



POLICY NAME:
Public Conduct Policy
POLICY AREA: General Government

POLICY NO: GG26-02
APPROVAL DATE: July 13, 2026
LAST UPDATED:

1) POLICY STATEMENT

- a) The Town of Tisdale is committed to providing a safe, respectful, and welcoming environment for everyone. Residents, visitors, employees, Council members, volunteers, contractors, and other members of the public are expected to treat one another with courtesy and respect when accessing municipal services, facilities, programs, or meetings.
- b) The Town recognizes the public's right to ask questions, raise concerns, and express opinions. However, abusive, threatening, harassing, or disruptive behaviour will not be tolerated.
- c) This policy establishes the standards of conduct expected when interacting with the Town and provides a fair and consistent process for responding to unacceptable behaviour while ensuring a safe workplace and positive experience for all.

2) PURPOSE

- a) The purpose of this policy is to:
 - i) Establish standards for respectful conduct when interacting with the Town.
 - ii) Protect employees, elected officials, volunteers, contractors, and members of the public from abusive, threatening, or harassing behaviour.
 - iii) Ensure municipal services remain accessible while balancing the Town's responsibility to provide a safe workplace.
 - iv) Establish a fair process for responding to unacceptable behaviour.

3) AUTHORITY

- a) This policy is adopted pursuant to:
 - i) The Municipalities Act
 - ii) The Saskatchewan Employment Act
 - iii) The Criminal Code of Canada
 - iv) The Saskatchewan Human Rights Code
 - v) The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)

4) SCOPE

- a) This policy applies to:
 - i) Members of the public
 - ii) Property owners
 - iii) Residents
 - iv) Visitors
 - v) Contractors
 - vi) Vendors
 - vii) Event participants
 - viii) Facility users



- ix) Individuals communicating with the Town in person, by telephone, email, letter, social media, or other electronic means.
- 5) This policy applies to conduct occurring at:
 - a) Town Office
 - b) RECplex
 - c) Aquatic Centre
 - d) Public Works Shop
 - e) Landfill
 - f) Parks
 - g) Campground
 - h) Airport
 - i) Streets and sidewalks
 - j) Public meetings
 - k) Council meetings
 - l) Committee meetings
 - m) Community events
 - n) Any Town-owned property
 - o) Any interaction with Town employees while carrying out municipal duties.
- 6) This policy does not replace:
 - a) Employee Respectful Workplace Policy
 - b) Harassment Policy
 - c) Council Code of Ethics
 - d) Occupational Health and Safety requirements

7) GUIDING PRINCIPLES

- a) Everyone has the right to:
 - i) Be treated with dignity and respect.
 - ii) Express concerns or complaints respectfully.
 - iii) Receive municipal services free from intimidation.
 - iv) Work in a safe environment.
- b) The Town recognizes that residents may be frustrated; however, frustration does not justify abusive or threatening behaviour.

8) EXPECTED STANDARDS OF CONDUCT

- a) The Town expects all persons to:
 - i) Treat employees and Council respectfully.
 - ii) Follow staff directions while on municipal property.
 - iii) Use respectful language.
 - iv) Respect municipal facilities.
 - v) Follow posted rules.
- b) Conduct themselves in a manner that does not interfere with municipal operations.

9) UNACCEPTABLE CONDUCT

- a) Unacceptable conduct includes, but is not limited to:
 - i) **Verbal Abuse**
 - (1) Swearing directed at staff and/or elected officials
 - (2) Name calling



- (3) Personal insults
- (4) Racist or discriminatory comments
- (5) Sexist remarks
- (6) Harassment
- (7) Intimidation
- (8) Threats

ii) Physical Behaviour

- (1) Violence
- (2) Attempted assault
- (3) Fighting
- (4) Throwing objects
- (5) Damaging Town Property
- (6) Blocking exits
- (7) Aggressive gestures

iii) Harassment

- (1) Bullying
- (2) Stalking
- (3) Repeated unwanted contact
- (4) Harassing employees outside work
- (5) Attending an employee's residence
- (6) Taking photographs or videos intended to intimidate
- (7) Publishing defamatory statements

iv) Electronic Communications

- (1) Harassing emails
- (2) Excessive emails intended to overwhelm staff
- (3) Abusive social media posts directed at staff and/or elected officials
- (4) Posting confidential information
- (5) Recording meetings without authorization was prohibited

v) Disruptive Behaviour

- (1) Refusing to leave municipal property when directed
- (2) Interfering with meetings
- (3) Interrupting public hearings
- (4) Repeatedly raising matters that have already been addressed without providing new information
- (5) Filing frivolous or vexatious complaints
- (6) Making knowingly false allegations
- (7) Excessive demands on staff time that interfere with municipal operations

vi) Criminal Activity

- (1) Theft
- (2) Vandalism
- (3) Possession of prohibited weapons
- (4) Illegal drug activity
- (5) Criminal harassment
- (6) Assault
- (7) Uttering threats

10) RESPONSE LEVELS

a) Level 1 – Verbal Warning

i) Examples:



- (1) Raised voice
 - (2) Minor verbal abuse
 - (3) Inappropriate language
 - (4) Disruptive behaviour
 - ii) Possible Response:
 - (1) Verbal warning
 - (2) Request to leave
 - (3) Documentation of the incident
- b) **Level 2 – Written Warning**
 - i) Examples:
 - (1) Repeated Level 1 behaviour
 - (2) Harassment
 - (3) Intimidation
 - (4) Continued disruptive conduct
 - ii) Possible Response:
 - (1) Written warning
 - (2) Restricted communication
 - (3) Temporary suspension from municipal facilities (up to 90 days)
- c) **Level 3 – Restriction**
 - i) Examples:
 - (1) Threats
 - (2) Assault
 - (3) Serious harassment
 - (4) Property damage
 - (5) Criminal conduct
 - (6) Persistent abusive behaviour
 - ii) Possible Response:
 - (1) Ban from municipal property
 - (2) Communication through designated staff only
 - (3) RCMP involvement
 - (4) Legal action where appropriate
 - (5) Restrictions may remain in place until reviewed by the Chief Administrative Officer.

11) COMMUNICATION RESTRICTIONS

- a) The Town may require:
 - i) Communication only by email
 - ii) Communication only with the CAO or designate
 - iii) One response to repetitive matters
 - iv) Limits on meeting length
 - v) Meetings attended by two Town representatives
 - vi) Scheduled appointments only

12) EMERGENCY RESPONSE

- a) Where conduct creates immediate safety concern, employees shall:
 - i) End the interaction.
 - ii) Leave the area if necessary.
 - iii) Contact emergency services or the RCMP.
 - iv) Notify the CAO.



- v) Complete an incident report.

13) APPEALS

- a) A person subject to a written restriction may submit a written request for review within thirty (30) days.
- b) Council may:
 - i) Confirm the restriction;
 - ii) Modify the restriction; or
 - iii) Remove the restriction.
 - iv) Council's decision shall be final.

14) PRIVACY

- a) Personal information collected under this policy shall be managed in accordance with LA FOIP.
- b) Only employees or Council members with a legitimate need to know shall receive information regarding restrictions.

15) RESPONSIBILITY

- a) The Chief Administrative Officer is responsible for administering this policy, maintaining records, issuing written restrictions, and ensuring consistent application.
- b) Department Directors and Supervisors shall report incidents promptly.
- c) Employees shall document unacceptable conduct and immediately report incidents involving threats or violence.

16) REVIEW

- a) This policy shall be reviewed every four (4) years, or as required due to legislative or operational changes.

Mayor

Chief Administrative Officer