



Date:	21/06/2021
Refer to:	Council
Meeting Date:	June 28, 2021
Action:	null
Notes:	Report
Copies to:	

Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From:	Ingrid Svelnis
Position:	CAO
Title / Subject:	Public Code of Conduct
Date of Report:	June 18, 2021
Date of Meeting:	June 28, 2021
Report No:	2021-CO-25

1.0 Issue / Origin

Respectful work environment for the Township of Brock

2.0 Background

As part of the Respectful Workplace Assessment Report written by Bakertilly October 7, 2021, several recommendations were proposed which included the creation of policies to focus on restoring the workplace.

The Public Code of Conduct is attached is a revised draft of a sample provided by Bakertilly and has been reviewed by the senior management team under the direction of Library CEO Brian Harding who was tasked with chairing the discussion and providing the final version presented today.

3.0 Analysis

Same as report 2021-CO-23

4.0 Related Policies / Procedures

Same as report 2021-CO-23

5.0 Financial / Budget Assessment

Additional resources may be required to deal with this policy depending on the situation.


6.0 Communications

Staff will be trained on this policy. Signs will be placed at our various workplace locations to advise the public that the policy exists and that we expect to enforce it.

7.0 Conclusion

Same as report 2021-CO-23

8.0 Recommendation

Title	Name	Signature	Date
Chief Administrative Officer	Ingrid Svelnis		June 18/2021

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Policy: Public Code of Conduct		
<i>Issued:</i> June 29, 2021	<i>Last Revision Date (Annually):</i> June 29, 2021	<i>Number:</i>
<i>Replaces:</i>		

Purpose

The Corporation of the Township of Brock ('the Township') is committed to promoting a positive environment. This procedure promotes a safe and positive atmosphere and establishes the enforcement options for staff to deal with any incidences within the facilities, parks and events operated by the Township of Brock in a fair and consistent manner.

Scope

This procedure applies to all users of the Township of Brock's facilities, parks, events, and those participating in recreation programs including but not limited to residents, visitors, patrons, guests, spectators, fans, coaches, parents, volunteers, and vendors.

Inappropriate conduct or actions for the purpose of this procedure includes, but it no limited to:

- Verbal altercations; including threats, profanity, rude or inappropriate language, attempt to provoke or incite anger in others, harassment, discrimination
- Physical altercations; including aggressive or intimidating approaches to another individual, throwing articles in a deliberate or aggressive manner, physical striking of another individual
- Illegal activity including consumption of alcohol or drugs, theft, possession of weapons, vandalism
- Any act that violates township permits, policies, or by-laws
- Any act that gives rise to concern for public safety

Enforcement Procedure

Township of Brock staff have the authority to remove any individual(s) who engage in inappropriate conduct. Individuals may be subject to removal from the Township's facility or property. Dependant upon the severity of the behaviour, a mandatory suspension from the facility or property may also be applied. Durham Regional Police Service may also be contacted.

Staff should follow the steps outlined below when addressing an individual(s) inappropriate conduct:

1. Assess the situation (do not engage in physical confrontation)
2. Address the individual(s) in a firm and courteous manner. If possible, this should be done with two members of staff.
3. Request the individual(s) co-operations and advise them of next steps
4. If no co-operation, ask the individual(s) to leave the facility/property

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5. Staff may speak to members of the user group to obtain name and address of the person being asked to leave
6. Contact Durham Regional Police Service at 911 if the person refuses to leave.
7. Advise Supervisor immediately if the individual has been asked to leave the facility or the police have been contacted; and
8. Complete the Public Code of Conduct Incident Report form.

The safety of staff is a priority. Staff should not place themselves in a situation which could result in personal harm.

Consequences

Individuals who engage in any inappropriate conduct may be subject to immediate removal from the facility/property. If necessary, a suspension period may also be applied. The suspension period may apply to all Township programs, facilities and properties if warranted.

Depending on the incident, the consequences may start with a verbal warning, written warning, or suspension. Incidents may also be reported to the police or other authorities as required. Each incident will be reviewed based on information available and the consequences are guidelines that may be adjusted to reflect individual circumstance.

Consequences:

1. Verbal Warning
2. Written Warning
3. Suspension (Length of suspension may vary based on severity of incident)

Examples of inappropriate conduct are listed below. The behaviours have been categorized with the potential consequences.

Inappropriate Conduct	Recommended Consequence
<ul style="list-style-type: none"> • Creating a disturbance • Verbal assault • Harassment/bullying • Wearing attire/displaying material intolerant of human rights • Excessive use of noisemakers • Use of profanity and/or obscene language • Engaging and/or causing unsafe/unsanitary conditions 	<ul style="list-style-type: none"> • Verbal warning • Written warning

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<ul style="list-style-type: none"> • Assault • Deliberately throwing articles at another person • Racial/ethnic slurs • Threats and/or attempts to intimidate • Attempts to incite violence in others • Vandalism • Molesting • Theft • Assault • Illegal consumption of alcohol and/or drugs • Bringing weapons to Township facilities/property 	<ul style="list-style-type: none"> • Temporary Suspension • Trespass Order • Report to Police
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Appeal Process

An individual appealing the suspension must submit in writing to the CAO a letter outlining the reason for the appeal. Appeals must be submitted within 14 days of the suspension.

The CAO will review the appeal in consultation with relevant staff and a decision will be rendered. Appeals may be escalated to Council at the discretion of the CAO. Any such appeals will be presented in an open session of Council with the exception of cases which meet the criteria for closed session under the Municipal Act.

The results of the decision will be communicated in writing to the individual making the appeal within 14 days of receiving the appeal letter. Any decision made by the CAO/Council is final.

If a suspension or trespass order is upheld the CAO may make specific accommodations to permit the individual to access certain essential municipal services.



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Public Code of Conduct Incident Report

Date: _____ Time: _____

Location/Address: _____

Name of Offender: _____

Program/Activity: _____

Incident Details/Action Taken: _____

Witness Name: _____ Witness Phone: _____

Witness Name: _____ Witness Phone: _____

Staff Involved: _____

Referred to Supervisor: Yes / No

Supervisor Investigation Notes: _____

Consequences: _____
