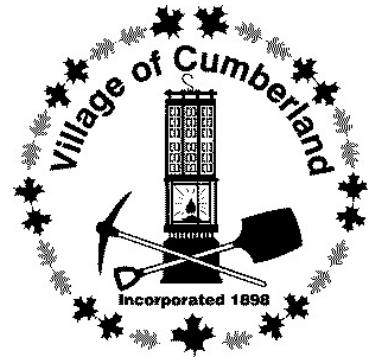


# COUNCIL POLICY



Title: Parks & Facilities Conduct & Compliance Policy  Adopted Date: October 1, 2024	No. 15.1
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## 1. PURPOSE

The Village of Cumberland (The Village) has a responsibility to provide a safe and respectful environment for its employees, patrons, and the general public within its municipal parks and facilities. This policy describes a code of conduct that all users of municipal parks and facilities are expected to follow, and to create a foundation for disciplinary action when that code of conduct is violated.

## 2. SCOPE

This policy applies to everyone in Village of Cumberland parks, buildings, and facilities, including but not necessarily restricted to patrons, Village employees and contractors, and the general public.

## 3. DEFINITIONS

- a) **Director** means any Village of Cumberland employee with “director” and/or “officer” in their job title
- b) **Manager** means the Village of Cumberland employee assigned to manage a particular department or section
- c) **Supervisor** means the Village of Cumberland employee assigned to supervise a particular department or section

## 4. RESPONSIBILITIES

Everyone is responsible for maintaining a culture of safety and respect within municipal parks and facilities, and all Village employees are responsible for understanding and following the Parks & Facilities Code of Conduct. More specifically:

- a) **All employees** are responsible for
  - educating patrons about the Code of Conduct and drawing attention to minor violations; and
  - informing their manager or supervisor of any violations of the Code of Conduct.
  
- b) **Supervisors** are responsible for:
  - issuing verbal and/or written warnings to individuals who violate the Code of Conduct; and
  - working with their manager to inform suspensions and/or other disciplinary actions
  
- b) **Managers** are responsible for:
  - Issuing suspensions and/or other disciplinary actions, in consultation (when appropriate) with supervisors and/or the Chief Administrative Officer.

## 5. CUMBERLAND PARKS & FACILITIES CODE OF CONDUCT

The following Code of Conduct applies to all users of Village of Cumberland parks and facilities:

- a). **Responsibility for Actions:** All users must take responsibility for their actions and behaviour at all times.
  
- b). **Appropriate Use:** Parks, facilities, and equipment must be used in accordance with their intended purpose. Users are expected to remain free from the influence of drugs or alcohol, except where alcohol is expressly permitted under a valid special event permit.
  
- c). **Respectful Treatment:** All users must treat facilities, patrons, staff, and others with respect and courtesy at all times. Disruptive, abusive, or threatening behaviour will not be tolerated.
  
- d). **Safety and Enjoyment:** Users must refrain from any actions that negatively impact the enjoyment, comfort, or safety of themselves or others. This includes but is not limited to loud or aggressive behaviour, vandalism, and failure to follow posted rules and regulations.
  
- e). **Prohibition of Weapons:** Weapons of any kind are strictly prohibited in all parks and facilities.
  
- f). **Self-Management:** Users who are unable to control their actions, including managing disruptive behaviour, must leave the park or facility immediately.
  
- g). **Consequences for Violations:** Failure to comply with this Code of Conduct may result in immediate removal from the park or facility, suspension of access privileges, or other disciplinary actions as deemed appropriate by the Village.

The Village reserves the right to enforce these rules to ensure a safe and welcoming environment for all.

## 5. INFRACTION LEVELS & DISCIPLINE POLICY

### a) Level 1 infractions

Level 1 Infractions include but are not necessarily restricted to

- i. fraud or false entry – e.g. using a false pass to access a facility or using a park or facility without paying the requisite fee;
- ii. causing a disturbance or being verbally abusive/disrespectful to staff or public;
- iii. participating in a Village activity or using a Village park or facility while impaired by alcohol or drugs, except as sanctioned by a special event permit; and
- iv. minor violations of a Village bylaw or facility rule.

***Guidelines for disciplinary response:*** Warning letter outlining this policy and the possible consequences of future infractions; possible suspension of not more than three months

### b) Level 2 Infractions:

Level 2 Infractions include but are not necessarily restricted to

- i. any second occurrence of a Level 1 infraction (does not have to be the same infraction);
- ii. property damage under \$500 due to deliberate action or neglect or another violation of the Parks & Facilities Code of Conduct;
- iii. inappropriate or suspicious use of cell phones, cameras, or other recording devices (e.g. taking pictures in a change room, photographing others without their permission);
- iv. bullying or intimidation of staff or public; and
- v. theft under \$50.

***Guidelines for disciplinary response:*** Minimum one month and up to six-month suspension

### c) Level 3 Infractions

Level 3 Infractions include but are not necessarily restricted to

- i. any third occurrence of a Level 1 infraction or any second occurrence of a Level 2 infraction (does not have to be the same infraction);
- ii. inappropriate sexual conduct;
- iii. overtly sexual, personally degrading, or discriminatory language or behaviour;
- iv. physical abuse or confrontation with staff or public;

- v. property damage over \$500 due to deliberate action or neglect or another violation of the Parks & Facilities Code of Conduct; and
- vi. theft over \$50

***Guidelines for disciplinary response:*** Minimum three-month and up to one-year suspension

**d) Level 4 Infractions**

Level 4 Infractions include but are not necessarily restricted to

- i. any fourth occurrence of a Level 1 infraction, any third occurrence of a Level 2 infraction, or any second occurrence of a Level 3 infraction (does not have to be the same infraction); and
- ii. committing any criminal offence that causes or could have caused bodily injury to staff or patrons

***Guidelines for disciplinary response:*** Minimum one-year suspension up to indefinite suspension

**APPLICATION & APPEALS**

6. Village staff shall use this Policy to inform disciplinary actions but may impose sanctions deemed appropriate in the circumstances regardless of this Policy's guidelines. In cases where a sanction is imposed outside of this Policy's guidelines, a Manager or Director shall provide justification in writing to the individual being sanctioned.
7. When a suspension is issued under this Policy, no refund(s) or other consideration will be given to the suspended individual for activities or time that were or will be missed due to that suspension.
8. Any patron may appeal a disciplinary action that has been enacted against them by clearly describing the reason for their appeal, in writing, to a Director or the Chief Administrative Officer.
  - a. Directors and the Chief Administrative Officer are authorized to shorten, extend, or otherwise change any disciplinary action that has been enacted through this Policy.