

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Administrative</i>	<i>Managing Public Spaces in a Safe and Welcoming Environment</i>

Page 1 of 4

<b>Policy Owner</b>	Office of the Regional Clerk
<b>Approval Body</b>	Council
<b>Approval Date</b>	March 22, 2018
<b>Effective Date</b>	March 22, 2018
<b>Review by Date</b>	March 2019

## 1. Policy

This policy has been developed to uphold the Values of the municipality and create a safe and welcoming environment within public spaces.

## 2. Purpose

This policy will provide procedures for designated regional staff in managing public spaces.

## 3. Scope

This policy applies to all Councillors and regional staff. Adherence to this policy will create a safe and welcoming environment within public spaces.

### 3.1. Roles and Responsibilities

The primary responsibility in administering and reviewing this policy is the Regional Clerk. Although the primary responsibility of administering this policy resides with the Regional Clerk, the overall responsibility is the Chief Administrative Officer, and thereafter, the Regional Chair.

## 4. References and Related Documents.

### 4.1. Legislation, By-Laws and/or Directives

Charter of Rights and Freedoms, Section 2, Fundamental Freedoms.

Ontario Human Rights Code

Includes discriminatory behaviour to a person's Age; Ancestry, colour, race; Citizenship, Ethnic origin, Place of origin; Creed; Disability; Family status; Marital status (including single status); Gender identity, gender expression; Sex (including pregnancy and breastfeeding); and Sexual orientation.

<i>Policy Category</i>	<i>Name of Policy</i>
Administrative	<i>Managing Public Spaces in a Safe and Welcoming Environment</i>

Municipal Act

Procedural By-Law

Improper conduct may include verbal or non-verbal behaviour that has been deemed to be discriminatory to a person's Age; Ancestry, colour, race; Citizenship, Ethnic origin, Place of origin; Creed; Disability; Family status; Marital status (including single status); Gender identity, gender expression; Sex (including pregnancy and breastfeeding); and Sexual orientation.

## 4.2. Procedures

4.2.1 All persons are welcomed to public spaces managed by the Region of Niagara.

Non-Meeting Public Spaces

4.2.2 If improper conduct occurs at a public space managed by the Region of Niagara, the most senior official of the municipality that is immediately available shall manage the issue. For the purpose of defining the most senior official, the following ranking shall be used:

Chief Administrative Officer

Commissioner or General Manager

Director or Regional Clerk

Associate Director

Manager

Supervisor

Most Senior Employee

4.2.3 If the senior official deems the conduct to be an immediate danger to the person engaged in the conduct, or others, then 9-1-1 shall be called and local police services shall be requested. The senior official will attempt have all persons leave the immediate area to reduce the exposure to the danger.

4.2.4 If the senior official has confirmed the conduct was improper, but the conduct has stopped, the senior official will document the event (including identifying persons involved, witnesses, and all employees). The senior official will then file a report with the Corporate Leadership Team (CLT). The CLT will then determine if any further action is warranted.

4.2.5 If the senior official has confirmed the conduct is improper, and the conduct is continuing, the senior official will request that the conduct be immediately stopped.

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Administrative</i>	<i>Managing Public Spaces in a Safe and Welcoming Environment</i>

Page 3 of 4

4.2.5.1 If the conduct is stopped, the senior official will document the event (including identifying persons involved, witnesses, and all employees). The senior official will then file a report with the Corporate Leadership Team (CLT). The CLT will then determine if any further action is warranted.

4.2.5.2 If the conduct does not stop, the senior official will contact local police services for assistance. Thereafter, the senior official will document the event (including identifying persons involved, witnesses, and all employees). The senior official will then file a report with the Corporate Leadership Team (CLT). The CLT will then determine if any further action is warranted.

#### Disruptive Behaviour at a Committee or Council Meeting

4.2.7 If there is a member of the public that does not comply with the direction of the Clerk or security personnel, then reasonable attempts will be made to speak with the person to discuss the disruptive behavior.

4.2.8 If the disruptive behaviour continues, the Head of Council or presiding officer may expel the person for improper conduct at a meeting, as per Section 241 (2) of the *Municipal Act*. Should the person not comply with the decision of the Head of Council or presiding officer, the security personnel will contact police services for assistance.

## 5. Related Policies

Procedural By-Law

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Administrative</i>	<i>Managing Public Spaces in a Safe and Welcoming Environment</i>

## 6. Document Control

The electronic version of this document is recognized as the only valid version.

### Approval History

Approver(s)	Approved Date	Effective Date

### Revision History

Revision No.	Date	Summary of Change(s)	Changed by