

Access to Recreation Grant Policy

Policy Statement

The Town wants to reduce barriers for our residents' ability to access recreational programming and activities.

Scope

The Access to Recreation Grant Policy applies to all residents of the Town of St. Marys that meet the eligibility requirements. The policy is applicable to all recreational, leisure, arts, and cultural activities.

Purpose

The purpose of the Access to Recreation Grant Policy is to provide residents that meet the eligibility requirements a grant (i.e., fee assistance, subsidy) to access to recreational, leisure, arts, and cultural programs for those who are experiencing economic barriers.

Guidelines

Financial assistance of up to \$100 per individual per calendar year is available. In addition to registration fees, the Access to Recreation Grant may be applied to supplies, equipment, manuals, examination, and other administrative fees related to eligible programs.

For programs offered by the Town of St. Marys, the Access Grant, if approved, will be applied to the residents' recreation account. The resident will be required to register for a recreation account if none exists for the Access Grant to be applied.

For programs not offered by the Town of St. Marys, the grant will be paid directly to the program or service provider upon proof of registration. In relation to supplies, equipment, etc. that qualify for subsidy, all efforts will be made to pay suppliers directly; however, the Town will work with the applicant for direct payment under reasonable circumstances and proof of purchase will be required.

The grant cannot be transferred to future years or refunded.

To qualify for the Access Grant, you need to re-apply every year.

Applications can be accepted all year, but our funding year runs from January 1st until December 31st. Applications received after November 30th, we will consider your application in the next funding year, starting January 1st.

Financial assistance is conditional on available funds during funding year.

You may be eligible for the Access to Recreation grant if:

- You are a resident of the Town of St. Marys.
- The applicant, either for themselves or for their household, is of the age of majority of the Province of Ontario (18 years of age or older).
- A Canadian citizen, permanent resident of Canada or refugee.
- A person who is in Canada temporarily, such as an international student or foreign worker, are not considered permanent residents of Canada and do not qualify for the Access to Recreation Grant program.
- Have a maximum household income based on family size that falls within the ranges below. Income ranges are based on the latest Statistics Canada before-tax low-income cut-offs (LICO):

Family Size	1	2	3	4	5	6	7+	Town Pays – Access Grant Maximum
ANNUAL HOUSEHOLD INCOME	Up to \$23,907	Up to \$29,761	Up to \$36,587	Up to \$44,424	Up to \$50,384	Up to \$56,825	Up to \$63,266	\$100
	\$23,908 to \$41,837	\$29,762 to \$52,082	\$36,588 to \$64,027	\$44,425 to \$77,742	\$50,385 to \$88,172	\$56,826 to \$99,444	\$63,267 to \$110,716	\$50
	Above \$41,838	Above \$52,083	Above \$64,028	Above \$77,743	Above \$88,173	Above \$99,445	Above \$110,717	\$0

LICO values and ranges are updated annually by the indexation adjustment factor released by the Canada Revenue Agency in December in each funding year.

Town of St. Marys residents who are in receipt of Ontario Works, Ontario Disability Support Program (ODSP) benefits or Canada Pension Plan Disability (CPP-D) payments automatically qualify for the Access to Recreation Grant Program subject to verification.

Application Procedures

The application will be available online or through paper forms.

In case of applying for and presenting information on behalf of a household member who is 18 years of age or older, written authorization consenting to the release of this information on

his/her behalf must be provided. Any information provided will be returned to applicant or destroyed, as directed by the applicant.

Application Process

Residents are required to provide the following supporting documents for everyone 18 years and older in the household:

1. Proof of Income.
2. Proof of residency in the Town of St. Marys.
3. Proof of identification.

(1) For proof of income, the following is a list of acceptable documents:

- Latest Canada Revenue Agency Notice of Assessment or Proof of Income Statement (Option C printout) for each individual 18 and older. Even if income is NIL or \$0, the latest Notice of Assessment or Proof of Income Statement must still be provided.
- Latest Canada Revenue Agency Goods & Services Tax/Harmonized Sales Tax Credit statement showing family net income.
- Latest Canada Child Tax Benefit statement showing family's adjusted annual income.
- Government benefits statement such as: Ontario Works, ODSP, Employment Insurance, Old Age Security, Ontario GAINS, etc. or direct deposit statement displaying these benefits.

If any of the information above cannot be provided, Town staff will work with the applicant to determine what proof of income may be acceptable. The following are examples of possible acceptable proof of income documentation that may be considered:

- Current pay/income stubs for each adult with earnings.
- Other household income such as child or spousal support, rental income, etc.
- If you are a refugee: provide a copy of any government document that confirms you are receiving support under the Resettlement Assistance Program or Interim Federal Health Program. Anyone who has come to Canada as a refugee and is not sponsored by an individual, family, or outside agency/group will have their Access to Recreation application approved. Immigration papers cannot be accepted as proof of refugee status as they do not indicate that you are a refugee covered by these programs.

(2) Proof of residency in the Town of St. Marys:

- Property tax bill.
- Lease or mortgage agreement/statement.
- Rent receipts showing lessor's contact information, name of grant applicant (lessee), and address.
- Current utility bill.



- Current Child Tax Benefit statement.
- Valid Ontario Driver’s License.

(3) Proof of identification for each household member:

- Birth certificate.
- Canadian citizenship or permanent residency card, or Refugee status documentation.
- Certificate of Indian Status.
- Valid Canadian Passport.
- Valid Ontario driver’s license or Ontario Photo ID.

Authority

The Access to Recreation Grant Program is administered and approved by:

Director of Finance / Treasurer
Town of St. Marys – Municipal Operations Centre
408 James Street S., St. Marys, ON
Phone: 519-284-2340, ext. 238

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	Jan. 25, 2022	Policy adopted by Council	RY/AM	AM	Council
1	Mar. 9, 2026	Updated Lico amounts/Authority information	SJS	SJS	SJS