

# NORTHERN ROCKIES

## LEISURE ACCESS PROGRAM (LAP)

Leisure Access Program provides Fort Nelson and area residents who have limited income a reduction in fees for basic Northern Rockies Regional Municipal programs and services. Applications for the Leisure Access program are available for download (insert application icon here), at the Northern Rockies Recreation Department, and at the Ministry for Children and Family Development, and the Fort Nelson Library

For more information contact the Northern Rockies Recreation Department office at (250) 774-2541.

### **How do you qualify?**

In order for you or your family to qualify for the Leisure Access Program you must be:

- A resident of Northern Rockies Regional Municipality (Canadian citizen or permanent resident); and
- Have a family income from all sources below the low income guidelines (see application form).

### **How do you apply?**

There are two ways that you and your family can apply:

1. If you are on BC Benefits Income Assistance from the Ministry of Human Resources, you can obtain an application form stamped by your Financial Worker and take it to the Northern Rockies Recreation Department.
2. If you or your family's total income is below the stated low income guidelines, you can complete the Leisure Access Program application and send it to the Northern Rockies Recreation Department for approval.



## Leisure Access Program Application

Leisure Access Program is for Northern Rockies Regional Municipality residents only whose combined family income is within the guideline table below. Individuals or families with combined total income greater than these amounts are not considered to be “low income” families and are not eligible for this program. Total income is income from all sources including employment and all other income before deductions and taxes is calculated. To apply you must be a Permanent Resident or citizen of Canada living in the Northern Rockies Regional Municipality. Immigrants who are classified as investors or entrepreneurs as well as those on Study Permits and/or work permits are not eligible.

Family Size	Family Income
1 Person	\$22,171.00
2 Persons	\$27,601.00
3 Persons	\$33,933.00
4 Persons	\$41,198.00
5 Persons	\$46,727.00
6 Persons	\$52,699.00
7 Persons	\$58,673.00

\*Source: 2009 – National Council of Welfare low income figures

### Note:

1. Bring an original signed and MHSD stamped application form, photo identification and recent proof of residence in Northern Rockies Regional Municipality
2. Bring completed application form, proof of income assistance, photo identification and recent proof of residence in Northern Rockies Regional Municipality
3. Bring completed application form, recent Income Tax Return, photo identification and recent proof of residence in Northern Rockies Regional Municipality

Please note the following definitions:

1. **Family** means those who live at the same address including all extended family members related by blood, common law, adoption or marriage regardless of age. Address includes separate living areas in one household such as shared accommodation including basement suites and single rooms. Statistics Canada low income figures are based on combined earnings of family members in the household.
2. **Students** living at home must include parents' and other family members' income. Students who live alone and are supported in whole or in part by parents or any other individual must consider that support as income. Students

must also include all sources of income from employment, grants, bursaries and allowances. Loans which must be repaid are not income. Students on Study Permit or Work Permit are not eligible.

3. **Total Family Income** means total combined income, before taxes, by all family members in Canada and abroad, contributing to the Northern Rockies Regional Municipality household. This includes income from: employment of all types (full and part-time, reported and not reported) all investments, pensions, child support payments, rental revenues, funds in trust, disability benefits (taxable or not), overseas income and all other sources.

## **PROOF OF FAMILY'S LOW INCOME**

To obtain the Leisure Access program for the maximum 12 months benefit period, you require a current Notice of Assessment for each person in the family who is working or has worked in the previous year. New immigrants to Canada must include copy of their immigration document such as their Permanent Resident Card (copy both sides).

**Notice of Assessment** – Canada Revenue Agency issues this document after reviewing your income tax (T1) Return. We do not accept working copies of the T1 General form, as they have not been audited or accepted by Canada Revenue Agency. If you do not have a copy, please contact Canada Revenue Agency @ 1-800-959-8281.

**PROOF OF RESIDENCE** Provide a copy of your recent cable, hydro, landline telephone bill or Residential Tenancy Agreement with a recent household bill.

**How do I reapply?** To reapply after the 12 month period expires, follow same procedure as first time or contact the Northern Rockies Recreation Department for more information at (250) 774-2541 or visit our website at [www.northernrockies.ca](http://www.northernrockies.ca).

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## **AGENCY REFERRAL ONLY SECTION**

For Agency Referral Clients Only:

Recognized Social or Health Services Professional Verification:

In the absence of a Notice of Assessment from Revenue Canada, you may be referred, one time only, by a recognized professional from the social service or health field who knows your financial situation.

Attach this page with the application form.

To agency representative: this applicant/family is known to you, and you verify that:

- They are a resident in the Northern Rockies Regional Municipality
- Total family income is below allowable limits to the best of your knowledge,

- You may be contacted should we need to review this application

Staff Name (print): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

*Note: This information is confidential and is kept by the Municipality for audit purposes only.*

**Important Checklist** – Please Check (Y) each step as you complete the application form

List name of each family member living at address	
Names, address, phone numbers are correct	
Complete every box on the application	

**SUPPORTING DOCUMENTS**-Please Provide Photocopies

Proof of address is identified by a recent household bill such as cable, hydro, landline telephone bill or Residential Tenancy Agreement with a recent household bill	
Notice of Assessment of the most recent tax year for members of the household	
New immigrants attach photocopy of both sides of Permanent Resident Card for each family member	
Employment Insurance recipients must attach photocopy of EI payment stub and copy of Record of Employment	

Mail or drop off the completed application form with the required documents to the Northern Rockies Regional Municipality Recreation Department.

**Mail to:** Northern Rockies Regional Municipality Recreation Department c/o: Leisure Access Program, Bag Service 399, Fort Nelson, BC V0C 1R0

**Drop off:** completed forms in an envelope to the Northern Rockies Recreation Department



LEISURE ACCESS PROGRAM – LOW INCOME

If Re-applying please indicate: \_\_\_\_\_

Family	First Name	Last Name	Gender	Date of Birth	For Office Use Only
Applicant					
1					
2					
3					
4					
5					
6					
7					

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

Phone: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

*Important Checklist – if these items are not included, your application will be returned*

Attach Notice of Assessment from Canada Customs & Revenue Agency for all adults over 18 years	
Include proof of address (acceptable proof indicated on page 4 of document)	

Employee:	Employer:	Ph:
Employee:	Employer:	Ph:

Complete only if collecting Employment Insurance Benefits (You may qualify only if your income is within the low income guidelines)

Total amount earned from employment this calendar year to date	\$
Start date of EI benefits:	Projected end date of EI benefits

## **AUTHORIZATION TO COLLECT PERSONAL INFORMATION**

*I certify that all information given on this is current, complete and fully discloses my family income. I also authorize representatives of the Northern Rockies Regional Municipality Recreation Department to contact my employer(s), or any other authority above, to verify the accuracy of the information provided.*

*This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of administering Northern Rockies Recreation Department programs and used for statistical purposes. It is considered confidential and will not be disclosed except as required by law. If you have any questions about the collection of your personal information; please call the Recreation Department at (250) 774-2541.*

<i>Signature of Applicant: _____ Date: _____ (Signature of parent or guardian if applicant is under age of 19 years)</i>
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### **RETURN COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTS TO THE NORTHERN ROCKIES RECREATION DEPARTMENT EITHER BY:**

MAIL: Bag Service 399 Fort Nelson, BC V0C 1R0

DROP-OFF: completed forms in an envelope to the Northern Rockies Recreation Department 5319-50<sup>th</sup> Avenue

*Incomplete applications will not be processed and will be returned*

*This application is accessible on the Northern Rockies Regional Municipality website at:  
**[www.northernrockies.ca](http://www.northernrockies.ca)***

*June 2010*