually by the Board and made available to staff.

No Reprisals

The party making a formal complaint has a right to be free from reprisal or threat of reprisals as a result of filing a complaint or being party to an investigation of a complaint. Reprisals will be taken seriously and may be subject to discipline up to and including dismissal.

Approved by Belleville Public Library Board

Signature of Board Chair:

Date: 17 February 2026

Signature of Chief Executive Officer:

Date: 17 February 2026

Appendix A

Workplace Harassment and Discrimination Prevention Program

A program of active prevention of harassment and discrimination shall be undertaken by management and involve promoting staff awareness and training concerning workplace harassment and discrimination.

Print documentation and electronic files will be retained to document the activities and training that is undertaken as part of the workplace harassment and discrimination prevention program. Training will be undertaken by new staff, and then subsequently reviewed by all staff every two years to ensure full understanding of the Human Rights Code and the Harassment and Discrimination Policy.

Procedures for reporting and investigating incidents of Workplace Harassment and / or Discrimination

The Board encourages any staff member who believes that he/she has been subjected to harassment or discrimination to discuss the situation with the CEO and launch a formal complaint.

The party making a complaint must provide written notes about the events leading up to the complaint which include:

- a) What happened – a description of the events or situation
- b) When it happened – dates and times
- c) Where it happened
- d) Who witnessed the incident, if anyone

Any related documents or materials having to do with the complaint are to be made available to the CEO and the Library Board upon request, provided doing so does not create a conflict of interest.

Electronic surveillance (camera) footage may be reviewed and retained by the CEO and Manager of Public Service as part of the investigation process if available. Surveillance footage will be viewed by both the CEO and Manager together. Copy of the relevant surveillance footage shall be kept securely in the office of the CEO and / or in the digital files of the CEO and be included with the files and notes retained in the process of investigating the complaint.

In the event that there is a complaint against the CEO or Manager of Public Service, or any other similar conflict of interest arises, the complaint shall be filed with the Board Chair, and Vice Chair or alternate in consultation with the City HR Manager. The Board Chair and Vice Chair may conduct an investigation or designate an individual to investigate and issue a report on the complaint.

When resolving complaints, the CEO (or Board Chair) will advise the person against whom the complaint has been lodged within 10 business days of the original complaint. Specific details about the complaint and the identity of the person making the complaint will be provided to the person against whom the complaint has been lodged.

The CEO will begin a confidential investigation and every effort will be made to finish within 30 days of the original complaint. Throughout the process, the CEO will keep all parties informed as he/she interviews the staff concerned and any witnesses, collects evidence, prepares a report that will inform the parties in writing of the decision for resolving the complaint and the underlying reasons behind the decision. The CEO is responsible for imposing any disciplinary or corrective measures resulting from the investigation and subsequent report.

Representation

All parties involved in a complaint have the right to be represented by their union representative, legal counsel, or another individual to the extent that the representation does not create a conflict of interest. All parties have a right to legal representation at their own expense throughout the investigation process.

The Board is under no obligation at any time to fund legal costs associated with complaints. However, the Board may choose to fund part or all of the legal costs incurred during the investigation of complaints made against a staff member or a Board member.

File Retention and Disposal

Files related to investigations and the final report conclusions after the investigation shall be retained by the CEO for a period of not less than seven years from the date of closing.

Closed investigative files will be disposed of in an appropriate manner after the seven-year period.

Reopening of Files

Request for reopening of a closed file may be made in writing to the CEO (or Board Chair) under the following circumstances:

- a) New and relevant information regarding a closed case
- b) New incident of harassment post-closure by the same respondent
- c) Reprisal is alleged to have occurred
- d) The request for reopening the closed file is made within seven years of the closure

Monitoring

Follow-up is a critical component of effective complaint resolution. Unless the complaint has been dismissed, once a resolution of the complaint has occurred, the CEO or designate will monitor the situation periodically over a minimum six-month period from the date of resolution.

Appendix B

Notes and Related Documents:

Ontario Human Rights Commission

Any staff member, or the Union on behalf of a staff member, may file a complaint with the Ontario Human Rights Commission when the harassment or discrimination is related to one or more of the Human Rights Code's prohibited grounds - race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion) sex, sexual orientation, disability, age, marital status, family status, receipt of public assistance, record of offences.

If, as a result of a complaint, a staff member is required to go before the Ontario Human Rights Commission or the Human Rights Tribunal, that staff member has the right to representation by their Union, by legal counsel, and / or by staff of the City of Belleville Human Resources Department.

Related Documents

Human Rights Code R.S.O. 1990, Chapter H.19

Occupational Health and Safety Act R.S.O. 1990, CHAPTER O.1

Bill 168 An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters. S.O. 2009 Chapter 23

Ministry of Labour. *Workplace Violence and Harassment: Understanding the Law*. Occupational Health and Safety Branch, Ministry of Labour, March 2010
<http://www.labour.gov.on.ca/english/hs/pubs/index.php>