



Township of Wellesley

Subject: Respectful Behaviour Policy	Policy Number: Administration 41/2024
Date Approved:	Approved by:
Date of Last Approved Revision:	
This Policy Applies to: All members of the public, volunteers, councillors and township staff.	
Policy Statement: The purpose of this policy is to promote a safe, healthy, respectful, and positive environment for all members of the public, volunteers, councillors and township staff. This policy is intended to serve in addition to the existing Township of Wellesley's Code of Ethics and focuses on behaviour specific to Township facilities including both indoor and outdoor spaces. The Township recognizes and values the importance of community organizations, groups, partnerships, and the businesses who work with the Township. It is our goal to work together to ensure a positive and cooperative understanding of this policy. Nothing in this policy is intended to limit a person's rights and ability to express their thoughts and opinions in a safe, healthy, respectful, and positive manner. It is also an understanding of this policy that any organization, group, partner, or business using Township facilities must take responsibility for managing the behaviour of all associated participants, volunteers, officials, spectators, patrons, parents, guests, contractors/consultants, and the public.	
Definitions: Abuse: Abuse is a behaviour that scares, isolates, or controls another person. Abuse may be a pattern or a single incident. (Government of Canada Website). Types of abuse; Physical, Sexual, Psychological, Financial and Neglect. Harassment: Engaging in a course of vexatious comment or conduct that is known or ought to be reasonably known to be unwelcome (Ontario Human Rights Code). Township Facility: Includes both indoor and outdoor facilities, owned, allocated, programmed, operated, or managed by the Township, intended for public or staff use. This includes but is not limited to, municipal office and yard, council chambers, sport	

facilities and fields, fire stations, staff offices, meeting rooms, community meeting spaces, trails, parks and temporary workplaces including vehicles.

Vandalism: The deliberate destruction, damage or defacing of buildings, structures, or property owned or leased by the Township.

Violence: The exercise of physical force, or attempt to exercise physical force by a person, against another, that causes or could cause physical injury. Examples include: verbal threats, threatening notes or correspondence; shaking a fist at an individual, wielding a weapon, hitting, or trying to hit someone, throwing an object at someone or sexual violence.

Procedure:

- 1** Inappropriate behaviours that obstruct or hinder the ability of others to use and enjoy Township facilities, or participate in Township services, programs or events, or compromise the health and safety of others, including staff are unacceptable and prohibited.
- 2** Inappropriate behaviour, for the purpose of this policy includes, but is not limited to the following:
 - 2.1 Failure to supervise children at all times
 - 2.2 Blocking thoroughfares/corridors/stairways/exits/elevators
 - 2.3 Use of profanity or obscene language
 - 2.4 Illegal consumption of alcohol, drugs, or other substances
 - 2.5 Smoking/Vaping that does not comply with all Smoke Free Ontario regulations.
 - 2.6 Engaging in horseplay, running in throughways, corridors, and stairwells
 - 2.7 The use of air horns, sirens, and other noise makers
 - 2.8 Causing unsanitary conditions (chewing tobacco, expulsion of bodily fluids)
 - 2.9 Engaging in sexual activity
 - 2.10 Any form of Abuse as listed in the above definition
 - 2.11 Theft of property
 - 2.12 Vandalism of any kind
 - 2.13 The use of cameras, video recording devices, personal digital recording devices or use of any other equipment with video or photographic abilities in change rooms or public washrooms
 - 2.14 Display of lewd, illegal, or offensive material including pornography or material that includes violent acts, indecency, hate, racial slurs, illegal gambling, or profanity; as well as material with text or imagery that has explicit or malicious intent.
 - 2.15 Refusal to follow rental contract agreement and all other related Township Policies/Procedures/By-Laws/Regional, Provincial or Federal Statutes.

3 Responding to Inappropriate Behaviour

The Township's primary concern is the safety of members of the public, volunteers, and staff. If patrons, volunteers, or staff feel threatened, they are to call police immediately. Staff or patrons or any other member of the public are NOT expected to put themselves at risk or jeopardize their safety or that of others, when dealing with any perceived or real threatening situation.

- 3.1 In accordance with the Occupiers Liability Act, the Trespass to Property Act, the Criminal Code and any other relevant Provincial Legislation, Township of Wellesley management and employees are authorized to respond at a Township facility if inappropriate behaviour or activities are observed or reported. Management and staff may exercise the terms of the Occupiers Liability Act and ask individuals to vacate the property or premises of the Township. Staff are NOT expected to respond to occurrences of inappropriate behaviour if they feel unsafe, threatened, or otherwise unable to respond for any reason. Staff are encouraged to contact the Region of Waterloo Police Services and call 911 under these circumstances.
- 3.2 Township staff are to report acts of abuse, harassment, violence, vandalism, or inappropriate behaviour to their immediate director. The director will convey a report to appropriate patron or association within five (5) business days (excluding weekends)
- 3.3 Patrons of Township facilities are encouraged to report acts of abuse, violence, vandalism, or inappropriate behaviors to a Township staff member and /or designated person of the appropriate organization within five (5) business days (excluding weekends)
- 3.4 All incidents of abuse, violence and/or vandalism or threatening situations shall be reported to the Police
- 3.5 Organizations dealing directly with incidents are required to inform the Township of Wellesley of a resolution within 30 days

4 Reporting Requirements

- 4.1 Township staff will complete the Township of Wellesley Respectful Behaviour Incident Report Form (Appendix B) when responding to an occurrence of violence, vandalism, or inappropriate behaviours or in response to a complaint from a member of the public, volunteer or other individual
- 4.2 The completed Respectful Behaviour Incident Report, along with any other written, photo or video documentation, including letters of warning, trespass notices, or any follow-up or action taken will be provided to the appropriate director/supervisor.
- 4.3 Once the Wellesley Respectful Behaviour Incident Report and all other related documentation are received by the appropriate director/supervisor, the director/supervisor will determine if additional action should be taken in accordance with the penalties outlined in Section 3.0 of this policy.

- 4.4 Any follow up with an individual about an occurrence, such as a meeting, phone call or other communications, must be noted on the Incident report and kept with the file.
- 4.5 If additional action is warranted, such as a warning or trespass notice, the director (or designate) will send a letter to the identified individual within 14 days of the incident. The letter will describe the occurrence of inappropriate behaviour and the remedial action to be taken. A copy of the Respectful Behaviour Policy should be included with the letter.
- 4.6 If the Police issue a ticket for trespassing at the request of a Township staff member, the Township shall follow up with a letter of trespass to the individual charged, noting the length and terms of ban from Township facilities, programs, service, or events.
- 4.7 Information about incidents of inappropriate behaviour and individuals who have been issued trespass notices will be shared, on a confidential basis, with appropriate staff to help support a safe and healthy environment for patrons, volunteers, and staff.
- 4.8 If the individual involved in inappropriate behaviour is associated with an organization using a Township facility, the organization will be notified of the incident within seven (7) business days.
- 4.9 Occurrences of inappropriate behaviour involving minors that results in an Incident Report Form must include parent or guardian contact as soon as possible.
- 4.10 Staff will be provided with appropriate training to support the safe implementation of this policy.

Procedure:

5 Staff Authorization

- 5.1 Department Heads are authorized under this policy to determine the level of penalty to be applied for verified inappropriate behavior according to Table 5.4. of this policy.
- 5.2 If the Department Head determines that an individual should be banned from ALL Township facilities (including indoor and outdoor spaces), the CAO will be required to make the final decision.
- 5.3 In addition to any other measures taken, where damage to Township property has occurred, the individual(s) responsible will be required to reimburse the Township for all costs associated with repairs or replacement, including labour, materials and lost revenues and will be subject to an administration fee as set out in the Fees and Charges Bylaw. Legal action may be taken to recover related costs if required.

5.4. Table 1: Penalties

Incident	1st Occurrence	2nd Occurrence	Any Subsequent Occurrences
Inappropriate language, harassment, abusive language	Written warning	Minimum 1 day suspension	Minimum one week suspension
Disrespect towards another patron, volunteer, staff, or councillor	Written warning	Minimum one week suspension from recreation program and/or facility(s).	Removed from recreation program and/or banned from facility(s) for minimum one year.
-Knowingly putting oneself or others in a situation where safety is at risk; or -negatively impacting programs	Minimum one week suspension from recreation program and/or facility(s).	Removed from recreation program and/or banned from facility(s) for minimum one year.	Lifetime ban from recreation programs and/or facility(s).
Bullying/Cyberbullying	Minimum one week suspension from recreation program and/or facility(s). Police notified.	Removed from recreation program and/or banned from facility(s) for minimum one year. Police notified.	Lifetime ban from recreation programs and/or facility(s). Police notified.
Threats, hate speech	Minimum one week suspension from recreation program and/or facility(s). Police notified	Removed from recreation program and/or banned from facility(s) for minimum one year. Police notified	Lifetime ban from recreation programs and/or facility(s). Police notified
-Abuse/Assault/Violence -Possession of a weapon	Removed from recreation program and/or banned from facility(s) for minimum one year. Police notified.	Lifetime ban from recreation programs and/or facility(s). Police notified	
Theft	Removed from recreation program and/or banned from facility(s) for minimum one year. Police notified	Lifetime ban from recreation programs and/or facility(s). Police notified	

Vandalism	Minimum one week suspension from recreation program and/or facility(s). Police notified.	Removed from recreation program and/or banned from facility(s) for minimum one year. Police notified.	Lifetime ban from recreation programs and/or facility(s). Police notified.
Drugs and Alcohol -possession -under the influence -distribution	Minimum one week suspension from recreation program and/or facility(s). Police notified.	Removed from recreation program and/or banned from facility(s) for minimum one year. Police notified.	Lifetime ban from recreation programs and/or facility(s). Police notified.

See Also: