



**Maple  
Ridge**

# **FINANCIAL ACCESS AND SUPPORT FOR RECREATION**

**3RD PARTY VERIFICATION/ ADJUDICATION**

**PARTNER PROCESS**

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# POLICY STATEMENT

## (POLICY#4.35)

The City is dedicated to the vision of an accessible and inclusive community by reducing financial barriers for individuals at risk of exclusion from participation in community recreation opportunities.

The City of Maple Ridge highlights the importance of a community that provides accessible, inclusive and diverse recreation opportunities and builds and celebrates community pride, and connections that foster a sense of belonging among our residents.

# BACKGROUND

The City of Maple Ridge financial access and support for recreation policy supports active lifestyles and healthy community participation by offering inclusive recreation programs and services at a reduced cost.

Recognizing the unique relationships between community agencies/ organizations and their customers, the city will provide the agency/ organization staff with the necessary information and tools to directly refer and approve customers for the City of Maple Ridge Financial Access and support for Recreation.

The purpose of this partnership is to establish a process that formalizes the agency and its designated staff to approve their clients for a City of Maple Ridge Parks, Recreation and Culture Access Pass (Recreation) based on the eligibility criteria set forth in this document (and on the CMR Municipal website, along with Policy 4.35). The goals of the partnership are:

- To facilitate an efficient and effective, customer friendly application process for customers accessing partner services and city recreational services
- To allow the Agency staff to approve their clients for one of the following of the 'City of Maple Ridge' Financial Access and support for Recreation passes:
  - Financial Access Pass
  - Person(s) with Disability Pass (or)
  - Children/youth in care Pass

*(Please note each of these passes will provide a reduced fee for access/ participation in City of Maple Ridge recreational drop-in services and/or registered programs)*

# PROGRAM DETAILS

The Financial Access and support for recreation program is broken down into three categories:

- Financial Access
- Person(s) with Disability (and)
- Children and youth in care (Guardianship)

Each of the programs are designed to meet the needs of a specific population and has its own eligibility criteria. Individuals may meet the eligibility for one or more of the programs, however only the program with the greatest benefit will be applied to the individual. *(Please Note: If individuals/ families are eligible for more than one program, including the criteria for the Financial Access Pass, please process the Financial Access Pass application for this program provides the greatest discounts.)*

Each pass is valid for 12-month period from the date of approval. Participants can re-apply year-to-year showing their eligibility.

Below is a description of each of the programs, eligibility requirements, and program benefits:

## Financial Access

This type of Financial Access allows the City to strive to ensure that all Residents who meet the eligibility criteria set out below have access to Maple Ridge community recreation services and Programs.

### Eligibility

Eligibility for Financial Access is based on individual or household need as defined under this Policy's definitions of "Residents" and "Family", and those who apply for Financial Access must meet the following eligibility criteria:

- be a Resident of Maple Ridge, (not applicable to person(s) with a study, or visitor visa); and
- \*Have a household combined income at or below the Low Income Cut off (Before Tax) for a community size of 500,000 and over, as set by Statistics Canada; and,
- completed section 3b on the application (Third-Party Verification)

*\*Based on family size, calculate combined family income ensure eligibility – to be eligible individuals/ families' income must fall at or below the listed amount based on their family size.*

*\*(Please ensure to indicate the income amount, for incomes below \$18,000 may be eligible for additional reductions)\**

# PROGRAM DETAILS

## **Program Components**

Person(s) meeting eligibility requirements for financial access pass, as outlined will receive the following benefits (per 12-month calendar):

- 75% off Admissions (single admission, 10-pass, 20-pass, 1 & 3-month pass); or
- If income below \$18,000 and pending CMR staff approval - 90% off Admissions (single admission, 10-pass, 20-pass); and
- 50% off registered programs to a maximum spending of \$300.

## **Person(s) with Disability**

This type of Financial Support embraces the uniqueness and potential in every resident with a diagnosed temporary or permanent disability who is interested in participating in the city's recreation services and programs. *(Please Note: only the individual with a disability is eligible for this opportunity and not the family unit)*

## **Eligibility**

Eligibility for Financial Support for person(s) with Disability(ies) is based on individual need and the individual must meet the following eligibility criteria (Please note: only the individual with disability(ies) is approved for this opportunity, not the family):

- be a resident of Maple Ridge; (not applicable to person(s) with a study, or visitor visa); and
- be diagnosed with a temporary and/or permanent disability(ies) with required documentation; or
- complete section 3b on the application (third-party verification/ adjudication)

## **Program Components**

Person(s) meeting eligibility requirements for Person(s)s with Disability(ies) will receive the following benefits (per 12-month calendar):

- 50% off Admissions (drop in, 10-pass, 20-pass, 1 & 3-month pass), and,
- 25% off program fees to a maximum spending of \$150 annually.

# PROGRAM DETAILS

## Children/Youth in Care (Guardianship)

This type of Financial Support is for Children and Youth who are in the care (guardianship) of the Ministry of Children and Family Development, (or other government care {guardianship} agencies) to help them build healthy lifestyles, habits, and meaningful community connections. *(Please note: only the individual in care (guardianship) is approved for this opportunity, not the family)*

- be a Resident of Maple Ridge; (not applicable to person(s) with a study, or visitor visa); and
- they must be in the care (guardianship) of:
  - the Ministry of Children and Family Development (Youth between the ages of 0-18 years);
  - Any Province of BC affiliated Child/Youth in Care Program/ service (Children/ Youth between the ages of 0-18 yrs)
- Completed section 3 on the application (Third-Party Verification/ adjudication)

### Program Components

Person(s) meeting eligibility requirements for Children and youth in care (guardianship), will receive the following benefits:

- 50% off Admissions (drop in, 10-pass, 20-pass, 1 & 3-month pass); and,
- 25% off program fees to a maximum spending of \$150 annually.

# PROGRAM REGISTRATION EXCLUSIONS

## Program Registration Exclusions

Please note that there are some exclusions to registered programs and include but are not limited to:

- Private Swimming Lessons
- High Performance Training Camps
- Contracted/ partner programs greater than \$299.00
- Licensed Afterschool Care
- Employment certification

# APPLICATION PROCESS

Application can be completed and submitted either by email or in-person (at the Maple Ridge Leisure Centre or Albion Community Centre).

### The Process

- Print the Application form from the website or pick up at the Maple Ridge Leisure Centre or Albion Community Centre
- Applicant to complete section 1 and 2 of the application
- 3rd party adjudicator is to complete section 3b (if you have an existing relationship with the individual and a vast understanding of their income/ eligibility)
- Deliver in person, mail to the Maple Ridge Leisure centre or Albion Community Centre or email [accesspass@mapleridge.ca](mailto:accesspass@mapleridge.ca)



# CMR APPLICATION PROCESSING

Please review with your customer the next steps and the applicable discounts as described in Program Details for each of the 3 applicable services. Applications received by the City will be:

- Reviewed and processed within 10 business days
- Customers will be notified (via email or phone) once the application is processed and applied to their account