

How can you help?

- ✓ Help **keep our facilities clean**.
Put garbage into receptacles.
- ✓ Remember to **respect property**,
materials and equipment when using
services or participating in programs at
our facilities, parks and trails.
- ✓ **Report items** such as graffiti, broken
glass or burnt out lights in any Town
facility or park.
- ✓ **Report activities** such as verbal
assaults, threats/aggression,
physical harm, harassment/bullying,
alcohol consumption, and theft.



Report any damages/inappropriate activities.

Questions?

If you have additional questions,
you can review the Rzone
operating procedure document
online at www.townofstmarys.com.



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*The Rzone operation procedure has been
adopted with the permission of the Town of Oakville.

Document Name: Rzone Brochure
Issue Date: February 22, 2011
Document #: HRS-F-038
Revision: 2
Revision Date: January 18, 2013



Respect and Responsibility



**Help make Town of St. Marys
facilities safe and
enjoyable for everyone!**

www.townofstmarys.com



What is the Rzone?

The **Rzone** is an operation procedure that identifies a code of conduct which applies to all **Town of St. Marys buildings, facilities programs, parks and trails.**

The Rzone procedure enforces a set of expectations around **inappropriate behaviour, violence, and vandalism** for participants and the general public.

The “R” in the Rzone stands for Respect and Responsibility:
Respect for yourself
Respect for others and
Responsibility for your actions.

The logo will serve as a reminder to staff and the public that the operating procedure is in effect and **applies to everyone:** participants, visitors, residents, staff, etc.

The **goal** of the Rzone policy is to promote a **positive, safe and supportive environment** in all Town of St. Marys buildings, facilities, programs, parks and trails.

Common Questions

Q. Does the Rzone only apply to sports organizations?

A. No, the Rzone policy applies to all community organizations and individuals using Town of St. Marys buildings, facilities, programs, parks and trails.

Common Questions (continued)

Q. What type of incidents should or can be reported?

A. All forms of violence, vandalism or inappropriate behaviour are unacceptable on Town properties, in facilities or programs. Incidents involving the following should be reported: (For a complete description, please refer to the procedural document on the Town’s website at www.townofstmarys.com.)

- ◆ Verbal assault
- ◆ Threats / aggression
- ◆ Physical assault / harm
- ◆ Harassment / bullying
- ◆ Vandalism
- ◆ Use of alcohol / drugs
- ◆ Theft

Q. If a situation occurs, how quickly should it be reported?

A. For best and timely resolutions, incidents should be reported within 24 hours.

Q. How and to whom should an incident be reported?

A. If you are involved in or witness a situation at a Town “indoor” facility, report it to a staff member. He/she, with your assistance, will complete an incident report. If the situation occurs at an “outdoor” facility where staff is not available and involves a community organization, that organization should be informed directly and an incident report should be completed online at www.townofstmarys.com.

Q. If I report an incident, will it be kept confidential?

A. Yes, in accordance with the Town’s privacy information policy.

Q. What happens once a report has been made?

A. Whether reported in person, through an organization or online, the report will be logged by Town staff and will either be dealt with directly by the Town or forwarded on to the appropriate group/organization for follow up.

Q. Will the Town follow up on every incident?

A. The intent of the Rzone procedure is that each organization takes responsibility for situations created by, or that affect their participants in cooperation with the Town. In some cases, follow up will be completed by the community group or organization.

Q. What are some of the consequences that may occur?

A. Each report will be reviewed on an individual basis. The nature and degree of discipline will be determined by the severity of the situation.

