



Date: \_\_\_\_\_

Re: City of Maple Ridge Access Pass Application, 3<sup>rd</sup> Party Adjudication letter

EVERYONE WELCOME - The City of Maple Ridge, strives to make the City of Maple Ridge Parks, Recreation and Culture accessible for all residents regardless of their needs and divers-abilities.

Please ensure that each individual/ family member has completed the required application, meets the criteria for the Access Pass and/or Leisure Access as laid out on the reverse side of this letter and submits the necessary documentation with their application.

Please confirm that all individuals within the family are listed in the table below along with their birthdates and indicating which services they qualify for. All names and birthdays listed below, must match the application form.

Please list the names of all individuals within the household and the services in which they are applying for:

Name		Resident of Maple Ridge		Active Pass		Leisure Access	
First	Last	Yes	No	Yes	No	Yes	No

\*Please ensure that the names and birthdays listed above match the application form.

I hereby certify that all household members listed in this document reside in the City of Maple Ridge and meet the eligibility criteria for the Access Pass and/ or Leisure Assess (Individual) as laid out above.

Organization Name:	Referred by (staff Name):
Title/ Position:	Email Address:
Phone number:	Signature:

**Access Pass/ Leisure Access Application Process - Community Partner Verification**

**Step 1:** Complete part 1 of the Access Pass Application on line or In-person (print application), located at <https://www.mapleridge.ca/1465> or available at the Maple Ridge Leisure Centre by appointment (604-467-7422).

**Step 2:** Verify the individual/ family meets the eligibility as set out by the service:

Eligibility is based on:

(a) Resident of Maple Ridge (and)

(b) Income (outlined below)

- Receives government/income assistance
- Receives Resettlement Assistance (RAP)
- Youth Agreement or Agreements with Young Adults
- Disability Assistance
- Falls within the Low Income Cut Off (LICO) Guidelines

Family Size	Family Total Income Max
1	\$22,186
2	\$27,619
3	\$33,953
4	\$41,225
5	\$46,757
6	\$52,754
7+	\$58,721

\*Statistics Canada, 2018 – Before tax Low Income Cut offs (based on a community size 30,000-99,000)

**Step 3:** Complete the Community Partner Verification Letter

(a) Include the names, birthdates, residency and services eligible for; for each individual in the family. Please initial each box.

- i. **Access Pass**, is available to residents of the City of Maple Ridge, and offers reduced admission and program fees to Parks, Recreation and Culture Services. Eligible residents will receive 1 year access at 75% off admission and 50% of admissions to a maximum of \$50 for 4 programs.
- ii. **Leisure Access** (Individual) is available to individuals requiring 1:1 support within PRC programs and services

**Step 4:** Return completed application and verification letter to the Maple Ridge Leisure Centre either:

Online Submission form: Upload verification letter as required document

Email: [registration@mapleridge.ca](mailto:registration@mapleridge.ca)

Drop off: 11925 Haney Place, Maple Ridge BC V2X 6G2 (please call ahead for an appointment 604 467 7422)

**Step 5:** Customers will be notified with 5 to 7 business days with regards to their Access Pass Account and will receive instructions on the next steps.