

POLICY TITLE: Parks and Recreation Code of Conduct

CATEGORY: Municipal Services

POLICY NUMBER: MUN-CPS-001

DEPARTMENT: Community and Protective Services

POLICY TYPE: Corporate Policy

APPROVED BY: Council

EFFECTIVE DATE: Jan 1, 2026

REVIEW DATE:

1. POLICY STATEMENT

The Township of West Lincoln (“the Township”) is committed to fostering an environment that is positive, respectful and safe for all staff, volunteers and community members who use our recreational facilities, parks and trails. The Township is committed to equitable access and inclusive environments.

2. POLICY PURPOSE

The purpose of the policy is to:

1. To promote a positive, safe and supportive environment for all community members, volunteers, and staff.
2. To set clear expectations of appropriate behaviour for all persons using our parks and recreation facilities and programs.
3. To ensure safe and positive environments for community members to enjoy West Lincoln amenities.
4. To encourage appropriate behaviour and to address inappropriate behaviour.
5. To mitigate risk to the Township by ensuring consistent and fair responses to incidents of misbehaviour.
6. To promote Township parks and facilities as places which offer people the opportunity to engage in healthy activities.

3. SCOPE

This Policy applies to all Township recreational properties, facilities, and programs, as well as activities that are structured (i.e. permit issued) and unstructured (i.e. no permit issued). This policy applies to all community members, volunteers and staff including non-community members. Non-community members include visitors, contractors, program partners and rental groups.

4. POLICY ADMINISTRATION

4.1. Definition of Appropriate Behaviour

It is an expectation that all persons exhibit appropriate behaviour while attending at all Township recreational facilities, parks and trails. Appropriate behaviour is defined as treating others with respect in both language used and behaviours. Demonstrating inclusiveness to ensure that all participants feel welcome and safe. Contributing to a positive environment for all and complying with Township facility and park rules.

4.2. Roles and Responsibilities

- a. Town Council to:
 - Approve by resolution this policy and any amendments.
 - Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- b. Chief Administrative Officer to:
 - Implement this policy and approve procedures.
 - Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- c. Director Community and Protective Services to:
 - Ensure implementation of this policy and procedure.
 - Ensure that this policy and procedure is reviewed every three years.
 - Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- d. Manager of Community Services to:
 - Understand, and adhere to this policy and procedure.
 - Ensure that employees are aware of this policy and procedure.
 - Ensure that Supervisor and all staff received training regarding the policy and procedure.
- e. All Recreation and Facilities staff to:
 - Understand and adhere to this policy and procedure.

5. POLICY COMMUNICATION

This policy will be communicated to staff through the CAO and Senior Leadership Team and will be shared within the Township's internal and external platforms where appropriate.

Inquiries regarding this policy should be directed to the Director, Community and Protective Services.

6. RELATED DOCUMENTS

- Schedule A - "Code of Conduct (RZone Policy)"

7. REVISION HISTORY

January 1, 2026 – New Policy Created