



# TOWN POLICY

## COUNCIL POLICY: Facility Conduct

**POLICY NUMBER: F-30**

**RESOLUTION NUMBER:** 2025-12

**ADOPTED:** January 14, 2025

**REFERENCE:**

**SUPERSEDES:** New

**PREPARED BY:** Chief Administrative Officer

**DATE:** January 10, 2025

**UP FOR REVIEW:** January 10, 2030

### Policy Statement:

Activities at municipal facilities must be conducted in a safe, welcoming, and inclusive manner.

### The purpose of this policy is to:

Establish guidelines for addressing inappropriate behavior and, if necessary, prohibiting access to municipal facilities for individuals who engage in such behavior.

## 1. Definitions

- (1) Disruptive conduct: persistent loud or disruptive behavior that interferes with the enjoyment of the facility by others.
- (2) Harassment or intimidation: verbal or physical actions intended to, or reasonably perceived to threaten, demean, or intimidate others.
- (3) Illegal activities: any activity deemed unlawful under local, provincial, or federal law.
- (4) Substance abuse: consumption of alcohol or illegal substances except where expressly permitted.
- (5) Supervisor: the individual present at and responsible for a municipal facility
- (6) Vandalism or property damage: defacing, destroying, or misusing municipal property or equipment.
- (7) Violence or aggression: physical assault, fighting, or any act of violence.





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## 2. Guidelines

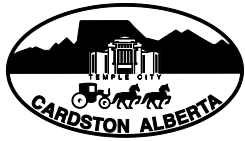
### (1) Responsibilities

ROLE	RESPONSIBILITIES
<b>Employees (all)</b>	<ul style="list-style-type: none"><li>• Report prohibited conduct to a supervisor</li><li>• Participate in documenting incidents involving prohibited conduct where required</li><li>• Understand relevant legislation and policy and participate in related training</li></ul>
<b>Supervisor</b>	<ul style="list-style-type: none"><li>• Take action to stop prohibited conduct in accordance with subsection 3(1)</li><li>• Document incidents involving prohibited conduct</li><li>• Cooperate with the CAO to draft notices of prohibition</li></ul>
<b>Chief Administrative Officer (CAO)</b>	<ul style="list-style-type: none"><li>• Draft and approve notices of prohibition</li><li>• Review appeals and issue decisions</li></ul>

### (2) Scope

- (a) No user of a municipal facility, including but not limited to residents, visitors, contractors, and employees, shall engage in prohibited conduct within or on the grounds of any
- (i) building,
  - (ii) park,
  - (iii) recreation centre,
  - (iv) library, or
  - (v) other space owned or operated by the municipality.
- (b) Prohibited conduct includes:
- (i) Harassment or intimidation
  - (ii) Violence or aggression
  - (iii) Vandalism or property damage
  - (iv) Substance abuse
  - (v) Disruptive conduct





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(vi) Illegal activities

- (3) Prohibited conduct and enforcement procedures as outlined in this policy shall be reflected on signage posted at municipal facilities.

## 3. Procedure – Enforcement

(1) Immediate Actions

- (a) Supervisors may request that individuals engaging in prohibited conduct leave the premises immediately.
- (b) In cases of severe misconduct or emergencies, supervisors shall contact law enforcement.

(2) Incident Reporting

- (a) Incidents may be reported by the facility employee / supervisor or the incident may be reported by a user of the facility.
- (b) Supervisors shall document incidents of prohibited conduct using an incident report form.

(3) Notice of Prohibition

- (a) Individuals that engage in prohibited conduct may receive written notice of prohibition from accessing municipal facilities.
- (b) All notices of prohibition shall describe the
- (i) incident(s) leading to the prohibition,
  - (ii) facility to which the prohibition applies,
  - (iii) duration of prohibition, and
  - (iv) appeal process.

(4) Duration of Prohibition

- (a) The length of the prohibition will be based on the severity and frequency of the behavior.
- (b) Following receipt of the incident report, the CAO or designate will determine the length of prohibition from the facility with parameters as follows:
- (i) Minor infractions: Up to 7 days
  - (ii) Repeated or severe infractions: 30 days to up to 2 years.





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## **(5) Appeal Process**

- (a)** An individual may appeal their prohibition by submitting written request to the CAO within 14 days of receiving notice.
- (b)** The CAO shall issue a written decision to the applicant within 30 days of receipt.
- (c)** An individual may appeal the decision of the CAO by submitting written notice to the Town Council within 14 days of receiving the decision of the CAO
- (d)** The Town Council shall issue a written decision to the applicant within 7 days of the Council meeting wherein the appeal is received.

