



NATURALLY ACTIVE FOR LIFE VICTORIA COUNTY (EST. 2011)

ACTIVE OUTDOOR GEAR LOAN PROGRAM

Program Partnership For Your Wellness



NOVA SCOTIA



CAPE BRETON-VICTORIA
Regional School Board

- Baddeck Library (CBRL)**
- North Victoria Library (CBRL)**
- Victoria County Schools (CB-VRSB)**
- Wagmatcookewey First Nation School**
- NSCC in Wagmatcook**
- Victoria County Workplaces**
- Community Groups in Victoria County**

-Partners provide the resources financially & in-kind, while evaluating the program quarterly to make sure the program and equipment is high quality, equipment maintained and meets the needs of residents in our communities in Victoria County.

-Given the crucial role played by our Cape Breton Regional Library Partners, Support Letters from the Cape Breton Regional Library confirms their role & commitment which is included in the following Partnership Action Plan:

***Cape Breton Regional Library / Naturally Active for Life Victoria County PARTNERSHIP
Action Plan***

Cape Breton Regional Library “Naturally Active for Life Victoria County “Active Outdoor Gear Loan Program” – Seasonal outdoor equipment loans benefiting residents & visitors in all areas, all ages, all abilities, all incomes of Victoria County (Bay St Lawrence to Iona) with an active CBRL Library Card.

Letters of Support:

Letter of Support - Baddeck Library

RE: Victoria County Active Gear Loan Program

To Whom it May Concern:

As Branch Manager of the Baddeck Public Library, I am writing in support of the Victoria County Active Gear Loan Program. This innovative proposal would enable community members to check out equipment at Baddeck Library, and throughout the county via the Victoria County Bookmobile.

The Cape Breton Regional Library has already successfully partnered with Victoria County on a variety of health and active living initiatives. For example, Baddeck Library has hosted free public swim sessions with County support, and we have worked together to deliver an active living outreach program to kids in rural communities on the bookmobile. These partnerships create a valuable linkage between physical activity and literacy, and allow both of our organizations to reach new participants, to the benefit of all. The Active Gear Loan Program would build on this success.

Equipment will be loaned to any Victoria County resident with an active library card, available at no charge through the Cape Breton Regional Library. Victoria County library branches (Baddeck, Victoria County Bookmobile, and Ingonish) have a current, combined membership of 2350, which includes children, youth, and adult patrons. Baddeck Library is a very active branch serving people of all ages from a wide catchment area in Victoria South. Equipment would be available to Victoria County schools via the bookmobile, which travels to eight schools on a monthly rotation. Remote communities would also access equipment through the bookmobile, or through the Ingonish branch.

This program would create a useful synergy: Library patrons will be exposed to active living opportunities in an unexpected location. Non-library users may be drawn into the library setting to access equipment, and benefit from the range of materials and services the public library provides. The

library will use its robust collection of books and resources to supplement and promote equipment use. The result should be a beneficial blend of physical activity and literacy for residents of all ages.

The Baddeck Library looks forward to being able to offer this opportunity to Victoria County residents!

Sincerely,

Kate Oland - Baddeck Library

Letter of Support – North Victoria Library (Ingonish)

Nova Scotia Department of Health and Wellness PO Box 488 Halifax, NS B3J 2R8

RE: *Victoria County Active Gear Loan Program*

To Whom it May Concern:

It is my pleasure to write a letter in support of the Active Gear Loan Program, a partnership between the Cape Breton Regional Library and Nova Scotia Health and Wellness. This program would make snowshoes available for loan through the Baddeck branch of the Cape Breton Regional Library. Through the Bookmobile delivery service out of Baddeck, the Ingonish branch would also benefit from this program.

The Ingonish branch is one of the Library branches within Victoria County. Victoria County library branches (Baddeck, Victoria County Bookmobile and Ingonish) have a current, combined membership of 2350, which includes children, youth, and adult patrons. Many of the rural areas in and around Ingonish are targeted by the Victoria County Bookmobile, which makes monthly trips to different communities in that area, leaving from the Baddeck branch. This initiative would allow for snowshoe delivery to the Ingonish area, which is a popular winter sport in Victoria County, especially in the Ingonish area.

A program like this would have a great response, as many Library users are involved in snowshoeing. There is also the opportunity for the schools in that area to benefit from this program as well. The Bookmobile makes several stops at schools and this initiative is a great way to promote healthy living to children, who do not have many other types of physical activity available to them, especially this time of year.

I fully support the Active Gear Loan Program and the partnership between Cape Breton Regional Library, specifically the Ingonish branch and Nova Scotia Health and Wellness. This initiative will promote healthy living to people in this area and it will benefit the community as a whole.

The Ingonish Library looks forward to being able to offer this opportunity to Victoria County residents!

Sincerely,

Leona Stockley - Ingonish Library

Naturally Active for Life Victoria County & Victoria County Libraries Solidify Partnership

A process meeting was held at the Baddeck Library with Kate Oland, Baddeck Library & Erin Phillips Supervisor, Victoria County Library Services (CBRL Administrative Staff) & Vince Forrestall, Coordinator-Naturally Active for Life Victoria County (Municipal Physical Activity Strategy Est. 2011) to review storage, signing-in, signing-out and overall implementation of the program :

- ❖ *Once equipment arrives, it will be "catalogue" it for library lending - Equipment will be tagged, barcoded & cataloged by CBRL Staff*
- ❖ *Equipment will be loaned by a CBRL Institutional Library Card (Must have a CBRL Card to loan) at the Library Desk to sign-in and out*
- ❖ *Loans will be for 2 week durations/loans*
- ❖ *Loans on the bookmobile will be 4 week durations/loans due to travel to and from rural, isolated areas in Victoria County, and based on the bookmobile schedule*
- ❖ *Introductory launches will be held as part of the upcoming Annual Victoria County Fall Harvest (Oct. 15-31, 2016) and Winter (Feb – Mar. 2017) ActiveFest's which will include items available to be loaned, process and a learn to session*
- ❖ *Schools and workplaces can loan equipment on the day they need it (Reserved in advance to make sure the right sized equipment is available) and/or weekends*
- ❖ *Statistics will be made available through CBRL Loan Stats*

OBJECTIVES

-To make various pieces of outdoor equipment available for loan to Residents, students, workplaces & community groups to allow them to access equipment (Snowshoes, ski's, traction & neon/reflective wear) in rural, isolated and First Nation areas, free of charge to be physical active safely in our natural environment on their own or with family, friends, co-workers benefiting *physically, mentally, socially & environmentally*

-Emphasis is to maximize access to the loan program and access to the program by schools in Victoria County (CBVRSB, Wagmatcookey & NSCC), along with community groups & workplaces for outdoor extracurricular activities & skill development

-To ensure the borrowed equipment is returned on time and in good repair, the program will be in coordination with the Cape Breton Regional Library and our two libraries in the Municipality: Baddeck Library & North Victoria Library. Equipment will be issued on Institutional Library Cards

ALLOCATION OF RESPONSIBILITIES

Naturally Active for Life Victoria County and Cape Breton Regional Library

-To see that the objectives are met and that the administration, signing-in and out (2 week loan-library card / 4 weeks on the bookmobile) and maintenance of the equipment is followed.

Local Librarians

-To take loans on a first come / first serve basis via library card (2 week loan / 4 weeks on bookmobile) and ensures equipment are prepared, issued and are accepted in a timely and efficient manner.

PROCEDURES

-Individuals, organizations, schools and workplaces may borrow equipment to meet their needs.

-The borrower must have a library card in good standing and specify the date on which the equipment will be returned (2 week loan max / 4 weeks on the bookmobile), and provide the appropriate return of the equipment.

***Additional Paperwork Required (Check Out/ Check In Checklist)**

-Naturally Active for Life Victoria County recognizes that normal wear might occur to the equipment. It is the Cape Breton Regional Library discretion of the acceptable condition of the equipment for return without penalty

-With respect to loans of equipment, staff of Naturally Active for Life Victoria County and Cape Breton Regional Library will promote the program and will also provide the borrower with a list of possible locations & methods of placement, while providing launches, demos of the equipment and how the sign-in, sign-in will work

-The borrower is liable for total costs of repairs or replacement of equipment

-The transfer of equipment from Individual to Individual (CBRL) is not permissible.

-The loan of equipment will be received by the Cape Breton regional Library for the loan of equipment will be returned to the CBRL and will have an inspection of the equipment.

-The responsibility for picking up, returning gear that are loaned through this program is solely that of the individual, school, workplace, organization &/or First Nation member accessing, borrowing them.

| Active Outdoor Gear Loan Lending Program Budget | | | |
|--|--------------------|-------------------|--------------------------|
| 2016 | | | |
| <u>ITEM</u> | <u>FEE</u> | <u>HST</u> | |
| Cross Country Skiing | | | |
| 10 complete ski sets - Rossignol EVO First AR | \$3,898.00 | \$584.70 | |
| 12 additional boots - Rossignol X-2 | | | |
| 10 additional poles - Rossignol | | | |
| Snowshoeing | | | |
| 8 Kids Snowshoes-Louis Garneau Felix II 717 \$1694.66 | \$4,937.98 | \$740.70 | |
| 4 small adult snowshoes | | | |
| 12 kids adjustable snowshoe poles pair | | | |
| 10 pair Adult snowshoes - Trail Explorer \$1866.66 | | | |
| 20 Adult Adjustable Poles - Trail Explorer \$1376.66 | | | |
| Nordic Walking Program | | | |
| 20 Adjustable Otega Nordic Walking Poles | 1,500 | \$225 | |
| Traction | | | |
| 20 Yaktrax Unisex Traction | \$750 | \$112.50 | |
| Neon Reflective Vests | | | |
| 20 Various Sizes | \$450.00 | \$67.50 | |
| Promotion | | | |
| Glossy Flyers: 500 Flyers | \$500 | \$75 | |
| Victoria Standard Banner Ads (2) | \$507.50 | \$76.13 | |
| Pull-up Banner Promotion | \$500 | \$75 | |
| Total | \$13,043.48 | \$1,955.53 | TOTAL 15,000.00 |
| Revenues | | | |
| NS Health & Wellness, Active Living Branch | 7,500 | | |
| Victoria County (Naturally Active) | 7,500 | | |
| Cape Breton Regional Library | in-kind | | |
| Total Revenues | \$15,000 | | TOTAL \$15,000.00 |

Promotion

- Glossy Flyers: 500 Flyers
- Victoria Standard Banner Ads (2)
- Pull-up Banner

*****Please note – The partners will try to purchase local to meet its needs and just in case this may not be attainable a Request for Quotes will be put out.**

REQUEST FOR QUOTE



SKIS & POLES / SNOWSHOES & POLES/ TRACTION FOR FOOTWEAR

Naturally Active for Life Victoria County www.naturallyactivevictoriacounty.com in Partnership with NS Department of Communities, Culture & Heritage and the Cape Breton Regional Library requests pricing on the supply and delivery of skis and poles; snowshoes and poles; traction for footwear and reflector jackets.

- Pricing should be based on delivery to our partner - Baddeck Library located at 526 Chebucto St, Baddeck, NS B0E 1B0 and is exclusive of taxes. If literature /brochure /pictures are available, please provide with quote.

Varied sizes and quantities are listed below, in the event that pricing is based on size:

ITEM

Cross Country Skiing

- 10 complete ski sets - Rossignol EVO First AR
- 12 additional boots - Rossignol X-2
- 10 additional poles – Rossignol

Snowshoeing

- 8 Kids Snowshoes-Louis Garneau Felix II 717
- 4 small adult snowshoes
- 12 kids adjustable snowshoe poles pair
- 10 pair womens snowshoes - Trail Explorer
- 10 pair Mens snowshoes - Trail Explorer
- 20 Adult Adjustable Poles - Trail Explorer

Nordic Walking Program

20 Adjustable Otega Nordic Walking Poles

Tractions

20 Yaktrax Unisex Traction – various sizes

Neon/Reflective Vests

20 Neon Reflective Vests – various sizes

- All questions concerning this Request for Quote can be addressed to Vince Forrestall, Physical Activity Coordinator for the Municipality of the County of Victoria (See *contact information below*)
 - Quotes should be forwarded to **Sandy Hudson, Chief Administrative Officer, Municipality of the County of Victoria** located at the Victoria County Municipal Office Box 372, 495 Chebucto Street, Baddeck, Nova Scotia.
 - Quotes may be e-mailed to sandy.hudson@countyvictoria.ns.ca or faxed to 902.295.3331

Deadline for Submissions

September 16, 2016

Contact

Vince Forrestall

Coordinator - Victoria County Physical Activity Strategy

Address: 495 Chebucto St, Baddeck, NS B0E 1B0

Office Tel: 902.295.3661 / Cell: 902.295.0387 / Fax: 902.295-1864

- Web: www.naturallyactivevictoriacounty.com
- Facebook: <https://www.facebook.com/pages/Naturally-Active-Victoria-County/242631759163393>
- Twitter: <https://twitter.com/#!/PAStrategyVC>

