

# Corporation of the City of Clarence-Rockland

## PROG2024-02 – Recreation and Cultural Programs Financial Assistance Policy

(Effective date December 12, 2024)

Adopted by (Resolution and number)

### 1.0 Policy Statement

The City of Clarence-Rockland strives to provide recreational and cultural programs that meet the public's needs in an environment where residents feel comfortable, have fun, learn new things, strengthen or develop their skills, and build confidence in themselves by actively participating in inclusive activities.

Community Development is committed to providing inclusive recreation and cultural programs. The Recreation Financial Assistance Program improves access to City-operated recreation and cultural programs for residents who are financially vulnerable.

### 2.0. Purpose/Objective

The purpose of this policy is to define the eligibility of applicants, and the financial support offered to assist covering the City-operated program participation fees.

### 3.0 Definitions

**Allocated municipal funds** means the annual budget envelope dedicated to Recreation Programs Financial Assistance.

**Household** refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad. The dwelling may be either a collective dwelling or a private dwelling.

**City-operated program** means any recreational or cultural program operated by the City of Clarence-Rockland, in a municipal facility, park, green space or partner facility (such as schools or businesses).

**Low-income cut-offs (LICO)** means the income level at which a family may be in straitened circumstances because it must spend a greater portion of its income on the basics (food, clothing and shelter) than does the average family of similar size.

**Notice of Assessment (NOA)** is an annual statement sent by the Canada Revenue Agency (CRA) to taxpayers detailing the amount of income tax they owe. It includes details such as the amount of their tax refund, tax credit, and income tax already paid.

**Paystub** is a piece of paper or a digital record that is given to an employee with each paycheck and that shows the amount of money that the employee earned and the amount that was removed for taxes, insurance costs, etc.

## 4.0 Scope

This policy applies to the delivery of City-operated programs.

## 5.0 Policy Procedure/Guidelines

Participants can receive a subsidy of \$150 per family member per year, to a maximum subsidy of \$450 per household per year until the allocated municipal funds for to the Recreation Financial Assistance Program are depleted.

To access Recreation and Cultural Programs Financial Assistance, applicants must satisfy the following eligibility criteria:

- Be a resident of the City of Clarence-Rockland.
- Be eighteen years of age and older to apply.
- Have active Univerus (municipal programs registration portal) and Their Opportunity Playground Portal accounts.
- Have an annual combined family income at or below the Statistics Canada before tax Low Income Cut-Off (LICO) table for their family size.
- Have not exceeded the maximum allowable funding amount for the current calendar year.
- Provide the required support documentation
  - Most recent Notice of Assessment (NOA) available through the Canada Revenue Agency; or
  - 3 most recent & consecutive paystubs.

### Low-income cut-off after tax (LICO) 2022\*

Family Size	Before tax household income
1 person	\$ 23,009.00
2 persons	\$ 28,643.00
3 persons	\$ 35,213.00
4 persons	\$ 42,755.00
5 persons	\$ 48,492.00
6 persons	\$ 54,691.00
7 persons or more	\$ 60,890.00

\* [Statistics Canada's Low-Income Cut-Off table](#)

The LICO before tax is the amount from Line 236 on the Notice of Assessment.

The chart is broken down into the number of family members and the maximum total family income before tax. To be eligible for the City of Clarence-Rockland's Recreation Financial Assistance Program, applicants must fit into one of the scenarios in the table. Family income (before taxes) must be less than or equal to the Low-Income Cut-Off for their family size.

The funds allocated to Clarence-Rockland's Recreation and Cultural Programs Financial Assistance are managed by our partner, Their Opportunity. The organization is a national children's charity that delivers and subsidizes local sport and programming. Their services help eliminate barriers, empowering participants to reach their full potential.

Applications are received and reviewed by Their Opportunity on an ongoing basis until the funding envelope is depleted.

The funds allocated to Recreation and Cultural Financial Assistance complement the support offered by Their Opportunity and other private organizations. A complete list of assistance and/or subsidy programs to Clarence-Rockland residents can be found on the municipal website.

- <https://www.clarence-rockland.com/en/loisirs-et-divertissements/recreation-program-guide.aspx#Eligible-Subsidies-and-Grants-external->

## 6.0 Responsibility

The Director of Community Development shall ensure that the provisions of this policy comply with the established Recreation and Culture Programs user fees.

## 7.0 Review and Amendments

The Director of Community Development shall be authorized to approve minor updates to this policy annually and inform the City Clerk accordingly. Minor changes, in this context, means any changes that would not affect the budget.