

VILLAGE OF MERRICKVILLE-WOLFORD
COOLING CENTER MAINTENANCE POLICY

1.0 Purpose

1.1 This policy is to establish the following guidelines for unstaffed cooling center operated by the Village of Merrickville-Wolford (i.e., the “Village”) in Merrickville regarding:

1.1.1 opening and closing dates

1.1.2 operating times

1.1.3 standards of service, including maintenance, equipment, amenities, and staffing.

2.0 Persons Affected

2.1 This policy applies to all employees including, but not limited to, the Fire Chief/Manager of Operations and Operations Department staff.

3.0 Policy Statement

It is the policy of the Village to ensure that:

3.1 The Unstaffed cooling center

3.1.1 Operational Practices / Principles

- i. The Village is responsible for preparing and maintaining the cooling center and may rely upon the services of Village staff, external service providers for this purpose at the discretion of the Fire Chief/ Manager of Operations in accordance with other Village policies.
- ii. At the discretion of the Fire chief/ Manager of Operations or his/her delegate, the cooling center may be given secondary priority in the allocation of municipal operational resources relative to other services which may impact public/staff safety and municipal liability including, but not limited to, the maintenance of safe passable streets and sidewalks, maintenance of municipal buildings and equipment, response to emergency situations, etc.
- iii. The Fire Chief/Manager of Operations or his/her delegate may, at the Fire Chief/ Manager of Operations’ sole discretion, close the cooling center without notice to ensure the protection and safety of the public and staff, to protect the Village from liability and/or to protect and maintain public infrastructure, facilities, and equipment.
- iv. The Fire Chief/ Manager of Operations or his/her delegate may, at the Fire Chief/ Manager of Operations’ sole discretion and authority, without notice direct any occupant, spectator, or user of the cooling center to exit the premises to ensure the protection and safety of the public and staff, to protect the Village from liability and/or to protect and maintain public infrastructure, facilities, and equipment.

- v. Notwithstanding the Operating Hours stipulated in S. 3.1.3, the Fire Chief/ Manager of Operations or his/her delegate may, at the Fire Chief/ Manager of Operations' sole discretion, vary the opening and closing dates of the cooling center and the Operating Hours as he or she deems expedient and beneficial with consideration to optimizing the public useability of the cooling center, to adapt to weather fluctuations and/or to accommodate the appropriate allocation of municipal operational resources.

3.1.2 Operating Season and Operational Practices

Unless otherwise determined by the Village, the cooling center:

- i. Are opened no earlier than the first week of June (weather permitting) and remain open no later than the end of the first week of September weather permitting
- ii. Are not staffed and are to be used at the persons sole discretion. Staff will ensure it is open and cleaned throughout the day and check ins will be done periodically
- iii. Will be equipped with seating and cold water for residents to take advantage of while using the facility.
- iv. Will allow service animals and pets provided they are kept on leach and looked after. Also cleaned up after if needed.
- v. Do not have inside washrooms so a wheelchair accessible washroom will be provided at the side of the community center for residents and visitors.

3.1.3 Operating Hours

- i. Unless otherwise determined by the Village or to accommodate maintenance activities as determined by the Fire Chief/ Manager of Operations, the cooling center will be open to the public from 7am to 3:30 pm Monday to Friday, unless a significant heat event takes place and then it may be open later.
- ii. The cooling center in Merrickville Community center may be utilized for residents and visitors to cool off during the heat events.

3.1.4 Services

- i. Village staff, external service providers will only be on site to clean and maintain the cooling center and perform the other maintenance tasks explicitly described within the Cooling center Policy.
- ii. The Village's cooling center are "unstaffed" and "unsupervised" during the open operating hours as stipulated in this policy.