

POLICY

POLICY NO.: **PR.2.1 (Parks & Rec Policy)**
SECTION: **Parks and Recreation - Recreation**
TITLE/SUBJECT: Recreation and Leisure Financial Assistance Program
ADOPTED DATE: October 23, 2019
REVISION DATE:

1. POLICY OBJECTIVE:

The Municipality of Kincardine believes that all residents have the right to participate in leisure activities, and that participation results in a stronger, healthier community. Further, residents should not be denied access to recreation services directly provided in the Municipality due to inability to pay full costs.

This policy is designed to assist families with economic need to participate in recreation programs offered in the Municipality of Kincardine.

2. SCOPE:

This policy defines the eligibility criteria for residents to access the Municipality's Recreational and Leisure Financial Assistance program and the eligible uses of approved funding.

3. GENERAL PROVISIONS:

Residents who meet the eligibility criteria outlined in this policy are able to receive a maximum of \$300 per participant per calendar year, limited to two activities per calendar year. This assistance provides the opportunity to participate in municipal recreation programs.

3.1 Applicant Eligibility:

- a) Financial eligibility is determined based on Low Income Cut-Offs Before Tax ([LICO-BT](#)) as established by Statistics Canada.
- b) Families who receive financial support under the Canadian Tire JumpStart Program in a calendar year are not eligible under the Municipality's Recreation and Leisure Financial Assistance Program.
- c) Program participants must be between 4 – 18 years of age (proof of age required).
- d) Individual funding allotments cannot be transferred to other participants or family members.
- e) To qualify, an applicant must:

- (i) be a Kincardine resident for a period of not less than six months (proof of residency required)
- (ii) submit a complete application form
- (iii) have a total gross household income below the LICO-BT
- (iv) provide proof of annual income for all adults in the household
- (v) provide proof, if requested, that all dependent children are the legal responsibility of the adult applicant and reside at the applicant's home

3.2 Documentation Requirements:

To assess applicant eligibility requirements, this section details the types of documentation that will be required:

- a) Proof of residency may be requested in the form of an original document that includes the individual's name and mailing address. Examples include: property tax bill, recent utility bill, rent/lease agreement, or driver's licence.
- b) Proof of annual income: Most recent Canada Revenue Agency Notice of Assessment for all income sources, Ontario Works (OW) or Ontario Disability Support Program (ODSP) income statement.
- c) Should the applicant proof noted above in (b) not be available, three consecutive current pay stubs will be requested.
- d) Proof of dependent children may be requested in the form of an original document that includes the individual's name and same mailing address as the applicant. Examples include, but are not limited to an Ontario Health Card, Canadian Pension Plan statement, Canada Revenue Agency Notice of Assessment, Canada Child Benefit statement, proof of guardianship.
- e) The procedures for gathering and recording the information outlined in this policy will reflect the confidential nature of the material and comply with applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

3.3 Recreation Program Eligibility:

Applicants who meet the eligibility criteria and have been approved for funding are able to direct their funds towards recreation programs offered in the geographical area of the Municipality of Kincardine.

Registration in an activity is dependent on space availability, and approval funding under this program does not guarantee program placement.

4. FINANCIAL MANAGEMENT:

4.1 Applicants who satisfy all of the eligibility requirements of this policy will be considered for financial assistance up to the annual limit as outlined in Section 3.

4.2 Payments will be made directly to the organization providing the recreation program. If a recreation program costs more than the funding amount, the applicant will be responsible for paying the remaining fees. Once the Municipality has received confirmation that the applicant's fees owing been paid, the Municipality will process its payment.

4.3 This program will be funded through a combination of recreational advertising revenues, donations, sponsorships, and fundraising.

4.4 There is a maximum amount of financial assistance available in the municipal annual budget, with funding generated from the various sources outlined above in Section 4.3. Financial assistance shall not exceed this amount in a calendar year.

5. PROGRAM AND POLICY MANAGEMENT:

5.1 The Director of Parks & Recreation, or designate, is responsible for establishing procedures to implement this policy, monitoring outcomes and ensuring compliance.

5.2 The Director of Parks & Recreation, or designate, may in extenuating circumstances make exceptions to Section 3.2 above in approving an application.