

	POLICY	No.	13.1
	RECREATION ACCESS PROGRAM	Effective Date	November 12, 2025
		Revision Letter	B
		Council Approval	2025-20-08

1.0 PURPOSE

- 1.1. 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

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

3.0 DEFINITIONS

- 3.1. **Administration Staff** means anyone who is employed by the District of Fort St. James at the District Office.
- 3.2. **Applicant** means any individual applying for the Recreation Access Program.
- 3.3. **Client** means an individual approved to receive services under the Recreation Access Program.
- 3.4. **Low Income Cut-Off** means the Low income cut-offs before tax, published by Statistics Canada for communities under 30,000 population, by family size, as listed in Table 11-10-0241-01 or its successor.
- 3.5. **Special Event** means any recreation event organized and facilitated by the District of Fort St. James where a fee for participation is collected.
- 3.6. **Youth Programming** means any District of Fort St. James facilitated recreation program for children ages 6-12.

4.0 POLICY

- 4.1. **Applicants** must provide the following information to **Administration Staff**:
- A completed Recreation Access Program application form in the form prescribed by the Corporate Officer, and
 - An official Revenue Canada Agency document which indicates income for each adult in the household.
- 4.2. The Corporate Officer or designate will assess eligibility by comparing the applicant's household income to the latest **Low Income Cut-Off**.
- 4.3. **Administration Staff** will issue a Recreation Access Program card to **Clients** following their successful application.

4.4. The **Client** and their household members will be eligible for the following:

- a. Free public skating at the Fort Forum Arena,
- b. A 25% discount on a Racquet Court Membership,
- c. A 50% discount on any District of Fort St. James **Youth Programming**, and
- d. A 25% discount for any District of Fort St. James **Special Event**.

5.0 RESPONSIBILITIES

5.1. The Chief Administrative Officer is responsible for:

- a) reviewing this policy annually; and
- b) approving administrative updates to this policy.

5.2. The Corporate Officer or their designate is responsible for implementing this policy.

5.3. Council is responsible for approving this policy.

6.0 DOCUMENT APPROVALS

Role	Position	Name of Approver
Owner	Corporate Officer	Alexander Bihori
Reviewer	Chief Administrative Officer	Rachelle Willick
Final Approver	Mayor and Council	Martin Elphee

7.0 REVISION HISTORY

Effective Date	Rev Letter	Document Author	Description of Change
May 16, 2023	A	Brooke Eschuk	Initial Release.
November 7, 2025	B	Alexander Bihori	Removal of Appendices, removal of discretionary approval, and changes to text to not require yearly updates to LICO figures.