

# **PUBLIC FACILITY CODE OF CONDUCT POLICY**

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Date approved by Council: Feb 18, 2015

Policy Number: GOV-073

Lead Role: Chief Administrative Officer

Replaces: N/A

Last Review Date: February 18, 2015

Next Review Date: February 18, 2018

Administrative Responsibility: Chief Administrative Officer Resolution: 30/2015

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## **POLICY STATEMENT**

The purpose of the Code of Conduct is to ensure workers and users of the facilities in the Town of Bruderheim understand the standards that the Town has established for efficient and courteous service to the community. This policy is to be an additional course of action for Town employee's to have at their disposal and to be an enhancement tool to work within our existing bylaws.

## **SCOPE**

Facilities that will be covered in this policy are all indoor and outdoor public facilities owned or operated by the Town of Bruderheim.

## **POLICY OBJECTIVES**

All users and user groups are asked to respect the enjoyment of others using the facility. The following will be the grounds for disciplinary action:

1. Deliberate destruction, damage, or misuse of property, machinery, equipment, tools or the same belonging to the Town of Bruderheim, employees, other users or occupiers.
2. Theft of property belonging to the Town of Bruderheim, employees, other users or occupiers.
3. Unsatisfactory conduct on Town Property, includes but may not be limited to:
  - (a) Immoral conduct or indecency;
  - (b) Possession of an illegal weapon;
  - (c) Fighting;
  - (d) Abusive or obscene language;
  - (e) Threatening, intimidating or coercing others for any purpose;
  - (f) Possessing of/or using alcohol or illegal drugs;
  - (g) Tobacco use;
  - (h) Littering;
  - (i) Spitting; and
  - (j) Being in a restricted area.
4. Refusing to respond to staff directions.
5. Creating or contributing to unsafe or unsanitary conditions, including but not limited to:
  - (a) The use of rollerblades, skateboards, Heelys or shoes with wheels, in the facility
  - (b) Consuming and spitting out sunflower seeds
  - (c) Inappropriate use of restroom facilities

6. Serious incidents will be investigated and reported to the Director of Community Relations. Depending on the nature of the infraction, the consequences may be as follows:
  - (a) A verbal warning;
  - (b) Immediate eviction from the facility; or
  - (c) Being banned from the facility for a length of time to be determined;
  
7. The Code of Conduct will be posted in a visible public area in each recreation facility.

A Town employee may evict anyone found violating any of the facility regulations and/or Code of Conduct from the facility for the remainder of the day. The staff witnessing the incident will be responsible for documenting, in writing, the name of the offender, the infraction(s) and the reason(s) for the eviction.

All incident reports shall be submitted to the Director of Community Relations, who is authorized to further suspend individuals for a period of up to seven (7) days if an incident is deemed very serious or if the offender has been previously suspended within the last fourteen (14) days. Any suspension periods beyond seven (7) days must be submitted to the Director of Community Relations for approval.

Anyone disagreeing with the eviction exceeding forty-eight (48) hours may appeal to the Director of Community Relations.



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Patty Podoborzny, Chief Administrative Officer

January 7, 2015