



TOWN OF THREE HILLS

POLICY # 390-A1

TOWN AQUATIC CENTRE COMPLIMENTARY PASS POLICY

Adopted by Council on: **June 8, 2020**
Resolution No.: **287-2020**

1. PURPOSE

- 1.1. The purpose of this Policy is to:
 - 1.1.1. define the rules and restrictions for the issuing of Complimentary Pool Passes or discounted admission prices to the Three Hills Aquatic Centre;
 - 1.1.2. enhance well-being and overall health of the community; and
 - 1.1.3. promote utilization of Town facilities.

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 is responsible for authorizing who may issue passes or discounts under this Policy.
- 2.4. 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. "Complimentary Pool Pass" shall mean an admission pass to the Three Hills Aquatic Centre provided free of charge.
 - 3.2.3. "Council" shall mean the body of elected officials who govern the Town.
 - 3.2.4. "Employee(s)" shall mean an individual(s) employed by the Town.
 - 3.2.5. "Town" shall mean the Town of Three Hills.

- 3.2.6. “Authorized Passholder” shall mean a group or individual who has been granted a complimentary pass.

4. POLICY

4.1. Eligible for Complimentary Pool Passes

4.1.1. The following are eligible for Complimentary Pool Passes:

- i. Town of Three Hills Employees and immediate family for the term of employment by the Town, as per the Personnel Policy and related procedures, as amended;
- ii. Visiting doctors and doctors in training (locums) and immediate family while employed at the Three Hills Medical Clinic for a minimum of three months;
- iii. Three Hills Fire Department volunteers; and
- iv. Guests of local participating hotels based on a 50/50 cost share agreement with those participating businesses.

4.2. Eligible for Discounted Pool Admission

4.2.1. Discounted pool admissions prices for the following will be 50% off regular individual admissions upon meeting qualification criteria in 4.3:

- i. those individuals who qualify for Assured Income for the Severely Handicapped (AISH) and one support individual, if necessary;
- ii. those individuals who qualify for support through Persons with Developmental Disabilities (PDD) and one support individual, if necessary.

4.3. Qualification Criteria

4.3.1. Discounted admission prices for AISH, PDD and low income will be considered with the following conditions:

- i. All discounted admissions will be authorized by the CAO.
- ii. Proof of current income to be verifiable, such as an Alberta Health Benefits card or notice of assessment.
- iii. All requests for discounted admission prices must be in writing.

4.4. Special Groups / Bulk Sales

4.4.1 Special event groups, such as ball tournaments or hockey tournaments, may apply in writing for discounted pool admissions.

4.4.2 Discounted admissions will be up to 25% off regular admission prices and will be

reviewed on a case by case basis.

4.4.3 Bulk sales of 10 or more admissions are to be paid for in advance and unused admissions are non-refundable.

4.4.4 All requests for discounted admission prices must be in writing and approved in advance of the event dates by the CAO.

4.5. Rights

4.5.1. The Town reserves the right to request the Complimentary Pool Pass be returned if not used within the scope of Town policies and directives.

4.5.2. The Town reserves the right to request the Complimentary Pool Pass be returned upon termination of employment.

5. PRIOR POLICY

5.1. This policy shall supersede and replace all prior policies and understandings including past resolutions and motions, oral or written, between the Town and Authorized Passholders regarding use of and policies on Town Aquatic Centre Complimentary Passes and discounted admission prices.

5.2. This policy repeals Policy C044 – Complimentary Passes and Discount Coupons Policy.

5.3. This policy repeals Policy 390 – Town Aquatic Centre Complimentary Pass Policy.

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