



LaSalle Affordable Recreation Policy

Policy Number: M-CR-010

Authority: 245/22, April 11, 2023 PRE, PRE-19-24

Date Approved: October 11, 2022

Department Responsible: Culture and Recreation

Revision Dates: August 27, 2024

Review Date: August 2027

Status: Active

1. Policy Statement

- 1.1 It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that affordable recreation options be offered to ensure access for all residents, regardless of financial circumstances. It is recognized that every individual shall have the opportunity to engage in recreation that is affordable and inclusive, which offers experiences that foster individual and community wellbeing. Affordable recreation helps to support social inclusion, improves physical and mental health, and improves quality of life.

2. Scope

- 2.1 This policy applies to all individuals that reside within the geographic limits of the Town. Access to affordable recreation is available to individuals who meet the criteria indicated within this policy.

3. Definitions

- 3.1 **Canada Child Benefit (CCB) and Ontario Child Benefit (OCB) Notice** refers to an annual statement sent by the Canada Revenue Agency (CRA) in July or August that contains updated information regarding family net income.
- 3.2 **Community Organization** refers to a partner organization familiar with the Town’s affordable recreation program that utilizes the program to facilitate registration for those in financial need.
- 3.3 **LaSalle Affordable Recreation Fund (LARF)** refers to a Town fund used to support Universal Funding. Funds are issued at the discretion of the Town. The LARF is established to collect general donations received from the public

that are provided for the purpose of helping low-income children and youth access recreational opportunities.

- 3.4 **Low Income Cut-Off (LICO)** refers to an official measure of poverty established by the Federal Government that uses comparators of goods and services representing a modest, basic standard of living.
- 3.5 **Notice of Assessment Form (NOA)** refers to an annual statement sent by the Canada Revenue Agency (CRA) to taxpayers which is an evaluation of your tax returns. This notice includes details like the amount of tax refund, tax credit, and income tax already paid.
- 3.6 **Pathway to Potential (P2P)** refers to a regional strategy that provides funding for programming to agencies across Windsor-Essex County to support vulnerable youth and families; work with municipal departments to remove accessibility and financial barriers; and collaborate with community leaders toward a shared vision of community prosperity. The Town receives annual funding from the P2P program to help remove financial barriers to participation and to increase access to recreational opportunities for residents.
- 3.7 **Season** refers to Town programming sessions including Winter (January to March), Spring (April to June), Summer (July to August) and Fall (September to December).
- 3.8 **Town** shall mean the Corporation of the Town of LaSalle.
- 3.9 **Universal Funding** refers to funding allocated to provide no-cost or low-cost access to the community for Town led community events. Examples include, but are not limited to, free recreational swimming and skating, free admission to events, and free access to programming or activities. Universal Funding can be provided in whole or part from either P2P funding, LARF funding or other funds provided through sponsorship or donation.

4. Policy

4.1 Program Eligibility

- 4.1.1 Individuals requesting assistance through the Town's affordable recreation program must meet the following requirements to be considered eligible for funding:
 - a. Must reside within the geographic limits of the Town.
 - b. Must have a verified household income at or below program guidelines, which are currently established using the LICO chart.
 - c. Must produce a current Canada Child Benefit (CCB) / Ontario Child

Benefit (OCB) form for individuals under eighteen (18), or a current Notice of Assessment (NOA) form for individuals eighteen (18) and above.

- 4.1.2 To ensure funds are applied in a fair and transparent manner, applicants must produce documentation to confirm household income and residency. Applicants requesting funding must provide copies of the following required documentation:
- a. Must produce a current Canada Child Benefit (CCB) / Ontario Child Benefit (OCB) form for individuals under eighteen (18), or a current Notice of Assessment (NOA) form for individuals eighteen (18) and above.
 - b. Proof of residency within the Town.
- 4.1.3 Other acceptable documentation may be considered when the above listed documentation is not available. All documentation is subject to Town approval and may include:
- a. Verification of current Ontario Disability Support Program Benefits (ODSP)
 - b. Ontario Child Benefit Notice (family net income).
 - c. Verification of current Ontario Works Benefits.
 - d. Verification of Guaranteed Income Supplement.
 - e. Other documentation as approved by the Town.
 - f. If an individual has recently moved and the above-mentioned documents do not reflect the new address, other documentation showing proof of residency may be required.
- 4.1.4 If a household net income has changed from the income listed in these documents, once verification in employment status is obtained, the income can be recalculated using the gross figures from current pay stubs.
- 4.1.5 Updated documents shall be provided annually when issued by the Canada Revenue Agency (typically issued in July or August). Documentation from the previous tax year will continue to be accepted until September 1 each year.

4.2 **P2P Application Process for Individuals**

- 4.2.1 To request funding for a program, individuals must submit all appropriate documentation using the electronic form available on the Town's website.

Individuals without internet access may call the Town to book an appointment to meet with the program administrator.

- 4.2.2 Submitting a request does not guarantee funding. Town approval based on eligibility requirements in section 4.2 is required for each activity and will be distributed based on the criteria outlined within section 4.3. All registrations must be completed by the Town. Funding will not be retroactively awarded; therefore, individuals are not permitted to register for an activity and subsequently request a refund through the program

4.3 Distribution of P2P Funding for Individuals

- 4.3.1 Individuals approved for funding can receive one subsidy per child for each season for recreation programs, totaling a maximum four (4) subsidies annually. In addition, individuals are eligible for one (1) week of day camp registration, per month and per child.
- 4.3.2 Additional requests for funding may be authorized by the Town based on funding availability and demand for requests. The Town reserves the right to determine maximum funding limitations for situations not addressed by this policy.
- 4.3.3 In most cases, the P2P program requires that all qualifying individuals pay ten (10) percent of the total registration fee of a program, and the remaining ninety (90) percent is covered through the program. For programs such as organized sports or specialty programs, the percentage required to be paid by the qualifying individual may be more than ten (10) percent.
- 4.3.4 Activities approved for funding eligibility include organized activity/sport leagues, recreational activities, day camp programs and swimming lessons. All additional activities are subject to approval by the Town. Funding shall be used towards the fee for registration of an approved activity. Program funding shall not be used for other expenses including, but not limited to:
- a. Annual association fees
 - b. Costumes/Clothing
 - c. Counselling/Therapy
 - d. Course material
 - e. Daycare/childcare
 - f. Equipment
 - g. Travel sport fees*
 - h. Tutoring
 - i. Uniforms
 - j. Video Gaming

*Note: For travel sport fees, funding will be considered at the equivalent level of house league fees.

4.4 Allocation Guidelines for the use of Universal Funding

- 4.4.1 The Town, through the partnership with Pathway to Potential (P2P) and LaSalle Affordable Recreation Fund (LARF), has access to universal funding intended to provide no cost or low-cost recreational opportunities.
- 4.4.2 A percentage of the funding received from the P2P program can be allocated towards Town-led universal activities. The percentage of P2P funding to be used for universal funding initiatives is set based on the terms agreed upon in the annual P2P service contract.
- 4.4.3 The Town can allocate universal funding from P2P or LARF to a Town-led activity provided it meets the following criteria:
 - a. The activity is offered to the public at low or no cost to the participant.
 - b. The activity promotes physical and/or mental well-being.
 - c. The activity promotes social inclusion and removes financial barriers to participation.

5. Roles and Responsibilities

- 5.1 The Director of Culture and Recreation is responsible to oversee and administer this policy and may delegate authority to other employees to oversee and administer this policy.

6. References and Related Documents

- 6.1 Municipal Freedom of Information and Protection of Privacy Act, 2001
- 6.2 Pathway to Potential Resources
- 6.3 Pathway to Potential Service Contract
- 6.4 Statistics Canada Low Income Measures