



Respect and Responsibility



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4
RR 2 Durham, ON N0G 1R0
519-369-2200

Date

Individual's Name

Address

Town/Postal Code

Delivered by Registered Mail

Re: Inappropriate Behaviour Incident at Municipality of West Grey – Location

Dear **Name**,

The Municipality of West Grey has implemented an Rzone procedure to promote a positive, safe, and supportive environment for all members of the public and staff. The “R” in Rzone stands for Respect and Responsibility - **Respect** for yourself; **Respect** for others; and **Responsibility** for your actions.

The Rzone enforces zero tolerance of inappropriate behaviour and action, violence and vandalism at all municipal facilities, properties, municipal sponsored events, programs, in written or verbal communications (including email or phone), in municipal vehicles, or any other location where municipal staff are present.

This letter is to inform you that we have reviewed the incident which you were involved in on **(date)** at **(location)** and in particular, your conduct in **(description of incident)**.

Based on our review of the incident, you are hereby given notice pursuant to the Trespass to Property Act, R.S.O. 1990, C. T.21, that we are issuing you a **(number)** month ban, effective **(date)** from all municipal facilities, properties, municipal sponsored events, programs, in municipal vehicles, or any other location where municipal staff are present. If you do enter onto any of these premises it will be considered trespassing and we will request you leave the premises. If required, we will involve the West Grey Police Services to enforce this trespass notice.

I have attached a copy of the Municipality of West Grey's Rzone brochure for your information. You have 14 days to appeal this suspension in writing to me, as written below. Upon receipt of appeal, if any, it will be reviewed and the decision will be final.

Yours truly,

Manager / Department Head

CC: CAO & Police Chief