



The Corporation of the Town of LaSalle Policy Manual

Recreation Facility Use - RZone Policy

Policy Manual Section: Municipal Services – Culture and Recreation

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Department Responsible: Culture and Recreation

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The Town of LaSalle acknowledges permission from the Town of Oakville to adopt the RZone concept for use in Town of LaSalle owned facilities.

Policy Statement

The Town of LaSalle (hereby referenced as “the Town”) wishes to promote **Respect** and **Responsibility** (RZone) of property in Town-owned recreation facilities, parks and events that are free from mischief, vandalism and other inappropriate behaviours causing damage. This policy will also provide a procedural outline to address inappropriate behaviour in Town-owned recreation facilities.

Purpose

Rzone is a program requiring all persons wishing to visit any Town-owned or operated recreational facilities to respect others and take responsibility in maintaining a positive environment for all persons including the public and Town employees.

This policy will also support the respect, commitment and relationships between the Town and members of the public and user groups. The Town’s recreation facilities provide residents with opportunities to participate in organized sport and recreation activities as well as leisure activities. These facilities help constitute the healthy, vibrant and caring image of the Town and help to promote a positive quality of life for all residents.

The Town supports many community-based user groups and programs which are managed by volunteers. The Town aims to provide a safe and positive environment for these groups to continue to contribute greatly to the quality of life in LaSalle. This policy shall serve as an understanding for the public and such user groups that responsibility

must be taken for the behaviour of all associated with them including participants, spectators, parents, volunteers, organizational staff, family members and officials.

This policy outlines the measures and enforcement steps to be taken in order to address inappropriate behaviour.

RZone Core Principles

1. Respect for yourself, respect for others and respect for the facility
2. Responsibility for actions of inappropriate behaviour

The RZone logo shall serve as a reminder to everyone that the program is in effect and applies to everyone.

Scope

The RZone Policy applies to all Town-owned or occupied indoor and outdoor recreation facilities including, but not limited to:

- Pools
- Parks
- Sports fields
- Arenas
- Event centres
- Fitness centres

The scope of the RZone Policy also applies to all persons engaging in activities within these facilities, as outlined above.

Definitions

Adult Leagues shall be defined as any groups, leagues or individuals whose participants consist of persons aged 19 years and above.

User/User-Group shall be defined as any individual, organization, committee, event, membership or other designation that has been approved to use and engages in a contract with the Town for the use of Town-owned ice surfaces.

Executive refers to a President, Vice-President, Scheduler, Treasurer, Organizer or other member of a User-Group that is responsible for the development and delivery of the organization or any person that sits on a Board of Directors, Governors Table, or other Committee and is responsible for governance of the organization.

Municipal Programs shall be defined as programs offered by the municipality including, but not limited to, camp programs, lessons and special events.

Community Youth/Minor Sports Groups shall be defined as organizations providing youth activities with an elected volunteer executive, constitution and by-laws that are not-for-profit. Minor sports groups are defined as facilitating inclusive programs for persons aged 2 to 18 years.

Harassment means engaging in a course of vexatious comment or conduct that is unwelcome.

Recreation Facility refers to any Town-owned or operated facility used to operate recreation programs and events to the community. These include indoor and outdoor facilities.

Vandalism refers to malicious, willful and deliberate destruction, damage or defacing of property. Examples include, but are not limited to:

- Breaking glass
- Graffiti
- Theft
- Arson
- Deliberate misuse and abuse of Town equipment

Town refers to the Corporation of the Town of LaSalle

Policy

I. Prohibited Behaviour

Courteous behaviour is an important element of everyone's enjoyment in recreation facilities. The Town is committed to providing family-oriented, enjoyable and safe experiences for everyone. To establish guidelines for this policy, some examples of prohibited inappropriate behaviour is outlined below.

The following behaviour in regards to facility damage is considered unacceptable, including but not limited to:

- A) Vandalism
 - Graffiti, such as marking on walls or objects
 - Defacing Town property or private property
- B) Destruction of property
 - Purposefully damaging Town property or private property
- C) Possession, consumption or impairment of illicit drugs, or of alcohol except as authorized by law or from a written exemption from the Town
- D) Any contravention of other Federal, Provincial laws, Town By-laws, Town policies or other programs that constitute inappropriate behavior
- E) Refusal to follow the rules established by the Town, or failure to comply with Town employee's orders

Further inappropriate behaviour such as violence, harassment or discrimination of other persons is considered unacceptable, including but not limited to:

- Inappropriate language or gestures
- Harassment
- Discrimination
- Fighting or physical assault
- Abuse
- Neglect
- Any other behaviour deemed inappropriate by Town employees, or in violation with Town policies and By-laws.

All matters pertaining to harassment, discrimination, violence and alcohol use shall be handled accordingly in regards to the parameters and policies outlined in the corresponding Town policies.

II. Reporting Procedures

Note: Any collection, use or disclosure of personal information by the Town of LaSalle shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

In the event that prohibited inappropriate behaviour under the RZone Policy is witnessed by Community Youth/Minor Sport Groups, user groups or patrons, and in accordance with the Occupiers' Liability Act, the Occupational Health and Safety Act, the Trespass to Property Act, the Criminal Code as well as Town by-laws and policies, the incident shall be reported to Town employees immediately.

Additionally, the Town is customer-service oriented and also offers online reporting through the Citizen Issue/Request Submission Portal available at www.lasalle.ca/customerservice

Reports can also be made by calling the Vollmer Recreation Complex. Once a report has been made, it will be logged by Town employees and will be dealt with by the Town directly, or in some instances, will be directed to the appropriate user group or organization for follow up. Personal information may be redacted in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Criminal Acts

All acts of a criminal nature must be immediately reported to LaSalle Police Service. Under no circumstances should Town employees or public attendees at Town recreation facilities place themselves at risk in the event they observe or are advised of a criminal event. If at any time attendees or employees feel threatened or fear for the safety of others, they are not to intervene and contact LaSalle Police Service at "911" immediately.

III. Enforcement Procedures

The Town, in association with Community Youth/Minor Sport Groups, user groups and other stakeholders will conduct educational campaigns with the goals of raising awareness of the RZone Policy and outlining the core principles of the RZone Policy.

Use of the RZone logo will be made available in signs, print, website and social media materials.

The following are tools used by the Town to enforce the guidelines set forth in the RZone Policy. These tools are not subjected to be enacted in order of appearance on this policy.

Education

- Where possible, Town employees and stakeholders of this policy should work to educate attendees of Town recreation facilities the purpose of this policy and outline their behaviour in question

Dismissal from Property

- Specific Town employees such as a Facility Operator or member of Town management are authorized to ask the individual(s) to leave the facility or property.

Written Notice of Warning

- The Town may issue a written notice of warning to attendees or user groups who exhibit behaviour that is contradictory to this policy, or other Town policies, Federal or Provincial laws or Town By-laws.

Compensation

- The Town may seek compensation for the cost of damages, including materials and labour, as well as an administrative charge for damage to the facility or property. The attendee or user group that they represent may be billed directly.

Ban

- Attendees or user groups who fail to abide by this policy or other Town policies may be issued a ban notice at the discretion of the Town. This notice is not subject to preceding of a notice of warning, and may come at any time when deemed appropriate by the Town. The length of the ban will be determined by the Town.

Assistance from Police

- Where applicable, assistance from the LaSalle Police Service may be required to address a situation or remove individual(s) from the facility or property.

IV. Responsibilities of Stakeholders

Organizations and user groups including Adult Leagues, Community Youth/Minor Sport Groups and other user groups making use of Town owned and operated recreation facilities or properties are responsible for:

- Educating their attendees and members about the Town of LaSalle RZone Policy
- Educating their attendees and members about appropriate behaviour
- Complying with requirements of Town contracts and permits regarding RZone
- Willingness to address RZone violations (in safe and appropriate manners) with their attendees and members

The Town will work collaboratively with organizations and user groups to create RZone environments and Town-owned and operated recreation facilities or properties.

Training

For the delivery of this policy to be successful, user group executives will receive a copy of this policy and are expected to share the message and principles with their entire organization.

Culture and Recreation and select Public Works employees (Facility Operators) will receive training on their roles and responsibilities set forth in this policy and will be retrained as required.

Policy Review

This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department. Once this policy receives an update, the Town shall share the updated version with user groups and employees.

References

- Municipal Freedom of Information and Protection of Privacy Act
- Occupiers Liability Act, R.S.O. 1990, Chapter O.2
- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Trespass to Property Act, R.S.O. 1990, Chapter T.21
- Town of LaSalle Accessible Customer Service Policy
- Town of LaSalle Harassment and Discrimination Policy
- Town of LaSalle Municipal Alcohol Policy
- Town of LaSalle Parks Maintenance Policy
- Town of LaSalle Violence Prevention

Review Dates