

<b>RECREATION SERVICES DEPARTMENT POLICIES AND PROCEDURES MANUAL</b>	PO 02.04
<b>SECTION: ADMINISTRATION</b>	<b>DATE: Rev.</b> 2002 05 21
<b>SUBJECT: Fee Assistance Policy/Program Subsidy and Payment Program</b>	<b>PAGE: 1 of 5</b>

**Statement:**

It is the belief of the Town of Markham that municipal recreation opportunities should be available to all residents. Markham residents experiencing financial difficulty because of low income may request fee assistance. An application for assistance must be submitted (see attached).

**Policy Conditions:**

The following are general policy conditions:

- Applicant must be a Markham resident
- Applicant must demonstrate financial need
- Applicants will need to complete the financial assistance form once every 12 months
- Financial assistance is limited to a maximum number of programs/activities per participant per session (see: Program and Fee Schedule below)
- Application information will be confidential

**Criteria:**

The following criteria will be used for determining economic disadvantage:

- Annual income based on *Statistics Canada* low income cutoff (LICO). LICOs are set where families spend 20% more of their income than the Canadian average on food, shelter and clothing. They reflect a consistent and well-defined methodology that identifies those who are substantially worse off than the average.<sup>1</sup> Based on the following:
  - Households 15% below the LICO standard pay 25% of program fee
  - Households 14% below up to the LICO standard pay 50% of program fee
  - Households up to 15% above the LICO standard pay 75% of program fee
  - Households over 15% above LICO pay 100% of program fee

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<sup>1</sup> Statistics Canada, “*Low Income Cut-offs*”, Catalogue 13-551-XIB, Ministry of Industry, 1998.

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Family Size	1	2	3	4	5	6	7 or more	Town Pays	User Pays
<b>GROSS ANNUAL HOUSEHOLD INCOME</b>	\$0 to 14,790	\$0 to \$18,496	\$0 to \$23,004	\$0 to \$27,845	\$0 to \$31,125	\$0 to \$34,407	\$0 to \$37,688	<b>75%</b>	<b>25%</b>
	\$14,791 to \$17,409	\$18,497 to \$21,760	\$23,005 to \$27,063	\$27,846 to \$32,759	\$31,126 to \$36,618	\$34,408 to \$40,479	\$37,689 to \$44,339	<b>50%</b>	<b>50%</b>
	\$17,410 to \$20,009	\$21,761 to \$25,023	\$27,064 to \$31,121	\$32,759 to \$37,673	\$36,619 to \$42,111	\$40,480 to \$46,550	\$44,340 to \$50,989	<b>25%</b>	<b>75%</b>
	\$20,010	\$25,024	\$31,122	\$37,674	\$42,112	\$46,551	\$50,990	<b>0%</b>	<b>100%</b>

- Households receiving benefits from government organizations
- Households supported by community agencies (Pathways...)
- A letter from a social worker or member of the clergy

Recreation Services reserves the right to limit the number of programs and the assistance allocated based on the availability of resources.

**Programs Available:**

- 25-75% price reduction for one program per session (Winter, Spring, Summer or Fall)
- The summer program could be a maximum of 10 days (2 sessions) of summer camp. The price reduction for summer camp would range from 50 to 75% and would include busing and before and after camp programs, if requested.

or

- Each eligible person may receive fee assistance for 10 single/10 family admissions per season to recreational swim/skate. Prices would be reduced by 75% (as detailed below).

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TABLE 1: 1998 Admission Rates

Category	Regular Admission for 10 Tickets	Customer Pays
Child	\$17.00	<b>\$4.25</b>
Adult	\$25.50	<b>\$6.38</b>
Senior	\$18.00	<b>\$3.60</b>
Family	\$51.00	<b>\$12.75</b>
Aquafit	\$40.00	<b>\$10.00</b>

or

- Each eligible adult may receive fee assistance for a one-year fitness centre membership. Prices would be reduced by 50% plus GST a year.

Fee assistance does not include the cost of materials or supplies for programs.

**Process:**

1. Obtain an application form at a local community centre (Thornhill Community Centre, Milliken Mills Community Centre, Centennial Community Centre, or Armadale Community Centre) or contact the Registration Supervisor at 905-475-4731 and or the Recreation Services Planning and Development Manager 905-477-7000 ext. 6180.
2. Complete and return the application form with the supporting verification information. You can apply for yourself and your children 17 years of age and under living at home.
3. Return the application to the address on the application form.
4. You will be notified if your application is **incomplete**.
5. It will take about 14 days after Markham Recreation Services receives your application for it to be processed.

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**TOWN OF MARKHAM  
RECREATION SERVICES**

**FEE ASSISTANCE**

**CONFIDENTIAL INFORMATION**

*APPLICANT MUST BE A TOWN OF MARKHAM RESIDENT*

**Date of Application:** \_\_\_\_\_

Please fill out the form, attach the required information and forward to:

**Town of Markham  
Recreation Services  
Attention: Registration Supervisor  
101 Town Centre Blvd.  
Markham, ON L3R 9W3**

**APPLICANT (Guardian or Self) Please Print:**

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Person(s) participating in the recreation program:**  
Recreation

**NOTE:** Please attach completed Markham

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Services registration forms for each person registering. Your application will be reviewed, and staff will contact you regarding your registration. Family members can participate up to four times/year. Additional supply costs, if applicable, must be paid in full. **(Subsidy applies to Markham recreation programs only).**

**PLEASE OUTLINE YOUR MONTHLY FINANCIAL SITUATION IN THE SPACE BELOW.**

**Monthly Family Income    Monthly Family Expenses**

Net Earnings            \$ \_\_\_\_\_ /month  
Government Assistance    \$ \_\_\_\_\_ /month  
Other                    \$ \_\_\_\_\_ /month

Mortgage/Rent            \$ \_\_\_\_\_ /month  
Property Taxes            \$ \_\_\_\_\_ /month  
Loan Payments            \$ \_\_\_\_\_ /month  
Utilities (hydro/heat)    \$ \_\_\_\_\_ /month  
Insurance                 \$ \_\_\_\_\_ /month  
Car Expenses              \$ \_\_\_\_\_ /month  
Food                        \$ \_\_\_\_\_ /month  
Other                        \$ \_\_\_\_\_ /month

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If you are receiving government assistance, please attach a letter from your social worker confirming this or a copy of your most recent cheque stub/statement.

If you are not receiving government assistance, please attach a letter of support from a social worker, educator, members of the clergy, credit counselling agency, Markham Neighbourhood Support Centre, etc., who is in a position to know your financial situation. Please ensure that the person's title, phone number and address are clearly indicated.

**I agree that the above information and all the attached information supplied with this application is true and correct.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Personal information on this form is collected pursuant to the Municipal, RSO 1980, chapter 302, S. 113(1) and will be used to determine eligibility for financial assistance to register applicants in recreation programs offered by the Town of Markham. Questions about the collection should be directed to: Director of Recreation Services  
101 Town Centre Blvd., Markham, ON L3R 9W3  
Telephone: 905-477-7000 ext.7515*

<b>For Office Use Only:</b>	<b>Application Approved</b> <input type="checkbox"/>	<b>Application Not Approved</b> <input type="checkbox"/>
<b>Signature:</b> _____		

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