



Information Addendum:
Request for Proposal Centennial Pool Operation and
Management

January 30, 2023

Due to the numerous requests for the following information, the Central Coast Regional District has provided the following information as an Information Addendum.

1. Financials

- 2023 Preliminary Budget and 2022 Actuals: See Attachment A

2. Maintenance Records

- A new hot water tank was installed in the women's bathroom in 2022. Some electrical repairs were completed on the switch box for the main circulating pump. A new furnace for heating pool water is approved for 2023.
- Painting of pool basin coping tile and depth markings was completed in spring 2022
- Some interior paint and cosmetic repairs to the changeroom building were completed spring of 2022.
- Deferred to the 2023 season, some crack repairs to the concrete deck and repainting some portions of the pool basin.

3. Diagram/Drawings of the facility

- See Attachment I

4. Information related to staffing

- See Attachments:
 - B – 2022 Season List of Positions and Wages
 - C – 2022 Wage Structure
 - D – Operations Supervisor Job Description
 - E – Guard Job Description
 - F – Aquatics Leader Job Description

- Further information regarding Young Employees (aged 14 to 15):

Workers aged 14 and 15 are restricted to light duty work as defined by the province (light duty work includes lifeguarding as well as sports or recreational instruction). Our 14- and 15-year-old pool workers are restricted to assisting with lessons, assistant lifeguarding, front desk work and other general light duty work such as cleaning and tidying.

For more information see: [Hiring young people - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/employment/hiring-young-people)

- Staffing schedules from 2022
 - June – Was open June 20-29th for school rentals.
 - July 4 -August 31 open to the public for scheduled swims and private rentals.
 - Five staff, and the pool manager operated the pool seven days a week from 7:30-6 pm
- As the learn to swim program transitions to the Lifesaving Society, have any of the instructors completed the Swim for Life Instructor Transition Course?
 - As of the end of August 2022, no CCRD employees had completed the Swim for Life Instructor Transition Course

5. Information related to the Pool Schedule & Programs

- Pool Schedules for 2022: See Attachment G
- Public Swim and Special event Attendance Statistics
 - 330 Adult Admissions 15-59
 - 19 Family Admissions
 - 721 Youth Admissions (7-14)
 - 266 Under 7 Admissions
 - 39 Senior Admissions 60+
 - 294 Pass holder Admissions
- Admission Fees: See Attachment H – Fees Bylaw

- Lesson Schedules for 2022
 - Children and Youth lessons
 - Set 1: July 4 – 8 and 11 – 15
 - Set 2: July 18 – 22 and 25 – 29
 - Set 3: August 1 – 5 and 8 – 12
 - Set 4: August 15 – 19 and 22 – 26
 - Adult Lessons
 - No set sessions
 - Certification/Leadership Courses
 - Bronze Medallion – July 25-30
 - Water fit
 - No set sessions
- Lesson registrations numbers for 2022
 - Number of kids put through swimming lessons (include private and group) 145 centennial and 12 privates.
 - Number of public swims - 107
 - Number of lap swims - 51 (Mon-Fri, & Sun)
 - Number of aquafit classes - 16 (twice weekly)
 - Number of private rentals - 8 (this was low, had lots of last-minute cancellations)
 - Number of school rentals - 13 (each school got 3, plus 7th day)
- Custom programs or rentals
 - Rentals by following groups
 - Acwsalcta School
 - Sir Alexander MacKenzie School
 - Bella Coola Elementary School
 - Seventh Day Adventist School
 - Nusastum Elementary School
 - Nuxalk Nation Transition House Day Camp

Is the site accessible to conduct a virtual walk around tour, so that we can assess what equipment/systems are in place?

A video tour of the facility is available upon request.