



**Community Partner Verification Letter**  
**Access Pass**

**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.

**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	\$26,290
2	\$32,727
3	\$40,234
4	\$48,851
5	\$55,404
6	\$62,488
7+	\$69,571

\*Stats Canada 2023 - Before tax Low Income Cut-offs  
(based on a community size of 100,000-499,999)

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

- Include the names, birthdates, residency and services eligible (Access Pass and/or Leisure Access) for each individual in the family. Please initial appropriate corresponding box.

**For Information Only: Please share with eligible customers:**

**Leisure Access** (Individual) is available to individuals with divers-abilities requiring 1:1 support (provided by family, friend or private support worker) within PRC programs and services. Please ensure that any customers requiring additional supports is aware of the Leisure Access (Individual) support services and direct the individual to enquire further with the PRC Customer Experience Staff.

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

- Online Submission form: Upload verification letter as required document (saved in applicants last name)
- Email: [registration@mapleridge.ca](mailto:registration@mapleridge.ca)
- Drop off at the Maple Ridge Leisure Centre (11925 Haney Place,) during regular public hours. Staff will:
  - Review your documents to ensure they are complete,
  - Photocopy and return your original documents, (and)

- Submit your applications and supporting documents for final review and processing, which can take up to 10 days.

**Step 5:** Customers will be notified with 10 business days with regards to their Access Pass Account and will receive instructions on the next steps.



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 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. For more information of how to submit the application, please see <https://www.mapleridge.ca/1465>.

Please confirm that all individuals within the family are listed in the table below along with their birthdates and conformation of eligibility for the Access Pass. 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		Birthday			Resident of Maple Ridge		Eligible for Access Pass	
First	Last	DD	MM	YY	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: