



PURPOSE

The purpose of this Policy is to increase opportunities and reduce barriers to participation for all individuals who wish to enroll in recreational programming offered by the Parks, Recreation and Culture Department. This policy will provide municipal staff and the public with a framework for which the Recreation Access Policy will be applied for, reviewed and approved.

The purpose of this policy is to:

- 1.1. Strengthen access to recreation programs and services for residents who face financial barriers to participate;
- 1.2. Advance goals in Municipal Strategic Plans;
- 1.3. Establish a framework for processing applications;
- 1.4. Provide staff with guidance for informed and sustainable decision making, consistent with the Municipality’s organizational values of excellence and fiscal responsibility.

SCOPE

This policy applies to all recreation programs and facilities owned and operated by the municipality.

DEFINITIONS

Term	Definition
Household	Includes main applicant’s spouse/partner and eligible dependent children 17 years of age or younger.

POLICY

POLICY STATEMENT

- 1. The Municipality will uphold and enforce the *Freedom of Information and Protection of Privacy Act* to ensure any and all personal information is secured and only used for the purposes for which it was provided.
- 2. All applicants must live in the Municipality of East Hants.



3. The Municipality must be provided with proof of household taxable income.
4. New Immigrants and refugees are eligible. To qualify as an immigrant or refugee, the applicant must have been in Canada less than one year and have not yet filed a tax return.
5. Applicants must submit their application and be approved prior to registering and paying for programming.
6. Eligible services are non-transferable, have no cash value and are valid for one year.
7. The same household taxable income levels set by Council in their Municipal Tax Assistance Program (MTAP) Policy will be used to determine eligibility.
 - 7.1. This table will be updated by the CAO annually based on the Consumer Price Index (CPI).

Household Size	Household Taxable Income (Line 260 - CRA Notice of Assessments)
1 adult	\$19,598
2 adults	\$24,526
1 adult + 1 child	\$37,248
3 persons	\$45,843
4 persons	\$55,585
5 persons	\$63,035
6+ persons	\$71,057

8. Eligible Services

- 8.1. For each eligible individual within the household the program will provide:
 - 8.1.1. Access to a 75% discounted fee for up to 4 registered recreation programs a year;
 - 8.1.2. Ten single entry passes to the East Hants Aquatic Centre.

9. Ineligible Services

- 9.1. Birthday parties
- 9.2. Facility rentals
- 9.3. Private and semi-private swim lessons

10. Submission of Applications

- 10.1. There are no deadlines associated with this program.
- 10.2. Applicants must reapply on an annual basis.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor Manager of Recreation and Aquatics	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner Director of Parks, Recreation and Culture	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver Council	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> • Notify the Policy Owner of changes to be considered • Notify the Policy Owner when the policy becomes out of date or obsolete • Follow the policy



EAST HANTS

RECREATION ACCESS POLICY

Council Administrative

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Adoption	Manager of Recreation and Aquatics	Director of Parks, Recreation and Culture	Council	February 26, 2020

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk