



**POLICY MANUAL**

**Policy No. 401**

Section:	Operations
Title	Recreation Facilities Hours of Operation and Closure

**REASON FOR POLICY**

To clarify the authority for closures and hours of operation of North Vancouver Recreation and Culture Commission (NVRC) facilities.

**POLICY**

1. The NVRC will make its recreation facilities available on a year-round basis, except in the case of certain specific statutory holidays or when public safety or environmental conditions prevent such operation.
2. In the event that a NVRC facility is closed on a permanent or semi-permanent basis (other than for planned maintenance), such closure must be approved by the Commission.
3. All other NVRC facility closures will, whenever possible, be planned and scheduled in a timely manner to provide as much notification to the community as is practical and with as little disruption to services as possible. Planned maintenance and/or operational closures shall be determined by the facility Coordinator in conjunction with the appropriate Manager.
4. Changes to facility’s routine hours of operation must be approved by the facility Coordinator and appropriate Manager.
5. NVRC facilities will be closed and/or evacuated for the purposes of dealing with any emergency defined in the Emergency Procedures Manual or to comply with a direct order issued by an authorized regulatory agency (e.g. Police, Fire, Health, WorkSafe BC, etc.)

**AUTHORITY TO ACT**

Authority to act is delegated to the Director of Recreation & Culture.

Original Approval Date:	April 13, 1995	Approved by:	Commission
Amended:	May 1, 2008	Approved by:	Commission