

 <p>PORT HOPE</p> <p>POLICIES AND PROCEDURES</p>	POLICY: Municipal Recreation Program Subsidy/Fee Assistance Policy	
	PROCEDURE(S):	
	APPLICATIONS(S): EXCLUSIONS(S):	
	SUPERCEDES: Resolution 202/2009	
	APPROVED DATE: January 20, 2015 EFFECTIVE DATE: January 20, 2015	REFERENCE # RESOLUTION NO. 02/2015

Background

Port Hope supports community and individual well-being through a collaborative delivery system comprised of sustainable parks, recreation, and cultural opportunities that are accessible to all.

Purpose

The purpose of this policy is to establish financial eligibility criteria to provide subsidy/fee assistance to residents of Port Hope.

SCOPE

The intention of this policy is to address the complex and multi-faceted barriers faced by low income families who would like to participate in community recreation. This Policy applies to all Port Hope residents who qualify for assistance. Subsidy may be granted for recreation programs, aquatics and day camp.

RESPONSIBILITY

It is the responsibility of the Municipality of Port Hope staff to oversee this subsidy process. All requests and completed forms should be directed to the Parks, Recreation and Culture Department for review. This Policy will be reviewed on a regular basis to ensure the needs of the community are addressed effectively.

PROCEDURES

- A. Residents who are unable to afford the registration fees to a municipal program must complete a subsidy application form which is available at all Recreational Facilities.
- B. All requests will be dealt with in a confidential manner, on a case by case basis, with the Program Coordinator, or designate.
- C. Assistance may be provided to all residents by offering payment option plans, including post-dated cheques, ensuring that the final cheque is dated no later than 10 days before the program starts.
- D. Using the Low Income Cut-Off (LICO) after-tax levels set by Statistics Canada, the Municipality of Port Hope will determine each family member's eligibility for programs accessed through the Subsidy/Fee Assistance Policy according to the chart below:

Recreation Subsidy Chart			
Recreation Subsidy Amount (per person/per calendar year)	75%	50%	25%
Family size	Maximum Net Family Income		
	LICO		
1	\$14,454	\$18,067	\$22,538
2	\$17,592	\$21,990	\$27,487
3	\$21,905	\$27,381	\$34,226
4	\$27,329	\$34,161	\$42,701
5	\$31,120	\$38,900	\$48,625
6	\$34,513	\$43,141	\$53,926
7+	\$37,906	\$47,382	\$59,227

- E. The maximum subsidy granted per person will not exceed \$200.00 per year. (example if you qualify for 75% subsidy on a \$100.00 program you will pay \$25.00 and use \$75.00 of your \$200.00 yearly allotment)
- F. Should there be a request for assistance from a resident that exceeds the income levels on the Recreation Subsidy chart, an assessment will be completed to determine other options for payment and/or support to the applicant, at the discretion of the Community Development Program Manager or designate.
- G. An application must be received and a meeting held between the applicant and the Program Coordinator at least 10 days before the start of the program being applied for by the individual.

- H. You will be required to provide the following information to determine your eligibility:
- **Verification of your place of residence**
 - Acceptable forms of verification include: health card, tax assessment, household bill i.e. phone, hydro
 - **Identification for yourself and spouse (if applicable)**
 - Acceptable forms of verification include: health card, birth certificate, drivers licence
 - **Identification for all dependent children in your care**
 - Acceptable forms of verification include: health card or birth certificate.
 - **Verification of all sources of family income**
 - All household income must be declared and verified. For example: pay stubs for earnings, monthly benefit or pension statements, Canada Child Tax Benefits statement, Universal Child Care Benefit statement.
 - **Verification of Recreation Program costs**
 - The subsidy application must be filled out and submitted for review.
- I. The applicant (s) will be notified within 5 business days regarding the application.
- J. Applicants are only required to apply for the subsidy once a year and if approved their name will be placed on a confidential list enabling them to register for programs without having to re-apply each time.
- K. The balance of the registration fee must be paid at least 10 days before the program begins.
- L. The program must have the minimum required number of full paying participants enrolled in order to accept subsidized spots in each program.
- M. Staff will report to Council annually on the usage and success of the Program.

PROTECTION OF YOUR PERSONAL INFORMATION

Personal information is being collected on the Subsidy Application is used for the sole purpose of applying for and/or verifying eligibility for assistance under the Municipality of Port Hope Recreation Subsidy/Fee Policy. This information is being collected under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If you have any questions about these acts, please contact the Municipal Clerk at 905.885.4544 or clerk@porthope.ca