



The Corporation of the Municipality of Red Lake

PROTECTION TO PERSONS & PROPERTY POLICY MANUAL

Subject: Procedures for Eviction and/or Suspension within all Municipal Facilities	Approval Date: December 16, 2013	By-Law No. 1832-13
--	--	------------------------------

6.2 PROCEDURES FOR EVICTION AND/OR SUSPENSIONS WITHIN ALL MUNICIPAL FACILITIES

See attached.



PROCEDURES FOR EVICTION AND/OR SUSPENSIONS WITHIN ALL MUNICIPAL FACILITIES

PURPOSE

- This Policy shall govern all facilities under the authority of the Municipality of Red Lake.
- To give guidance to Staff for eviction or suspension of persons from Municipal Facilities.
- Municipal Staff have the authority to evict or suspend person(s) who, in their opinion, create a disturbance or fails to adhere to warnings relative to accepted conduct and established rules and regulations.

GUIDELINES FOR EVICTION/SUSPENSIONS

- In all cases of disciplinary action, be sure you can justify reasons taken.
- Under no circumstances should you touch the person, unless restraint is necessary, and then use only enough force to affect the restraint.
- Never take the person into a non-public room or area without having a witness present.
- Do not engage in arguments with the patron or the parent of a child. Simply state the facts and consequences; once the procedure has begun, there are no alternatives other than disciplinary measures.

PROCEDURE FOR EVICTIONS

Give the person(s), in the presence of a witness, a warning to stop the offensive behavior or they may be evicted from the facility.

An 'Incident Report' shall be completed. (Schedule "A")

If offensive behavior continues in the case when a child's parent/guardian is in attendance:

- Escort child to parent/guardian.
- If the behavior was not of a serious nature (creating a danger to himself or herself, or disrupting event in progress, or to another patron's enjoyment) tell the parent/guardian that the child has been warned, and in order for the child to stay in the facility, he/she must stay with the parent/guardian. If the behavior warrants, inform the parent that the child has been warned and if the child continues the offensive behavior, inform the parent that they will have to remove the child from the facility.

If offensive behavior continues in the case of the child and parent/guardian is not in attendance:

- In the presence of a witness, escort child to the telephone and have them call home.
- If the child refuses, obtain their phone number and make the call yourself so that parent can make arrangements to have the child picked up.
- The child will be able to wait in the foyer for their ride.
- Warn the child that any escalation of the situation or refusal to comply will result in a longer period of suspension and possible police action.

SCHEDULE "A"



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

MUNICIPAL OFFICE - 2 FIFTH STREET - P.O. BOX 1000
BALMERTOWN, ONTARIO
P0V 1C0

WEBSITE: www.redlake.ca
E-MAIL: municipality@redlake.ca

TELEPHONE: 807-735-2096
FAX NO.: 807-735-2286

REPORT OF INCIDENT

Department: _____ Date: _____ Time: _____

Staff on Duty: _____
(name) (phone number)

Location of Incident: _____

Explanation of Incident: _____

Patron(s) involved	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Were police notified? YES NO Occurrence # _____

Were parents notified? YES NO Who? _____

Was Supervisor notified? YES NO Who? _____

Follow-up procedure: (patron or parents called) _____
Date _____

Staff Reporting Incident Signature _____ Date _____

Supervisor Signature _____ Date _____



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

MUNICIPAL OFFICE - 2 FIFTH STREET - P.O. Box 1000
BALMERTOWN, ONTARIO
POV 1C0

WEBSITE: www.redlake.ca
E-MAIL: municipality@redlake.ca

TELEPHONE: 807-735-2096
FAX NO.: 807-735-2286

"NOTICE OF AUTHORITY UNDER THE TRESPASS TO PROPERTY ACT"

Date: _____

Attention: Staff Sargeant
Ontario Provincial Police
Red Lake Detachment
P.O. Box 342
Red Lake, Ontario
POV 2M0

Dear Staff Sargeant:

Re: Authority Under the Trespass to Property Act

The undersigned, being the OCCUPIER of the premises administered by the Municipality of Red Lake _____ Department hereby authorize all Members of the Red Lake Ontario Provincial Police to enforce the TRESPASS TO PROPERTY ACT, Section 2(1)(b), in respect to the following municipal facilities administered by the Municipality:

Without restricting the generality of the foregoing, such authority shall include the giving of notices pursuant to the said Act to such persons as may be deemed expedient in the discretion of any Member or Members of the Police Services.

Dated at _____, Ontario this _____ day of _____, 20____.

OCCUPIER: _____
(Signature)