



[richmond.ca/aquatics](http://richmond.ca/aquatics)

The **Instructor/Lifeguard Subsidy Program (ILSP)** provides training courses at a subsidized rate (up to 90% for each course) to select individuals from low-income households who are in financial hardship to pursue a career or a position as an Instructor/Lifeguard.

To determine eligibility for this program, the ILSP application form evaluates applicants' financial status and interest and capacity to successfully complete Instructor/Lifeguard training courses.

### To Apply

Review the Eligibility Requirements to ensure that you are eligible to apply and complete the application fully with all supporting documents attached.

If you have questions about your financial eligibility, email [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or call 604-247-4909. For all other questions about the Instructor/Lifeguard Subsidy Program, email [aquatics@richmond.ca](mailto:aquatics@richmond.ca) or call 604-238-8017. More information including a FAQ is available at [richmond.ca/aquatics](http://richmond.ca/aquatics).

### Eligibility Requirements

You may qualify, if you meet all of the following requirements:

- **You are a Richmond resident.**
- **You are 13 years of age or older** (legal guardians need to complete the ILSP application for those 18 years old and under).
- **You are able to swim 400m continuously using recognizable swimming strokes.**
- **You are able to complete a swim assessment, if required.**
- **You are motivated and committed to complete Instructor/Lifeguard Training courses.**
- **You exemplify interest in a career or position in aquatics.**
- **You are in financial hardship and either A or B applies:**
  - A. You receive **one** of the following government financial assistance:
    - Youth Agreement or Agreements with Young Adults (AYA).
    - Income Assistance or Disability Assistance from MSDPR.
    - Resettlement Assistance.
    - BC Housing Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER).
    - Guaranteed Income Supplement (GIS).
  - B. Your annual net income(s) for the tax year 2023 do not exceed these threshold(s):

Family Net Income	
Line 23600	
Family Size	Maximum
1	\$24,397
2	\$34,503
3	\$42,257
4	\$48,794
5	\$54,553
6	\$59,760
7	\$64,548

Other Financial Limits			
Proof of Income Statement (Option C print)		Maximum	
		Family Size 1	Family Size 2+
Interest and Investment Income	Line 12100	\$250	\$500
Rental Income	Line 12600	\$1,000	\$2,000
Capital Gains	Line 12700	\$500	\$1,000
RRSP Contributions	Line 20800	\$1,000	\$2,000

If you are a current participant of the Recreation Fee Subsidy Program (RFSP), no additional documents for financial eligibility proof are required for your ILSP application. If you are not a current participant of RFSP, attach copies of the following documents along with your ILSP application.

## Documents Required

1. **Proof of Richmond Residency** – a copy issued within the **past 3 months** (e.g. phone bill, utility bill, bank statement, rental agreement, cheque stub from MSDPR)
2. Select **one** of the following to show your financial eligibility:
  - Youth Agreement or Agreements with Young Adults (AYA)**  
Confirmation letter from your Ministry of Children and Family Development Social Worker.
  - Income Assistance or Disability Assistance**  
*Confirmation of Assistance or Release of Personal Information (Form HR0095)* from the Ministry of Social Development and Poverty Reduction issued within the **past 3 months**.
  - Resettlement Assistance**  
*Confirmation of Permanent Residence* indicating status as a Government Assisted Refugee from Immigration, Refugees and Citizenship Canada.
  - Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER)**  
Approval letter from BC Housing, issued within the past 12 months.
  - Guaranteed Income Supplement (GIS)** (issued in July 2024)  
Confirmation of current Guaranteed Income Supplement from Service Canada.
  - Canadian Income Tax Assessment – Proof of Income Statement (Option C) (Tax year 2023):**
    - Your family's combined net income (if married or common-law).
    - Print from Canada Revenue Agency [My Account](#) online or phone 1-800-267-6999.
    - We **do not** accept the Notice of Assessment, T1 General or T4 Statement.
4. **Canada Child Benefit Notice (Tax year 2023) or Confirmation of Full-time Post-secondary Enrolment**  
Required only from applicants who have legal dependant(s) 18 years and under; or applicants who are 19 to 24 years old and are enrolled at a post-secondary institution/BC Adult Graduation Diploma program.

## Submission Instructions

Completed applications and supporting documents can be submitted in one of three ways:

- **Email:** [subsidy@richmond.ca](mailto:subsidy@richmond.ca)
- **Mail:** Lifeguard Subsidy Program, Community Services Division, 5599 Lynas Lane, Richmond, BC V7C 5B2
- **In-person:** at any City of Richmond recreation facility, the Richmond Cultural Centre, the Public Works Yard or Richmond City Hall.



[richmond.ca/aquatics](http://richmond.ca/aquatics)

Applicant Information (must be 19+ years)			
First Name:		Last Name:	
Address:		City:	Postal Code:
Email:		Primary Phone #:	

Participant Information (Complete only if different from above; must be 13 – 18 years)			
First Name:		Last Name:	
Address:		City:	Postal Code:
Email:		Primary Phone #:	

**Participant’s Aquatic Skills and Knowledge**

1. Can you swim?  
 Yes, I can swim. *Describe your swimming experience.*

I confirm I will be able to visit one of the City of Richmond Aquatic facilities to complete an in-person assessment to evaluate my strokes and fitness, if requested. **Note: If you cannot attend an assessment, your application will be terminated.**

- No, I cannot swim. *Sorry, you are not eligible for this program.*

2. Do you hold any certifications? Select from the following:
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bronze Star             | <input type="checkbox"/> National Lifeguard Waterpark | <input type="checkbox"/> Standard First Aid, CPR-C, AED* |
| <input type="checkbox"/> National Lifeguard Pool | <input type="checkbox"/> Bronze Cross                 | <input type="checkbox"/> Lifesaving Instructor           |
| <input type="checkbox"/> Bronze Medallion        | <input type="checkbox"/> Swim for Life Instructor     |  |

**Note:** These are not required to be eligible for the ILSP. Certification must be from one of the following approved agencies: Lifesaving Society, Red Cross, St. John’s Ambulance, Heart & Stroke Foundation or Canadian Ski Patrol

3. Describe your reasons for participating in this program, including intent for registering in Instructor/Lifeguard training courses.

4. Courses requesting fee subsidy for. Select from the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bronze Medallion             | <input type="checkbox"/> Swim for Life Instructor        | <input type="checkbox"/> Lifesaving Instructor   |
| <input type="checkbox"/> National Lifeguard Waterpark | <input type="checkbox"/> Standard First Aid, CPR-C, AED* | <input type="checkbox"/> National Lifeguard Pool |
| <input type="checkbox"/> Bronze Cross                 |  |  |

5. Attach applicable documents to support your swimming experiences and verify your certifications. List the documents you have attached here:

6. Share any other comments you feel will support your application (*optional*):

### Applicant Signature

**Freedom of Information and Protection of Privacy** – The personal information collected on this Lifeguard Subsidy Program Form is being collected under authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Your personal information will be used to determine eligibility for the Lifeguard Subsidy Program, program administration and program evaluation. You may be contacted by the City of Richmond via the contact information provided above only on matters directly related to your participation in the Lifeguard Subsidy Program. Your information will be protected in accordance with the privacy provisions of the FIPPA, and will not be shared with other organizations or government agencies. If you have questions about the collection or use of your personal information, please email the Freedom of Information (FOI) Coordinator at [foi@richmond.ca](mailto:foi@richmond.ca) or phone 604-276-4000.

**Certification, Acknowledgement and Consent** – I hereby certify to the City of Richmond that the information and documentation (collectively, the “**Information**”) I have provided to the City in respect to this application is accurate, complete and fully discloses the collective income of all family members listed above. I hereby give consent to the City to collect, store and access the Information and to take steps to verify that the Information is true and accurate for the purpose of assessing my application. I am aware that if any of the Information that I have provided is fraudulent, I may be subject to termination from the Lifeguard Subsidy Program and repayment of the subsidized portion of fees to the City of Richmond.

Applicant's Signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

I confirm that I have attached (if required) the documents needed (see page 2) to complete this application.

#### OFFICE USE ONLY

Subsidy:	Date (YYYY/MM/DD):
----------	--------------------

Aquatics:	Date (YYYY/MM/DD):
-----------	--------------------

Notes:
--------