

# Corporate Policy

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Section:	Recreation Services	15
Sub-Section:	Recreation Leisure Access	7910
Title:	Leisure Access	01

## Related Policies

Number	Title

## Approvals

Approval Date: January 27, 1998	Resolution #: 98-30
Amended: April 8, 2014	Resolution #: <u>RC14/106</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:

# Corporate Policy Manual

## Leisure Access

### Policy

The City of Port Moody believes that participation in recreation activities benefits all individuals in the community. In order to provide access for residents who are financially disadvantaged, a policy of fee subsidies for recreation services programs is a desirable element for the community. In addition, for disabled individuals who qualify financially and require the use of facilities not available in Port Moody, this policy will provide a similar subsidy to the use of facilities in neighbouring communities. This program is available to qualified residents by applying for a Leisure Access Card.

### Procedures

#### 1. Fee Subsidy

- a) The fee subsidy available for admissions and programs is up to 50% of the advertised cost of the program. In exceptional circumstances, a greater subsidy may be provided at the discretion of the General Manager of Community Services.

#### 2. Eligibility

Applicants must provide proof of the following:

- a) Photo Identification – government issued photo ID;
- b) Proof of Address – current utility bill in the name of one adult in the family; and
- c) Current Proof of Financial Need:
  - Goods and Services Tax Credit;
  - Canada Child Tax Benefit and BC Family Bonus Notice for applicants with dependents;
  - current cheque stub from income source;
  - request from social services government agencies (i.e., Tri-Cities Mental Health, Share Family and Community Services, etc.); or
  - Revenue Canada Notice of Assessment(s) (last tax year for all income earners in family) where gross income falls within the following levels:

Family Size		1	2	3	4	5	6	7	7+ (for each additional person)
Total Family Income	Minimum	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000+
	Maximum	\$23,861	\$29,706	\$36,520	\$44,340	\$50,290	\$56,718	\$63,147	\$6,429

Total Family Income means total combined income, before taxes, by all family members in Canada and abroad who contribute to the household income and expenses. This includes income from employment of all types, all investments, pensions, child support payments, foster child support payments, rental revenues, funds in trust, disability benefits, and other financial sources. Those owning their own business will be required to submit Revenue Canada Tax T1 General, Income Tax and Benefit Return package from the previous year.

Students living at home must include parents and other family members' income. Students who live alone and are supported in whole or part by parents or any other individual must consider that support as income. Students must also include all sources of income from

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employment, grants, bursaries, and allowances. Loans which must be repaid are not considered income.

#### 3. Application Process

- a) Applicants must annually complete the Leisure Card Application form, attach current proof of residency, family size, and financial need, and take the form to one of the following facilities:

- Recreation Complex, 300 Ioco Road; or
- Kyle Centre, 125 Kyle Street.

Supervisory staff will review the application and, on acceptance, each member of the applicant's family will be required to have their picture taken at the Recreation Complex for their Leisure Access Card.

- b) For residents with a disability and who qualify financially, and require the use of leisure facilities not available in Port Moody, (for example, aquatic centre) the completed application form must be submitted to the Recreation Complex office with the above eligibility documents and a doctor's note.

#### 4. Conditions of Use

- a) The Leisure Access Card is effective for up to one (1) year from the date of issue. Cardholders must re-apply annually and provide proof they meet the eligibility criteria. Cardholders may be required to provide further proof of eligibility criteria if application is made later in the taxation year;
- b) The cardholder must present the card each time they purchase an admission or register for a program for themselves or a family member;
- c) The card is NOT transferrable for use by other persons;
- d) The cardholder may be required to show proof of identity as requested; and
- e) Abuse of the terms or conditions of use may result in the loss of privileges.

#### 5. Terms of Use

- a) Facility Admissions:

- cardholders will be entitled to admission to Recreation Facilities at 50% off the posted admission rate for their age category (child, student, adult, senior); and
- cardholders can purchase a fitness pass (11-visit, one-month, or three-month), strip tickets or single drop-in at 50% off the posted admission rate. Six-month or one-year memberships can be purchased if the pass term does not exceed the Leisure Access expiry date. Scheduled monthly payments for the six-month and one-year memberships are available.

- b) Registered Programs:

- a maximum of four (4) programs\* allowed for each eligible family member per year for any registered program, including swim or skate lessons, workshop, special event, or activity, at 50% off the advertised price for the program.

\*Not included: private or semi-private lessons, or party packages;

- a maximum of two (2) weeks of summer day camp programs\*\* allowed per eligible family member, at 50% off the advertised price for the program.

\*\*All-day camps only (9:00am-3:00pm); and

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- fee subsidies are not provided for programs co-sponsored with other organizations, unless approved in advance by the other agency; and
- c) Equipment Rentals:
  - cardholders will be entitled to free skate and helmet rentals at the time of admission or during the registered program.

#### 6. Request by Group Homes, Institutions, and Non-Profit Organizations

Applications for Leisure Access for persons residing in Port Moody facilities must be made in the name of the individual resident. Applications can be made by the sponsoring agency for residents who do not receive subsidies from other levels of government for leisure activities.

## Monitoring/Authority

The Leisure Access Card System is monitored and operated through the Community Services Department.

**(Please Print Clearly)**

APPLICANT NAMES (list all members living in household)			GENDER		DATE OF BIRTH		
#	LAST NAME	FIRST NAME	M	F	MM	DD	YYYY
1							
2							
3							
4							
5							
6							
7							
8							

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Email) \_\_\_\_\_

The Leisure Access program is for Port Moody residents who are in financial need. A minimum of \$5,000 income claim is required. If your family's total income is great than the amounts in the chart below, you are ineligible for the program.

Family Size		1	2	3	4	5	6	7	7+ (for each additional person)
Total Family Income	Minimum	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$1,000
	Maximum	\$23,861	\$29,706	\$36,520	\$44,340	\$50,290	\$56,718	\$63,147	\$6,429

Total Family Income means total combined income, before taxes, by all family members in Canada and abroad who contribute to the household income and expenses. This includes income from employment of all types, all investments, pensions, child support payments, foster child support payments, rental revenues, funds in trust, disability benefits, and other financial sources.

Students living at home must include parents and other family member's income. Students who live alone and are supported in whole or part by parents or any other individual must consider that support as income. Students must also include all sources of income from employment, grants, bursaries, and allowances. Loans which must be repaid are not considered income.

**Important Checklist – if these items are not included, your application will be returned. The most current information is required.**

- Photo Identification. Government issued photo ID.
- Proof of address. Utility bill in the name of one adult in the family.
- Goods and Services Tax Credit.
- Canada Child Tax Benefit and BC Family Bonus Notice for applicants with dependents.
- Cheque stub from income source.
- Revenue Canada Notice of Assessment(s) (last tax year for all income earners in family).

**AUTHORIZATION TO COLLECT PERSONAL INFORMATION**

I certify that all information given on this is current, complete and fully discloses my family income. I also authorize representatives of the City of Port Moody to contact my employer(s), or any other authority above, to verify the accuracy of the information provided.

Pursuant to the Provisions of the Freedom of Information and Protection of Privacy Act, the information collected on this form will be used only for the purposes of processing this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Expiry date: \_\_\_\_\_ Staff signature: \_\_\_\_\_

## 1. APPLICATION PROCESS

Please complete the Leisure Card Application Form on reverse, attach items noted on Checklist, and take the form to one of the following facilities:

- Recreation Complex, 300 Ioco Road; or
- Kyle Centre, 125 Kyle Street.

Supervisory staff will review the application and, on acceptance, each member of the applicant's family will be required to have their picture taken at the Recreation Complex for their Leisure Access Card.

For residents with a disability and who qualify financially, and require the use of leisure facilities not available in Port Moody, (for example, aquatic centre), the completed application form must be submitted to the Recreation Complex office with the Checklist documents, and a doctor's note.

## 2. CONDITIONS OF USE

The Leisure Access Card is effective for up to one year from the date of issue. Cardholders must re-apply annually (at least one month before expiry of current Leisure Access Card) and provide proof they meet the eligibility criteria. Cardholders may be required to provide further proof of eligibility criteria if application is made later in the taxation year.

The cardholder must present the card each time they purchase an admission or register for a program for themselves or a family member.

The card is **NOT** transferrable for use by other persons.

The cardholder may be required to show proof of identity as requested.

Abuse of the terms or conditions of use may result in the loss of privileges.

## 3. TERMS OF USE

### **Facility Admissions**

- Cardholders will be entitled to admission to Recreation Facilities at 50% off the posted admission rate for their age category (child, teen, student, adult, senior).
- Cardholders can purchase the following at 50% off the posted admission rates:
  - Fitness passes (11-visit, one-month, three-month, six-month, or one-year), providing the pass term does not extend beyond the Leisure Access expiry date. Scheduled monthly payments for the six-month and one-year memberships are available.
  - Strip tickets and seasons passes for skating and aquatics.
  - Single drop-ins.

### **Registered Programs**

- A maximum of four (4) programs\* allowed for each eligible family member per year for any registered program, including swim or skate lessons, workshop, special event or activity, at 50% off the advertised price for the program.  
\*Not included: private and semi-private lessons, and party packages.
- A maximum of two (2) weeks of summer day camp programs\*\* allowed per eligible family member, at 50% off the advertised price for the program.  
\*\*All-day camps only (9:00am-3:00pm).

### **Equipment Rentals**

Cardholders will be entitled to free skate and helmet rentals at the time of admission or during the registered program.