	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Department:</b>	<b>GOV-1015</b> <b>Full Facility Ban Policy</b> <b>April 8, 2024</b> <b>Legislative Services</b>
<b>Revisions:</b>	

**Policy Statement:**

When members of the public behave in a harassing, violent, or unsafe manner in any Town-owned facility, administration has the ability to ban the offending member of the public from that particular facility. A full facility ban is put in place when the offence is violent in nature or an accumulation of ongoing behaviours that start to affect the daily functions of Town staff. Full facility bans are not taken lightly and are discussed at senior management level to ensure that access to required services is not being denied to the offending member of the public.

**1.0 Reason for Policy**

- 1.1 To ensure the safety and well-being of all employees within Town of Vegreville facilities.
- 1.2 To provide direction to administration with consistent practices regarding full facility bans.

**2.0 Related Information**

- 2.1 Town of Vegreville Policy HR-4002 *Respect in the Workplace Policy*

**3.0 Definitions**

**3.1 Harassment** as defined in HR-4002 *Respect in the Workplace Policy* means engaging in a course of vexatious or inappropriate comments or conduct that is known, or ought to reasonably be known, to be unwelcome. It may include unwelcome, unwanted, offensive, humiliating, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual’s work performance; adversely affecting an individual’s employment relationship; and/or denying an individual’s dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

3.1.1 Harassment includes Sexual Harassment which includes any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advance (oral, written or physical); requests for sexual favours; unwelcome sexual or gender related

comments, innuendoes, remarks, jokes or taunts; unnecessary physical contact such as patting, touching, pinching or hitting; displays of sexually degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

All employees have a right to be free from an unwelcome sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the employee and from a reprisal or a threat of reprisal for the rejection of such an unwanted sexual solicitation or advance.

**3.2 Violence as defined in HR-4002 Respect in the Workplace Policy means:**

- 3.2.1 The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker.
- 3.2.2 An attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker.
- 3.2.3 A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

**4.0 Responsibilities**

**4.1 Town Council to:**

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

**4.2 Chief Administrative Officer to:**

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.2.3 Determine when a full facility ban is warranted and issue Trespassing Notice.

**4.3 Director/Manager of the Department to:**

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

- 4.3.4 Communicate major incidents or repeat offences with the public to the Chief Administrative Officer to determine if full facility ban may be warranted.
- 4.3.5 Understand, and adhere to this policy and procedure.
- 4.3.6 Ensure employees are aware of this policy and procedure.

#### **4.4 All Employees to:**

- 4.4.1 Understand and adhere to this policy and procedure.

### **5.0 Town of Vegreville Facilities**

#### **5.1 Full Facility Bans will include the following:**

- 5.1.1 Town Administration Building, including FCSS and Infrastructure, Planning & Development – located at 4829 50 Street;
- 5.1.2 Visitor Information Centre – located at 4500 Pysanka Avenue;
- 5.1.3 Aquatic & Fitness Centre and Wally Fedun Arena – located at 4509 48 Street;
- 5.1.4 Multiplex Building (Curling Rink) – located at 4729 45 Avenue;
- 5.1.5 Social Centre – located at 4802 47A Street;
- 5.1.6 Public Works Shop – located at 5417 Birch Avenue;
- 5.1.7 Parks Building – located at 4302 Bruce Road;
- 5.1.8 Vegreville Material Recovery Facility (VMRF) – located at 5201 52 Avenue;
- 5.1.9 Vegreville Sanitary Landfill – located at 52331 Range Road 144;
- 5.1.10 Emergency Services Building – located at 5100 60 Street; and
- 5.1.11 Vegreville Centennial Library – located at 4709 50 Street.

- 5.2 Depending on the location of the incident or offence, the Chief Administrative Officer may opt to include Town of Vegreville parks and open spaces in the full facility ban.

### **6.0 Notification**

#### **6.1 A full facility ban must be communicated to the following in the form of a Trespass Notice:**

- 6.1.1 The recipient of the full facility ban;
- 6.1.2 Mayor and Town Council;
- 6.1.3 Department Managers and Directors, including Library Manager;
- 6.1.4 Municipal Enforcement; and
- 6.1.5 RCMP – Vegreville Detachment.

#### **6.2 The Trespass Notice must include the following information:**

- 6.2.1 The name and address of the individual receiving the full facility ban;
- 6.2.2 The reason for the full facility ban;
- 6.2.3 The timeline of the full facility ban; and

6.2.4 The locations to which the full facility ban applies, indicated in sections 5.1.1-5.1.11.

6.3 The Trespass Notice will be delivered to the individual receiving the full facility ban by a member of Municipal Enforcement or RCMP.

6.4 A memorandum indicating that a Trespass Notice has been issued will be communicated to the Managers or Directors who work within the facilities listed in sections 5.1.1-5.1.11.

6.4.1 Managers and Directors will be expected to communicate the Trespass Notice to all employees within their department.

6.5 The memorandum should include the following information:

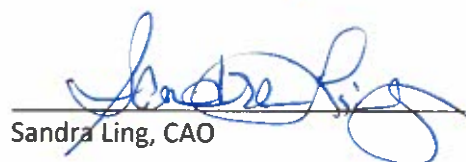
6.5.1 A copy of the Trespass Notice; and

6.5.2 A photo of the recipient of the full facility ban, when possible.

## 7.0 End of Policy



Mayor Tim MacPhee



Sandra Ling, CAO