



**THE CORPORATION OF THE
TOWNSHIP OF ST. CLAIR**

Subject	Respect & Safe Access for All	Section III	Policy Admin 100.3
Effective Date	March 7 th , 2022	Approved By: Council	
Revision Date			

PURPOSE

The Township of St. Clair is devoted to safeguarding the safety of service users and staff in its recreational programs, facilities or properties and nurturing an environment where there is Respect for others, and Accountability for all actions. The purpose of this policy is to identify the values and standards we uphold as users of the Township of St. Clair Parks and Facilities. The Purpose of the **Respect & Safe Access for All** policy is to provide the guidelines and expectations for recreational-user behaviour when participating in sport and leisure activities within township facilities. The Township will have a zero-tolerance approach to any form of violence, discrimination, vandalism or inappropriate behaviour in its programs, facilities, or properties.

The Township programs, facilities and properties are places that support learning and leisure for residents. All users and staff have the right to safety while attending a program, facility, or property. With this right comes the responsibility to be accountable for actions or behaviours that put at risk the safety of others.

This policy defines the measures and the enforcement steps that will be taken by staff, volunteers, organizations, and users in order to address unacceptable behaviour or violence in Parks, Recreation and Cultural programs, in the Township owned or leased facilities and properties

SCOPE

This Policy and procedure shall apply to all staff/volunteers and all persons using recreation, parks and culture programs, facilities, and properties, including but not limited to patrons, guests, spectators, fans, coaches, players, parents, volunteers, staff, and the general public. The Policy covers structured (i.e., permit issued) and unstructured (i.e., no permit issued) activities. The actions of the Township that may be taken under this Policy arise from the Township’s authority as owner occupier of its property pursuant to the *Trespass to Property Act* and the *Occupiers’ Liability Act*.

Inappropriate or violent behavior prohibited for the purpose of this procedure includes, but is not limited to, the following:

- Verbal assaults directed at any person, including but not limited to, participants, officials, members of the public or Township staff/volunteers, which are aggressive or intimidating or have the potential of inciting violence.
- Threats and/or attempts to intimidate.
- Throwing of articles in a deliberate or aggressive manner.
- Aggressive approaches to another individual (physical/verbal assault).
- Actual or attempted physical striking of another person.
- Attempts to goad or incite violence in others.
- Theft of property.
- Possession of weapons, or use of weapons of opportunity.
- Vandalism to buildings, structures or property owned by Township.
- Refusal to follow permit details, this Policy and procedure and other related Townships Policies / Procedures.
- Racial or ethnic slurs.
- Intoxication or being under the influence of alcohol or drugs.
- Harassment (“engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome” as defined by the Ontario Human Rights Code).
- Bullying, mistreatment which intimidates, humiliates or demeans another person.
- Contravention of Township by-laws or policies.
- This policy applies to all employees of the Township of St. Clair while in the workplace. The workplace is defined as: all Township facilities or work sites, including vehicles and any other land, premises, locations, or things at, upon, in or near where the business of the Township is conducted. The workplace may also be considered to include Township-related activities, events, or social functions and business performed for the Township and an alternative work location, both during and outside of regular business hours.

POLICY

The Township shall promote a positive, safe, enjoyable, and supportive environment for all users and staff/Volunteers in Township recreational programs and facilities, and to increase the level of understanding and awareness of this Policy. This policy will promote a more positive relationship among user groups and organizations moving forward

PROCEDURES

Posting for Public Awareness

1. Community Services Department will post **Respect & Safe Access for All** Policy on Township website
2. Post signage for links to the Township **Respect & Safe Access for All** Policy
3. Bring awareness of the policy to the associations and users of our facilities.

Reporting of Policy Violations

1. The Townships' primary concern is the safety of the service users and staff/volunteers. If at any time users or staff feel personally threatened, they are to call Ontario Provincial Police immediately. It is NOT the expectation that staff, or users put themselves at risk or jeopardize one's safety in dealing with any perceived or real situation.
2. Township staff are to report acts of violence, vandalism, or inappropriate behaviors to the OPP and their immediate supervisor and convey a report to appropriate association(s) within 24 hours.
3. Organizations and users of Township facilities are to report acts of violence, vandalism or inappropriate behaviors to the Ontario Provincial Police and/or a designated person of the appropriate organization within 24 hours.
4. Organizations dealing directly with incidents are required to inform Community Services of a resolution within 10 business days.

Enforcement/Steps

The Township will take appropriate actions when incidents pertaining to this procedure occur in Township facilities, programs, or properties. Township staff is authorized to act if inappropriate behavior or violence are observed or reported in the following instances and will contact OPP:

- 1) Observation (or potential) of any physical violence or vandalism.
- 2) Observation of verbal abuse or (potential) threat.
- 3) The request of an organization representative (i.e. coaches), who acting reasonably is unable to get co-operation from parents, participants, coaches, officials, or spectators.

Requirements for Organizations, Groups and Users

- 1) If any of the prohibited behaviors occur during an event organized or administered by the organization, group, permit holder and or licensee, the aforementioned shall make all reasonable efforts to stop the prohibited behavior prior to seeking the assistance of the OPP. The user that rents the facility is responsible for what happens at the facility.
- 2) A representative for each group or team must be always on site.

- 3) Responsible to undertake appropriate actions when inappropriate behaviors take place including following operating procedures identified in this document. Township staff can be reach at Moore Sports Complex at 519-867-2651 or via the QR code posted in the facilities and attached to this document. OPP should be contacted when things have progressed, or the violation warrants it.
- 4) Representatives are required to understand the operating procedures.
- 5) Without jeopardizing one's safety, advise the identified party that they are contravening the departmental operating procedures and contact the OPP if necessary.
- 6) Provide full written report related to incident within the required time frame and notify Township personnel.

Upon **witnessing or suspecting physical violence**, enact the following operating procedures and OPP immediately:

- 1) Without jeopardizing one's safety, advise the identified party to stop the activity immediately or they will be asked to leave.
- 2) If party does not co-operate, ask them to leave and call OPP if call has not already been made.
- 3) If individual refuses to leave, do not engage in argument or physical confrontation but wait for OPP to arrive.
- 4) Advise authorized staff supervisor or on call supervisory personnel immediately.
- 5) Prepare **Respect & Safe Access for All** Incident Report to be reviewed by staff.
- 6) All staff, permit holders and organizations shall cooperate and support OPP during any investigation and prosecution process resulting from any charges laid.

Upon **witnessing** continued **verbal abuse** or activity:

- 1) Assess the situation.
- 2) Advise identified party, without jeopardizing one's safety, that they stop the activity immediately or they will be asked to leave.
- 3) If party does not co-operate, ask them to leave and inform identified party that OPP have been called.
- 4) If individual refuses to leave, do not engage in argument or physical confrontation, leave and wait for OPP to arrive.
- 5) Advise authorized staff supervisor or on call supervisory personnel.
- 6) Provide full written report from community group / representative.
- 7) Prepare **Respect & Safe Access for All** Incident report.
- 8) Incident to be reviewed by staff.

Upon Reported Actions of Physical Violence or Verbal Abuse:

- 1) Upon reported actions of physical violence and verbal abuse by community organizations, groups, users, representatives; enact departmental operating procedures and contact OPP immediately:
 - 1) Without jeopardizing one's safety, advise the identified party to stop the activity immediately or they will be asked to leave.

- 2) If party does not co-operate, inform the identified party that they are now trespassing (as OPP have already been called).
- 3) If individual refuses to leave, do not engage in argument or physical confrontation, leave and wait for OPP to arrive.
- 4) Advise authorized staff supervisor or on call supervisory personnel.
- 5) Prepare and **Respect & Safe Access for All** Incident report to be reviewed by staff.

Consequence of Non-Compliance

- 6) Individuals who engage in any unacceptable behavior, as defined in this procedure, may, depending on the severity, be barred immediately from the premises and if necessary, a ban for a period of time. The ban may apply to all programs, facilities, and properties, if warranted. Length of suspension will be determined by Township Staff and depending on severity of the situation, guidance from Township Council. The length of the ban will depend on the severity of the situation.
- 7) All incidents that result in short term or long-term bans or barring from programs, facilities and properties will be followed up in writing by Community Services staff, outlining the details of the suspension. The final decision related to the details of the banning will be made by Township Staff and depending on severity of the situation, guidance from Township Council.
- 8) Appropriate staff in facility sections and or geographic areas will be notified of individuals who are barred or individuals who received a letter of trespass from Township properties and facilities. Appropriate organizations may be notified of the situation if warranted.
- 9) Incidents will be reported to the OPP, and charges may follow.
- 10) In addition to any other measures taken, where vandalism or theft has been perpetrated, the individual(s) responsible will be required to reimburse the Township for all costs associated with any repairs as well as any lost revenues or where appropriate be asked to repair the damage.

Violation of the Respect & Safe Access for All

- 1) Where a finding has been made of violations of the **Respect & Safe Access for All** Policy, possible penalties may include the following:
 - Warning letter.
 - Short term ban.
 - Long term ban.
 - Written trespass notice – charges may be laid under the *Trespass to Property Act*.

Appeal Process

1. The Township's appeal process shall not be used to attempt to overturn a sanction imposed by a sports organization.
- 2) Individual(s) wishing to appeal any disciplinary measure may present their case in writing within 14 days of the decision.

Roles and Responsibilities

Township Recreation Staff

- Recreation staff are the key personnel responsible for the implementation of this Policy and procedure.
- Staff are responsible for ensuring that preventative measures are in place so that incidents of violence, vandalism and inappropriate behavior do not occur in its programs, properties, or facilities.
- The Township shall work in partnership with community organization and groups to ensure that their members have the opportunity to participate in a safe and positive environment and ensure commitment to the **Respect & Safe Access for All**.

Visitors

- Visitors to the Township of St. Clair recreational programs, facilities or properties are responsible for behaving and acting in a manner that respects the rights of others in order for the services to be used and enjoyed by all.

Organizations, Users or Permit Holders

- Organizations, users or permit holders of Recreation & Culture programs, facilities and properties are primarily responsible for the behavior of everyone associated with them including participants, officials, spectators, patrons, parents, guests, etc.
- Organizations and user groups by virtue of their signed permits and or agreements for use of township facilities, programs and properties, are expected to promote, support and endorse the Township operating procedures identified in this document and within their organizations. In addition, it is the responsibility of the permit holder to ensure all those involved with the group (including out of Township groups) are aware of the City's **Respect & Safe Access for All**.
- Casual users (non-permitted) are expected to abide by, support and endorse the Township's **Respect & Safe Access for All**.