



**TOWN OF AURORA**  
**ADDITIONAL ITEMS**  
**FOR FINANCE ADVISORY**  
**COMMITTEE MEETING**

**Tuesday, July 12, 2016**  
**5:30 p.m.**  
**Leksand Room**

- **Additional Information to Item 1 – Departmental Budget Review (Continued) – Parks and Recreation Services (PRS); Presentation by Director of Parks & Recreation Services**  
**Re: 2. Subsidy Program – Draft Aurora Assist Policy for Parks and Recreation Financial Assistance**





|                              |                               |                              |                      |
|------------------------------|-------------------------------|------------------------------|----------------------|
| <b>Topic:</b>                | Financial Assistance          | <b>Affects:</b>              | Program Participants |
| <b>Section</b>               |                               | <b>Replaces:</b>             |                      |
| <b>Original Policy Date:</b> |                               | <b>Latest Revision Date:</b> |                      |
| <b>Effective Date:</b>       |                               | <b>Next Revision Date:</b>   |                      |
| <b>Prepared By:</b>          | Parks and Recreation Services | <b>Approval Authority:</b>   |                      |

**Aurora Assist Policy**

**Financial Assistance for Low Income Families**

The Town of Aurora’s Assistance Policy provides a fee subsidy to help low income individuals and families who live in the Town of Aurora to access Town operated recreation programs. Individuals or Families approved for Aurora Assist will receive an annual financial subsidy of up to \$150 per person that can be applied to any of the wide variety of high-quality recreation programs or memberships offered by the Town throughout the year. To be eligible for Aurora Assist, applicants must be:

- 18 years of age or older (Funding is available for family members of all ages.);
- Town of Aurora residents; and
- Have a before tax family income of less than the Low Income Cut-Off (LICO) for current year, as updated by Statistics Canada.

- 1 person - \$23,647
- 2 persons - \$29,440
- 3 persons - \$36,193
- 4 persons - \$43,942
- 5 persons - \$49,839
- 6 persons - \$56,209
- 7 persons - \$62,581

(More than 7 persons, for each additional person, add \$6,362)  
This chart was updated by Statistics Canada, June 2014.

There are three ways to get an Aurora Assist application form:

1. Call the Town of Aurora’s Parks and Recreation Services Department at 905 727-3123 ext. 4329 and an application form will be mailed to you.
2. Pick one up at one of the following locations:
  - Stronach Aurora Recreation Complex, 1400 Wellington Street East

- Aurora Family Leisure Complex, 135 Industrial Parkway North
  - Aurora Town Hall, 100 John West Way, 3<sup>rd</sup> Floor, Parks and Recreation Services Dept.
3. Download now – [Aurora Assist application form\(pdf\)](#)

**The Aurora Assist Application Form**

1. Enter the information for you and for each family member living with you (applicant, spouse, child/children).
2. Check any applicable boxes in the "Proof of Total Family Income Section".
3. List all sources of income for each family member 18 years of age and older
4. Proof of income is required for all family members that are 18 years of age and older.
5. The annual pre-tax income must be entered for each source of income that is listed. For example, if your pre-tax income is \$20,000 and your spouse's pre-tax income is \$17,000, you would enter \$37,000 as the amount of total income.
6. The information you enter must match the supporting documents (name, date of birth, proof of address and income).
7. Sign the application form.

**Required Supporting Documentation**

**For identification purposes, please provide a photocopy of any ONE of the following documents for the applicant and all family members requesting subsidy:**

- Canadian birth certificate
- Canadian citizenship or permanent resident card
- Certificate of Indian status
- Canadian passport
- Valid Ontario driver's license
- Immigration and refugee document issued by Citizenship and Immigration Canada

**For proof of residency in Aurora, please provide a photocopy of any ONE of the following documents:**

- Rent receipts that show your address and your name
- Current utility bill
- Current child tax benefit statement
- Lease or mortgage agreement
- Property tax bill
- Valid Ontario driver's license

**For proof of income, please provide one of the following documents for each family member who is receiving income: (All required supporting documents must be photocopied, do not send originals)**

- Notice of Assessment
- T4 or T4A
- Employment Insurance or Ontario Works statement
- Monthly statement of disability benefits
- Two consecutive payroll statements

**Mailing your Aurora Assist application**

Before mailing your application, please make sure:

- You have completed all the sections.
- The information you provided is accurate.
- Your signature is on the form.
- You have included copies of all the necessary documents.

Applications should be dropped off or mailed to:

Town of Aurora,  
Department of Parks and Recreation Services  
100 John West Way, Box 1000, Aurora, Ontario  
L4G 6J1

ATTN: Administrative Assistant, Recreation

Stronach Aurora Recreation Complex  
1400 Wellington Street East

Aurora Family Leisure Complex  
135 Industrial Parkway North

Or email to [recsubsidy@aurora.ca](mailto:recsubsidy@aurora.ca)

**Application Process**

- To ensure that your application is processed as soon as possible, please make sure that you send in all the required documents and complete all sections of the application.
- Application deadlines:
  - February 28<sup>th</sup> for Spring/Summer programming
  - August 31<sup>st</sup> for Fall programming
  - November 30<sup>th</sup> for Winter programming
- Applications will be reviewed for eligibility for funding from the York Region PLAY program or the Canadian Tire Jumpstart program. If funding is approved for the requested activity from either of these programs, the application will not be considered for Aurora Assist.
- Once your Aurora Assist application has been received and processed and all the requirements are met, a confirmation letter will be mailed to you.
- The Town of Aurora may need to request additional supporting documents to determine eligibility. You will be notified if additional documents are required to complete the application process.
- The Aurora Assist subsidy will be added to your account the day your application is approved
- You must apply to renew your Aurora Assist subsidy every year as the allocation is for a **12-month period from the date of approval.**

**Privacy**

Personal information collected for the Aurora Assist program is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, M.56, R.S.O. 1990, as amended, and will be used for the purpose of administering the Aurora Assist fee assistance program, administration of the Town of Aurora's recreation programs including registration in these programs, and for periodic mailings pertaining to Aurora Assist, and the Town of Aurora's recreation programs.

DRAFT



Department of Parks & Recreation Services

# Aurora Assist Application

Adult children over 18 years of age are required to complete their own application. **Applications must be received by:**

- **February 28<sup>th</sup> for Spring/Summer Programs**
- **August 31<sup>st</sup> for Fall Programs**
- **November 30<sup>th</sup> for Winter Programs**

Name of Applicant: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

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

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

Apt#: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home #: \_\_\_\_\_

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

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

**Names of Family Members:**

|   | First Name | Last Name | Date of Birth (mm/dd/yyyy) | Relationship to Applicant |
|---|------------|-----------|----------------------------|---------------------------|
| 1 |            |           |                            |                           |
| 2 |            |           |                            |                           |
| 3 |            |           |                            |                           |
| 4 |            |           |                            |                           |
| 5 |            |           |                            |                           |

**Documentation Required**

**1. Proof of Income:** Please provide one of the following documents for each family member who is receiving income. (all required documents must be photocopied and attached, do not send originals)

- Notice of Assessment (Line 236), or
- T4 or T4A, or
- Employment Insurance or Ontario Works statement, or
- Monthly statement of disability benefit, or
- Two consecutive payroll statements

Please write down the Total gross income for all adults (18 years+) not in full time attendance at school.

Adult #1 \_\_\_\_\_

Adult #2 \_\_\_\_\_

Adult #3 \_\_\_\_\_

**Total:** \_\_\_\_\_ *(Refer to chart below to see if you qualify for assistance.)*

# Additional Items for Finance Advisory Committee Meeting

Tuesday, July 12, 2016

Additional Information to Item 1 Page - 6

## Low Income Cut Off (before tax) for Urban Area Population

| 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person |
|----------|----------|----------|----------|----------|----------|----------|
| \$23,647 | \$29,440 | \$36,193 | \$43,942 | \$49,839 | \$56,209 | \$62,581 |

(More than 7 persons, for each additional person, add \$6.362)

### 2. Proof of Residency Requirement:

This program is for Town of Aurora residents **only**. To verify residency, we require a copy of one of the documents listed below with the applicant's name and current address. Please attach a copy of the required documents with your application.

- Utility Bill       Lease or mortgage agreement       Valid Ontario Driver's License       Current child tax benefit statement
- Property Tax Bill       Rent receipts that show name and address       Other: \_\_\_\_\_

I, (Print Name) \_\_\_\_\_ have completed this application form for fee assistance and state that the information

I have provided is true to the best of my knowledge. I agree to accept financial responsibility for the program(s) myself and my family is registered in, should my application be denied.

- Proof of Total Family Income (attached)       Proof of Aurora Residence (attached)

Your application will be sent back if you have not attached the required documents.

### This waiver must be signed in order for this application to be processed.

Personal information, as identified by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended ("MFIPPA") including name, address, telephone number, email address and financial data is collected under the authority of the *Municipal Act, 2001* and in accordance with MFIPPA and all other legislation. Your personal information will only be used for the purposes of the fee assistance program administration, evaluation, and periodic mailings pertaining to this program and other programs provided by the municipality. Questions about the collection, use and disclosure of this personal information may be directed to the Town Clerk at 100 John West Way, Box 1000, Aurora, Ontario L4G 6J1.

I/We, the undersigned, certify the information in this application is, to the best of my/our knowledge, true, correct and complete. I/We understand that any falsified statements on this application can result in the termination of any/all financial assistance through this program. I acknowledge and understand that fee assistance eligibility is based on budget availability and my ability to meet the income criteria set out above. I acknowledge and agree that in the event my application is denied, I will be required to pay for the program(s) in which I, and my family members have registered.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications can be submitted by:

Mail to: Town of Aurora  
Department of Parks and Recreation Services  
100 John West Way, Box 1000, Aurora, ON L4G 6J1  
ATTN: Administrative Assistant, Recreation

Fax to: 905-726-4734

Email: [recsubsidy@aurora.ca](mailto:recsubsidy@aurora.ca)

Drop off in person at:

|  |  |  |
|--|--|--|
| Aurora Town Hall<br>100 John West Way<br>3 <sup>rd</sup> Floor | Stronach Aurora Recreation Complex<br>1400 Wellington Street East<br>Customer Service Desk | Aurora Family Leisure Complex<br>135 Industrial Parkway North<br>Customer Service Desk |
|--|--|--|

Please allow two (2) weeks to process the application. If you do not hear from us, please call 905.727-3123 ext. 4329 to check the status of your application.

**Thank you for your interest in our program.**