



TOWN OF THREE HILLS

POLICY # 620

FACILITY SHUTDOWNS POLICY

Adopted by Council on: July 13, 2020
Resolution No.: 357-2020

1. PURPOSE

- 1.1.** The Town of Three Hills owns and operates several recreational facilities within the Town and is committed to providing the general public with quality recreational services. To ensure that these facilities are well maintained in a safe, secure and clean manner, regular maintenance, modifications and repairs must be done. To facilitate the maintenance of these facilities, the facilities must be shut down and closed to the general public.
- 1.2.** The purpose of this Policy is to outline the situations in which the Town's facilities may need to be closed to the general public.

2. AUTHORITY

- 2.1.** The authority for this Policy is by resolution of the Council of the Town of Three Hills.
- 2.2.** The CAO is accountable and responsible for the development, evaluation and implementation of this Policy.
- 2.3.** The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this Policy.

3. DEFINITIONS

- 3.1.** Whenever the singular masculine gender is used in this Policy, the same shall include the feminine and neutral gender whenever context requires.
- 3.2.** In this Policy, unless the context otherwise requires:
 - 3.2.1.** "CAO" shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
 - 3.2.2.** "Council" shall mean the body of elected officials who govern the Town.
 - 3.2.3.** "Employee(s)" shall mean an individual(s) employed by the Town.
 - 3.2.4.** "Town" shall mean the Town of Three Hills.

4. POLICY

4.1. Town recreational facilities will undergo maintenance, modifications and repairs as per the following:

4.2. PLANNED SHUTDOWNS:

4.2.1. Planned shutdowns are scheduled for the purpose of maintaining, modifying or repairing the facility. Consideration for the scheduling on a planned shutdown shall be given in the order of importance to the following:

- I. Seasonal nature of the facility;
- II. Seasonal duration of competitive groups/regular group patrons that utilize the facility;
- III. The scope and magnitude of the project;
- IV. Staffing availability;
- V. Contractor availability; and
- VI. Potential revenue loss from shutdown.

4.2.2. Information regarding a planned shutdown shall be communicated to the general public as follows:

- I. Notification will be advertised within the local newspaper at least 4 3 weeks prior to the scheduled shutdown.
- II. Notification posted on the entrance doors of the facility at least 3 weeks prior to the scheduled shutdown.
- III. Message update on the information voice line, and through the Town Office, at least 3 weeks prior to the scheduled shutdown.
- IV. Website and social media updates at least 3 weeks prior to the scheduled shutdown.
- V. Notification in the most current schedule provided to the general public, if applicable.

4.2.3. Information regarding a planned shutdown shall be communicated to the competitive groups/regular group patrons as follows:

- I. Email, if previously provided to the facility manager, at the beginning of the competitive groups/regular group patron's season or as the planned shutdown timeframe becomes known; or
- II. Letter to the competitive groups/regular group patron's main mailing address, if provided to the facility manager, at the beginning of the competitive groups/regular group patron's season or as the planned shutdown timeframe becomes known.

4.3. UNPLANNED SHUTDOWNS:

- 4.3.1. Unplanned shutdowns result from unknown conditions or situations that require immediate attention to ensure the functionality of the facility or could potentially pose a hazard to the general public.
- 4.3.2. Information regarding an unplanned shutdown shall be communicated to the general public as follows:
 - I. Notification posted on the entrance doors of the facility upon becoming aware of the necessity of the unplanned shutdown.
 - II. Message update on the information voice line, and through the Town Office, upon becoming aware of the necessity of the unplanned shutdown.
 - III. Website and social media updates upon becoming aware of the necessity of the unplanned shutdown.
- 4.3.3. Information regarding an unplanned shutdown shall be communicated to the competitive groups/regular group patrons as follows:
 - I. Email, if previously provided to the facility manager, upon becoming aware of the necessity of the unplanned shutdown. Email will only be sent if the facility manager or other designated person has sufficient time to construct an email message without hindering the required actions needed to address the circumstances that necessitated the unplanned shutdown.

4.4. EMERGENCY SHUTDOWNS:

- 4.4.1. Emergency shutdowns resolve unknown conditions or situations that require immediate attention to ensure health and safety of the general public, competitive groups/regular group patrons, and employees of the facility and/or may result in significant damages to the facility.
- 4.4.2. Information regarding an emergency shutdown shall be communicated to the general public as follows:
 - I. Notification posted on the entrance doors of the facility upon becoming aware of the necessity of the emergency shutdown.
 - II. Message update on the information voice line, and through the Town Office, upon becoming aware of the necessity of the emergency shutdown if the time permits.
- 4.4.3. Notification posted on the entrance door and messages through the information voice line and Town Office will only be completed once the facility manager or other designated person has ensured the health and safety of all persons present and has the opportunity to facilitate these notifications without hindering the required actions needed to address the circumstances that necessitated the emergency shutdown.

- 4.4.4. Prior notification regarding an emergency shutdown shall not be communicated to the competitive groups/regular group patrons through any other means than as noted above.

4. PRIOR POLICY

4.5. This policy shall supersede and replace all prior policies, oral or written, regarding facility shutdowns within the Town of Three Hills.

4.6. This policy repeals Policy F002 – Facility Shutdowns Policy.

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