



**To:** Chair Samuel Schooner and Board of Directors  
**From:** Courtney Kirk, CAO  
**Meeting Date:** June 11, 2020  
**Subject:** Policy A-12(b) Centennial Pool Pay Scale Revisions

---

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District receive the report.***

***THAT the Board of Directors of the Central Coast Regional District adopt Policy A-12(b) - Centennial Pool Pay Scale revisions as presented.***

***THAT the Board of Directors of the Central Coast Regional District waive the policy stipulation that pool staff wage increases are implemented at the next pay period after amendment and rather that the 2020 pool staff wages are retroactive to May 15 2020 for the 2020 pool season only.***

**Issue/Background Summary:**

During the March 2020 regular meeting the Board considered wage increases for seasonal pool staff proposed by the Centennial Pool Commission. The Board resolved as follows:

20-03-17 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District recommend that the Pool Commission give rationale to proposed salary increases and that a copy of the CCRD Board meeting audio be provided to the to inform their discussion and recommendation. CARRIED

Administration met with the Pool Commission and was tasked with undertaking a market comparison of pool wages at similar facilities in a similar situational context (community size, tax base, remoteness) to Centennial Pool in the Bella Coola Valley.

Administration learned through research assistance from CivicInfo BC that true comparisons are difficult to come by as there are very few aquatic facilities in communities the size of the Bella Coola Valley throughout British Columbia. Minimum wage is set provincially, further complicating market comparisons.

Administration recommends increases with the most responsible, highest paid position (Manager) set as the benchmark, with less senior positions reflecting a percentage of the most responsible, highest paid position. Applying this model and setting the benchmark Manager wage at the closest market comparison Administration could ascertain (\$26.50 with a recommendation of a range of \$24.50-\$26.50 dependent on experience) the least



responsible, lowest paid position meets or exceeds minimum wage requirements (Aquatic Leader with base wage recommended at \$14.70).

**Financial/Budgetary Implications:**

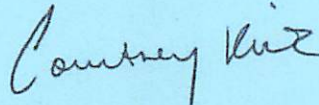
The proposed increases are accommodatable in the Five-Year Financial Plan 2020-2024.

Of note, while the Policy considers an appropriate wage scale for the managerial level to serve as the benchmark wage, the Pool Commission intends for the hire of either a Manager or two Supervisors (Aquatic Operations and Aquatic Programs), not a Manager as well as two supervisory functions in a given year.

**Options to Consider:**

1. As recommended.
2. No change except an increase in the Aquatic Leader position to meet minimum wage requirements in British Columbia.

Respectfully Submitted by:



\_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

A-12(b) - Centennial Pool – Pay Scale

**Policy:**

1. The pay per hour for each staff member will be determined by the attached chart.
2. Proof of current awards in the form of certificates or cards, etc. must be supplied by staff to qualify for a given pay level.
3. If status goes up during a pay period, the rate of pay changes on the first day of the next pay period.

**Clarification:**

1. Past experience will be determined by the Pool Commission. The number of hours worked or volunteered and the type of work experience will receive due consideration. Thus, records of volunteer hours worked must be made available as appropriate.
2. An employee may receive a wage that is lower than the suggested base rate if that employee has less than the minimum qualifications (i.e. 15 years of age with only bronze medallion) but in any case, no employee will receive a wage which is lower than the provincial minimum wage.
3. First Aid is defined as :  
LSS Aquatic Emergency Care, or  
Standard First Aid, or  
Emergency First Aid.
4. "Interim" award cards may be acceptable in the determination of hourly rate.

**Adopted:** September 13, 2000  
**Amended:** November 02, 2005  
**Amended:** October 12, 2006  
**Amended:** July 07, 2011  
**Amended:** November 10, 2011  
**Amended:** June 14, 2012  
**Amended:** May 9, 2013  
**Amended:** May 14, 2015  
**Amended:** April 13, 2017  
**Amended:** March 29, 2018  
**Amended:** March 14, 2019  
**Amendment:** June 13, 2019

2019  
Policy A-12(b)  
Centennial Pool  
Pay Scale



**CENTRAL COAST REGIONAL DISTRICT  
POLICIES**

<b>Position</b>	<b>Minimum Qualifications</b>	<b>Rate</b>
Manager	<ul style="list-style-type: none"> <li>• Supervisory skills</li> <li>• Computer skills</li> <li>• Relevant Experience</li> </ul>	\$18.60 - \$22.60
Aquatic Operation Supervisor	<ul style="list-style-type: none"> <li>• NLS-pool</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Pool Operators Certificate or equivalent experience</li> <li>• Relevant Experience</li> </ul>	\$16.60 - \$20.60
Aquatic Program Shift Supervisor	<ul style="list-style-type: none"> <li>• Bronze Cross</li> <li>• WSI or LSI</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Relative Experience</li> </ul>	\$16.60 - \$20.60
Guard	<ul style="list-style-type: none"> <li>• NLS-Pool</li> <li>• CPR-C</li> <li>• Standard first aid</li> <li>• Relevant Experience</li> </ul>	\$14.60 - \$18.60
Aquatic Instructor	<ul style="list-style-type: none"> <li>• WSI or LSI</li> <li>• Bronze Cross</li> <li>• CPR C</li> <li>• Standard First Aid</li> </ul>	\$14.60 - \$18.60
Aquatic Leader	<ul style="list-style-type: none"> <li>• Bronze Medallion</li> <li>• First Aid</li> </ul>	\$13.85-\$15.85

- Increments: Pool Related certification will be awarded \$0.25 per proof of certification to a maximum of \$2.00
- Increments: Experience \$0.25 will be awarded for each year of paid experience at a pool or in management to a maximum of \$4.00
- \* Relevant Experience will be determined by the pool commission at time of hiring.
- OFA 2 and 3 will be increased by the industry standard.



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

A-12(b) - Centennial Pool – Pay Scale

**Policy:**

1. The pay per hour for each staff member will be determined by the attached chart.
2. Proof of current awards in the form of certificates or cards, etc. must be supplied by staff to qualify for a given pay level.
3. If status goes up during a pay period, the rate of pay changes on the first day of the next pay period.

**Clarification:**

1. Past experience will be determined by the Pool Commission. The number of hours worked or volunteered and the type of work experience will receive due consideration. Thus, records of volunteer hours worked must be made available as appropriate.
2. An employee may receive a wage that is lower than the suggested base rate if that employee has less than the minimum qualifications (i.e. 15 years of age with only bronze medallion) but in any case, no employee will receive a wage which is lower than the provincial minimum wage.
3. First Aid is defined as :  
LSS Aquatic Emergency Care, or  
Standard First Aid, or  
Emergency First Aid.
4. "Interim" award cards may be acceptable in the determination of hourly rate.

Adopted: September 13, 2000  
Amended: November 02, 2005  
Amended: October 12, 2006  
Amended: July 07, 2011  
Amended: November 10, 2011  
Amended: June 14, 2012  
Amended: May 9, 2013  
Amended: May 14, 2015  
Amended: April 13, 2017  
Amended: March 29, 2018  
Amended: March 14, 2019  
~~Amendment~~Amended: June 13, 2019  
Amendment: June 11, 2020

2020  
Policy A-12 (b)  
Centennial Pool  
Pay Scale  
with Track Changes



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

Position	Minimum Qualifications	Rate
Manager	<ul style="list-style-type: none"> <li>• Supervisory skills</li> <li>• Computer skills</li> <li>• Relevant Experience</li> </ul>	<p><del>\$18.60</del><u>24.50</u> - <del>\$22.60</del><u>26.50</u></p>
Aquatic Operation Supervisor	<ul style="list-style-type: none"> <li>• NLS-pool</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Pool Operators Certificate or equivalent experience</li> <li>• Relevant Experience</li> </ul>	<p><del>\$16.60</del><u>19.60</u> - <del>\$20.60</del><u>21.20</u>  *80% of Manager</p>
Aquatic Program Shift Supervisor	<ul style="list-style-type: none"> <li>• Bronze Cross</li> <li>• WSI or LSI</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Relative Experience</li> </ul>	<p><del>\$16.60</del><u>19.60</u> - <del>\$20.60</del><u>21.20</u>  *80% of Manager</p>
Guard	<ul style="list-style-type: none"> <li>• NLS-Pool</li> <li>• CPR-C</li> <li>• Standard first aid</li> <li>• Relevant Experience</li> </ul>	<p><del>\$14.60</del><u>18.40</u> - <del>\$18.60</del><u>19.90</u>  *75% of Manager</p>
Aquatic Instructor	<ul style="list-style-type: none"> <li>• WSI or LSI</li> <li>• Bronze Cross</li> <li>• CPR C</li> <li>• Standard First Aid</li> </ul>	<p><del>\$14.60</del><u>18.40</u> - <del>\$18.60</del><u>19.90</u>  *75% of Manager</p>
Aquatic Leader	<ul style="list-style-type: none"> <li>• Bronze Medallion</li> <li>• First Aid</li> </ul>	<p><del>\$13.85</del>-<del>\$15.85</del><u>14.70</u> and up  *60% of Manager</p>

- Increments: Pool Related certification will be awarded \$0.25 per proof of certification to a maximum of \$2.00
- Increments: Experience \$0.25 will be awarded for each year of paid experience at a pool or in management to a maximum of \$4.00
- \* Relevant Experience will be determined by the pool commission at time of hiring.
- OFA 2 and 3 will be increased by the industry standard.



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

A-12(b) - Centennial Pool – Pay Scale

**Policy:**

1. The pay per hour for each staff member will be determined by the attached chart.
2. Proof of current awards in the form of certificates or cards, etc. must be supplied by staff to qualify for a given pay level.
3. If status goes up during a pay period, the rate of pay changes on the first day of the next pay period.

**Clarification:**

1. Past experience will be determined by the Pool Commission. The number of hours worked or volunteered and the type of work experience will receive due consideration. Thus, records of volunteer hours worked must be made available as appropriate.
2. An employee may receive a wage that is lower than the suggested base rate if that employee has less than the minimum qualifications (i.e. 15 years of age with only bronze medallion) but in any case, no employee will receive a wage which is lower than the provincial minimum wage.
3. First Aid is defined as :  
LSS Aquatic Emergency Care, or  
Standard First Aid, or  
Emergency First Aid.
4. "Interim" award cards may be acceptable in the determination of hourly rate.

Adopted: September 13, 2000  
Amended: November 02, 2005  
Amended: October 12, 2006  
Amended: July 07, 2011  
Amended: November 10, 2011  
Amended: June 14, 2012  
Amended: May 9, 2013  
Amended: May 14, 2015  
Amended: April 13, 2017  
Amended: March 29, 2018  
Amended: March 14, 2019  
Amended: June 13, 2019  
Amendment: June 11, 2020

2020  
Policy A-12(b)  
Centennial Pool  
Pay Scale  
Without Track  
Changes



**CENTRAL COAST REGIONAL DISTRICT  
POLICIES**

---

<b>Position</b>	<b>Minimum Qualifications</b>	<b>Rate</b>
Manager	<ul style="list-style-type: none"> <li>• Supervisory skills</li> <li>• Computer skills</li> <li>• Relevant Experience</li> </ul>	\$24.50 - \$26.50
Aquatic Operation Supervisor	<ul style="list-style-type: none"> <li>• NLS-pool</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Pool Operators Certificate or equivalent experience</li> <li>• Relevant Experience</li> </ul>	\$19.60 - \$21.20 *80% of Manager
Aquatic Program Shift Supervisor	<ul style="list-style-type: none"> <li>• Bronze Cross</li> <li>• WSI or LSI</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Relative Experience</li> </ul>	\$19.60 - \$21.20 *80% of Manager
Guard	<ul style="list-style-type: none"> <li>• NLS-Pool</li> <li>• CPR-C</li> <li>• Standard first aid</li> <li>• Relevant Experience</li> </ul>	\$18.40 - \$19.90 *75% of Manager
Aquatic Instructor	<ul style="list-style-type: none"> <li>• WSI or LSI</li> <li>• Bronze Cross</li> <li>• CPR C</li> <li>• Standard First Aid</li> </ul>	\$18.40 - \$19.90 *75% of Manager
Aquatic Leader	<ul style="list-style-type: none"> <li>• Bronze Medallion</li> <li>• First Aid</li> </ul>	\$14.70 and up *60% of Manager

- Increments: Pool Related certification will be awarded \$0.25 per proof of certification to a maximum of \$2.00
- Increments: Experience \$0.25 will be awarded for each year of paid experience at a pool or in management to a maximum of \$4.00
- \* Relevant Experience will be determined by the pool commission at time of hiring.
- OFA 2 and 3 will be increased by the industry standard.