

## Attachment 1

### Letter of Agreement with BC Alliance for Healthy Living Society (Draft)

**THIS LETTER OF AGREEMENT made on 16<sup>th</sup> day of May, 2024**

**Between**

**BC Alliance for Healthy Living Society  
2675 Oak Street  
Vancouver, BC V6H 2K2**

***Mailing Address:***

**PO Box 44008  
Kensington Square  
Burnaby, BC V5B 4Y2**

Referred to as “**BCAHL**”

**And**

**City of New Westminster B.C.  
511 Royal Avenue  
New Westminster, BC V3L 1H9**

Referred to as “**City of New Westminster**”

**WHEREAS:**

BCAHL is a not-for-profit society and provincial coalition, whose members include major British Columbia provincial health promotion and chronic disease prevention organizations. Through leadership and collaborative action, BCAHL advances health promoting policies, programs and environments that support the physical and mental well-being of British Columbians. Our Vision is Healthy living for all British Columbians through every stage of life.

BCAHL has the authority and wishes to confirm this Agreement to be signed with the City of New Westminster to undertake the deliverables, timelines and reporting as laid out in the Application submitted for the Active Communities Grant.

This Active Communities funding provides resources to Indigenous and local governments to create or expand accessible, inclusive and supportive physical activity opportunities. The intent of the grant is to improve access to physical activity programming and environments for more people in British Columbia, particularly equity-deserving groups including Indigenous communities, newcomers, low-income residents, people with disabilities, and LGBTQI2S communities.

The granting stream is available to Indigenous and local governments to fund projects aimed at increasing physical activity opportunities in communities over the period of May 16th, 2024 to November 30th, 2025. The grant application is attached to this document as Appendix C.

The parties agree as follows:

**1. Funding**

Subject to the terms and conditions set out in this Agreement, BCAHL will provide funding in the amount of **\$40,000.00**, which is inclusive of any applicable taxes, the “**Funding**” to the City of New Westminster for the Project described in Section 2.

BCAHL will disburse 90% of the Funding to the City of New Westminster upon signing of this Agreement. The remaining 10% will be disbursed upon receipt of the final reporting documents.

In no event will BCAHL be or become obligated to the City of New Westminster for an amount exceeding the Funding.

**2. Purpose of Funds**

The City of New Westminster will use the Funding provided by BCAHL for the purpose of implementing the activities as described in the attached **Appendix C - Application** (the “**Project**”).

**3. Conditions for Funding**

The City of New Westminster is responsible for all expenses incurred by the City of New Westminster in fulfilling the terms of this Agreement and carrying out the Project.

All expenditures made by the City of New Westminster for the Project must be reasonable, prudent, and necessary for the Project.

**4. Record Keeping**

The City of New Westminster will maintain full and complete books and records of all receipts and disbursements of the Funding and a complete record of all agreements, deeds, vouchers, receipts and invoices that document how the City of New Westminster used the Funding. The City of New Westminster will provide to BCAHL copies of such books and records on request within a reasonable period of time.

**5. Reporting**

Upon the completion of the Project, the City of New Westminster will provide BCAHL with a final report and statement of expenditures for the Project. In the final report, the City of New Westminster must describe the progress of the Project, whether the activities described in Section 2 have been carried out, and whether there were any impediments in carrying out the activities.

The City of New Westminster must complete and report on the Evaluation activities and data collections that they originally proposed (i.e., **Appendix A**). The City of New Westminster must participate in a brief project launch check-in survey online, approximately two to three months after project funds have been delivered and in a final project report/survey online, when project activities are completed (~18 months after receiving project funds). Upon the completion of the Project, the City of New Westminster will also provide BCAHL with a statement of expenditures for the Project.

The City of New Westminster agrees to participate in **Active Communities Evaluation Activities** as outlined in **Appendix A**.

## **6. Communications**

The City of New Westminster will follow guidelines for project communications as outlined in **Appendix B**. This includes identifying funders on public facing materials where space permits using the BC Government logo and BCAHL logo (to be supplied). All communications must be submitted to BCAHL in advance of public dissemination. Any public announcements about the funding must be approved by BCAHL in advance.

## **7. Term of Agreement**

The term of this Agreement will be **May 16th, 2024 to November 30<sup>th</sup> 2025**, unless it is earlier terminated by either party by giving 30 days' written notice to the other party.

## **8. Termination of the Agreement**

Upon the termination of this Agreement:

- a. If the termination occurred prior to the completion of the Project, the City of New Westminster shall provide BCAHL with a final report and statement of expenditures for the Project to date; and
- b. The City of New Westminster must pay to BCAHL within 30 days any Funding not spent on the Project in accordance with the terms of this Agreement.

Sections 4, 5, 6, 8, and 9 will survive the termination of this Agreement:

## **9. Indemnification**

The City of New Westminster agrees to indemnify, hold harmless, release, waive, discharge and covenant not to sue BCAHL and its directors, officers, employees and other agents (the "**Releasees**") from and against any and claims of any nature arising from any breach, violation or non-performance by the City of New Westminster of any obligations contained in this Agreement, or any wrongful act or negligence of the City of New Westminster or its employees or agents which relates to this Agreement.

## **10. Miscellaneous**

This Agreement shall not be construed so as to constitute the parties as partners, joint venturers, employees or representative of the other for any purposes whatsoever.

This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement.

Neither party may assign this Agreement without the prior written consent of the other party.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the Effective Date.

Signed for and on behalf of BC Alliance for Healthy Living by its duly authorized officer:



\_\_\_\_\_  
**Christopher Lam, Chair**  
**BC Alliance for Healthy Living**

**May 16, 2024**

\_\_\_\_\_  
**Date**



\_\_\_\_\_  
**Rita Koutsodimos, Executive Director**  
**BC Alliance for Healthy Living**

**May 16, 2024**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Patrick Johnstone, Mayor**  
**City of New Westminster**

\_\_\_\_\_  
**Date**

## APPENDIX A: Active Communities Evaluation Activities

- Grantees must complete and report on the evaluation activities and data collections that they originally proposed (i.e., Appendix A). Grantees will be asked to upload a report on these evaluation activities when completing the final project report/survey online. If support is needed in completing the proposed evaluation activities, grantees may contact the Active Communities Grants Program Evaluation Lead, Kerry MacKelvie at [kerry@strideconsulting.ca](mailto:kerry@strideconsulting.ca).
- In particular, we ask that grantees collect data on the following, if these items are not already part of their evaluation plan:
  - Number of people participating in grant-funded events, workshops, and programs, delineated by demographics relevant to the project (e.g., identifying numbers of women, girls, Indigenous participants, newcomers, LGBTQ participants, differently-abled participants).
  - Number of people using new, grant-funded infrastructure or equipment, with relevant demographics captured as above.
  - Number of people participating in capacity-building (training) activities, delineated by relevant demographics.
  - Number of physical activity opportunities created through grant-funding (e.g., events, workshops, programs).
  - Number and description of physical activity opportunities that had access and/or inclusion parameters changed to include equity-deserving groups.
- Grantees must participate in a brief project launch check-in survey online, approximately two to three months after project funds have been delivered.
- Grantees must participate in a final project report/survey online, when project activities are completed (~18 months after receiving project funds).
- We ask that grantees make time for a project interview with the Evaluation Lead, after submission of their final project report, to provide additional details and clarifications as needed.

## APPENDIX B: Active Communities Communications Guideline

All projects funded by Active Communities are required to follow this protocol for material and digital communications.

The Active Communities fund aims to support programs that get people moving and promote physical activity in BC. The funding is provided by the Ministry of Health in partnership with the BC Alliance for Healthy Living to support the goals of the BC Physical Activity Strategy.

### Steps:

1. Refer to the table on page 2 (Logo and Recognition Guide) to determine whether your material requires logo recognition.
2. A logo block has been developed to make things easy, however, if this doesn't work for your materials, contact Twila Amato for BCAHL logos at: [tamato@bchealthyliving.ca](mailto:tamato@bchealthyliving.ca)
3. Please follow the graphic standards manual to ensure that the logos look sharp and clear.
4. You can find the link for BC Government logos on page 2, below the Logo and Recognition Guide.
5. An 'Application for Third Party Use of BC ID' must be submitted to Milena Gaiga, Ministry of Health ([milena.gaiga@gov.bc.ca](mailto:milena.gaiga@gov.bc.ca)) for the organization using the BC government logos. A mock-up of the correct BCID must be submitted along with the application form.
6. Please send all branded materials for review in advance (before they are circulated) to BCAHL Communications Manager, Twila Amato at [tamato@bchealthyliving.ca](mailto:tamato@bchealthyliving.ca) T: 604-655-7883

### Active Communities: Logo and Recognition Guide

Materials and Events	BC Government & BCAHL Recognition Requirements
<b>ADMINISTRATIVE MATERIALS</b>	
Business Cards	No recognition
Correspondence (letterhead, email, agendas)	No recognition
Reports	Logo
<b>PUBLIC MATERIALS AND EVENTS</b>	
Presentations (e.g. Conferences, webinars)	Logo in presentation template + verbal recognition
Press Release	Quote (optional) + logo
Announcements	Opportunity to have a representative at announcement + quote in press release
Program Materials (pamphlets, banners, display boards, guidebooks)	Logo
On-line (website, downloadable materials )	Logo
Advertising initiated by lead	Logo
Signage (trail-head, playground, etc.)	Logo
Promotional Materials (T-shirt, water bottle, umbrella, Pedometer)	Logo as space permits
Social Media (Twitter, Facebook, Instagram, etc.)	Mentions via handle @BCHealthyLiving or @BCGovNews for key posts

BC Government logos:

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/bc-visual-identity/download-marks>



Indigenous or Local Government Information		
Name of Indigenous/Local Government(s) (list all Indigenous or local governments participating in the project):  City of New Westminster B.C.		
Lead Indigenous/Local Government (responsible for managing the grant funds, and for fulfilling grant requirements):  Attn to: City of New Westminster B.C. Care of: Stephanie Trasolini - Manager, Recreation Services and Facilities, təməsewtxʷ Aquatic and Community Centre		
Mailing address: 511 Royal Ave	City/Town: New Westminster	Postal code: V3L 1H9
<i>Please ensure official 'Lead Indigenous/Local Government' name and mailing address for cheque processing</i>		

Contact Person	
Name: Nancy Barberie	Position/title: Assistant Program Coordinator, Aquatics
Phone number: 604-521-3711 ext. 6293	Email address: <a href="mailto:nbarberie@newwestcity.ca">nbarberie@newwestcity.ca</a>

Project Manager or Coordinator (if different from contact person)	
Name: Stephanie Trasolini	Position/title: Manager, Recreation Services and Facilities, təməsewtxʷ Aquatic and Community Centre
Phone number: 604-636-4348	Email address: <a href="mailto:strasolini@newwestcity.ca">strasolini@newwestcity.ca</a>



## Active Communities Grant Program

### Revision Form

#### Revised proposal

Do you wish to proceed with submitting a revised proposal?

☒ Yes. Please complete the Revised Project Description and Revised Project Budget sections to align with the revised project funding

☐ No, please specify why: \_\_\_\_\_

Can you complete the revised project activities by November 2025?

☒ Yes

☐ No

#### Revised Project Description

Describe how the original project will be adapted. (e.g. What will be the changes to the project activities? Please include measures where possible – for example: we will only be able to work with 2 schools instead of 4, we can only purchase 3 bikes instead of 5, we will only be able to offer sessions once a week instead of twice a week, etc.)

Project adaptations or changes to the project activates:

1. Due to reducing the staffing expenditure costs for our Assistant Program Coordinator from 16 hours a month to 8 hours a month for inclusive swim management, the facility will offer two of the three below swims monthly for the community versus all 3 each month:
  - All bodies – supporting the needs of the 2SLGBTQI+ community.
  - Women Only – supporting the needs of women who feel uncomfortable in mixed-gender swimming areas for religious, cultural or personal reasons.
  - Sensory friendly – supportive swims for those with neural processing sensitivities.
2. Due to equipment lead-time, the two monthly swims would start in August 2024 vs July 2024.

3. The City of New Westminster is able to secure additional black out blind panels for some of the pool windows by cutting certain identified equipment from our FFE project budget and waiting to purchase those equipment pieces with the following year's capital or operational budget. This has allowed the aquatics team to reduce the amount of stanchions from 43 to 29 and screening required around the pool deck from 440 ft to 234ft. Therefore reducing the equipment costs required but not effecting the project activities.

## Project Description

Project name:

City of New Westminster - Creating safe and inclusive swimming opportunities for all – including “All Bodies”, “Women’s Only” and “Sensory Friendly” swim sessions on a regular and recurring schedule in Indoor and Outdoor pools.

Expected start date:

July 2024

Project goal(s) and objectives:

The City of New Westminster has and will continue to partner with and consult equity seeking community agencies to increase the opportunities for safe and inclusive swimming activities on a regular and consistent basis. The City will be opening the təməsewtxʷ Aquatic and Community Centre in the Spring of 2024. The təməsewtxʷ Aquatic and Community Centre is the only indoor facility serving the community of New Westminster. After years of public engagement, the facility was designed and built to be accredited with the Rick Hansen Foundation Gold Accessibility standard, ensuring inclusivity for individuals with varying degrees of physical mobility. The facility was also designed and built to address gender and cultural sensitivities. With 2 separate natatoriums and the addition of privacy screens, City staff will be able to program for different users in each separate pool space allowing swims (including All Bodies, Women’s Only and Sensory Friendly swims) to occur on a regular schedule during prime and non-prime hours. These swims will require privacy screening for an enjoyable and safe swimming experience. The Leisure pool was designed with automated high covering window blinds and a special ground anchor system to hold stanchions for privacy screening. A one-time capital expense for customized privacy screening and stanchions is required to provide a safe and welcoming environment for all. New Westminster is a diverse and multicultural community. Staff have consulted and partnered with the Tri-City Muslim Community, Canucks Autism network and New West Pride Society in preparation for removing barriers to participation in aquatic facilities. The facility will aim to offer biweekly/monthly swim opportunities for:

- All bodies – supporting the needs of the 2SLGBTQI+ community.
- Women Only – supporting the needs of women who feel uncomfortable in mixed-gender swimming areas for religious, cultural or personal reasons.
- Sensory friendly – supportive swims for those with neural processing sensitivities.

The current design for the privacy screening will allow the above swims to take place in the leisure pool natatorium (access to universal change areas with private change stalls), while allowing other aquatic activities to continue (access to gendered change rooms) in the 50 metre natatorium. Accommodating different needs simultaneously will allow all to participate and ensure the swims requiring the specialty privacy screen take place during more preferred public swimming times.

The addition of accessible and inclusive swim opportunities will initially require staff support in the form of an Assistant Program Coordinator (APC) for 4 hours a week approximately 48 weeks

<p>of the year. The APC position will continue discussions and program planning with local community serving agencies, create a marketing plan to advertise the new services, create training for staff and analyze attendance data and customer feedback throughout the first year.</p>
<p>Community(ies) where project will take place:</p> <p>City of New Westminster B.C. - təməsewtx<sup>w</sup> Aquatic and Community Centre, Moody Park Outdoor Pool (current outdoor screens are located at this site)</p>
<p>Please check one or more boxes below to describe your project's physical activity focus. Our project plans to:</p> <p><input checked="" type="checkbox"/> Increase the number of opportunities available to be physically active</p> <p><input checked="" type="checkbox"/> Increase participation in physical activity</p> <p><input type="checkbox"/> Encourage and support physical activity leadership in the community</p> <p><input checked="" type="checkbox"/> Build staff/community capacity to help others be physically active</p> <p><input checked="" type="checkbox"/> Increase accessibility of physical activity programs/facilities/activities</p> <p><input checked="" type="checkbox"/> Adapt physical/built environments to encourage more physical activity</p> <p><input type="checkbox"/> Develop and implement policies to encourage physical activity</p> <p><input type="checkbox"/> Other, please specify: _____</p>
<p>Provide a description of the project (e.g. What will be the project activities? How will it benefit community members? Has equity, diversity and inclusion (EDI) been considered for the project activities?)</p> <p>New Westminster has a diverse and multicultural community and it is the goal of this grant application to ensure everyone in this and surrounding communities can participate fully in aquatic services. The City believes social connection and participation is critical for the health and wellbeing of everyone. Equity, diversity and inclusion are the foundation of this grant application. The project involves procuring stainless steel stanchions and custom privacy screens utilizing the built-in anchor system in the leisure pool decking of the təməsewtx<sup>w</sup> Aquatic and Community Centre. The anchor system in the pool decking was designed and constructed after engagement with equity seeking community organizations to ensure the facility could provide a large, private, welcoming and safe space in the leisure pool. It was important to maintain access to all amenities within the leisure pool including private change room access for the users. It is imperative that the space feels purposefully designed and equal access to prime swim times is provided. Among the communities expected to utilize this space are, but are not limited to, the 2SLGBTQI+ community, women-only groups, new immigrants, and individuals with neural processing sensitivities.</p>
<p>Is the project based on data, current evidence, best practices and/or community knowledge or culture? If so describe.</p> <p>The City engaged with the Tri-City Muslim community in May of 2019 through a community</p>

engagement process. The following recommendations into design and operations of the aquatic facility were recorded :

1. Design

- Any windows in the design are opaque or blinds without gaps
- Install privacy wall or doors for showers
- Split change rooms with both private change rooms as well as a typical changes area.

2. Operations

- If only limited hours are scheduled for women-only swim, to make it practical by allowing a combination of daylight hours and evening hours to accommodate prayer times and to suit women's various schedules
- Schedule female lifeguards
- Schedule female swimming and aquafit instructors
- Either turn off cameras inside the pool during women's swimming times or make an obvious sign at the main entrance that they are on camera

The City also has a large group of community members who have been requesting women's only swims for the last number of years. Due to the design of the previous indoor pool facility, the City was not able to provide proper privacy swims unless the whole facility was shut down. At that time City staff worked with the City of Burnaby to create a joint use agreement that would address our community needs by co-programming for these swims in Burnaby's facilities. Many New Westminster community members are attending the Burnaby women's only swims and are not able to currently recreate in their own community.

The City, in partnership with New West Pride, met in 2022 to address a community identified need for more accessible swim options. Through these meetings, the City adopted regularly scheduled 2SLGBTQI+ "All Bodies" swims which have been very successful at Moody Park Outdoor Pool for the last 2 years. The swims have been well attended according to statistics and the community as a whole has been supportive of the additional swim options. Specialized equipment was procured for the outdoor pool and the local and neighbouring 2SLGBTQI+ communities have been asking for this program to continue on a more regular basis when the new facility opens.

The Canucks Autism network has worked with the City in the past providing training for employees on how best to support those program participants who have neural processing sensitivities. The City wishes to provide Sensory friendly swims for individuals and families looking for an environment with reduced noise. They will be available for those who are autistic, have anxiety or other sensory processing needs, or anyone who feels they would benefit from a more supportive environment.

There will be:

- Reduced noise & water features.
- No background music.
- No speaker announcements (whistles used only for emergencies).

- Encouraged use of paper towels instead of hand dryers using signage.
- Designated sensory friendly break rooms.
- Set clear times and transition warnings.

Additional staff available for support.

Outline the intended impact (e.g. how will this grant promote greater access and availability of opportunities for physical activity in the community):

By creating a privacy screened environment with individual changing stalls in a separate natatorium, community members will be able to comfortably recreate in all areas of the leisure pool, including lanes, aquatic features and hot tubs. We hope to involve community members who might not otherwise be traditionally comfortable recreating in an aquatic facility.

## Population(s)

Please indicate the primary population(s) targeted through the project activities. Check all that apply:

- ☒ Early years (0-5)
- ☒ Children (6-12)
- ☒ Youth (13-18)
- ☒ Women <sup>1</sup>
- ☐ Men
- ☒ Older adults
- ☒ Families
- ☐ Indigenous Peoples (First Nations, Métis, Inuit)
- ☒ New immigrants
- ☒ Persons with disabilities <sup>1</sup>
- ☒ Members of visible minority/racialized groups <sup>1</sup>
- ☒ Members of 2SLGBTQI+ communities<sup>1</sup>
- ☐ People with lower incomes
- ☐ Community members (General Population)
- ☐ Other, please specify: \_\_\_\_\_

Please indicate any secondary population(s) targeted through the project activities. Check all that apply:

- ☐ Early years (0-5)
- ☐ Children (6-12)
- ☐ Youth (13-18)
- ☐ Women
- ☐ Men
- ☐ Older adults
- ☐ Families
- ☐ Indigenous Peoples (First Nations, Métis, Inuit)
- ☐ New immigrants
- ☐ Persons with disabilities
- ☐ Members of visible minority/racialized groups
- ☐ Members of 2SLGBTQI+ communities
- ☒ People with lower incomes
- ☐ Community members (General Population)
- ☐ Other, please specify: \_\_\_\_\_



**Rationale for this population of interest:**

The tāmasewtx<sup>w</sup> Aquatic and Community Centre is accredited with the Rick Hansen Foundation Gold Accessibility standard, ensuring inclusivity for individuals with varying degrees of physical mobility while also addressing gender and cultural sensitivities. The ability to run privacy swims was a consideration from the start of the facility design. The Leisure pool was designed with high covering window blinds and a special ground anchor design to hold stanchions for privacy screening. Significant privacy screening is required due to the openness of the facility. This grant would give the City the ability of completing the vision our community shared with us through multiple engagement processes. When the City started the community engagement for what they wanted this new facility to emulate, there were a few reoccurring message that came through: Social connection, a gathering place, wellness and the facility is a space for everybody (inclusivity). The addition of a few staff hours each week, the creation of staff training modules, and the procurement of privacy screens allows the City to create a series of new swim sessions that meet more of the needs identified in our diverse community.

**How will the population of interest/community be reached?**

- Through the City Active Living Guide, Clarion newsletter, Social Media, Website, Internal marketing posters and rack cards
- Through Press release
- Through the New West Youth Hub
- Through the Pride Society of New Westminster
- Through Canuck's Autism Network
- Through the Tri-Cities Muslim Community
- Through Kinsight
- Through Immigrant Services Society of BC
- Through Seniors Services Society of BC
- Through the grand opening of our new facility
- Through Spirit of the Children Society
- Through word of mouth

**Woman** refers to a person who internally identifies and/or publicly expresses as a woman. This may include cisgender and transgender individuals. Cisgender refers to a person whose gender identity corresponds with the sex they were assigned at birth.

**Disabilities** mean any impairments, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that in interaction with a barrier, hinders a person's full and equal participation in society. You may select all categories that apply.

**Visible minorities** defined as "persons, other than Indigenous peoples, who are non-Caucasian in race or non-white in colour." <sup>2</sup>

**2SLGBTQI** refers Two-Spirit, lesbian, gay, bisexual, transgender, queer (or questioning), intersex, and additional people who identify as part of sexual and gender diverse communities.

## Project Partnerships

Please include the name(s) of any Health Authority staff that have been involved or engaged in the project plan.

- None

Please list all project partners (include current partners and anticipated partners) and briefly describe the role of each in the project:

- Pride Society of New Westminster – Support with privacy screen placement, providing feedback on the swim details and marketing
- Canuck's Autism Network – Providing feedback on the swim details and marketing
- Tri-City Muslim community –Engagement - Design and operational requirements to meet the needs of the Muslim community
- Kinsight - Providing feedback on the swim details and marketing
- Immigrant Services Society of BC - Providing feedback on the swim details and marketing
- Seniors Services Society of BC - Marketing
- Spirit of the Children Society – Urban Indigenous engagement, providing feedback on the swim details and marketing

Include a description of how partnerships will be established/strengthened and engaged over the project timeline:

The Aquatics Services Team will work directly with New West Pride, Canucks Autism and the current women's only community members to ensure we are serving these groups to the best of our ability. The collaboration on details of how the swim will run, promotion and outreach with these partnerships will be the key to how successful these swims can be. They must meet the needs of these communities in order to see increases in participation and community connectedness. Monthly meetings will take place as the City works to create the new swim times and marketing. As the swims progress, quarterly updates and data analysis will occur with project partners and adjustments will be made as required.

## Evaluation and Sustainability

Please describe your evaluation plan. What measurements will you use to gauge success? How will you use qualitative (stories, opinions) or quantitative (numbers) data to learn from the project?

Evaluation will be conducted monthly over a 12-month period to assess program usage and potential growth opportunities. The Aquatics Services Team will implement headcounts throughout the swims and these will be entered into a tracking document in order to evaluate statistical data month to month. Feedback, including that from participants, staff and the organizations the City is in partnership with will be entered into a tracking form that will categorize related topics that are noted. This information will be used to make strategic changes, additions or deletions of swim times. The City of New Westminster has made community connectedness and belonging a key priority. This priority will also be a gauge for the success of our swims.

Explain how this project will be sustained beyond the funding period, including how it might be shared with other communities:

The money from the grant would go towards privacy screening, stanchions and minor staffing costs. This will allow our Aquatics Services Team to provide a variety of swimming opportunities for years to come. The equipment purchased will be regularly serviced by our maintenance team using the manufactures recommendations. This will ensure preservation and longevity of use. The equipment will also be part of our asset management plan to ensure over the years we have money set aside in our capital projects budget to replace and update the equipment for future needs. The City of New Westminster borders Coquitlam and Burnaby, with close proximity to Surrey and Richmond communities. The New təməsewtx<sup>w</sup> Aquatic and Community Centre will be a regional draw not only due to its proximity to many other cities, but also because it will be the first aquatic centre in North America using the innovative inBlue pool drum filtration system which generates cleaner air and water environments. The City will work coordinate with neighbouring communities to balance service offerings so that municipal neighbours program offerings complement instead of compete with these new swim sessions. The new inclusive and welcoming swims are not currently offered in all of our neighbouring communities. The City will provide access to all municipal residents that require the use of the new swims. There will be no barriers to participation.

Are you willing to participate in knowledge exchange/knowledge translation activities? (ie: virtual meeting or webinar to discuss project challenges and successes)

☒ Yes

☐ No

☐ Maybe

If no or maybe, please explain:

DRAFT

# Revised Project Budget (please show how the budget will change with reduced Active Communities funding. i.e. Will the local government make up the difference in revenue? Will there be fewer staff hours? Less equipment purchased?)

## Organization

City of New Westminster - təməsew tx<sup>w</sup> Aquatic and Community Centre

## Name of project lead

Nancy Barberie

Email: [nbarberie@newwestcity.ca](mailto:nbarberie@newwestcity.ca)

Phone: 607-777-5100 ext 6293

## Revenue

### Active Communities Grant

\$40,000

**Other funding source: list all funding sources (confirm that the funds have been secured in the budget notes section)**

The City of New Westminster is able to secure additional black out blind panels for some of the pool windows by cutting certain identified equipment from our FFE project budget and waiting to purchase those equipment pieces with the following year's capital or operational budget. This has allowed the aquatics team to reduce the amount of stanchions and screening required around the pool deck. Therefore reducing the equipment costs required.

**Total revenue (a) \$40,000**

## Expenditures

### Staffing (Program Coordinator, Assistant, contracted service, etc.)

Assistant Program Coordinator to oversee inclusive swim programs, collect data, liase with community agencies and support marketing initiatives

**2hrs x 48 weeks x \$49.32 wage**

**\$4734**

Specialized inclusive swims In-service training – done in partnership with community serving agencies <b>1hr x 150 staff x \$29.46 wage</b>	<b>\$4,419</b>
<b>Supplies/Services (Program supplies, room rentals, etc.)</b>	
Privacy Screens <b>Material (234 ft panel)</b>	<b>\$4640</b>
<b>Privacy Screen fastening equipment</b>	<b>\$1400</b>
Stainless steel stanchions to hold screening <b>(29 stanchions x \$835 )</b>	<b>\$24, 215</b>
<b>Other (please specify)</b>	
<b>Total expenditure (b)</b>	<b>\$39,408</b>
<b>Total surplus or deficit (a)-(b) =</b>	<b>\$592</b>
<b>Budget notes:</b> <ul style="list-style-type: none"> <li>• The City included all expenses to the project.</li> <li>• The City is prepared to pay for staff training and coordinator hours should it have an effect on the outcome of the grant being awarded.</li> <li>• The City will maintain inclusive swim programming practices inperpetuity following initial grant investment</li> </ul>	



## Project Measurement Plan and Timeline

*(Please indicate how the revised funding changes the project activities, short-term outcomes, indicators, and their timelines). Leave this blank if there are no measurable changes.*

Activities	Short-Term Outcome	Indicator	Timeline	Data Source and Collection
Offer 2SLGBTQI+ swims	Opportunity for members of the TGD2SQ community to swim in a safe, shielded and relaxed environment.	Total attendance counts and total growth over 11 months. Feedback from Pride Society and individuals.	August 2024 to June 2025	Follow up with the Pride Society and feedback. Overall growth of program.
Offer women's only swim	Opportunity for women to swim in a safe, shielded and relaxed environment.	Total attendance counts and total growth over 11 months. Feedback from groups and individuals.	August 2024 to June 2025	Overall growth of the program. Feedback from individuals.
Offer a sensory swim for people with neural processing sensitivities	Opportunity for people with neural processing sensitivities to swim in a safe, reduced noise environment.	Feedback from Canuck's Autism Network and from individuals. Total attendance counts and total growth over 11 months.	August 2024 to June 2025	Overall growth of the program and feedback from individuals and from Canuck's Autism Society.

Adjustments as noted above in the revised project description section. All Swims will start August 2024 vs July 2024. We are looking to run 2 of the 3 swims each month vs all 3 each month. Each month the above 3 swims would alternate. For example August 2SLGBTQI+ and Women's Only, September Women's Only and Sensory Swim, October Sensory Swim and 2SLGBT+, etc.

Scoring Criteria	
Points	Criteria
10	<b>Project goal(s) and objectives:</b> <ul style="list-style-type: none"> <li>- Goal(s) and objectives are clearly defined</li> </ul>
25	<b>Project plan:</b> <ul style="list-style-type: none"> <li>- Project activities are appropriate, realistic and feasible for achieving project goals and objectives</li> <li>- Project is based on current evidence and/or best practices and/ community knowledge and culture</li> <li>- Equity, diversity and inclusion have been addressed in the project plan <sup>1</sup></li> </ul>
10	<b>Population of interest</b> <ul style="list-style-type: none"> <li>- Solid rationale for target population</li> <li>- Good engagement plan for how the community will be reached</li> </ul>
10	<b>Project partnerships:</b> <ul style="list-style-type: none"> <li>- A clear description of how partnerships will be established/strengthened and engaged</li> </ul>
10	<b>Sustainability</b> <ul style="list-style-type: none"> <li>- Explanation on how the project will be sustained beyond the funding period, including how it might be shared with other communities</li> </ul>
10	<b>Project budget:</b> <ul style="list-style-type: none"> <li>- Detailed breakdown of expenses</li> <li>- Expenses are reasonable in align clearly to the proposed activities.</li> <li>- Administrative activities are not excessive</li> </ul>
10	<b>Evaluation plan:</b> <ul style="list-style-type: none"> <li>- A clear explanation of evaluation methods and key indicators/measures to be collected</li> </ul>
10	<b>Timeline:</b> <ul style="list-style-type: none"> <li>- The timeline is feasible and reasonable</li> <li>- There are clearly defined activities, short-term outcomes and data collection methods allocated in the timeline</li> </ul>
5	<b>Overall quality of the proposal</b>
<b>/100</b>	<b>TOTAL</b>

<sup>1</sup> **Equity:** The principle of considering people's unique experiences and differing situations, and ensuring they have access to the resources and opportunities that are necessary for them to attain just outcomes. Equity aims to eliminate disparities and disproportions that are rooted in historical and contemporary injustices and oppression.

**Diversity:** The variety of identities found within an organization, group or society (diversity is expressed through factors such as culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, ability, family status or socioeconomic status).

**Inclusion:** The practice of using proactive measures to create an environment where people feel welcomed, respected, and valued, and to foster a sense of belonging and engagement. This practice involves changing the environment by removing barriers so that each person has equal access to opportunities and resources and can achieve their full potential <sup>1</sup>.



## Additional information

Please provide any additional information here. If you have been awarded funding contingent on additional documents, please provide these along with this project plan and budget.

## Application Checklist

Once you have completed the application, please review the checklist below:

- X I confirm that I represent an Indigenous government, Chartered Métis Community or local government, and that I believe that this project is eligible for support from the Active Communities Grant.
- X Yes, I understand there is a requirement to track project data to contribute learning and findings to a provincial evaluation.
- X Yes, I understand there is a requirement to complete a final report at the end of the project.
- X Yes, I have only applied for eligible expenses.
- X Yes, I have completed all sections of the application.
- X Yes, I have reviewed my application before submitting.

**Applications for the Active Communities Grant Program are due at midnight on Monday, February 5, 2024. Please send your application or questions regarding the application process to [move@bchealthyliving.ca](mailto:move@bchealthyliving.ca).**

## References

1. Government of Canada. Guide on Equity, Diversity and Inclusion Terminology. Canada.ca. Published March 28, 2022. Accessed August 30, 2023. <https://www.noslangues-ourlanguages.gc.ca/en/publications/equite-diversite-inclusion-equity-diversity-inclusion-eng>
2. Canadian Institutes of Health Research,. Frequently Asked Questions about the Self-identification Questionnaire - CIHR. Published June 24, 2021. Accessed August 30, 2023. <https://cihr-irsc.gc.ca/e/50958.html>
3. Government of Canada. Knowledge Translation Planner. Published 2017. Accessed August 31, 2023. <https://www.canada.ca/en/health-canada/corporate/about-health-canada/reports-publications/grantscontributions/knowledge-transfer-planner.html>
4. Canadian Institutes of Health Research,. Guide to Knowledge Translation Planning at CIHR: Integrated and End-ofGrant Approaches - CIHR. Published December 6, 2012. Accessed August 31, 2023. <https://cihrirsc.gc.ca/e/45321.html>