

Policy Title: ActiveAssist - Fee Assistance Program**Policy Number: 08-03-06**

Section:	Community Services	Subsection:	Recreation
Effective Date:	May 1, 2017	Last Review Date:	November, 2016
Approved by:	Council	Owner Division/Contact:	Recreation Division, Community Services Department

Policy Statement

ActiveAssist, the City of Mississauga's fee assistance program, will enable many residents living in low-income households to register and participate in quality recreational and cultural activities by offering user fee credit subsidies.

Purpose

User fee subsidies will extend the benefits of municipal recreation and culture programs to an increased number of children, youth, families and older adults who live in low-income conditions and are therefore less likely to afford current user fees.

Scope

ActiveAssist is based on the economic need of individuals and families. Participation in the program is capped at 14,500 low-income individuals who are residents of Mississauga.

Post-secondary students who are enrolled full time in a college or university are not eligible, as these institutions provide affordable recreation options. An exception is made for full-time post-secondary students with dependants.

Mississauga residents who participate in another City-administered fee assistance program are not eligible to apply for ActiveAssist during that calendar year.

This policy does not apply to Mississauga Library programs or memberships. For information on these programs and memberships, contact the Mississauga Library.

Legislative Authority

Verification of income is required in order to confirm eligibility to ActiveAssist. The procedures for gathering and recording income level and net individual/family income information outlined in this policy comply with all applicable legislation, including the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). For additional information on MFIPPA refer to Corporate Policy and Procedure, Records Management, Freedom of Information and Protection of Privacy.

The City of Mississauga, as authorized by the *Municipal Act, 2001*, establishes an annual by-law to impose, waive, reduce or otherwise vary a recreation program fee or charge.

Definitions

For the purposes of this policy:

“Family” means the applicant, his/her spouse or common-law partner and all legal dependants.

“Family Net Income”, as defined by the Canada Revenue Agency (CRA), means the total of the applicant’s net income and his/her spouse’s or common law partner’s net income.

“Low Income Cut-Off (LICO)” means a measure of poverty calculated by Statistics Canada using an annual survey of incomes and defines a set of after tax (net) income levels below which individuals are considered to be living under the poverty line. Cut-off levels vary with the number of family members and are adjusted periodically for inflation.

“Membership” means all recreational memberships/passes, such as, but not limited to, fitness, swimming and skating. Memberships are for the exclusive use of the member, are limited to a fixed term and have a specific expiry date. Personal training and swipe visits are excluded.

Administration

ActiveAssist is administered by the Community Services Department, Recreation Division, via the Customer Service Centre (CSC). All ActiveAssist credit subsidies will be tracked using a registration software system. Recreation staff will undertake compliance auditing and produce ongoing reports to ensure strict management of the program. Significant changes cannot be made to the program cap or eligibility requirements without Council approval.

Overview of Program

ActiveAssist is a municipally supported financial assistance program available to those with incomes below LICO levels. The most recent LICO rates available at the time of registration will be used to determine eligibility. The CSC Manager or his/her designate will be responsible to monitor Statistics Canada LICO adjustments and communicate them to staff, including clear effective dates.

Community Services staff will collaborate with community agencies and stakeholders, who will promote ActiveAssist to residents who have been identified as low-income. Information will also be available to residents of Mississauga in a variety of Recreation marketing material.

Enrolment

Participants in the program will be accepted on a first-come, first-served basis. Each eligible ActiveAssist participant will be enrolled for a period of one year and receive an annual subsidy of \$275, in the form of an account credit, that can be applied to Mississauga Recreation and Culture

registered programs and/or non-transferable Memberships. ActiveAssist participants have the option to either use their credit subsidy to cover the full program cost or to pay a portion themselves, using an accepted payment method.

ActiveAssist credits cannot be transferred to another person. All conditions related to recreation programs, including: transfers, Membership changes, withdrawals and missed classes as outlined in Corporate Policy and Procedure - Fees and Other Revenues - Administration of Recreation Fees, will apply to ActiveAssist registrants, with the exception of administration fees.

Registrations will be ongoing throughout the year. The first day of each customer's twelve month enrolment period will be the date their subsidy is activated.

ActiveAssist participants are responsible to apply annually and must continue to meet all eligibility criteria. Applications for the next year may be made thirty calendar days prior to the end of their current enrolment period.

If the maximum number of ActiveAssist customers has been reached, applicant(s) will be put on a waitlist, as outlined in the ActiveAssist Waitlist section of this policy.

Unused Credit

The following applies to unused credits:

- Any full account credits that have not been accessed six months after the customer's enrolment date are automatically removed by the registration software system
- Any partial account credits remaining twelve months after the customer's enrolment date are automatically removed by the registration software system
- Credits cannot be carried over to the following year, transferred to another individual or family member or redeemed for cash. If the remaining credit is not sufficient to cover the full cost of a program the participant may opt to pay the balance using any accepted means of payment

Credits can be applied to any active registration program, even if the start date is past the individual's year end date. For example, the customer's activation date is July 15, 2013, with an expiry date of July 14, 2014. The customer may choose to enrol in April, 2014 for a program that starts in August, 2014.

Credits can be used to purchase a Membership, providing the start date is before the ActiveAssist expiry date, or to extend an existing Membership.

In the event that an Active Assist participant has registered in a program that is cancelled by the City after the participant's ActiveAssist enrolment period has expired, the customer may be transferred to another program in the same session by the CSC.

Criteria

To qualify for the program the applicant must be:

- A resident of Mississauga
- Have a total net individual or combined family income below LICO
- Be able to provide recent official documentation, including all pages of a multiple page document, that shows total family net income and proof that all dependants are the legal responsibility of the adult and reside in the adult's household, using one or more of the following statements/documents:
 - Canada Customs and Revenue Agency (CRA) Notice of Assessment form (T451) showing net income/earnings (line 236) for all adults less than the designated cut offs
 - Ontario Sales Tax Benefit form
 - Ontario Disabilities Support Program Drug benefit eligibility card
 - Ontario Works Drug/Dental benefit eligibility card
 - Canada Child Tax Benefit Notice
 - Ontario Child Care Supplement for Working Families Entitlement Notice, and
 - Goods and Services Tax/Harmonized Sales Tax Credit Notice

Dependants under the age of 18 cannot apply as individuals. A parent or legal guardian must complete an application on their behalf.

Exceptions

The following exceptions may apply:

- Emancipated youth under the age of 18 may apply as individuals
- Refugees must meet the following criteria:
 - Apply within one year of their arrival in Canada, with acceptable refugee status
 - Provide proof of being a current Mississauga resident
- Children and youth (under the age of 18) with disabilities who do not meet the ActiveAssist program criteria may be approved if it is determined by the City that a qualified support worker is required in order to participate in the requested City program(s). Requests for this exception will be directed to the applicable designate in the Recreation Division, Community Services Department for consideration
- Children in the care of Peel Children's Aid: the City authorizes designated Peel Children's Aid staff to complete ActiveAssist applications and verify documents for children under their guardianship. Peel Children's Aid staff will scan and forward the application and supporting documentation electronically to the CSC for consideration.
- The Director of Recreation (or his/her designate) or the Director of Culture (or his/her designate), after careful consideration of the circumstances and in consultation with applicable staff, may make additional exceptions to the ActiveAssist criteria on a case by case basis to accommodate individual requests.

Excluded Programs

Programs and services that are ineligible for ActiveAssist due to higher program delivery costs or inability to register via the central registration system include:

- Green Fees and golf programs at Braeburn and Lakeview
- Hershey Sport Zone Leagues
- Private or semi-private swimming and skating lessons; other private or semi-private lessons/instruction (e.g. squash); low ratio instructor to participant programs (i.e. 1 to 4 or less); and personal training (e.g. Fitness and aquatic therapy)
- Marina slip reservations (Port Credit Village Marina and Lakefront Promenade)
- Meadowvale Theatre box office tickets or rentals
- Room or facility rentals and park permits
- Single admission (pay as you go) or swipe visits for swimming, skating, fitness and youth-drop in programs
- Senior's bus trips
- Museums admissions, and
- Additional fees that are payable on top of registration fees (e.g. National Lifesaving Society instructional book)

Application Process

Applications for ActiveAssist may be submitted in accordance with the Recreation ActiveAssist Verification Business Process Sub-01-00. Staff will ensure confidentiality and the safekeeping of personal information in accordance with MFIPPA requirements.

Applicants are required to provide copies of the following documentation:

- The completed ActiveAssist form
- Proof of residency in Mississauga (e.g. recent utility bill, lease agreement, driver's license), and
- Proof of total family net income and legal responsibility for all dependants listed on the application, as outlined in the Criteria section of this policy

Applications are also available in alternative formats upon request.

ActiveAssist Waitlist

Maximum enrolment in ActiveAssist is capped at 14,500. The CSC will monitor the number of registered ActiveAssist participants and maintain supplementary waitlist tracking.

When maximum enrolment is reached, ActiveAssist applicants that meet all eligibility requirements will be advised that they have been put on a waitlist. When space becomes available the CSC will contact the customer at the top of the waitlist and advise them that they may now enrol in a program/Membership.

CSC staff are responsible for actively monitoring the number of registered ActiveAssist participants. Spaces made available by the removal of full customer account credits will be reallocated to those on the waitlist.

Jerry Love Children's Fund

The Jerry Love Children's Fund (the Fund) is a volunteer donations fund established to provide financial assistance to eligible children participating in City recreation activities. Recreation staff administer the Fund, which City staff and corporate sponsors contribute to through a variety of fundraising activities. Many of the children who qualify may not meet the financial criteria for ActiveAssist, so will continue to be accommodated by the Fund.

Monitoring and Reporting

In order to ensure proper management and oversight of the program, standardized quarterly reports available for audit will be provided to the Director of Recreation and the Director of Culture itemizing:

- The number of ActiveAssist customers
- The total unrealized revenue of ActiveAssist credit spending on registrations and Memberships
- Ratio of paying customers to ActiveAssist customers, and
- A standardized quarterly report of all ActiveAssist program registrations where a direct cost to the City is incurred (including third-party delivered programming partnerships)

Revision History

Reference	Description
GC-0194-2009 - 2009 04 08	
GC-0385-2010 - 2010 05 26	Increased maximum participation to 4,000 residents.
June 02, 2010	Administrative revision related to Administration of Recreation Fees policy – FAP customers not charged admin fee
GC-0455-2011- 2011 07 06	Increased maximum to 8,000
January 25, 2012	Added aquatic therapy in excluded programs Leadership Team - 2013 10 24 – Scheduled review. Admin changes to reflect current practices and add Kids in Care Provision
GC-0190-2014 - 2014 05 14	Maximum number of ActiveAssist clients increased to 10,000

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GC-0091-2015 - 2015 02 25	Maximum number of ActiveAssist clients increased to 12,500
April 21, 2015	Removed need for original documents – CRA moving to online processing only
November 5, 2015	Revised to remove reference to the ActiveAssist cost centre and JV. Replaced with a quarterly report that includes third-party providers
GC-0050-2017 – 2017 02 22 - (effective 2017 05 01)	Major review – changes to application process, program capacity (increased to 14,500) and unused credit expiration timelines