

## Report to Council

<b>Report Title:</b>	Respect in the Workplace Policy Amendment		
<b>Prepared By:</b>	Eric McDougall, Parks Recreation and Facilities Supervisor and Fiona Hamilton, Clerk		
<b>Department:</b>	Parks and Recreation		
<b>Date:</b>	September 24, 2019		
<b>Report Number:</b>	REC2019-23	<b>File Number:</b>	C11REC, A09
<b>Attachments:</b>	Respect in the Workplace Amended Policy		

### **Recommendation:**

That the Council of the Municipality of Brockton hereby receives Report Number REC2019-23 – Respect in the Workplace Policy Amendment, prepared by Eric McDougall, Parks Recreation and Facilities Supervisor and Fiona Hamilton, Clerk and in doing so authorizes a By-Law coming forward to adopt the amended Respect in the Workplace Policy.

### **Report:**

#### **Background:**

This policy is being amended out of necessity of specific challenges that occur in our parks, programs and facility usage to deliver a consistent message and foster a positive culture by standardized practices. While the Respect in the Workplace Policy had procedures that applied to staff, it was necessary to ensure that the general public were aware of the expectations for conduct at municipal facilities as well.

Overall, staff have been researching various options to encourage respectful behaviour with attention being paid to best practices and clear messaging. Through collaboration with Hanover and West Grey Parks and Recreation representatives identified a program named “RZone”. This program was developed by the Town of Oakville in 2007 and since then has been viewed by the industry as an effective policy and best practice in several Ontario municipalities including Middlesex, Town of St. Mary’s, Guelph, North Perth etc.; and is becoming a recognized brand in Parks and Recreation. Permission was granted by the Town of Oakville to utilize this program and use the branding and signage associated with the Amendments. Originally the intent was to launch the program collaboratively with neighbouring Municipalities but a need to pre-emptively adopt this program has been expressed to bring consistency to how we promote and encourage respectful behaviour within Parks and Recreation.

## **Analysis:**

The purpose of the Amendments are to promote a safe, healthy, respectful and positive environment for all staff and persons using the Municipality of Brockton Facilities. It also defines behaviours that may negatively impact the experience of others or create unsafe conditions, and how such behaviours will be addressed when occurring within any Brockton facilities. It is the intent of the program to have a clear concise reporting and tracking procedure that will act as a deterrent to unwelcome behaviour and make it easier for front line staff to deal with occurrences of behaviours that contravene the Respect in the Workplace Policy.

If approved to adopt the Amendments, staff will develop a roll out plan including communication to the public, user groups and staff. Production and distribution of all promotional materials such as signage, brochures, flyers, pop up displays, training resources and advertising.

## **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? N/A
- Do the recommendations contribute to achieving Economic Prosperity? N/A
- Do the recommendations contribute to Environmental Integrity? Yes
- Do the recommendations contribute to the Social Equity? Yes

## **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

Production of permanent facility and parks signage, pop up displays, brochures, and postcards are estimated to cost approx. \$3,500. In 2019 we would produce signage for the arena with some promotional handouts which would cost approx. \$1,000 of the required promotional items which we would pay for through operation budget. Staff would then reassess the needs and request the remaining costs through the 2020 budget process. It is the intent that at that point in time our neighbouring municipalities would be adopting this program and better pricing for promotional signage could be obtained through bulk purchasing.

## **Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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**Respectfully Submitted by:**



Eric McDougall, Parks, Recreation and Facilities Supervisor



Fiona Hamilton, Clerk

**Reviewed By:**



**Sonya Watson, Chief Administrative Officer**