

# **TOWN OF VULCAN**

## **Policy Manual**

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>C-07</b>			<b>Swimming Pool</b>
Approval	D/M/Y	Resolution #	
<b>Approved</b>	<b>10/04/2000</b>	<b>00.76</b>	
<b>Amended</b>	<b>10/07/17</b>	<b>17.275</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to set out the guidelines and regulations, which govern the operation of the Vulcan Lion's Swimming Pool and Water Park.**

#### **1. Objective**

- 1.1** To provide users and visitors with an enjoyable and educational facility with an optimum level of safety.

#### **2. Policy**

- 2.1** These guidelines and regulations are not all-inclusive and require updating from time to time. These guidelines are provided as a guide for the Recreation Director, Public Works, and Concession Operator to provide the users of the Pool and Water-Park a safe and enjoyable experience.
- 2.2** An agreement between the Town of Vulcan, Vulcan and District Recreation Board and the Vulcan Lion's Club was created and agreed to on March 3<sup>rd</sup>, 2000. The purpose of the agreement is to foster an arrangement between the three partners for the efficient and enjoyable use of the Pool and Water Park Complex.

#### **3. Administration**

- 3.1** The administration of the Pool shall be the responsibility of the Town's CAO working in co-operation with the Town Foreman and the Recreation Director.
- 3.2** The payroll, cash receipts and disbursements will be managed by the Town.
- 3.3** The Recreation Director in cooperation with the Public Works Foreman shall submit an annual operation and capital budget for Councils approval.
- 3.4** The Recreation Director shall oversee the operation of the pool, hire staff, and provide programming for the pool.
- 3.5** A contractor will manage the concession by agreement with the Town, or the Town may operate the concession.
- 3.6** The Vulcan Lion's Club as set out in the agreement, will apply for grants and contribute to the continued upgrade of the playground.

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### **4. Staffing**

- 4.1** The Recreation Director shall hire and manage the pool staff on behalf of the Town.
- 4.2** The conduct of the pool staff will be governed by the Town of Vulcan Code of Conduct policy PE-03.

### **5. Maintenance**

- 5.1** The routine maintenance of the pool, water-park and related properties will be the responsibility of the Town, and will be performed by the Public Works Department.

### **6. Pool Fees**

- 6.1** Council will review pool fees annually, and will revise them where necessary on the recommendation of the Vulcan and District Recreation Committee and Recreation Director.
- 6.2** Council will include the pool fees in the current Town of Vulcan Rates and Fees Bylaw.

### **7. Pool Bookings**

- 7.1** All pool bookings shall be approved by the Recreation Director. Bookings can be made with the pool staff who will forward them to the director. The bookings will only be accepted at the pool.
- 7.2** For the purposes of the Joint Use Agreement with Palliser Regional Schools, the pool will be available to the School Board between normal school opening time and normal school closing time on school days.
- 7.3** The Recreation Director shall make provisions for the following events:
  - (a) Swimming Lessons
  - (b) Public Swimming
  - (c) Tinman Triathlon

### **8. Rental Agreement**

- 8.1** A standard Rental Agreement has been provided as part of Policy C-02 the Facilities Rental Policy.

### **9. Conclusion**

- 9.1** This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Vulcan Pool.
- 9.2** Should a situation arise which is not covered by this policy, wherein some individual or group has met with an unresolved dispute, it is the responsibility of the party concerned to present written recommendation to the Town's CAO to be presented to Town Council for consideration.

**- END OF POLICY-**