



Date

Individual's Name

Address

Town/Postal Code

Delivered by Registered Mail

Re: Inappropriate Behaviour Incident at Town of Oakville

Dear ,

The Town of Oakville 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 Town facilities, properties, Town sponsored events, programs, in written or verbal communications (including email or phone), in Town vehicles, or any other location where Town staff are present.

This letter is to inform you that we have reviewed the incident which you were involved in on _____ at _____ and in _____
Date Property
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 _____ month ban, effective _____
#of Months
this _____ from all Town facilities, properties, Town
Date
sponsored events, programs, in Town vehicles, or any other location where Town 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 Halton Regional Police to enforce this trespass notice.

I have attached a copy of the Town of Oakville Rzone brochure for your information. You have 14 days to appeal this suspension in writing to the Commissioner of _____. Your appeal will be reviewed and the decision will be final.

Yours truly,

Director – Department
Town of Oakville
Email
Phone number

cc: Appropriate Commissioner
Director of HR
Appropriate Staff Member(s)

