

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, March 4, 2026  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
 310 King St, Port Colborne

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne and the Port Colborne Public Library stand with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

**3. Disclosures of Interest**

**4. Adoption of Agenda**

**5. Approval of Minutes**

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**6. Consent Items**

6.1 Staff Reports

a. Public Relations Report - January/February 2026

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6.2 Financial Reports

a. 2026 Operating Statement (as of February 27, 2026)

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6.3 Circulation Reports

a. Circulation Report, January 2026

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a.	Circulation Snapshot, January 2026	15
6.4	Media Items	
a.	Off the Shelf Newsletter - March/April 2026	16
b.	March Break Flyer 2026	26
6.5	Correspondence	
7.	<b>Discussion Items</b>	
7.1	CEO's Verbal Report - February 2026 (R. Tkachuk)	
8.	<b>Policy Items</b>	
8.1	HR-01: Human Resources Policy and Management	28
8.2	HR-02: Health and Safety of Staff	36
8.3	HR-03: Prevention of Workplace Violence	47
8.4	HR-04: Employee Conduct	55
8.5	HR-08: Health and Safety Policy Statement	63
8.6	HR-10: Disconnecting From Work	65
8.7	HR-12: Workplace Harassment and Discrimination	71
8.8	OP-24: Safety, Security, and Emergencies	82
9.	<b>Roundtable</b>	
10.	<b>Next Meeting Date and Adjournment</b>	



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, February 4, 2026  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair  
M. Bagu, Councillor  
B. Ingram, Chair  
C. MacMillan  
B. Beck  
E. Tanini  
A. Smits

Member(s) Absent: H. Cooper  
M. Booth

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)  
L. MacDonald, Library Services Manager

### 1. Call to Order

The Vice Chair called the meeting to order at 6:13 PM.

### 2. Land Acknowledgement

The Vice Chair recited the Land Acknowledgement.

### 3. Disclosures of Interest

Nil.

### 4. Adoption of Agenda

Moved by C. MacMillan  
Seconded by Councillor M. Bagu

That the agenda dated February 4, 2026, be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by A. Smits  
Seconded by B. Beck

That the minutes dated January 7, 2026, be approved, as circulated.

Carried

**6. Consent Items**

Moved by C. MacMillan  
Seconded by Councillor M. Bagu

That the Board approves Consent Items 6.1 to 6.3, as presented.

Carried

**6.1 Staff Reports**

- a. **Public Relations Report - December 2025**

**6.2 Financial Report**

- a. **2026 Operating Statement (as of January 30, 2026)**

**6.3 Circulation Reports**

- a. **Circulation Report, December 2025**
  - a. **Circulation Snapshot, December 2025**
  - b. **Circulation Report - 4th Quarter, 2025**
    - a. **Circulation Report - 4th Quarter 2025 Snapshot**

**7. Policy**

Moved by A. Smits  
Seconded by B. Beck

That the Board approves Policy Items 7.1 to 7.3, as presented.

**7.1 OP-01: Privacy, Access to Information and Electronic Messages under CASL**

**7.2 OP-17: Records Retention and Schedule**

**7.3 GOV-13: CEO Succession Planning**

**8. Discussion Items**

**8.1 CEO's Report - Verbal (R. Tkachuk)**

The CEO gave a verbal update including items such as, facility projects, partnerships, grants, and strategic planning.

**9. Confidential Item**

Moved by C. MacMillan

Seconded by E. Tanini

That the Board do now proceed into closed session in order to address the following matters at approximately 6:30 PM.

Carried

**9.1 Minutes of the closed session of the January 7, 2026, meeting**

Moved by A. Smits

Seconded by B. Beck

That the Board do now rise from closed session at 6:33 PM.

Carried

**10. Roundtable**

Councillor Bagu shared information about staffless library hours being announced at the Chippewa Branch of Niagara Falls Public Library.

Trustee MacMillan shared updates and resources being offered by the Ontario Library Service for the upcoming municipal elections.

Library Services Manager, L. MacDonald thanked the Board for the opportunity to attend the 2026 OLA Super Conference.

**11. Next Meeting Date and Adjournment**

The next meeting will be held Wednesday, March 4, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:43 PM.

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Bryan Ingram, Chair

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Rachel Tkachuk, Chief Executive  
Officer (Board Secretary-  
Treasurer)



Date: March 4, 2026  
To: Port Colborne Public Library Board  
From: Jen Sider (Temporary Acting Librarian)  
Subject: Public Relations Report

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**Recommendation:**

That the Port Colborne Public Library Board receives the Public Relations Report for information purposes.

**Public Relations Report Items:**

**1. Class/Daycare Visits**

- January – 0 visits
- February – 2 class visits. Focus was Valentine's Day, Olympics, Groundhog Day, Family Day, scavenger hunt, Freedom to Read Week, Pink Shirt Day, and Black History Month.

**2. Pop-Up Library & Outreach**

Pop-Up Library

- January 8 & February 5 – Port High. Activities: Board Games and Ransom Note Valentines. The board game promotion was very successful with 7 students participating.
- January 29, February 12 & 26 – ACW First Friends, songs and story time, brought Mother Goose and the Dancing Toucan, read stories, played with bubbles, sing-along.
- January 13 & February 10 – Northland Pointe. We were able to refresh the standing collection that Northland Pointe keeps on site and were able to donate some discarded library copies of both Large Print and Biographical books.

### 3. Artist in the Atrium

January - Port Colborne High School  
February - Keona Ashley



### 4. Programming

- Adult Art Class

Bad Art Night – January 29

January 29 was a reschedule of Bad Art Night, which had nearly a full class, but inclement weather kept interfering.

DIY Book Wreath – February 19

This activity allowed us to recycle and reuse, using pages stripped from discarded books.



- Baby Time

This program continues to thrive with new families joining each week. Four sessions in January, 4 sessions in February.

- Baby Block Party

Baby Block party participation is increasing. We are moving the time to the morning to capture more parents.



- Documentary Films

On Monday, January 26, the documentary Junior (2008, 96 min) was aired to a small audience. They appreciated this fascinating behind-the-scenes look at our national sport, hockey. Taking in an entire season of the Baie-Comeau Drakkar, this film reveals the daily lives of players and

managers on this Quebec Major Junior Hockey League team.

On Monday, February 23, the documentary film *Ninth Floor* (2015, 81 min) was aired. Director Mina Shum reopens the file on a watershed moment in Canadian race relations – the infamous Sir George Williams Riot; a group of Caribbean students accused their professor of racism, triggering an explosive student uprising.

- Port Colborne Public Library Book Club  
On January 12, members checked out *One Hundred Years of Solitude* by Gabriel Garcia Marquez to discuss on February 9. On February 9, members checked out *The Marriage Portrait* by Maggie O'Farrell.
- Portal Village Book Club  
The book club has 10 active members. On January 20 a lively discussion about *Two by Two* by Nicholas Sparks ensued. At that meeting, members received Sandra Brown's *Thick as Thieves* to discuss on February 17. On February 17, members discussed *Thick as Thieves* and checked out *In Such Good Company: Eleven Years of Laughter, Mayhem, and Fun in the Sandbox* by Carol Burnett.
- Story Time with Shelly  
In January and February (and going forward) the volunteer came earlier to read to the children, 9:45 – 10:45 a.m., with an increase in attendance.
- Teen Book Reviews  
Secondary school students can earn five community service hours by reading and submitting an original review. In January, O.S. reviewed *Finding Audrey* by Sophie Kinsella.
- Yarn & Yack  
Yarn & Yack is a new social knitting, crocheting, sewing, stitching, embroidery and conversation group held every Thursday afternoon, starting November 6.

Continuing for four Thursdays in January & February committed participants have been spreading the word and encouraging their friends to attend.

- Adult Chess & Children’s Chess

Our volunteer is running another round of chess classes, with adults meeting Mondays, January 12 through March 30 and children meeting Tuesdays, January 20 to February 24.

- SportsFest

On Saturday, February 7, two members of staff attended Sportsfest at the Vale Health & Wellness Centre from 12 – 5 p.m. More than 50 people visited and received stickers, buttons or tattoos as souvenirs, while getting a chance to try out our new shuffleboard, bowling, and curling combo game kit from the Library of Things.



## 5. Passive Programming

- Design Our Bookmark Contest

In December, the theme for the monthly bookmark contest was “Celebration;” the winner Jaqueline drew a New Year’s Eve countdown for January’s bookmark.

In January, the theme for February’s bookmark was “Who Do You Love.” Two winners were chosen, Clover and Charlotte, who are best friends and drew a picture of each other for their bookmarks.

- Kid’s Craft Cart

The newly revamped Kid’s Craft Cart was made available for four Wednesdays in January & February. Each week featured a new craft project,



while still giving children the option to create their own unique pieces. Quite a few parents are also completing the suggested craft, taking their piece home with their children's creation.

- Lego Club

Every Monday after school in January, and three Mondays in February, a drop-in Lego Club was offered for children ages 5 and up. Kids were encouraged to complete challenges or to use their imagination to build something new. Often the children offer the desk staff their completed Lego creation to display at the desk.



- Scavenger Hunts

Scavenger hunts were available daily in the children's room, with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In January & February there were 4 scavenger hunts each month.

- Geocache

Two physical finders signed the logbook, one each in January & February. Online there were also 7 check-ins in January, and two in February.

- Valentine's For Veterans

Twenty-eight (28) Valentines with encouraging messages were completed by patrons during the month of January, they were mailed to Veterans Affairs Canada on February 2, for dispersal.

- Blind Date with a Book (books wrapped with plain brown paper and a few descriptive words on the wrapper)

Promoted during the first two weeks of February, with 16 books being checked out by patrons. This program received positive reviews.

- Winter Olympics

Cast to the Atrium television from February 6 – 22, with 10 people viewing. The hockey games were popular.

- Music Makerspace

The Music Makerspace has seen an uptick in use with patrons dropping in and asking to use the space. There is a preference for using the room when available, as opposed to prebooking. January and February saw seven uses with 14 users.

- P.D. Day Craft

On January 16, 2026, 8 children dropped in to create a Penguin Bookmark.

On February 13, 2026, 11 children created a Paper Tube Love Bug.



**6. Community Connect**

On various dates in January and February, community partners booked a library table to promote their programs and services:

- Birchway Niagara – January 5 & February 2
- Bridges Community Health Centre Ontario Seniors' Dental Care Plan – January 21 & February 18
- Bridges Community Health Centre Services – January 6, 29 & February 26
- Resume Refresh with PC Works – January 8, 15, 22, 29 & February 5, 12, 19 & 26
- PFLAG Niagara Information and Games – January 10 and February 14

**CPC - Operating Statement by Cost Center**

Book Operating

Operating Statement by Cost Center  
 Port Colborne Library Board, Cost Center: CC0905 Library  
 Period: 2026 - P01 Jan, for Current Period YTD

Ledger Account	Commitments	Obligations	Jan 2026		Budget	Variance
			Actual	Total		
Revenue			1,898.98	1,898.98	61,270.00	(59,371.02)
User Charges			562.38	562.38	7,700.00	(7,137.62)
Government Transfer			266.70	266.70	47,900.00	(47,633.30)
Investment Income						
Other Revenue			1,069.90	1,069.90	5,670.00	(4,600.10)
<b>Total Revenue</b>			<b>1,898.98</b>	<b>1,898.98</b>	<b>61,270.00</b>	<b>(59,371.02)</b>
Expense						
Personnel			64,826.07	64,826.07	816,360.00	751,533.93
Salaries and Wages			49,053.67	49,053.67	619,500.00	570,446.33
Benefits			15,772.40	15,772.40	196,860.00	181,087.60
Non-Personnel			32,597.45	32,597.45	138,675.00	106,077.55
Materials			32,332.43	32,332.43	126,575.00	94,242.57
Contract Services			239.14	239.14	12,100.00	11,860.86
Rents and Financial Expenses			25.88	25.88		(25.88)
<b>Total Expenses</b>			<b>97,423.52</b>	<b>97,423.52</b>	<b>955,035.00</b>	<b>857,611.48</b>
<b>Surplus/(Deficit) Before Allocation</b>			<b>(95,524.54)</b>	<b>(95,524.54)</b>	<b>(893,765.00)</b>	<b>798,240.46</b>
Allocation						
<b>Surplus (Deficit) After Allocation</b>			<b>(95,524.54)</b>	<b>(95,524.54)</b>	<b>(893,765.00)</b>	<b>798,240.46</b>
Transfer					(893,765.00)	(893,765.00)
Transfer Between Companies					(893,765.00)	(893,765.00)
<b>Surplus/(Deficit)</b>			<b>(95,524.54)</b>	<b>(95,524.54)</b>		<b>(95,524.54)</b>

<u>CIRCULATION (PHYSICAL)</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Books	3458	3555	-97	3458	3555	4028	-3%	-14%
Periodicals	235	202	33	235	202	45	16%	422%
DVDs	1127	1273	-146	1127	1273	1615	-11%	-30%
CDs	58	55	3	58	55	12	5%	383%
Audiobooks	34	98	-64	34	98	64	-65%	-47%
Board Games	27	21	6	27	21	32	29%	-16%
Seed Library	0	47	-47	0	47	14	-100%	-100%
Video Games	98	107	-9	98	107	118	-8%	-17%
Library of Things	9	18	-9	9	18	0	-50%	100%
Library of Things - Storage	7	9	-2	7	9	2	-22%	250%
Library of Things - Children	63	54	9	63	54	11	17%	473%
Toys and Puzzles	112	78	34	112	78	279	44%	-60%
Microfilm	18	0	18	18	0	22	100%	-18%
<b>TOTAL CIRCULATION</b>	<b>5246</b>	<b>5517</b>	<b>-271</b>	<b>5246</b>	<b>5517</b>	<b>6242</b>	<b>-5%</b>	<b>-16%</b>
Materials Returned	4759	4501	258	4759	4501	5588	6%	-15%
<b>TOTAL TRANSACTIONS</b>	<b>10005</b>	<b>10018</b>	<b>-13</b>	<b>10005</b>	<b>10018</b>	<b>11830</b>	<b>0%</b>	<b>-15%</b>
<u>CIRCULATION (DIGITAL)</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Electronic Databases	493	466	27	493	466	102	6%	383%
Downloadable Audiobooks	697	713	-16	697	713	617	-2%	13%
Downloadable eBooks	936	1263	-327	936	1263	1217	-26%	-23%
Downloadable Music	8	1	7	8	1	4	700%	100%
Downloadable Video	74	66	8	74	66	45	12%	64%
Downloadable Magazines	666	643	23	666	643	557	4%	20%
<b>TOTAL CIRCULATION</b>	<b>2874</b>	<b>3152</b>	<b>-278</b>	<b>2874</b>	<b>3152</b>	<b>2542</b>	<b>-9%</b>	<b>13%</b>
<u>ILLO &amp; RECIP. BORROWING</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Interlibrary Loans --IN	12	2	10	12	2	12	500%	0%
LINC Reciprocal IN	749	901	-152	749	901	607	-17%	23%
<b>TOTAL RECEIVED</b>	<b>761</b>	<b>903</b>	<b>-142</b>	<b>761</b>	<b>903</b>	<b>619</b>	<b>-16%</b>	<b>23%</b>
Interlibrary Loans --OUT	0	23	-23	0	23	21	-100%	-100%
LINC Reciprocal OUT	960	824	136	960	824	930	17%	3%
<b>TOTAL SENT</b>	<b>960</b>	<b>847</b>	<b>113</b>	<b>960</b>	<b>847</b>	<b>951</b>	<b>13%</b>	<b>1%</b>
<u>REGISTRATIONS</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Adults	32	33	-1	32	33	26	-3%	23%
Children	1	5	-4	1	5	12	-80%	-92%
Non-Resident	10	12	-2	10	12	0	-17%	100%
Teen	2	3	-1	2	3	0	-33%	100%
<b>TOTAL REGISTRATIONS</b>	<b>45</b>	<b>53</b>	<b>-8</b>	<b>45</b>	<b>53</b>	<b>38</b>	<b>-15%</b>	<b>18%</b>
<u>RECEIPTS</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Other Sale	87.99	146.00	-58.01	87.99	146.00	136.95	-40%	-36%
Room Rental	80.00	130.00	-50.00	80.00	130.00	0.00	-38%	100%
General Donations	650.00	4.43	645.57	650.00	4.43	15.00	14573%	4233%
Used Book Sales	93.56	220.30	-126.74	93.56	220.30	153.15	-58%	-39%
Photocopy/Print/Fax Fee	381.29	376.53	4.76	381.29	376.53	378.50	1%	1%
Sign Rental	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Program Fee - Adult	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Other Revenue	99.90	0.00	99.90	99.90	0.00	0.00	100%	100%
<b>SUBTOTAL</b>	<b>1392.74</b>	<b>877.26</b>	<b>515.48</b>	<b>1392.74</b>	<b>877.26</b>	<b>683.60</b>	<b>59%</b>	<b>104%</b>
Capital Donations	<u>240.00</u>	<u>0.00</u>	<u>240.00</u>	<u>240.00</u>	<u>0.00</u>	<u>550.00</u>	<u>100%</u>	<u>-56%</u>
<b>TOTAL RECEIPTS</b>	<b>1632.74</b>	<b>877.26</b>	<b>755.48</b>	<b>1632.74</b>	<b>877.26</b>	<b>1233.60</b>	<b>86%</b>	<b>32%</b>
<u>MATERIALS</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
No. of Books Repaired	36	0	36	36	0	37	100%	-3%
Donations added to Collection	0	11	-11	0	11	20	-100%	-100%
Used Books Sold	33	377	-344	33	377	70	-91%	-53%

Capital Donations  
(memorial) changed  
to General Donations  
2026

<b>PROGRAMS AND EVENTS</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
<b>No. of Prog/Events</b>								
Teen Programs	1	5	-4	1	5	0	-80%	100%
Pop-Up Library Visits	2	3	-1	2	3	0	-33%	100%
Community Events	25	12	13	25	12	24	108%	4%
Children's Programmes	25	25	0	25	25	9	0%	178%
Class Visits	1	0	1	1	0	0	100%	100%
* Tech	126	54	72	126	54	37	133%	241%
* Seniors	2	2	0	2	2	0	0%	100%
<b>TOTAL</b>	<b>182</b>	<b>101</b>	<b>81</b>	<b>182</b>	<b>101</b>	<b>70</b>	<b>80%</b>	<b>160%</b>
<b>No. of Attendees</b>								
Teen Programs	0	7	-7	0	7	0	-100%	0%
Pop-Up Library Visits	19	43	-24	19	43	0	-56%	100%
Community Events	140	108	32	140	108	316	30%	-56%
Children's Programmes	251	332	-81	251	332	45	-24%	458%
Class Visits	21	0	21	21	0	0	100%	100%
* Tech	127	54	73	127	54	37	135%	243%
* Seniors	5	7	-2	5	7	0	-29%	100%
<b>TOTAL</b>	<b>563</b>	<b>551</b>	<b>12</b>	<b>563</b>	<b>551</b>	<b>398</b>	<b>2%</b>	<b>41%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	9	9	0	9	9			100%
Study Booth, Glass Room, Pavilion Usage / Reservation	23	18	5	23	18			100%
Sign Rentals	0	0	0	0	0			0%
<b>No. of Attendees</b>								
Room Rentals	110	163	-53	110	163			100%
Study Booth, Glass Room, Pavilion Usage / Reservation	34	19	15	34	19			100%
*Room Rentals previously categorized under Community Events								
<b>ALL COMPUTER USERS</b>								
Computer Workstation Users	237	254	-17	237	254	252	-7%	-6%
<b>TOTAL</b>	<b>237</b>	<b>254</b>	<b>-17</b>	<b>237</b>	<b>254</b>	<b>273</b>	<b>-7%</b>	<b>-13%</b>
<b>PATRON COUNT</b>								
	3730	3721	9	3730	3721	3465	0%	8%
<b>LIBRARY HOMEPAGE HITS</b>								
	2216	2242	-26	2216	2242	1515	-1%	46%
<b>ONLINE CATALOGUE HITS</b>								
	4981	3061	1920	4981	3061	2238	63%	123%
<b>SOCIAL MEDIA</b>								
<b>Facebook</b>								
Page Likes/Followers	1931	1743	188	1931	1743	1628	11%	19%
Total Post Views	32253	42355	-10102	32253	42355	28665	-24%	13%
Total Post Interactions	417	1050	-633	417	1050	635	-60%	-34%
Total Posts	45	57	-12	45	57	24	-21%	88%
<b>Instagram</b>								
Page Likes/Followers	1491	1330	161	1491	1330	1222	12%	22%
Total Post Views	7567	8422	-855	7567	8422	3777	-10%	100%
Total Post Interactions	103	286	-183	103	286	158	-64%	-35%
Total Posts	39	58	-19	39	58	22	-33%	77%

<b>eNEWSLETTER</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>		<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
New Contacts	10	8	2		10	8	0	25%	100%
Total Contacts to Date	563	464	99		563	464	386	21%	46%
Email Opens	138	266	-128		138	266	204	-48%	-32%
Clickthroughs	65	55	10		65	55	44	18%	48%
<b>PRINTING &amp; PHOTOCOPY</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>		<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
Public Computers	190	153	37		190	153	113	24%	68%
Mobile Print	210	135	75		210	135	73	56%	188%
Pages in Black and White	1113	1434	-321		1113	1434.12	1410	-22%	-21%
Pages in Colour	103	18	85		103	18	26	472%	296%
Total Print Jobs	400	288	112		400	288	186	39%	115%
Total Number of Pages	1216	1452	-236		1216	1452.12	1436	-16%	-15%

**JAN. 2026**  
**MONTHLY**  
**REPORT**

**INTERACTIONS**

NEW PATRONS

45

PATRON VISITS

3,730

CATALOGUE VISITS

4,981

WEB VISITS

2,216

PHYSICAL CIRC

5,246

DIGITAL CIRC

2,874

ITEMS BORROWED FROM LINC LIBRARIES

749

ITEMS LOANED TO LINC LIBRARIES

960

**CIRCULATION**

**PROGRAMS**

TOTAL PROGRAMS

182

PROGRAM ATTENDANCE

563

SOCIAL MEDIA POSTS

84

eNEWSLETTER SUBSCRIBERS

563

PAGES PRINTED & COPIED

1,216

COMPUTER USERS

237

ePRINTit PRINT JOBS

210

TECH HELP

126

**LIBRARY TECH**

**HIGHLIGHTS**

- New kids and teen programs launched in 2026
- Record high attendance for Baby Time (20+)
- Geocache: 8



Adult Art Class: Bad Art Night



**PORT COLBORNE**  
PUBLIC LIBRARY

# OFF THE SHELF NEWSLETTER

MAR/APR 2026



310 King Street, Port Colborne, ON, L3K 4H1

905-834-6512

**EMPOWER.  
ENRICH. EDUCATE.**

portcolbornelibrary.org

library@portcolborne.ca

@PortColborneLib

@PortColbornePublicLibrary

## MUSIC AND MOVEMENT

**Tuesdays beginning March 24, 2 – 3 pm**

Move to the beat! Join us for our fun, six-week class for toddlers! Each week, we sing songs and learn easy dance moves that support early learning and help children enjoy music. For ages 2 to 4 and their caregiver. Pre-register. Free.



## MONTH OF LA FRANCOPHONIE FRENCH FILM FRIDAYS

Flex your francophonie! Watch free French-language films from the National Film Board that celebrate sports, movement, and francophone culture. Drop-in. Free.



**Friday, March 6, 1:30 pm - Forêts urbaines | 95 min**

**(13+)** This delightful documentary takes viewers on an inspiring journey to discover citizen initiatives that bring nature back into cities.

**Friday, March 13, 1:30 pm - French Short Films | 64 min**

Immerse yourself in these vibrant short films celebrating engagement, creativity, and resilience in our communities.

**Friday, March 27, 1:30 pm - On the Ice and in the Woods: Sports as Culture | 45 min**

Celebrate the energy, effort and spirit of play with this selection of short films highlighting Canada's iconic sports.

## MARCH BREAK AT THE LIBRARY

**March 16 – March 21**

March Break is full STEAM ahead at the library. Check out our March Break flyer to secure your spot!



**PORT COLBORNE**  
HISTORICAL & MARINE MUSEUM

## ART IN THE ATRIUM: COMMUNITY CURATORS REDRAWN

**March & April 2026**

Inspired by the Museum's Community Curators exhibit, local high school artists created sketches celebrating objects selected by members of our Port Colborne community. Support these talented student artists by stopping into the library to see their showcase.

## BRAIN HEALTH WORKSHOP Baycrest

**Friday, April 17, 11 am – 12 pm**

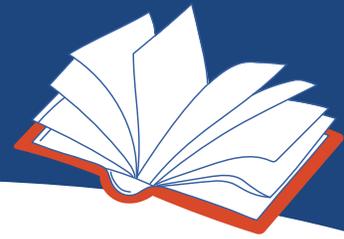
Offered by Baycrest Academy for Research and Education, this workshop helps you to gain insights into lifestyle risk factors related to brain health and aging. All participants will also take home a free evidence-based brain health booklet! Ages 50+. Space is limited. Pre-register. Free.

## HOLIDAY HOURS

**Friday, April 3, 2026**  
(Closed for Good Friday)

**Monday, April 6, 2026**  
(Closed for Easter Monday)





International Women's Day is March 8, 2026 and  
April is National Poetry Month!

## ADULT PROGRAMS

### DOCUMENTARY FILM SERIES

Join us for a screening and discussion. Pre-register. Free.

#### THE NEST (2025, 89 MIN)

Monday, March 30, 1:30 – 3 pm

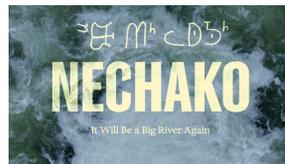
After her mother passes, decolonial writer Julietta Singh returns to say goodbye to her haunted childhood home. Singh teams up with acclaimed filmmaker Chase Joynt for a politically charged cross-community collaboration that deftly interviews the stories of who lived before her.



#### NECHAKO: IT WILL BE A BIG RIVER AGAIN (2025, 90 MIN)

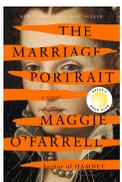
Monday, April 27, 1:30 – 3 pm

After seven decades of resistance, two Indigenous Nations reach a turning point in their historic legal fight to reclaim the Nechako River and the way of life it once sustained.



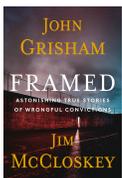
### PORT COLBORNE PUBLIC LIBRARY BOOK CLUB

Pre-register to join us and stop by the library to pick up the latest book club title!



Monday, March 9, 1:30 – 2:30 pm

Join us for a discussion of *The Marriage Portrait* by Maggie O'Farrell. Limited spaces. Pre-register. Free.



Monday, April 13, 1:30 – 2:30 pm

Join us for a discussion of *Framed* by John Grisham and Jim McCloskey. Limited spaces. Pre-register. Free.

### YARN AND YACK

Thursdays, 2 – 3 pm

Join us for a weekly social knitting/crocheting/cross-stitching/embroidery and conversation group. Free. Drop-in.



### ADULT CHESS CLUB

Mondays, March 2 to March 30,  
April 13 to June 15, 6 – 7:30 pm

Mr. Edwards is returning to the library for 10 weeks to facilitate an adult chess club. The club is open to adults of all experience levels, including those interested in learning how to play the game. Pre-register. For ages 16+. Free.



### ADULT ART CLASS: STILL LIFE DRAWING

Thursday, March 19, 6 – 7:30 pm

Try your hand at still life drawing. Join us for an evening of sketching, observing and technical basics. All supplies provided. Registration required. For ages 16+. Free.



### ADULT ART CLASS: BOOK PAGE POETRY

Thursday, April 16, 6 – 7:30 pm

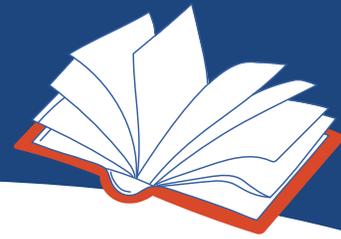
In celebration of National Poetry Month drop by the library and give blackout poetry a try! All supplies provided. Registration required. For ages 16+. Free.





PORT COLBORNE  
PUBLIC LIBRARY

MARCH/APRIL 2026



Earn volunteer hours, check out your new favourite game or book all by using your Port Colborne library card!

## TEEN PROGRAMS

### POP-UP @ PORT HIGH

Thursday, March 5, 10:50 – 11:30 am

Thursday, April 2, 10:50 – 11:30 am

Are you a PCHS student? Visit the school library during lunch for an activity with the Port Colborne Public Library.

March's theme is: **Seed Bomb Gardening**

April's theme is: **Blackout Poetry Day**  
Drop-in. Free.



### BOARD GAME DROP-IN

Thursday, March 5, 3:30 – 4:30 pm

Thursday, April 2, 3:30 – 4:30 pm

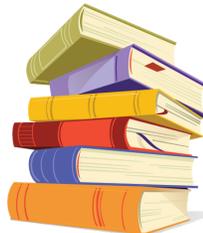
Teens are invited to hang out in the auditorium and play the many games available in the Library's collection.



### WHATCHA READING?

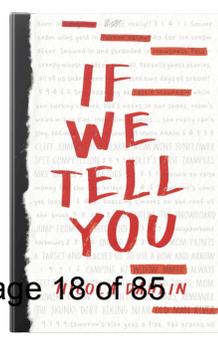
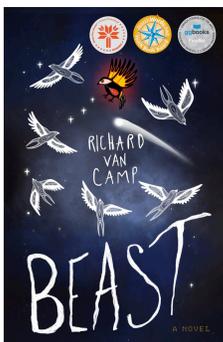
Wednesdays, March 11 & April 8, 3:30 – 4:30 pm

A social club for teens who enjoy reading, sharing what they're reading and looking for what to read next. For teens. Drop-in. Free.



### FOREST OF READING: WHITE PINE

Forest of Reading is Canada's largest literary festival for children and teens. Each year, titles are nominated and selected to be read as part of the program. Browse the titles in our collection and look for the White Pine sticker for Young Adult and Teen books!



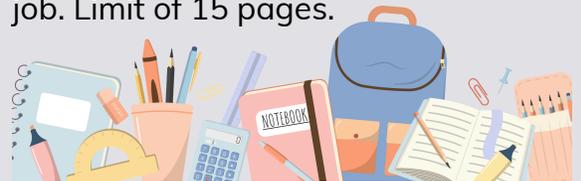
### LIBRARY CARDS FOR TEENS

Did you know that you can register for a card if you are between the ages of 13 to 18? With a card, you can check out books, board games, video games, CDs, DVDs, and more.



### HOMEWORK HUB

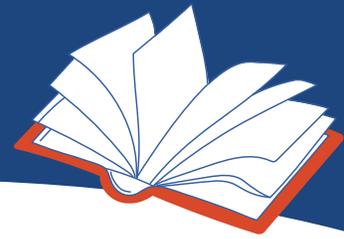
Study independently or collaboratively in our quiet workspaces, use a public computer or our free Wi-Fi, and show us your student card for a free print job. Limit of 15 pages.



### TEEN BOOK REVIEWS

Did you know that you can earn community service hours from the books you read? Teens can earn five community service hours by writing a book review for the library. Learn more by emailing us at [library@portcolborne.ca](mailto:library@portcolborne.ca) or calling us at 905-834-6512.





It's full **STEAM** ahead this year for March Break! Check out the March Break flyer for more details.

## CHILDREN'S PROGRAMS

### KID'S CRAFT CART

Wednesdays, March 4 to April 29,  
3 – 4:30 pm

The craft cart has been revamped for 2026. Now offering the option to explore new art and craft themes each month, while still having the option to do your own thing. We bring the craft supplies; you bring the creativity. For families. Drop-in. Free.



### STORY TIME WITH SHELLY

Saturdays, March 7 to April 25,  
9:45 – 10:45 am

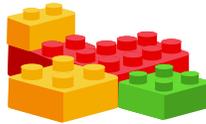
Meet us in the Children's Room for a fun, free, family story time. All ages. Drop-in.



### LEGO CLUB

Mondays, March 2 to April 27,  
(excluding March 16 & April 6), 3 – 6 pm

Complete a challenge, follow a pattern, or use your imagination to make something new – however you like to build, you're sure to create something amazing at Lego Club! For ages 5+. Drop-in. Free.



### FRENCH STORY TIME/HISTOIRE EN FRANÇAIS

Tuesday, March 17, 3:30 – 4:30 pm

Join us for a Story Time in French with an Early Childhood Educator from the Centre de santé communautaire. For children ages 0 to 6 and their caregiver. Drop-in. Free.



### BABY BLOCK PARTY

Thursdays, March 5 – April 30,  
NEW TIME! 10:15 – 11 am

Come party at the library with soft sensory blocks, perfect for our youngest library users to explore and build. For babies and toddlers ages 0 to 4 and their caregiver. Drop-in. Free.



### BABY TIME

Tuesdays, March 3 & 10  
10:15 – 10:45 a.m.

Meet new friends, sing songs, and enjoy stories with your little one. For ages 0 to 2 and their caregiver. Pre-register. Free.



### CHILDREN'S CHESS CLUB



Tuesdays, April 14 – May 19,  
6 – 7:30 pm

Mr. Edwards will be returning to the library for 6 weeks to facilitate a chess club for kids. All experience levels are welcome, including those interested in learning how to play the game. For children ages 8 to 14. Registration required. Free. Space is limited.

### SCAVENGER HUNTS

Find the scavenger hunt items and win a small prize. This program runs in the Children's Room every day with a new theme each week. Drop-in. Free.

### BOOKMARK CONTEST

March Theme: Spring Flowers  
Submissions due: March 31, 2026

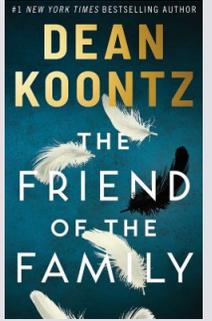
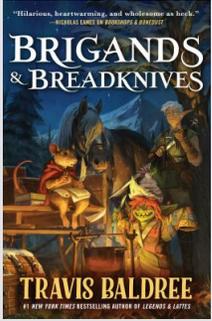
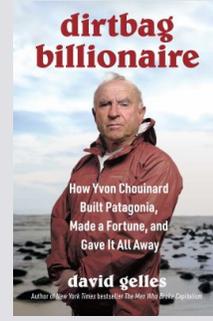
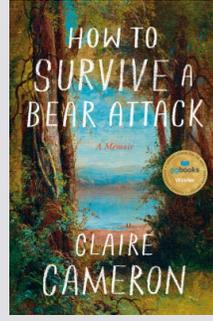
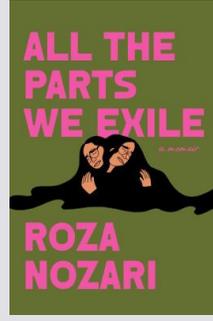
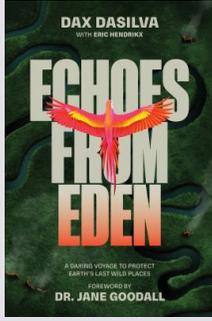
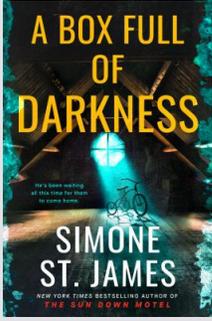


April Theme: Super Duper Superheroes!  
Submissions due: April 30, 2026

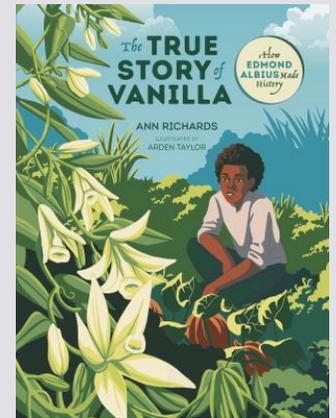
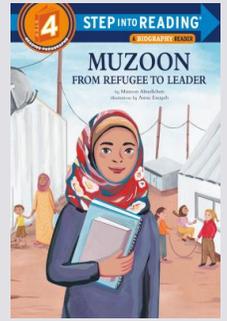
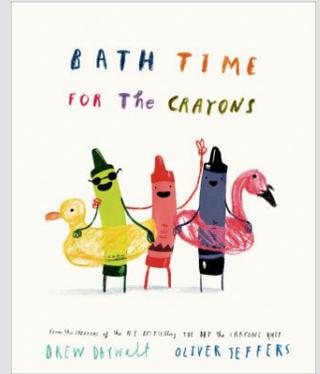


# PORT COLBORNE PUBLIC LIBRARY - MARCH/APRIL 2026 COLLECTION SPOTLIGHT

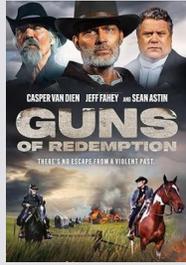
## ADULT COLLECTIONS



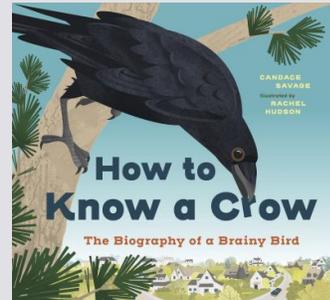
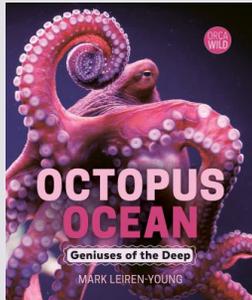
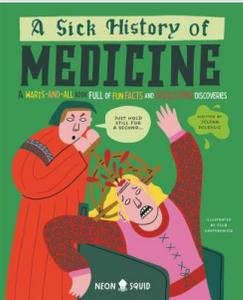
## IN THE CHILDREN'S ROOM



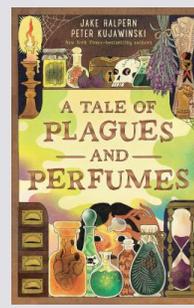
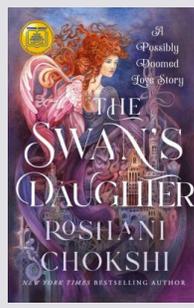
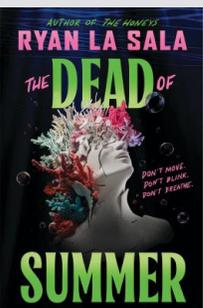
## MOVIES AND TV SERIES



## YELLOW CEDAR SELECTION: FOREST OF READING



## YOUNG ADULT FICTION: NEW FICTION

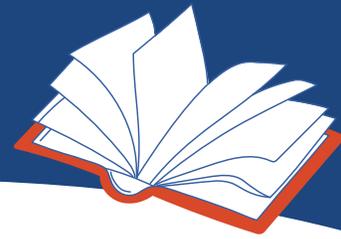




**PORT COLBORNE**  
PUBLIC LIBRARY

# OFF THE SHELF NEWSLETTER

MAR/APR 2026



Need one-on-one tech help?

Book a Tech Time appointment with our friendly staff to help answer basic questions and provide step-by-step instruction on devices. Call us to learn more: 905-834-6512.

## E-RESOURCES

### FREE WITH YOUR LIBRARY CARD AND PIN

#### NEW! INDIGENOUS HISTORY & CULTURE IN CANADA



Database of Indigenous traditions, important historical documents, prominent individuals, modern cultural touchstones, and social issues that continue to affect the Indigenous population across the country. Includes illustrations such as maps of Indigenous populations and languages across the country.

#### PRESSREADER



Get access to more than 7,000 of the world's top newspapers and magazines as soon as they're available on shelves. Read in your web browser or download the app for offline reading.

#### LIBBY



Borrow ebooks, audiobooks, and magazines to read on your phone or tablet using the Libby app by OverDrive. You can even send and read your borrowed ebooks to your Kobo ereader!

#### HOOPLA



Borrow movies, music, audiobooks, ebooks, comics and TV shows on your computer, tablet, phone, or TV with Hoopla. Stream immediately or download to your device for offline enjoyment later.

#### NOVELIST PLUS & NOVELIST K-8 PLUS



Find your next great read! NoveList is a trusted source of expert read-alike recommendations. NoveList K-8 Plus helps kids find books that are just right for their reading level and interests.

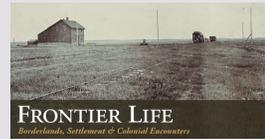
#### TORONTO PUBLIC LIBRARY: DIGITAL ARCHIVE



Explore photos, maps, manuscripts, digitized books, and more from Toronto Public Library's digital collections.

#### FRONTIER LIFE

Discover primary source documents exploring existence on the edges of the anglophone world from 1650-1920.



#### ANCESTRY LIBRARY EDITION



Research genealogy and ancestry information using one of our library computers. Accessible while in the library.

#### THE CANADIAN ENCYCLOPEDIA



Research with a bilingual encyclopedia managed by the non-profit Historica Foundation.

#### CBC CORNER



Discover Canadian content including news, TV and radio shows, podcasts, kids content, a language learning app and much more!

#### OUR DIGITAL WORLD

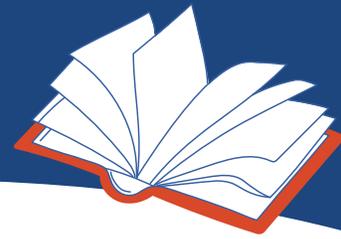
Access heritage collections from public and academic libraries, archives, museums, historical societies, women's institutes, newspaper publishers, and community organizations.





**PORT COLBORNE**  
PUBLIC LIBRARY

**EMPOWER. ENRICH.  
EDUCATE.**



Meet with local community support groups at the library to learn more about their programs and services.

## COMMUNITY CONNECT



### Resume Refresh with PC Works

**Thursdays, March 5 to April 30, 12 – 2 pm**

Bring in a paper or digital copy of your resume and get tips on how to improve it. PC Works will work to refresh and optimize your resume to highlight your skills to match your employment goals. Don't have a resume yet? PC Works can help get you started. Drop-in. Free.

### Bridges

Community Health Centre

### Ontario Seniors Dental Care Program

**Wednesdays, March 18 & April 15, 10 – 11:30 am**

The OSDCP is a free dental care program for low-income seniors (65 and older). Stop by to learn how to enroll. For other dental assistance questions, call Valerie Wehlann from Bridges at 905-871-7621 ext. 2245

### Programs & Services

**Thursday, March 26, 2 – 3:30pm**

**Thursday, April 30, 2 – 3:30pm**

Bridges Community Health Center's mission is to provide our community with excellent primary care, health promotion, illness prevention and community development. Learn about free programs and services offered by Bridges CHC with Health Promoter Lori.

### Birchway Niagara

**Mondays, March 2 & April 13**

**10 am – 12 pm**

Learn about communication, boundaries, safety planning, and healthy relationships. Learn how to help someone who may be experiencing abuse. Confidential meeting spaces available. Drop-in. Free.



**Birchway**



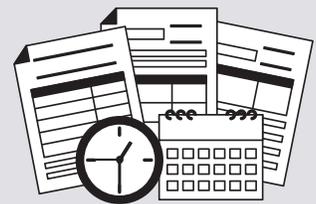
### PFLAG Niagara

**Saturdays, March 14 & April 11,  
11:30 am – 1:30 pm**

Wondering about pronouns? Struggling to keep track of the letters in 2S&LGBTQQIA+? Maybe you have questions but aren't sure if you'll say the right thing or use the correct terms. Pflag Niagara is here for you! All are welcome to stop by, ask questions, and chat with us.

### CVITP Program

Registration is now open for the Community Volunteer Income Tax Program (CVITP). The CVITP is a free tax clinic that assists individuals and families with a modest income and simple tax situation file their income tax. Clinics will run March 7, 14, 21, 28, April 11 & 25. **Space is limited. Registration required.**



### SUBSCRIBE

Subscribe to our monthly newsletter by visiting our website.



**PORT COLBORNE**  
· PUBLIC LIBRARY ·

**MARCH/APRIL 2026**



Touch-a-Truck spiral bound book.....\$10 each  
 Spooky Stories spiral bound book.....\$10 each  
 Library book bags.....\$20 each  
 Library button.....\$2 each  
 + applicable taxes

## FUNDRAISING @ THE LIBRARY

### SUPPORT YOUR LIBRARY

**Donor Recognition Program:** To show our appreciation and to recognize your support, the names of contributors of \$50.00 or more will be listed on our Donor Recognition Wall.

**Memorials:** A thoughtful way of remembering a loved one or friend who may have had a special fondness for the library. For gifts of \$50.00 or more, your loved one's name will be added to our Donor Recognition Wall.

**Library Book Sale:** Gently used books, magazines, DVDs, music CDs, and more. Prices start at 50¢. Find a treasure, buy a gift, and support your library!

**Canada Helps:** Secure online donations can be made through the Canada Helps website: [www.canadahelps.org](http://www.canadahelps.org). A charitable tax receipt will be issued for monetary gifts of \$10.00 or more.



### SEED LIBRARY

Are you a gardener? Do you want to see if this fascinating hobby is for you? Check out some seeds from our Seed Library.



Borrowing is easy: just let us know how many packets you're taking home and after harvest, send us seeds from your homegrown veggies or flowers.

### BOOK OUR MUSIC MAKERSPACE

Our Music Makerspace includes a keyboard, digital drum set, ukeleles, a guitar, and bells and shakers. Book the Music Makerspace for free for sessions starting at 30 minutes. Children must be accompanied by an adult.



### LIBRARY BOARD

Bryan Ingram, Chair  
 Angie Desmarais, Vice-Chair  
 Amanda Smits  
 Brian Beck  
 Cheryl MacMillan  
 Eman Tanini  
 Harmony Cooper  
 Margaret Booth  
 Mark Bagu, Councillor

### LIBRARY MANAGEMENT

Rachel Tkachuk,  
 Chief Executive Officer  
  
 Loraine MacDonald,  
 Library Services Manager

### VISITING LIBRARY SERVICE

The delivery of library materials to patrons unable to visit the library due to illness, physical disability, or age. Contact us at 905-834-6512 for more details.



### HOURS OF SERVICE

Monday, Tuesday, Thursday:  
 9:30 a.m. – 8:00 p.m.  
 Wednesday, Friday, Saturday:  
 9:30 a.m. – 5:00 p.m.

The book drop is open 24/7 to return your books and library materials.



**PORT COLBORNE**  
PUBLIC LIBRARY

# MARCH 2026 AT THE LIBRARY

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>		<b>2</b> 10 am - 12 pm Birchway Niagara LEGO Club 6 - 7:30 pm Adult Chess Club	<b>3</b> 10:15 - 10:45 am Baby Time	<b>4</b> 3 - 4:30 pm Kid's Craft Cart: Outer Space Popsicle Stick Bookmarks	<b>5</b> 10:15 - 11:00 am Baby Block Party 10:50 - 11:30 am Pop-Up @ Port High 12 - 2 pm PC Works Resume Refresh 2 - 3pm Yarn & Yack 3 - 4:30 pm Board Game Drop-In	<b>6</b> 1:30 - 3 pm Francophonie: Forêts Urbaines Film	<b>7</b> 9:45 - 10:45 am Story Time
<b>8</b>		<b>9</b> 1:30 - 2:30 pm PCPL Book Club 3 - 6 pm LEGO Club 6 - 7:30 pm Adult Chess Club	<b>10</b> 10:15 - 10:45 am Baby Time	<b>11</b> 3 - 4:30 pm Kid's Craft Cart: Paper Plate Rainbow 3:30 - 4:30 pm Whatcha Reading?	<b>12</b> 10:15 - 11:00 am Baby Block Party 12 - 2 pm PC Works Resume Refresh 2 - 3pm Yarn & Yack	<b>13</b> 1:30 - 3 pm Francophonie: French Short Films	<b>14</b> 9:45 - 10:45 am Story Time 11:30 am - 1:30 pm PFLAG Niagara
<b>15</b>	<b>CHECK OUT OUR MARCH BREAK FLYER</b>	<b>16</b> 6 - 7:30 pm Adult Chess Club	<b>17</b> 3:30 - 4:30 pm Histoire en français/ French Storytime	<b>18</b> 10 - 11:30 am Ontario Seniors' Dental Program	<b>19</b> 10:15 - 11:00 am Baby Block Party 12 - 2 pm PC Works Resume Refresh 2 - 3 pm Yarn & Yack 6 - 7:30 pm Adult Art: Still Life Drawing	<b>20</b>	<b>21</b> 9:45 - 10:45 am Story Time
<b>22</b>		<b>23</b> 3 - 6 pm LEGO Club 6 - 7:30 pm Adult Chess Club	<b>24</b> 2 - 2:45 pm Music & Movement	<b>25</b> 3 - 4:30 pm Kid's Craft Cart: Solar System Mobile	<b>26</b> 10:15 - 11:00 am Baby Block Party 12 - 2 pm PC Works Resume Refresh 2 - 3 pm Yarn & Yack 2 - 3:30 pm Bridges CHC	<b>27</b> 1:30 - 3 pm Francophonie: On Ice and In Woods Film	<b>28</b> 9:45 - 10:45 am Story Time
<b>29</b>		<b>30</b> 1:30 - 3 pm Doc Films 3 - 6 pm LEGO Club 6 - 7:30 pm Adult Chess Club	<b>31</b> 2 - 2:45 pm Music & Movement				

**CONTACT US**

905-834-6512

library@portcolborne.ca

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**PORT COLBORNE**  
PUBLIC LIBRARY

# APRIL 2026 AT THE LIBRARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

310 King Street  
Port Colborne, ON  
L3K 4H1

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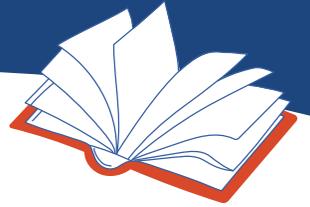
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			<b>1</b> 3 – 4:30 pm Kid's Craft Cart: Book Page Bunnies	<b>2</b> 10:15 - 11:00 am Baby Block Party 10:50 - 11:30 am Pop-Up @ Port High 12-2 pm PC Works Resume Refresh 2-3 pm Yarn & Yack 3 - 4:30 pm Board Game Drop-in			<b>4</b> 9:45 - 10:45 am Story Time
<b>5</b>	<b>6</b> Closed for Easter Monday	<b>7</b> 2 - 2:45 pm Music & Movement	<b>8</b> 3 – 4:30 pm Kid's Craft Cart: Paper Loop Bugs 3:30 – 4:30 pm Whatcha Reading?	<b>9</b> 10:15 - 11:00 am Baby Block Party 12-2 pm PC Works Resume Refresh 2-3 pm Yarn & Yack	<b>10</b>		<b>11</b> 9:45 - 10:45 am Story Time 11:30 am - 1:30 pm PFLAG Niagara
<b>12</b>	<b>13</b> 10 am - 12 pm Birchway Niagara 1:30 - 2:30 pm PCPL Book Club 3 - 6 pm LEGO Club 6 - 7:30 pm Adult Chess Club	<b>14</b> 2 - 2:45 pm Music & Movement 6 - 7:30 pm Children's Chess Club	<b>15</b> 10 - 11:30 am Ontario Seniors' Dental Program 3 – 4:30 pm Kid's Craft Cart: Cotton Ball Rain Cloud	<b>16</b> 10:15 - 11:00 am Baby Block Party 12-2 pm PC Works Resume Refresh 2-3 pm Yarn & Yack 6 - 7:30 pm Adult Art: Book page Poetry	<b>17</b> 11:00 am - 12:00 pm Brain Health Workshop		<b>18</b> 9:45 - 10:45 am Story Time
<b>19</b>	<b>20</b> 3 - 6 pm LEGO Club 6 - 7:30 pm Adult Chess Club	<b>21</b> 2 - 2:45 pm Music & Movement 6 - 7:30 pm Children's Chess Club	<b>22</b> 3 – 4:30 pm Kid's Craft Cart: Earth Suncatcher	<b>23</b> 10:15 - 11:00 am Baby Block Party 12-2 pm PC Works Resume Refresh 2 - 3 pm Yarn & Yack	<b>24</b>		<b>25</b> 9:45 - 10:45 am Story Time
<b>26</b>	<b>27</b> 1:30 - 3 pm Doc Films 3 - 6 pm LEGO Club 6 - 7:30 pm Adult Chess Club	<b>28</b> 2 - 2:45 pm Music & Movement 6 - 7:30 pm Children's Chess Club	<b>29</b> 3 – 4:30 pm Kid's Craft Cart: Superhero Bookmarks	<b>30</b> 10:15 - 11:00 am Baby Block Party 12-2 pm PC Works Resume Refresh 2 - 3 pm Yarn & Yack 2 - 3:30 pm Bridges CHC			



**PORT COLBORNE**  
PUBLIC LIBRARY

# MARCH BREAK PROGRAMS



## FULL STEAM AHEAD!

Explore Science, Technology, Engineering, Art and Math at the library!

### THE SCIENCE OF WATERCOLOUR

Monday, March 16, 10:30 - 11:30 am

Experiment with watercolour and create an underwater scene. Artwork from this program will be kept at the library for our **Summer Art Gala!** Ages 6+. Pre-register. Free.



### AIR DRY CLAY SEA CREATURES

Monday, March 16, 2:30 - 3:30 pm

Dive into some underwater fun! Create your own clay sea creature. Take your creature home & leave one at the library to be a part of our **Summer Art Gala!** For ages 6+. Pre-register. Free.



### MUSIC INSTRUMENT MAKING

Tuesday, March 17, 10:30 - 11:30 am

Calling all music lovers! Make your own DIY instruments from everyday materials. For ages 6+. Pre-Register. Free.



### LEGO CAR SHOW

Wednesday March 18, 1 - 4 pm

Create a LEGO car and enter your creation into our car show! For ages 6+. Pre-register. Free.



### RUBBER BAND CANNON

Wednesday, March 18, 10:30 - 11:30 am

Create a rubber band cannon and test your aim! For ages 6+. Pre-register. Free.



### SPOOL KNITTING

Thursday, March 19, 10:30 - 11:30 am

Learn the basics of spool knitting and create a yarn tube! For ages 6+. Pre-register. Free.



### DNA EXTRACTION LAB

Friday, March 20, 2:30 - 3:30 pm

Put your science skills to the test and experiment with extracting DNA from fruit! For ages 6+. Pre-register. Free.



### DR. STONE SCIENCE ADVENTURES

Thursday, March 19, 1 - 2:30 pm

Showcasing hit anime show *Dr.Stone*, drop by and create your own Lava lamp! For ages 14-16. Pre-register. Free.



### DROP-IN ALL AGES:

Mon, Tues, Thurs: 10 am - 7 pm

Wed, Fri, Sat: 10 am - 4 pm

### CARDBOARD TUBE SPACE SHUTTLE



An out of this world craft! Create your own cardboard tube space shuttle at our craft cart.

### MUSIC MAKERSPACE

Our Music Makerspace includes a keyboard, digital drum set, ukuleles, a guitar, bells and shakers!



### MAGICIAN CHASE WHIMS

Saturday, March 21, 2 - 3 pm

Join us for a magical adventure full of family fun and magic with the one and only Chase Whims!



### DROP-IN TEENS:

#### SEED BOMB GARDENING

Monday, March 16, 10 am - 7 pm

Tuesday, March 17, 10 am - 7 pm

Calling all plant lovers! Make some DIY seed bombs using clay and wild flower seeds for some spring gardening.



### CLAY KEYCHAINS

Friday, March 20, 10 am - 4 pm

Saturday, March 21, 10 am - 4pm

Use a template to create your own geometric keychain or go rogue and make your own!



### SPACE PERLER BEADS

Wednesday, March 18, 10 am - 4 pm

Drop by the library for some out of this world Perler Bead fun!



Call the library at 905-834-6512  
to pre-register. FREE!

# MARCH BREAK @ THE LIBRARY

MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21
10 AM - 7PM Cardboard Tube Space Shuttle Drop-In  10 AM - 7 PM Music Makerspace Drop-In  10:30 - 11:30 AM The Science of Watercolour Pre-Register  2:30 - 3:30 PM Air Dry Clay Sea Creatures Pre-Register	10 AM - 7PM Cardboard Tube Space Shuttle Drop-In  10 AM - 7 PM Music Makerspace Drop-In  10:30 - 11:30 AM Musical Instrument Making Pre-Register  3:30 - 4:30 PM French Story Time Drop-In	10 AM - 4 PM Cardboard Tube Space Shuttle Drop-In  10 AM - 4 PM Music Makerspace Drop-In  10:30 - 11:30 AM Rubber Band Cannon Pre-Register  1 - 4 PM Lego Car Show Pre-register	10 AM - 7 PM Cardboard Tube Space Shuttle Drop-In  10 AM - 7 PM Music Makerspace Drop-In  10:30 - 11:30 AM Spool Knitting Pre-Register  10:30 AM - 12 PM Baby Block Party Drop-In	10 AM - 4 PM Cardboard Tube Space Shuttle Drop-In  10 AM - 4 PM Music Makerspace Drop-In  2:30 - 3:30 PM DNA Extraction Lab Pre-Register	10 AM - 4 PM Cardboard Tube Space Shuttle Drop-In  10 AM - 4 PM Music Makerspace Drop-In  9:45 - 10:45 AM Story Time with Shelly Drop-In  2 - 3 PM Magician Chase Whims
TEEN PROGRAMS					
10 AM - 7 PM Seed Bomb Gardening Drop-In	10 AM - 7 PM Seed Bomb Gardening Drop-In	10 AM - 4 PM Space Perler Beads Drop-In	1 - 2:30 PM Dr. Stone Science Adventure Pre-Register	10 AM - 4 PM Geometric Clay Keychains Drop-In	10 AM - 4 PM Geometric Clay Keychains Drop-In

TO PRE-REGISTER CALL US AT 905-834-6512

## Human Resources Policies and Management

Policy Number: **HR-01**

Initial Policy Approval Date: **Feb. 2020**

Review/Revision Dates: **Feb. 2021, Mar. 2022, Mar. 2023, Mar. 2024, Mar. 2025, 2026**

Year of Next Review: **2027**

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The library board, as the employer of all library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission.

### Section 1: Legislation

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1): “A Board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.”

In all employment practices, the board subscribes to the provisions of the current Employment Standards Act of Ontario and the current Ontario Human Rights Code. Under the Municipal Act, Section 270(2), the Library Board, as a local board, is required to adopt and maintain policies on the hiring of employees.

### Section 2: Policy Objectives

#### 1. Appropriate staffing is in place to provide services to the community.

This means that there is a sufficient number of employees who receive ongoing training and skill updating, and that there is always someone who can step in to run the library on an emergency basis in the absence of the Chief Executive Officer (CEO).

#### 2. Employees are treated fairly and professionally.

This means that there exist Human Resources policies and procedures that, at a minimum, respect and adhere to provincial legislation related to employment and where possible, go beyond minimum standards. These policies will be applied consistently to all employees. Employees will be made aware of all policies and procedures and must have a vehicle for expressing an ethical dissent, or for reporting that Human Resources policies have not been followed.

### **3. Employees receive fair compensation.**

This means that rates of pay and benefits do not deviate materially from the geographic and professional market for the skills employed, and that compensation adheres to the principles of pay and internal equity.

### **4. The personal information of all employees is kept confidential.**

Personnel records may be accessed only by the CEO or the City of Port Colborne's Human Resources professionals, all of whom must protect the privacy of employees.

## **Section 3: Responsibility**

**Part 1:** The library board is the employer of all staff and ultimately responsible for all Human Resources decisions.

1. The board develops and approves all policies that are in support of its vision for human resources management including any clauses or practices originating from the municipality.
2. The board, as a collective whole, appoints and manages the Library CEO.
3. Where the board adopts the policies of the municipality, the board shall confirm such acceptance in writing through a motion and copy the motion into the policy documents. (See Section 4: Adoption of Municipal Policies).
4. The municipality may assist with payroll processing and provide support and guidance in a number of human resources areas, such as recruitment.
5. The board may establish a committee to undertake specific HR work on behalf of the board, in which case terms of reference for the committee will be established.

**Part 2: The CEO is responsible for overall Human Resources management within the Library.**

1. The CEO develops human resources policies that support the board's vision, for library board approval.

2. The CEO keeps abreast of legislative and social changes that have an impact on the Board's human resources policies and procedures.
3. The CEO hires and manages all library employees and oversees the day-to-day work of Library employees.

## **Section 4: Employee Records**

The library maintains current, confidential information for each employee to meet statutory requirements such as income tax, pension, and employment insurance benefits. Information is kept so that it provides documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination.

1. Employee records are kept in a locked filing cabinet in a secure location. All electronic records are password-protected.
2. An employee may request, and will be granted, access to his or her records.
3. An employee is not permitted to remove or add anything to the content of the employee files.
4. The Board Chair may seek access to an employee's personal information:
  - a) in compelling circumstances affecting the health or safety of an employee
  - b) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an employee who is injured, ill, or deceased
5. Each record contains basic administrative information including emergency contact numbers; benefits; salary and tax-related information; letter of employment; performance appraisals; and professional development information.
6. A record of emergency contact information for each employee is also maintained and employees should advise the employer promptly of any change to their personal information held at the library.
7. Records that are no longer required are destroyed in a secure manner.
8. Any breach of privacy must be reported to the CEO.

## **Section 5: Adoption of Municipal Policies**

1. The Port Colborne Public Library Board adopts the current Human Resources policies of the Corporation of the City of Port Colborne.
2. Human Resources policies include, but are not limited to:
  - a) administration
  - b) staff selection and employment
  - c) hours of work
  - d) vacation, public holidays, and leave
  - e) inclement weather and unscheduled closings due to emergencies
  - f) pay and performance
  - g) pay equity
  - h) benefits
  - i) payment of job-related expenses
  - j) time away from work
  - k) employee relations
  - l) professional development
  - m) performance and discipline
  - n) payroll, attendance, and seniority
  - o) fitness for duty
  - p) disconnecting from work
  - q) electronic monitoring
3. The Board adopts the policies of the municipality with the understanding that these policies must apply to and satisfy the specific legal obligations of the Board in terms of its governance structure, its duties and responsibilities to its employees, library operations, and the public library building.
4. The Board reserves the right to establish additional policies and to modify the City's Human Resources policies in order to satisfy the Board's specific legal duties and responsibilities.
5. Additions, modifications, or exclusions to any policy adopted from the municipality will be stated in the Board policy and communicated to the City's Human Resources department.
6. The Board shall be notified of any amendments to the City's Human Resources policies that may occur in the future.

7. The City shall ensure that policies are reviewed and amended according to legislative requirements.
8. This policy and Appendix A will be reviewed annually, or more frequently as deemed necessary by the Board, to ensure compliance with legislation and to accurately reflect current practice.

### **Related Documents:**

- Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)
- Corporation of the City of Port Colborne. Human Resources Policies.
- Port Colborne Public Library. HR-04: Employee Conduct.
- Port Colborne Public Library. HR-10: Disconnecting from Work.
- Port Colborne Public Library. HR-11: Electronic Monitoring.
- Municipal Act, Section 270(2)
- Occupational Health and Safety Act, R.S.O. 1990, c 0.1 (OHSA) and its Regulations
- Human Rights Code, R.S.O. 1990, chapter H.19, section 5 (1)
- Employment Standards Act, S.O. 2000
- Accessibility for Ontarians with Disabilities Act, 2005. S.O. c.11
- Ontario Regulation 165/16 made under the Accessibility for Ontarians with Disabilities Act, 2005. S.O. c.11 and amending O Reg. 191/11 (Integrated Accessibility Standards)
- Collective Agreement between the Port Colborne Public Library Board and the Canadian Union of Public Employees and its Local 155, 2021-2025.

## **Appendix A: Additions, Modifications and Exclusions**

### **1. Reporting Structure: Applies to all Human Resources Polices**

1. All Library staff report to the Chief Executive Officer (CEO) and to the Library Services Manager as designated by the CEO
2. The Library Services Manager reports to the CEO
3. The CEO reports to the Port Colborne Public Library Board

### **2. Recruitment Process: Clarification to the City's Policy**

To facilitate effective recruitment and selection, hiring may be coordinated through the Human Resources Department of the Corporation of the City of Port Colborne on behalf of the Board. The Human Resources Department, in coordination with the CEO and the Library Services Manager, will assemble the most qualified and experienced candidates available. The Human Resources Department will provide professional assistance and counsel to the CEO during the recruitment process. The CEO is responsible for final hiring decisions.

### **3. Salary and Benefits Processing: Clarification to the City's Policy**

The City will assist with salary and benefits processing.

### **4. Staff Development and Training: Clarification to the City's Policy**

In most respects, the Library adheres to the City's Human Resources Policy Manual and uses the training programs of the City, subject to any additional specialized procedures and training needs relating to library services. The Library will be responsible for budgeting and administering any costs associated to library services training, conferences, and memberships.

The Library may be included in all Corporate training opportunities typically offered at the City's expense. The Library will continue to obtain this service from the City for so long as the City is prepared to provide it.

### **5. Employee-Employer Communications: Clarification to the City's Policy**

- a) The Board believes that well-informed employees contribute to stronger organizational decision-making and better represent the Library to the public,

and, as such, will circulate reports, long-term plans, and operational information will be circulated to Library employees.

- b) The CEO and Library Services Manager will meet regularly with employees to facilitate strong staff participation in the workplace.
- c) Within its communication framework, the CEO will adhere to the conditions and circumstances described in HR-10: Disconnecting from Work policy.

## **6. Employment Standards: Clarification to the City's Policy**

- a) The Library shall follow the Ontario Employment Standards Act, S.O. 2000 (the ESA) and all subsequent versions of the ESA except in circumstances described in section C below.
- b) All new employees will be provided with a print copy of the Employee Standards poster within 30 days of the date that the person becomes an employee, as required under the ESA.
- c) The ESA does not apply to certain employees or volunteers including:
  - A secondary school student who performs work under a work experience program authorized by the school Board that operates the school in which the student is enrolled
  - An individual who performs work under a program approved by a college of applied arts and technology or a university
  - A participant in community participation under the Ontario Works Act, 1997
  - An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the Youth Criminal Justice Act (Canada)
  - An individual who performs work in a simulated job or working environment if the primary purpose in placing the individual in the job or environment is his or her rehabilitation
  - Any prescribed individuals listed in 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7; 2017, c. 22, Sched. 1, s. 2 (2); 2020, c. 3, s. 1.

For employees within those exempt categories, the Library shall follow the employment standards as prescribed by the appropriate governing bodies (e.g.,

secondary school, college, Ontario Works program, etc.) and not the ESA. However, these individuals will be bound by the policies of the Library including all Human Resources and Health & Safety policies and all employees, including this exempted class, are required to sign the Library's Policy Acknowledgement Statement and Confidentiality Statement. (See HR-04: Employee Conduct.)

## **7. Employee Conduct: The Board adopts its own policy**

See: Policy HR-04: Employee Conduct

## **8. Accessibility and Staff: The Board adopts its own policy**

See: Policy HR-05: Accessibility and Staff

## **9. Employee Recognition of Service: The Board adopts its own policy**

See: Policy HR-06: Employee Recognition of Service

## **10. Electronic Monitoring**

See: Policy HR-11: Electronic Monitoring

The Library has the capability to monitor library staff but will only access such data under specific circumstances as outlined in HR-11: Electronic Monitoring.

The Board acknowledges that the City of Port Colborne assists the Library with information technology support including staff emails, website, networking, video cameras, and other electronic software and hardware. The Board has used the City's AP-73 Electronic Monitoring policy as the basis for its policy HR-11: Electronic Monitoring.

## Health and Safety of Staff Policy

Policy Number: **HR-02**

(Includes Safety, Security and Emergencies; Working Alone)

Initial Policy Approval Date: **Mar. 2020**

Review/Revision Dates: **Feb. 2021, Mar. 2022, Mar. 2023, Mar. 2024, Mar. 2025, 2026**

Year of Next Review: **2027**

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The library board and CEO are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principle of this policy is the responsibility of all employees in maintaining a safe workplace, which is best achieved through consultation and co-operation between management and employees.

The board also acts to protect and secure library property.

This policy applies to all Port Colborne Public Library Board members, all library staff, and all library volunteers who participate in various work-related activities at the library or off-site.

### Section 1: Legislative Requirements

1. The Occupational Health and Safety Act (OHSA) requires those who have any degree of control over the workplace to ensure a safe and healthy work environment.
2. The requirements of the OHSA apply to every worker who is being paid, regardless of the location where the work is performed. If workers work at home and are being paid or are driving and being paid en route, they are covered under the Act.
3. If a paid worker suffers a critical injury, the OHSA requires that the employer immediately notify the Ministry of Labour Health & Safety Contact Centre and the Workplace Health and Safety representative. The employer and the employee health and safety representative must prepare a written report (see Section 4), and forward to a director of the Ministry of Labour within 48 hours. (See Appendix B).
4. The OHSA sets out duties with respect to workplace safety and materials and equipment in the workplace. Section 25(2) of the Act requires employers to prepare

and review at least annually a written Occupational Health and Safety Policy and develop and maintain a program to implement that policy.

5. Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training requires a worker to complete a basic occupational health and safety awareness training program.

## **Section 2: Rights of the Worker**

1. A worker has the following rights:
  - a) to participate in the process of identifying and resolving workplace health and safety concerns
  - b) to know about potential hazards to which he or she may be exposed
  - c) to refuse work that he or she believes is hazardous to either his or her own health and safety or that of another worker
  - d) all other rights indicated in the Occupational Health and Safety Act

## **Section 3: Responsibilities**

1. The Ontario Occupational Health and Safety Act and its regulations impose a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision, and to take reasonable measures to protect their safety.
2. The Board delegates authority to administer and direct health and safety to the Library CEO.
3. The Board, CEO, and library staff share the responsibility to ensure a safe and secure space for all.
4. The Library CEO is responsible for:
  - a) ensuring adherence to the principles of this policy
  - b) ensuring compliance with all applicable health and safety legislation
  - c) ensuring training and procedures for effective health and safety program management, including adequate allocation of funds and resources
  - d) investigating all accidents involving personal injury and reporting incidents to proper authorities when required
  - e) addressing employees' safety concerns promptly
  - f) ensuring that health and safety infractions are addressed

5. The Library Services Manager is responsible for:
  - a) making sure that work is done safely
  - b) ensuring employees are aware of hazards and how to protect themselves
  - c) maintaining an orderly and uncluttered work area
  - d) providing adequate training to employees in order to protect their health and safety
  - e) investigating in the presence of the employee health and safety representative, refusals to work or, in the event that he or she is not available, a fellow employee
  
6. Employees are responsible for:
  - a) knowing procedures to follow in the case of accidents or sudden illnesses
  - b) reporting any known hazards to their supervisors
  - c) reporting any accidents or injuries to their supervisors
  - d) understanding the hazards associated with any materials they used and all relevant safety information regarding their use
  - e) reporting any missing or defective equipment
  - f) maintaining an orderly and uncluttered work area
  - g) operating any equipment in a way that will not endanger any employee
  - h) knowing the location of the first aid kit(s)
  - i) knowing the locations and use of the fire extinguishers as well as the location of emergency exits
  - j) participating in fire drills and other emergency evacuation procedures

## **Section 4: Emergency Response Information for Employees with Disabilities**

1. In accordance with Ontario Regulation 165/16 Integrated Accessibility Standards, the library will provide individualized workplace emergency response information for an employee who has a disability, if the disability is such that the information is necessary and the library is aware of the need for accommodation due to the employee's disability.
  
2. With the employee's consent the workplace emergency response information shall be provided to the person designated to provide assistance.
  
3. The individualized workplace emergency response information shall be reviewed when:
  - a) the employee moves to a different work location,

- b) the employee's overall accommodation needs are reviewed, and
- c) the overall emergency response procedures are reviewed

## **Section 5: Health and Safety Representative**

The library is identified as a work site in the City of Port Colborne's Multi-Workplace Joint Health and Safety Committee and shall participate and be represented on the Committee.

1. The OHSA requires that a workplace with fewer than 20, but more than five employees, have a workplace Health and Safety Representative. In accordance with Section 8 of the Occupational Health and Safety Act:
  - a) Employees will appoint one health and safety representative from among the workers who does not exercise managerial functions and has powers as set out in Section 8(11) of the OHSA.
  - b) The library board will pay the representative while carrying out his or her duties.
2. The Health and Safety Representative will, in accordance with Section 8 of the OHSA:
  - a) identify workplace hazards
  - b) inspect the workplace at least once a month
  - c) be consulted about workplace testing
  - d) make recommendations to the CEO and Library Services Manager
  - e) investigate work refusals and serious accidents
  - f) maintain a health and safety bulletin board which will include but not be limited to:
    - a copy of the Occupational Health and Safety Act
    - copies of the following Port Colborne Public Library policies: HR-09 Health and Safety, HR-08 Prevention of Workplace Violence, and HR-07 Human Rights – Discrimination and Workplace Harassment
    - the most recent version of the poster from the Ministry of Labour entitled What You Should Know About the Ontario Employment Standards Act
    - the most recent version of the poster from the Workplace Safety and Insurance Board entitled In Case of Injury--1234
  - g) be trained in basic first aid by an accredited agency

- h) maintain the first aid box which meets the requirements of the Workplace Safety and Insurance Act Regulation 1101 (For contents, see Appendix C of this policy)

## Section 6: Working Alone

1. ~~Working alone describes a situation where a person is the only employee in the library or where the employee does not have direct contact with a co-worker.~~

**Work alone: To work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness, or emergency.**

2. ~~Library staff are not typically assigned to work alone however, from time to time, staff may work alone in the following situations:~~

- ~~• outreach (programming off-site such as schools, retirement homes, market, and other similar venues)~~
- ~~• conferences, meetings, and training~~
- ~~• opening or closing the library alone for a special event~~
- ~~• call-in for an emergency situation~~

**Library staff are not typically assigned to work alone however, from time to time, staff may be requested to work alone. For example, opening and closing for a special event or for an emergency call-in situation.**

In these and similar circumstances, prior consent to work alone must be obtained from the CEO, or Library Services Manager as designated.

3. The library board directs the CEO to develop a plan for working alone. The plan identifies the occupational hazards, risks, procedures for personal safety, special training, and emergency assistance in the event of an incident when working alone. In addition:

- a) all employees will be made aware of potential risks and will be trained on procedures when working alone
- b) volunteers and students will not work alone

## Section 7: Adoption of Municipal Policies

1. The Port Colborne Public Library adopts the current Health and Safety Policies of the City of Port Colborne and the City of Port Colborne's current Health and Safety Policy Statement.
2. Health and Safety policies include but are not limited to:
  - working alone
  - workplace harassment and discrimination
  - prevention of workplace violence
  - safety, security and emergencies
3. The Board may adopt policies of the municipality with the understanding that those policies must also apply to and satisfy the specific legal obligations of the Board in terms of its governance structure, its duties and responsibilities to its employees, library operations, and the public library building.
4. The Board reserves the right to establish additional Health and Safety policies and to modify the City's policies in order to satisfy the Board's specific legal duties and responsibilities.
5. Additions, modifications, or exclusions to any policy adopted from the municipality will be stated in the Board policy and communicated to the City's Human Resources Department.
6. The Board shall be notified of any amendments to the City's Health and Safety policies and the Health and Safety statement that may occur in the future.
7. The City will ensure that policies are reviewed and amended according to legislative requirements.
8. The Library will be identified as a work site in the City of Port Colborne's Multi-Workplace Joint Health and Safety Committee and will be represented on the Committee.
9. This policy and appendices will be reviewed annually or more frequently as deemed necessary by the Board to ensure compliance with legislation and to accurately reflect current practices.
10. All programs, including the City's Workplace Violence Program, the Workplace Discrimination Program, and Harassment Program will be reviewed annually or

more frequently as deemed necessary by the Board. All programs will be posted on the library's Health and Safety Bulletin Board.

11. An audit of the workplace environment (using, in part, the Risk Assessment Recommendations, 2017) will be conducted annually.

**Related Documents:**

- Port Colborne Public Library. HR-12: Workplace Harassment and Discrimination
- City of Port Colborne. Health and Safety Policies
- City of Port Colborne. Health and Safety Policy Statement
- Occupational Health and Safety Act, R.S.O. 1990, chapter O.1
- Ontario Regulation 191/11 Integrated Accessibilities Standards s. 27
- Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training

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## **Appendix A: Additions, Modifications and Exclusions**

### **1. Reporting Structure: Applies to all Human Resources Polices**

- a) Library staff report to the CEO, or Library Services Manager as designated
- b) The Library Services Manager reports to the CEO
- c) The CEO reports to the Port Colborne Public Library Board

### **2. Safety, Security and Emergencies: Clarification to the City's Policy**

- a) The Board requires individual staff members to take responsibility for their own health and safety, as well as that of library users. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
- b) All Board members, library staff, and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
- c) The City of Port Colborne, on behalf of the Board, will ensure that funding, time, and resources are dedicated to training library staff, Board members, and volunteers in safety, security, and emergency procedures. The Board will provide the cost of any training not covered by the City.
- d) The CEO will work in coordination with the City to develop safety and security programs that include procedures, implementation plans, enforcement, and reporting for:
  - safe work practices, including WHMIS, ergonomics, working alone, harassment, and indoor air quality
  - events that compromise the safety and health of library staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
  - crime prevention including theft, vandalism, and drug-dealing and/or use in the library
  - disasters that threaten library collections, furniture and equipment, including fire and flood

- e) All library staff will enforce policy OP-03: Code of Conduct (Public) to ensure safety and security in the library.
- f) Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO, or the Manager of Library Services in consultation with the CEO, will determine when to close the library during an emergency or catastrophe.
- g) The Library cooperates with other agencies responsible for health and safety and local emergency preparedness.

### **3. Violence in the Workplace: The Board has adopted its own policy**

See: Policy HR-03: Prevention of Workplace Violence

See: Port Colborne Public Library. Risk Assessment Report and Recommendations (2017)

### **5. Workplace Harassment and Discrimination: The Board has adopted its own policy**

See: Policy HR-12: Workplace Harassment and Discrimination

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## **Appendix B: Ministry of Labour Health and Safety Contact Centre**

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Toll-free: 1-877-202-0008

TTY: 1-855-653-9260

- Call any time to report critical injuries (see note below), fatalities or work refusals.
- Call 8:30 a.m. – 5:00 p.m., Monday – Friday, for general inquiries about workplace health and safety.
- In an emergency, always call 911 immediately.

A critical injury:

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

## **Appendix C: First Aid Station Requirements**

1. As outlined in Workplace Safety and Insurance Act 1997, Regulation 1101, Section 8, the Library will have a first aid station with a first aid box which is furnished and provided by the Library itself. It will contain as a minimum:
  - a current edition of a standard St. John Ambulance First Aid Manual, or other City of Port Colborne approved manual
  - 1 card of safety pins
  - dressings consisting of:
    - 12 adhesive dressings individually wrapped
    - 4 sterile gauze pads, 3 inches square
    - 2 rolls of gauze bandage, 2 inches wide
    - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
    - 1 triangular bandage

The first aid station and a first aid box is located in the staff kitchen on the administrative level of the Library. Two more first aid boxes are located in the library:

one at the Circulation Desk on the main floor and in the staff closet on the administrative level.

2. The employer will ensure that the first aid station is at all times in the charge of a worker who:
  - is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent
  - works in the immediate vicinity of the station

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## **Human Resources Policies and Management**

Policy Number: **HR-01**

Initial Policy Approval Date: **Feb. 2020**

Review/Revision Dates: **Feb. 2021, Mar. 2022, Mar. 2023, Mar. 2024, Mar. 2025, 2026**

Year of Next Review: **2027**

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The library board, as the employer of all library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission.

### **Section 1: Legislation**

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1): “A Board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.”

In all employment practices, the board subscribes to the provisions of the current Employment Standards Act of Ontario and the current Ontario Human Rights Code. Under the Municipal Act, Section 270(2), the Library Board, as a local board, is required to adopt and maintain policies on the hiring of employees.

### **Section 2: Policy Objectives**

#### **1. Appropriate staffing is in place to provide services to the community.**

This means that there is a sufficient number of employees who receive ongoing training and skill updating, and that there is always someone who can step in to run the library on an emergency basis in the absence of the Chief Executive Officer (CEO).

#### **2. Employees are treated fairly and professionally.**

This means that there exist Human Resources policies and procedures that, at a minimum, respect and adhere to provincial legislation related to employment and where possible, go beyond minimum standards. These policies will be applied consistently to all employees. Employees will be made aware of all policies and procedures and must have a vehicle for expressing an ethical dissent, or for reporting that Human Resources policies have not been followed.

### **3. Employees receive fair compensation.**

This means that rates of pay and benefits do not deviate materially from the geographic and professional market for the skills employed, and that compensation adheres to the principles of pay and internal equity.

### **4. The personal information of all employees is kept confidential.**

Personnel records may be accessed only by the CEO or the City of Port Colborne's Human Resources professionals, all of whom must protect the privacy of employees.

## **Section 3: Responsibility**

**Part 1:** The library board is the employer of all staff and ultimately responsible for all Human Resources decisions.

1. The board develops and approves all policies that are in support of its vision for human resources management including any clauses or practices originating from the municipality.
2. The board, as a collective whole, appoints and manages the Library CEO.
3. Where the board adopts the policies of the municipality, the board shall confirm such acceptance in writing through a motion and copy the motion into the policy documents. (See Section 4: Adoption of Municipal Policies).
4. The municipality may assist with payroll processing and provide support and guidance in a number of human resources areas, such as recruitment.
5. The board may establish a committee to undertake specific HR work on behalf of the board, in which case terms of reference for the committee will be established.

**Part 2: The CEO is responsible for overall Human Resources management within the Library.**

1. The CEO develops human resources policies that support the board's vision, for library board approval.

2. The CEO keeps abreast of legislative and social changes that have an impact on the Board's human resources policies and procedures.
3. The CEO hires and manages all library employees and oversees the day-to-day work of Library employees.

## **Section 4: Employee Records**

The library maintains current, confidential information for each employee to meet statutory requirements such as income tax, pension, and employment insurance benefits. Information is kept so that it provides documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination.

1. Employee records are kept in a locked filing cabinet in a secure location. All electronic records are password-protected.
2. An employee may request, and will be granted, access to his or her records.
3. An employee is not permitted to remove or add anything to the content of the employee files.
4. The Board Chair may seek access to an employee's personal information:
  - a) in compelling circumstances affecting the health or safety of an employee
  - b) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an employee who is injured, ill, or deceased
5. Each record contains basic administrative information including emergency contact numbers; benefits; salary and tax-related information; letter of employment; performance appraisals; and professional development information.
6. A record of emergency contact information for each employee is also maintained and employees should advise the employer promptly of any change to their personal information held at the library.
7. Records that are no longer required are destroyed in a secure manner.
8. Any breach of privacy must be reported to the CEO.

## **Section 5: Adoption of Municipal Policies**

1. The Port Colborne Public Library Board adopts the current Human Resources policies of the Corporation of the City of Port Colborne.
2. Human Resources policies include, but are not limited to:
  - a) administration
  - b) staff selection and employment
  - c) hours of work
  - d) vacation, public holidays, and leave
  - e) inclement weather and unscheduled closings due to emergencies
  - f) pay and performance
  - g) pay equity
  - h) benefits
  - i) payment of job-related expenses
  - j) time away from work
  - k) employee relations
  - l) professional development
  - m) performance and discipline
  - n) payroll, attendance, and seniority
  - o) fitness for duty
  - p) disconnecting from work
  - q) electronic monitoring
3. The Board adopts the policies of the municipality with the understanding that these policies must apply to and satisfy the specific legal obligations of the Board in terms of its governance structure, its duties and responsibilities to its employees, library operations, and the public library building.
4. The Board reserves the right to establish additional policies and to modify the City's Human Resources policies in order to satisfy the Board's specific legal duties and responsibilities.
5. Additions, modifications, or exclusions to any policy adopted from the municipality will be stated in the Board policy and communicated to the City's Human Resources department.
6. The Board shall be notified of any amendments to the City's Human Resources policies that may occur in the future.

7. The City shall ensure that policies are reviewed and amended according to legislative requirements.
8. This policy and Appendix A will be reviewed annually, or more frequently as deemed necessary by the Board, to ensure compliance with legislation and to accurately reflect current practice.

### **Related Documents:**

- Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)
- Corporation of the City of Port Colborne. Human Resources Policies.
- Port Colborne Public Library. HR-04: Employee Conduct.
- Port Colborne Public Library. HR-10: Disconnecting from Work.
- Port Colborne Public Library. HR-11: Electronic Monitoring.
- Municipal Act, Section 270(2)
- Occupational Health and Safety Act, R.S.O. 1990, c 0.1 (OHSA) and its Regulations
- Human Rights Code, R.S.O. 1990, chapter H.19, section 5 (1)
- Employment Standards Act, S.O. 2000
- Accessibility for Ontarians with Disabilities Act, 2005. S.O. c.11
- Ontario Regulation 165/16 made under the Accessibility for Ontarians with Disabilities Act, 2005. S.O. c.11 and amending O Reg. 191/11 (Integrated Accessibility Standards)
- Collective Agreement between the Port Colborne Public Library Board and the Canadian Union of Public Employees and its Local 155, 2021-2025.

## **Appendix A: Additions, Modifications and Exclusions**

### **1. Reporting Structure: Applies to all Human Resources Polices**

1. All Library staff report to the Chief Executive Officer (CEO) and to the Library Services Manager as designated by the CEO
2. The Library Services Manager reports to the CEO
3. The CEO reports to the Port Colborne Public Library Board

### **2. Recruitment Process: Clarification to the City's Policy**

To facilitate effective recruitment and selection, hiring may be coordinated through the Human Resources Department of the Corporation of the City of Port Colborne on behalf of the Board. The Human Resources Department, in coordination with the CEO and the Library Services Manager, will assemble the most qualified and experienced candidates available. The Human Resources Department will provide professional assistance and counsel to the CEO during the recruitment process. The CEO is responsible for final hiring decisions.

### **3. Salary and Benefits Processing: Clarification to the City's Policy**

The City will assist with salary and benefits processing.

### **4. Staff Development and Training: Clarification to the City's Policy**

In most respects, the Library adheres to the City's Human Resources Policy Manual and uses the training programs of the City, subject to any additional specialized procedures and training needs relating to library services. The Library will be responsible for budgeting and administering any costs associated to library services training, conferences, and memberships.

The Library may be included in all Corporate training opportunities typically offered at the City's expense. The Library will continue to obtain this service from the City for so long as the City is prepared to provide it.

### **5. Employee-Employer Communications: Clarification to the City's Policy**

- a) The Board believes that well-informed employees contribute to stronger organizational decision-making and better represent the Library to the public,

and, as such, will circulate reports, long-term plans, and operational information will be circulated to Library employees.

- b) The CEO and Library Services Manager will meet regularly with employees to facilitate strong staff participation in the workplace.
- c) Within its communication framework, the CEO will adhere to the conditions and circumstances described in HR-10: Disconnecting from Work policy.

## **6. Employment Standards: Clarification to the City's Policy**

- a) The Library shall follow the Ontario Employment Standards Act, S.O. 2000 (the ESA) and all subsequent versions of the ESA except in circumstances described in section C below.
- b) All new employees will be provided with a print copy of the Employee Standards poster within 30 days of the date that the person becomes an employee, as required under the ESA.
- c) The ESA does not apply to certain employees or volunteers including:
  - A secondary school student who performs work under a work experience program authorized by the school Board that operates the school in which the student is enrolled
  - An individual who performs work under a program approved by a college of applied arts and technology or a university
  - A participant in community participation under the Ontario Works Act, 1997
  - An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the Youth Criminal Justice Act (Canada)
  - An individual who performs work in a simulated job or working environment if the primary purpose in placing the individual in the job or environment is his or her rehabilitation
  - Any prescribed individuals listed in 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7; 2017, c. 22, Sched. 1, s. 2 (2); 2020, c. 3, s. 1.

For employees within those exempt categories, the Library shall follow the employment standards as prescribed by the appropriate governing bodies (e.g.,

secondary school, college, Ontario Works program, etc.) and not the ESA. However, these individuals will be bound by the policies of the Library including all Human Resources and Health & Safety policies and all employees, including this exempted class, are required to sign the Library's Policy Acknowledgement Statement and Confidentiality Statement. (See HR-04: Employee Conduct.)

## **7. Employee Conduct: The Board adopts its own policy**

See: Policy HR-04: Employee Conduct

## **8. Accessibility and Staff: The Board adopts its own policy**

See: Policy HR-05: Accessibility and Staff

## **9. Employee Recognition of Service: The Board adopts its own policy**

See: Policy HR-06: Employee Recognition of Service

## **10. Electronic Monitoring**

See: Policy HR-11: Electronic Monitoring

The Library has the capability to monitor library staff but will only access such data under specific circumstances as outlined in HR-11: Electronic Monitoring.

The Board acknowledges that the City of Port Colborne assists the Library with information technology support including staff emails, website, networking, video cameras, and other electronic software and hardware. The Board has used the City's AP-73 Electronic Monitoring policy as the basis for its policy HR-11: Electronic Monitoring.

## Human Resources Policies and Management

Policy Number: **HR-01**

Initial Policy Approval Date: **Feb. 2020**

Review/Revision Dates: **Feb. 2021, Mar. 2022, Mar. 2023, Mar. 2024, Mar. 2025, 2026**

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#### 1. Appropriate staffing is in place to provide services to the community.

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  - A secondary school student who performs work under a work experience program authorized by the school Board that operates the school in which the student is enrolled
  - An individual who performs work under a program approved by a college of applied arts and technology or a university
  - A participant in community participation under the Ontario Works Act, 1997
  - An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the Youth Criminal Justice Act (Canada)
  - An individual who performs work in a simulated job or working environment if the primary purpose in placing the individual in the job or environment is his or her rehabilitation
  - Any prescribed individuals listed in 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7; 2017, c. 22, Sched. 1, s. 2 (2); 2020, c. 3, s. 1.

For employees within those exempt categories, the Library shall follow the employment standards as prescribed by the appropriate governing bodies (e.g.,

secondary school, college, Ontario Works program, etc.) and not the ESA. However, these individuals will be bound by the policies of the Library including all Human Resources and Health & Safety policies and all employees, including this exempted class, are required to sign the Library's Policy Acknowledgement Statement and Confidentiality Statement. (See HR-04: Employee Conduct.)

## **7. Employee Conduct: The Board adopts its own policy**

See: Policy HR-04: Employee Conduct

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See: Policy HR-06: Employee Recognition of Service

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See: Policy HR-11: Electronic Monitoring

The Library has the capability to monitor library staff but will only access such data under specific circumstances as outlined in HR-11: Electronic Monitoring.

The Board acknowledges that the City of Port Colborne assists the Library with information technology support including staff emails, website, networking, video cameras, and other electronic software and hardware. The Board has used the City's AP-73 Electronic Monitoring policy as the basis for its policy HR-11: Electronic Monitoring.

# Health & Safety Commitment

**As an employer,** the Corporation of the City of Port Colborne is committed to the safety of its staff and will conduct all site operations with a primary goal to ensure a healthy and safe environment to prevent injury and to make the workplace a safe environment for its employees. The City encourages and promotes healthy lifestyles.

**As a public municipal entity,** in respect of the City's citizens, its residents and its guests on municipal property or partaking in publicly supplied services, the health and safety of these users is indistinguishable from the health and safety commitment for employees and staff. Accordingly, we are committed to the same level of safety and security for our citizens and guests that we offer to our employees.

**Management** will be responsible for effective implementation of the policy. **Supervisors** will take every reasonable precaution to ensure the health and safety of the worker. **Employees** have a responsibility and are encouraged to bring to the attention of management any condition or unsafe work practice that is not in agreement with the Occupational Health and Safety Act, Corporate Health and Safety Standards, or this policy. Each employee must personally conduct themselves in a way that promotes safe conditions and actions.

## To fulfill this commitment, the City of Port Colborne will:

1. Be diligent in its efforts to meet or exceed applicable laws and regulations, standards, and policies approved by Council from time to time and to maintain a safe and healthy work environment;
2. Communicate to staff and City volunteers their responsibilities and obligations in respect of health and safety matters;
3. Where appropriate and necessary, ensure employees or City volunteers are adequately trained to safely carry out their duties and responsibilities;
4. Ensure employees and City volunteers are accountable for health and safety behaviour;
5. Where appropriate, require contractors and their workers to meet or exceed legislated and Corporate health and safety standards while performing any in-city contract or work assignment for the City and ensure that such contractors and workers take responsibility for their own health and safety;
6. Promptly report and eliminate or control any health and safety hazards identified;
7. Review health and safety measures and procedures at least annually in light of current practice, knowledge and science.

## Health & Safety Principles

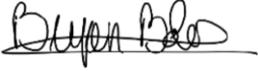
**All City of Port Colborne operations will strive to be a model of high-quality health and safety practices.**

The following principles have been established to guide management and all employees in their daily activities. We believe that:

1. A safe and healthy environment is a benefit to employees, visitors, and the community;
2. All injuries and occupational illnesses are preventable;
3. Safe work practices are a job requirement for every position in the City of Port Colborne and must be integrated into every activity;
4. Off-the-job safety and health is as important as on-the-job health and safety;
5. Employees must be adequately trained to ensure the highest level of health and safety

practices;

6. To achieve excellence, management must demonstrate leadership and set the example in its commitment to safety and health; and
7. Involvement in safe and healthy practices develops knowledge, increases awareness of hazards, and helps prevent incidents of illness, injury and environmental harm.



Bryan Boles  
Chief Administrative Officer



Bryan Ingram  
Board Chair



**PORT COLBORNE**

[www.portcolborne.ca](http://www.portcolborne.ca)

Original: January, 2009 - Revised: **March 4, 2026**

## **Disconnecting from Work**

Policy Number: **HR-10**

Initial Policy Approval Date: **June 1, 2022**

Last Review/Revision Date: **2026**

Year of Next Review: **2028**

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### **Section 1: Purpose**

The Port Colborne Public Library Board recognizes that changes in technology have allowed employees to be constantly connected. The board recognizes the right of an employee to disconnect from work outside of scheduled work hours and this policy demonstrates our commitment to support the work-life balance of our employees.

Work-related pressure and the inability to disconnect from employment can lead to stress and deterioration of mental health. The purpose of this policy is to support staff wellness and minimize excessive sources of work-related stress. The Port Colborne Public Library Board encourages and supports its employees in prioritizing their own well-being, in part by having the capacity to disconnect from work as appropriate.

### **Section 2: Scope**

This policy applies to all employees of the Port Colborne Public Library, as defined by the Ontario *Employment Standards Act* (ESA), whether they are working remotely or in the workplace.

### **Section 3: Policy Statement**

Disconnecting from work is important for an individual's well-being and helps employees achieve a healthy and sustainable work-life balance. The Board supports its employees in balancing their work and personal lives, whether working traditional hours in the workplace, remotely or flexibly. This policy will encourage employees to disconnect from work where both possible and appropriate.

### **Section 4: Definitions**

“Disconnecting from work” under this policy means not engaging in work or work-related communications, including emails, telephone calls, video calls or sending or reviewing

other messages such that employees are free from working outside of their normal working hours in accordance with the *ESA* and this policy, including the exceptions detailed below.

## **Section 5: Employer, Management and Employee Obligations**

The library, its management and employees must work together to ensure that everyone is able to disconnect from work outside of normal working hours in accordance with this policy.

### **1. Employer Obligations**

- a) To provide new employees with a copy of this policy within 30 days of the employee's start date;
- b) To review and amend this policy as often as may be required;
- c) To provide existing employees with a copy of any amended versions of the policy within 30 days of the amendment;
- d) To provide employees with information regarding their normal hours of work given the nature of their work and any other information required to assist employees with complying with this policy;
- e) To take all reasonable steps to ensure that management and employees are able to disconnect from the workplace at appropriate times as detailed in this policy; and,
- f) To refrain from penalizing or taking any other reprisal action against employees who have questions regarding this policy or request compliance with it. Legitimate employer direction and/or corrective action towards employees is not considered "reprisal action."

### **2. Management Obligations**

- a) To take all reasonable steps to ensure that the employees under their management are able to disconnect from work outside of their normal hours of work in accordance with this policy;
- b) To try to resolve any employee concerns about this policy;
- c) To advise employees of the limited instances in which they may be expected to perform work outside of their normal hours of work; and
- d) To refrain from penalizing or taking any other reprisal action against employees who have questions regarding this policy or request compliance with it. Legitimate management direction and/or corrective action towards employees is not considered "reprisal action."

### 3. Employee Obligations

- a) To fully cooperate with any time recording methods which the Library uses to track hours of work;
- b) To take all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this policy;
- c) To take and use all their scheduled breaks (including meal breaks) and time-off entitlements (including vacation time) for rest, relaxation, and personal pursuits;
- d) To notify the CEO if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this policy.

### Section 6: Working Hours

While employee working hours may vary, each employee's hours of work are defined by past practice, their employment contract and/or by agreement with the CEO. If employees have any questions regarding their normal hours of work, they should consult the CEO.

It is generally expected that all employees are able to complete their work, including reviewing and responding to any work-related communications, during their normal hours of work. The Library has no expectation that employees engage in work or work-related communications outside of their normal hours of work, subject to the exceptions detailed below.

If an employee is regularly unable to complete their work or attend to work-related communications within normal hours of work, they must notify the CEO.

#### Exceptions

There are situations when it is necessary for employees to perform work or communicate with colleagues outside of their normal hours of work, including, but not limited to the following:

- a) where an emergency or exigent circumstances arise, with or without notice
- b) to assist or fill in at short notice for a colleague
- c) where the nature of the employee's duties requires work and/or work-related communications outside of their normal hours of work
- d) to contact employees on sick or other leave for limited information related to their return to work

- e) unforeseeable business or operational reasons
- f) an employee's request or agreement to work certain hours or have flexible working hours
- g) other unusual circumstances as the CEO may advise or which are inherent to an employee's position

## **Section 9: Meetings, Calls, and Work-Related Communications**

Employees should make all reasonable efforts to book meetings and calls during the attendees' normal hours of work, subject to the exceptions detailed above. Similarly, employees should only review and send work-related communications during their normal working hours, subject to the exceptions detailed above.

Work-related communications should not be sent to or from employees' personal mobile phones, personal e-mail addresses, personal telephone numbers or other personal devices, subject to the exceptions detailed above or an agreement to communicate in this manner.

Some library employees' hours of work may differ. As a result, certain employees may attend to work-related communications outside of other employees' normal hours of work. Where this is the case, the sender should consider the timing of their communications and understand that the recipient will not be expected to respond until their return to work at the earliest. The sender should also consider all appropriate safeguards on other employees' normal hours of work, including but not limited to the following:

- Using the "Delay Delivery" function for e-mail messages in Microsoft Outlook so that their message is sent during regular working hours; and
- Including a line in their e-mail signature as follows: *"I am sending you this email now because it is convenient for me. I do not expect you to respond to it outside of your normal hours of work."*

### **Automatic Replies**

Employees are required to activate an automatic e-mail response whenever taking vacation or a leave from work. The automatic response should be sent automatically in response to all e-mail communications and advise the sender that the recipient is absent from work. The response should include the start and end date of the recipient's absence and provide an alternative contact's information. The automatic response should be active for at least the duration of the employee's absence from work.

Employees may also be required to activate an automatic e-mail response at the end of their normal working day. If applicable, this automatic response should advise the sender of the recipient's normal hours of work and any other relevant information.

## **Handheld and Remote Work Devices**

The Library may provide some employees with handheld devices, such as a mobile phone, laptop, tablet or other device to assist with working remotely. These devices are provided to employees to encourage flexibility in completing their work. Possession of these devices does not mean that an employee is expected to make themselves available for work or work-related communications outside of their normal working hours.

## **Questions and Concerns**

Employees should consult with the CEO if they have any questions or concerns about this policy. If any question or concern regarding this policy cannot be resolved with the CEO, the CEO may refer the matter to the City Human Resources department for assistance.

## **Related Documents:**

- Employment Standards Act (2000)
- Corporation of the City of Port Colborne. Disconnecting from Work Policy (June 2022)

## Employee Acknowledgement

I have read the Disconnecting from Work Policy set forth above. I understand its contents, agree to abide by it and acknowledge that the policy forms part of my contract of employment. I also agree to seek clarification from the CEO regarding any aspect of this policy on which I am unclear.

<b>Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>		<b>Date:</b>	

DRAFT

## **Workplace Harassment and Discrimination**

Policy Number: **HR-12**

(Formerly contained in HR-02: Health and Safety of Staff)

Initial Policy Approval Date: **Mar. 2023**

Review/Revision Dates: **Mar. 2024, Mar. 2025, 2026**

Year of Next Review: **2027**

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The Port Colborne Public Library Board (the Board) recognizes the dignity and worth of every person and is committed to providing a workplace free from discrimination and harassment and ensuring that any complaint is resolved quickly and with fairness and confidentiality.

This policy applies to all employees, board members, and volunteers and all are expected to uphold this policy. Workplace discrimination or workplace harassment will not be tolerated from any person in the library including members of the board, supervisors, co-workers, volunteers, family members, patrons, and members of the public.

Any instances of workplace violence or harassment will be addressed as detailed in this policy. In accordance with the Ontario Human Rights Code, all persons employed within the library have a right to a workplace that is free from harassment of any kind by the employer, or agent of the employer, or by another employee because of their membership within a protected class as outlined within the Code.

The library's Workplace Violence and Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Usually, harassment can be distinguished from normal, mutually acceptable socializing behaviour. It is important to remember it is the perception of the receiver of the potentially offensive message - be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or condoned.

The CEO will develop and maintain a Workplace Discrimination and Harassment Program in cooperation with the Multi-Workplace Joint Health and Safety Committee. (See Appendix A of this policy for a copy of the current program.)

## Section 1: Definitions

1. The Occupational Health and Safety Act (OHSA) defines “workplace harassment” and “workplace sexual harassment” as follows:
  - a) “Workplace harassment” means:
    - i. engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
    - ii. workplace sexual harassment;
  - b) “Workplace sexual harassment” means:
    - i. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or,
    - ii. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
2. The Ontario Human Rights Code, R.S.O. 1990, chapter H.19 s. 5 (1) states that: “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, gender identity, gender expression, age, record of offences, marital status, family status or disability.”
  - a) Within this context, discrimination may include abuse of authority or position of power as follows:
    - i. to endanger an employee’s job
    - ii. to undermine the performance of that job
    - iii. to threaten the economic livelihood of an employee
    - iv. to interfere with or influence the career of an employee in any way

## Section 2: Workplace Harassment and Workplace Sexual Harassment

1. Within the Ontario Human Rights Code, every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee.
2. The Ontario Employment Standards Act (ESA) prohibits employers, and anyone acting on their behalf, from harassing or penalizing an employee in any way because the employee asks the employer to comply with the ESA or asks the employer about employee rights under the ESA.
3. **Harassment** may include:
  - a) making remarks, joke 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 telephone calls or e-mails
  - e) inappropriate sexual advances, suggestions or requests
4. Under the Occupational Health and Safety Act (OHSA), **workplace harassment** can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers, in a workplace. It can also include behaviour that intimidates, isolates or even discriminates against the targeted individual(s).

A reasonable action taken by an employer or supervisor relating to the management and direction of work or the workplace, within the conditions of the Occupational Health and Safety Act, is not workplace harassment.

### 5. **Personal Harassment**

Definition: Any unsolicited, unwelcome, disrespectful or offensive behaviour that has an underlying sexual, bigoted, stigmatized connotation and can be typified as:

- a) behaviour that is hostile in nature, and/or intends to degrade or isolate an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, and/or any other Human Rights protected grounds

- b) sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome
- c) reprisal or a threat of reprisal for the rejection of sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person
- d) unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation and/or based on religion
- e) suggestive or offensive remarks
- f) bragging about sexual prowess
- g) unwelcome language related to gender
- h) gossiping
- i) any actions that create a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic or electronic means.
- j) any threats of violence that endangers the health and safety of the employee

**Racial/Ethnic Harassment:** Any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship or ancestry. Examples of conduct which may be racial or ethnic harassment include:

- unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, colour, place of birth, citizenship or ancestry
- displaying racist or derogatory pictures or other offensive material
- insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment
- refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background

**Anti-Stigma Harassment:** Any conduct or comment which is related to the stigmatization of an individual with mental illness, including Post-Traumatic Stress Disorder (PTSD). The City of Port Colborne is committed to fostering a workplace where our employees are protected from stigma associated with mental illness. The City will ensure that all employees are treated with respect and dignity. Harassment and acts of discrimination will not be tolerated. Anyone who is found to be stigmatizing another individual may be subject to disciplinary action. Types of behaviour and acts that contribute to stigma include:

- prejudicial attitudes and discriminating behaviour directed towards individuals
- trivializing or belittling people suffering from mental illness, or mental illness itself
- insulting people who are suffering from mental illness
- patronizing people who are suffering from mental illness by treating them as if they are not as good as other people
- ostracizing people who are suffering with mental illness, or their friends and supports

Cyberbullying: Cyberbullying is the use of electronic communication to harass, intimidate, or bully a co-worker. It can take many forms, including emails, texts, social media posts, video calls, and online discussions, such as:

- Sending unsolicited and/or threatening e-mail or messages.
- Encouraging others to send unsolicited and/or threatening e-mail or messages to overwhelm the victim with e-mail messages.
- Sending viruses (electronic sabotage).
- Making defamatory comments.
- Harassing the victim during a live chat.
- Leaving abusive messages online, including social media sites.
- Sending graphic material that is knowingly offensive.
- Creating online content that depicts the victim in negative ways.

## 6. Workplace Sexual Harassment

The OHSAA defines **workplace sexual harassment** as:

- a) engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome
- b) making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome

**Workplace sexual harassment** may include:

- a) asking questions, talking, or writing about sexual activities
- b) rough or vulgar humour or language related to sexuality, sexual orientation, or gender

- c) displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form
  - d) leering or inappropriate staring
  - e) invading personal space
  - f) unnecessary physical contact, including inappropriate touching
  - g) demanding hugs, dates, or sexual favours
  - h) making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
  - i) verbally abusing, threatening, or taunting someone based on gender or sexual orientation
  - j) threatening to penalize or otherwise punish a worker if they refuse a sexual advance
7. Where the conduct or behaviour includes inappropriate or uninvited sexual touching, this may also constitute a criminal offence such as sexual assault. In such cases, the police will be notified.
8. The Ontario Employment Standards Act (ESA) prohibits employers and anyone acting on their behalf from harassing or penalizing an employee in any way because the employee asks the employer to comply with the ESA or asks the employer about employee rights under the ESA.
9. A reasonable action taken by an employer or supervisor relating to the management and direction of work or the workplace, within the conditions of the Occupational Health and Safety Act, is not workplace harassment.

## **Section 4: Responsibilities**

1. One of the primary purposes of the Occupational Health and Safety Act (the Act) is to facilitate a strong Internal Responsibility System in the workplace. This means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers in the workplace who see a health and safety problem such as a hazard or contravention of the Act in the workplace have a duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations.
2. Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect

workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

3. Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it.
4. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.
5. The CEO will develop and maintain a Workplace Discrimination and Harassment Program in consultation with the joint health and safety committee which will set out:
  - a) the process for dealing with and investigating complaints will include how parties involved will be made aware of outcomes and corrective action and how confidentiality will be maintained
  - b) procedures for reporting incidents of workplace discrimination and workplace harassment including measures for reporting incidents to an outside source if necessary
  - c) a formalized training program as required by Bill 132 and the system for maintaining all associated records should an inspection by the Ministry of Labour or employee inquiries occur. See Appendix A of this policy for a copy of the current program
6. This policy (HR-12) and the Workplace Discrimination and Harassment Program (HR-12: Appendix A) will be:
  - a) reviewed by the library board as often as necessary but at least once a year
  - b) posted on the staff health and safety bulletin board

If a worker needs further assistance, the worker may contact their Union (CUPE) representative, the Joint Health and Safety Committee, health and safety representative, or the employee assistance program.

## **Section 5: Adoption of Municipal Policies**

1. The Port Colborne Public Library adopts the current Health and Safety Policies of the City of Port Colborne and the City of Port Colborne's current Health and Safety Policy Statement.
2. Health and Safety policies include but are not limited to:
  - a) working alone

- b) workplace harassment and discrimination
  - c) prevention of workplace violence
  - d) safety, security, and emergencies
3. The board has based its policy on the City of Port Colborne Workplace Violence and Harassment Policy (CAP-55). Where the library's policy does not address an issue, the library will refer to the City's policy.
  4. The board may adopt policies of the municipality with the understanding that those policies must also apply to and satisfy the specific legal obligations of the board in terms of its governance structure, its duties and responsibilities to its employees, library operations, and the public library building.
  5. The board reserves the right to establish additional Health and Safety policies and to modify the City's policies in order to satisfy the board's specific legal duties and responsibilities.
  6. Additions, modifications, or exclusions to any policy adopted from the municipality will be stated in the board policy and communicated to the City's Human Resources Department.
  7. The board must be notified of any amendments to the City's Health and Safety policies and the Health and Safety statement that may occur in the future.
  8. The City will ensure that policies are reviewed and amended according to legislative requirements.
  9. The library will be identified as a work site in the City of Port Colborne's Multi-Workplace Joint Health and Safety Committee and will be represented on the Committee.
  10. This policy and appendices will be reviewed annually or more frequently as deemed necessary by the board to ensure compliance with legislation and to accurately reflect current practices.
  11. All programs, including the board's and the City's Workplace Violence Programs, the Workplace Discrimination Programs, and Harassment Programs will be reviewed annually or more frequently as deemed necessary by the board. All programs will be posted on the library's Health and Safety Bulletin Board.

12. Reporting Structure: Applies to all Human Resources Policies
  - a) Library staff report to the CEO, or Library Services Manager as designated
  - b) The Library Services Manager reports to the CEO
  - c) The CEO reports to the Port Colborne Public Library Board

**Related Documents:**

- Human Rights Code, R.S.O. 1990, chapter H.19, section 5 (1)
- Occupational Health and Safety Act, R.S.O. 1990, chapter O.1
- Bill 132: An Act to amend various statutes with respect to sexual violence, sexual harassment, domestic violence and related matters (Statutes of Ontario, 2016, Chapter 2)
- Bill 168: An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters. (Statutes of Ontario, 2009, Chapter 23)
- Port Colborne Public Library. HR-08: Prevention of Workplace Violence
- Port Colborne Public Library Policy. OP-24: Safety, Security and Emergencies
- City of Port Colborne. Health and Safety Policies.

## **Appendix A: Program to Address Discrimination and Workplace Harassment**

### **1. Awareness of Discrimination and Workplace Harassment Policy and Program**

The Workplace Harassment and Discrimination Policy (HR-12) will be included in the library's policy binder and posted on the staff Health and Safety bulletin board, along with this Workplace Harassment Program information.

### **2. Training on Discrimination and Workplace Harassment Policy and Program**

All employees and volunteers will receive information and instruction on the contents of policy HR-12 and the related program, as part of their initial orientation and renewed on an annual basis. Each person will sign off that they received this training. This information will be included in their training records.

### **3. Reporting Incidents of Discrimination and Workplace Harassment**

#### **Definitions:**

Complainant: A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Respondent: A person whom another individual has accused of committing an act of violence or harassment.

Any employee or volunteer subjected to discrimination or harassment in the workplace should discuss the situation with the CEO. In the event that there is a complaint against the CEO or a conflict of interest, a complaint shall be filed with the board chair. The board may conduct an investigation or designate an individual to investigate and issue a report.

At any time during a meeting or interview concerning a complaint, both the employee lodging the complaint and the person against whom the complaint has been lodged has the right to be represented and accompanied by a person of their choice.

Any related documents or materials having to do with the complaint are to be made available and the employee with a complaint must provide written notes about the events leading up to the complaint which include:

- What happened: description of the events or situation

- When it happened: dates and times
- Where it happened
- Who, if anyone, saw the incident

In the case of harassment, information about the incident or complaint, including identifying information about any individual involved will be kept confidential unless disclosure is necessary for the purpose of investigation or taking corrective action, or required by the law.

#### 4. **Complaint Investigation and Resolution Procedures**

An investigation that is appropriate in the circumstances will be conducted into incidents and complaints of harassment. The CEO will advise the person against whom the complaint has been lodged of the investigation. The library recognizes and acknowledges that, under Bill 132, an inspector from the Ontario Ministry of Labour has the power to order the library board, as employer, to have an impartial third party conduct an investigation at the library's expense, and report the outcome of their findings to the complainant.

The CEO initiates a confidential investigation immediately and finishes within 30 days. Throughout the process, the investigator keeps all parties informed; interviews the employee concerned and witnesses; collects evidence; prepares a report; and informs the parties, in writing, of the decision and the underlying reasons for the decision.

The CEO is responsible for imposing any disciplinary or corrective measures.

Any employee 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, gender identity, gender expression, age, record of offences, marital status, family status, or disability.

## **Safety, Security, and Emergencies**

Policy Number: **OP-24 (Formerly HR-13)**

Initial Policy Approval Date: **Mar. 2020**

Review/Revision Dates: **Feb. 2021, Mar. 2022, Apr. 2023, Mar. 2024, Mar. 2025, 2026**

Year of Next Review: **2027**

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The Port Colborne Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property.

1. The board, Chief Executive Officer (CEO) and library staff, and volunteers share the responsibility to ensure a safe and secure place for all.
2. The board requires individual staff members to take responsibility for their own health and safety, as well as that of the public.
3. All board members, library staff, and volunteers will take initiative on health and safety issues, and contribute to solving problems and prevent hazards on an ongoing basis.
4. The Board will ensure that funding, time, and resources are dedicated to training staff, Board members, and volunteers in safety, security, and emergency procedures.
5. The CEO will develop safety and security programs that include procedures, implementation plans, enforcement, and reporting for:
  - a) harassment and violence that compromise the health and safety of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
  - b) safe work practices, including WHMIS, ergonomics, working alone, and indoor air quality
  - c) crime
  - d) disasters that threaten library collections, furniture and equipment, including fire and flood
6. Library staff will enforce policy OP-03: Code of Conduct (Public) to ensure safety and security in the library.

7. In accordance with Ontario Regulation 191/11 Integrated Accessibility Standards, all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO, or the Library Services Manager in consultation with the CEO, will determine when to close the library during an emergency or catastrophe.
9. The library cooperates with the City of Port Colborne and other agencies responsible for health and safety and local emergency preparedness.

**Related Documents:**

- City of Port Colborne. Inclement Weather, Hazardous Event (CAP-61)
- City of Port Colborne. Emergency Plan.

## Appendix A: Evacuation, Bomb Threat, Weapons

### 1. Emergency Evacuation Procedure

1. Familiarize yourself with all available exits.
2. In case of a fire or fire alarm, close door to fire area if possible.
3. Call 911 for emergency assistance.
4. Exit the building via the safest route and convene with others at designated evacuation site (corner of King and Elgin Street)
5. Provide assistance to others only if safe to do so.
6. Complete an incident report when safe to do so.

### 2. Bomb Threat Procedure

Any bomb threat is to be treated as real and is to be addressed as a serious threat to the safety and security of all in the building.

If you receive a call or notification regarding a bomb threat, keep the caller on the phone for as long as possible and **WRITE DOWN** as much of the following information as you can obtain:

- Time the bomb is set to go off
- Location of the bomb in the building
- Reason the bomb was set
- Type of bomb, what it looks like, etc
- Any other information that might prove useful to authorities in locating the bomb or identifying the caller: background noises, speech patterns, unusual phrases, etc

**If the bomb threat is immediate:**

1. Evacuate the building immediately and convene with others at the designated evacuation site
2. Once outside and away from immediate danger, call 911 for emergency assistance.
3. Complete an incident report when safe to do so.

### 3. Weapon Procedure

If you hear or see use of a weapon, notify the CEO or supervisor to determine if staff and public should evacuate or lockdown in place.

Call 911 or push a panic button (if available) for emergency assistance.

In the event of evacuation, follow the Emergency Evacuation Procedure.

In the event of lockdown in place:

1. Attempt to gather in a designated lockdown area with others, if safe to do so (repair room, computer room, basement kitchen)
2. Lock all doors and cover windows.
3. Turn off lights and silence radios, cell phones, or other electronics.
4. Stay away from doors and windows.
5. Call 911 for emergency assistance.
6. Request identification and/or documentation from an official to confirm their identity before opening doors or windows.
7. Complete incident report when safe to do so.
8. Participate in debriefing and seek personal support as needed.