



POLICY TITLE: Municipal Pool Operations Policy	POLICY NO: 2026-03
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Recreation
EFFECTIVE DATE: April 13, 2026	MOTION: (063-2026)
SUPERSEDES: Policy 8020-20 Pool Operations	

1. Purpose

The purpose of this policy is to ensure the safe, sanitary, and compliant operation of all municipally owned and operated outdoor swimming pools. This policy outlines the operational standards, responsibilities, and procedures required to meet provincial legislation and recognized best practices.

2. Legislative Authority

This policy is guided by the following provincial legislation and standards:

- **B.C. Pool Regulation (B.C. Reg. 296/2010)** under the Public Health Act, which establishes requirements for operating permits, safety plans, supervision, water quality, and posting rules.
- **B.C. Guidelines for Pool Operations (2025)**, which provide generally accepted minimum standards for pool operations, water quality, bather load management, signage, and cleanliness.
- **Recreational Water Quality Standards**, which require health authority inspections and compliance with the Pool Regulation and its related guidelines.

All municipal pools must comply with this regulatory framework at all times.

3. Scope

This policy applies to:

- All municipal outdoor pools, including spray pools
- All municipal staff involved in pool operation, maintenance, supervision, or programming
- All pool patrons and user groups (public, rentals, organized programs)

4. Operating Permits & Approvals

- The municipality must hold a valid Operating Permit issued by the regional health authority for each pool before opening to the public.
- Any construction, major alteration, or repair to pool infrastructure must comply with the provincial construction permit requirements and design guidelines.

5. Pool Safety Plan

The municipality must maintain a written Pool Safety Plan that includes:

- Emergency response procedures

- Lifeguard staffing and supervision levels
- Chemical handling and storage procedures
- Incident reporting
- Bather load calculations and controls
- Water quality monitoring schedules
- Facility specific hazards and mitigation

Provincial regulations require each facility to maintain and follow a pool safety plan.

6. Supervision Requirements

- Lifeguard staffing must comply with supervision requirements in the Pool Regulation.
- Lifeguards must hold valid certifications recognized by the municipality (e.g., Lifesaving Society, Red Cross).
- Supervisory staff must ensure:
 - Active surveillance zones
 - Clear emergency communication systems
 - Enforcement of facility rules
 - Daily equipment and safety checks

7. Water Quality Standards

- Water quality shall be monitored and maintained according to the Pool Regulation and B.C. pool operation guidelines.
- Staff must conduct and document:
 - Regular chlorine/bromine and pH tests
 - Clarity assessments
 - Temperature checks (where applicable)
 - Backwashing and filtration maintenance
- Any unsafe water quality result requires immediate corrective actions and may require temporary closure.

8. Cleanliness & Sanitation

- Pools must be maintained in a clean and sanitary condition as required by the Pool Regulation.
- Daily cleaning schedules must include:
 - Deck washing
 - Change room and washroom sanitizing
 - Waste removal
 - Skimming and surface debris removal
- Winterization or off-season maintenance must follow guideline recommendations for preventing hazards.

9. Posting of Pool Rules

The municipality must post clear, visible pool rules at each facility, as required by provincial regulation.

Rules must include (at minimum):

- No running on deck

- No diving in shallow areas
- Children under seven (7) years require supervision
- Medical condition advisories
- Showering before entering the pool
- Prohibition of animals within the pool enclosure

Municipalities may add additional facility specific rules as needed.

10. Bather Load

Maximum bather load must be calculated and enforced according to B.C. pool operation guidelines. Lifeguards must actively monitor attendance and restrict entrance when capacity is reached.

11. Record Keeping

- Provincial regulations require operators to maintain operational records.
- Records must include:
 - Water test results
 - Incident and injury reports
 - Staff training logs
 - Maintenance logs
 - Chemical inventory and SDS documentation

Records must be retained for a minimum period determined by the health authority.

12. Emergency Procedures

The Pool Safety Plan must include systems and procedures for:

- Emergency shutdown of pumps and chemical systems
- First aid and oxygen access
- Evacuation routes
- Communication with EMS
- Drowning and near drowning response

Staff must receive annual training and drills.

13. Chemical Handling & Storage

- Chemical storage and handling must comply with provincial guidelines and WorkSafeBC requirements.
- Only trained staff may handle pool chemicals.
- SDS documentation must be accessible at all times.

14. Accessibility & Inclusivity

The municipality is committed to operating the outdoor pool in a manner that ensures:

- Accessibility for persons with disabilities
- Inclusive programming
- Equitable access for all community members

15. Policy Review

This policy will be reviewed every 2 years or earlier if:

- Provincial regulations change
- Health authority requirements change
- A major safety incident occurs
- A facility undergoes significant upgrades

16. Effective Date

This policy comes into effect on the date of adoption by Council.