

	<b>POLICY / PROCEDURE</b>	No.	<b>13.1</b>
	<b>Recreation Access Program</b>	Effective Date	May 16 <sup>th</sup> , 2023
		Revision Letter	
		Council Approval	May 16 <sup>th</sup> , 2023

**1.0 Purpose**

This policy establishes the practices and procedures for the Recreation Access Program. The Recreation Access program provides an opportunity for individuals with limited income to participate in recreational activities. The goal of this policy is to provide clarity on program procedures, applicant eligibility, and benefits. The policy provides administrative direction to staff and guidelines for applicants.

**2.0 Scope**

This policy governs the administration of the Fort St. James Recreation Access Program.

**3.0 Procedure**

3.1 Applicants will assess their eligibility to qualify for the program and complete an application form for submission to administrative staff. Applicants must:

- Have an annual family income in the previous/current year that is below the Statistics Canada Low Income Guidelines (Refer to Low Income Cut-Offs before tax Table – Appendix A) and provide an Official Revenue Canada document for each adult in the household, clearly stating the individual’s income (line 150 on tax assessment) before taxes; or
- Receive a BC Seniors Supplement that is below the Statistics Canada Low Income Guidelines and provide a photocopy of the BC Senior’s Supplement document.

3.2 Despite 3.1, a person may apply to the Recreation Awareness Program due to temporary financial distress. Each application not meeting the criteria set out in 3.1 will be assessed individually.

3.3. Submit photocopies of the required forms and documents to the address listed above and allow two weeks for processing.

3.4. Eligible applicants may have one of the following referral agencies apply on their behalf:

- Ministry of Children and Family Development

- Ministry of Social Development and Poverty Reduction
- Carrier Sekani Family Services (Family Support and Children in Care Guardianship Services)
- Connexus Community Resources
- Nezul Be Hunuyeh Child and Family Services Society
- Fireweed Safe Haven

3.5 Recreation Access Program cards are non-transferable and are valid for one year from the date issued. Clients must re-apply on an annual basis.

3.6 Each *client* will be eligible for

- No charge for public skating
- 25% discount on Racquet Club membership
- 25% discount on all special events organized and facilitated by the District of Fort St. James
- 50% discount on all youth programming

3.7 Corporate Officer or designate is responsible for reviewing the RAP application and determining applicant eligibility.

3.8 Events and Recreation Coordinator is responsible for notifying applicant and issuing RAP card.

#### 4.0 Definitions

4.1 *Administration Staff* means anyone who is employed by the District of Fort St. James at the District Office.

4.2 *Applicant* means any individual applying for the Recreation Access Program.

4.3 *Client* means an individual approved to receive services under the Recreation Access program.

4.4 *Low Income Cut-Off (LICO)* means the annual household income that Statistics Canada uses to determine the socioeconomic status of Canadians. Statistics Canada determines these amounts based on geographical area, population size and number of individuals comprising the household. The Municipality and Electoral Area 'C' are considered 'Rural' and therefore the annual LICO household incomes are calculated by Statistics Canada at the lowest level. For example, households in areas of greater population are assessed at a higher threshold than households in rural areas. The LICO table is adjusted on an annual basis according to CPI and inflation.

4.5 *Youth Programming* means any District of Fort St. James facilitated recreation program for children ages 6-12.



4.6 *Special Event* means any recreation event organized and facilitated by the District of Fort St. James where a fee for participation is collected.

**5.0 Responsibilities**

**6.0 Document Approvals**

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	R. Willick/ D. Lowther		May 10 <sup>th</sup> , 2023
Reviewer	Corporate Officer	G. Kennedy		May 10 <sup>th</sup> , 2023
Final Approver	Mayor and Council	M. Elphee		May 16 <sup>th</sup> , 2023

**7.0 Revision History**

Effective Date	Rev Letter	Document Author	Description of Change
		Brooke Eschuk, EDO	

## APPENDIX A

Statistics Canada Low Income Cut-Offs Before Tax Rural areas <30,000 ppl.

Size of Family	Level of Yearly Household Income
1	15,926
2	19,384
3	24,138
4	30,112
5	34,290
6	38,029
7	41,767
Statistics Canada. <a href="#">Table 11-10-0241-01 Low income cut-offs (LICOs) before and after tax by community size and family size, in current dollars</a>	



## Recreation Access Program Client Application Form

District of Fort St. James 477 Stuart Drive West PO Box 640 Fort St. James, BC V0J 1P0 250-996-8233

[district@fortstjames.ca](mailto:district@fortstjames.ca)

### Eligibility

The Recreation Access Program (RAP) provides an opportunity for individuals with limited income to participate in recreational activities.

In order to qualify, the applicant must be a permanent resident of Fort St. James or Electoral Area 'C' and meet one of the two categories listed below:

- Have an annual Family income in the previous/current year that is below the Statistics Canada Low Income Cut-Off before tax. An official Revenue Canada document for each adult in the household, clearly stating your income (line 150 on tax assessment) must be attached to this form upon application.
- Receive a BC Seniors Supplement that is below the Statistics Canada Low Income Cut-Off. A photocopy of your BC Seniors Supplement must be attached to this form upon application.

Size of Family	Level of yearly Household Income
1	15,926
2	19,384
3	24,138
4	30,112
5	34,290
6	38,029
7	41,767
Statistics Canada. <a href="#">Table 11-10-0241-01 Low income cut-offs (LICOs) before and after tax by community size and family size, in current dollars</a>	

### Process

Please submit your application with photocopies of the required forms to the address above and allow two weeks for processing.



Eligible applicants may have one of the referral agencies below apply on their behalf:

- Ministry of Children and Family Development
- Ministry of Social Development and Poverty Reduction
- Carrier Sekani Family Services (Family Support and Children in Care Guardianship Services)
- Nezul Be Hunuyeh Child and Family Services Society
- Fireweed Safe Haven
- Connexus Community Resources

**Each client receives:**

- No charge for public skating
- 25% discount on Racquet Club membership
- 25% discount on all special events organized and facilitated by the District of Fort St. James
- 50% discount on all youth programming

Last Name	First Name	Date of Birth (M/D/Year)	Annual Household Income

Physical address and Box Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

*The personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Community Charter, Local Government Act. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of public record. Please contact the Corporate Office at 250-996-8233 or corporate@fortstjames.ca if you have any questions about the information collected on this form.*



**Applicant Checklist**

- Completed application form
- Revenue Canada Notice of Assessment or BC Seniors Supplement Statement
- All family members requesting access to the program listed above

<b>REFERRAL AGENCY USE ONLY</b>		
I authorize that the applicant(s) listed above are eligible and qualify for the District of Fort St. James Recreation Access Program		
Staff Name:		Agency Staff Stamp
Office Phone Number:		
<input type="radio"/> Verified Residency	<input type="radio"/> Verified Financial Eligibility	

<b>DISTRICT OF FORT ST. JAMES OFFICE USE ONLY</b>	
Date:	<input type="radio"/> Approved <input type="radio"/> Denied
Staff Signature:	