

# LEAP

## ATTACHMENT A *Leisure Economic Access Pass*

*Creating Recreational Opportunity For Those In Need*

### What is the Leisure Economic Access Pass (LEAP)?

A LEAP pass entitles you and qualified family members to a **50% discount** (up to a maximum of \$40) on Parks & Recreation programs in the Activity Guide for **4 programs per person per year**. A LEAP pass also entitles each applicant to **50 free admissions**. These admissions give access to:

- Public Swim & Skate Sessions
- Aquacise Classes
- Weight Rooms
- Drop-in Sports at Oliver Woods Community Centre  
(please refer to the online drop-in schedule as it changes seasonally)

### LEAP Eligibility

LEAP provides access to the City of Nanaimo recreation facilities for families in FINANCIAL NEED. This is based on income from the previous year's taxes. The following needs to be submitted along with a LEAP application:

- Notice of Assessment from the previous year for ALL adults in the home
- T1 General Form if Line 150 on NOA is less than \$9,000 (self-employed/rental income)
- Other income declarations (child/spousal support, investment, homestay student, band, etc.)
- Current Child Benefit Statement listing dependents (a care card and/or birth certificate may be requested)
- Proof of Nanaimo residency - photo ID with current address or rent receipt/utility bill, etc.
- Adults must show photo ID

### Who is NOT eligible?

- Applicants whose income is above the levels listed on the LEAP application
- Students attending post-secondary
- Those who do not reside in Nanaimo or qualifying electoral areas

### FAQs

*Who is the pass available to?*

The LEAP pass is available to City of Nanaimo residents, City of Lantzville residents and those living in Electoral areas A, B and C who meet the eligibility criteria.

Electoral A - Cranberry, Cedar, South Wellington

Electoral B - Gabriola

Electoral C - Extension, East Wellington

## FAQs

*How long will it take for my application to be approved?*

Please allow 7 to 10 days for processing. You will receive a phone call if you are approved, not approved or if your application is missing something.

*What happens after the application has been approved?*

When a LEAP application is approved, photos will be taken and scan passes issued. LEAP passes are valid for 1 year from the date of approval. Eligibility must be verified each year and a new application is required each time.

*What happens after I receive my scan pass?*

Your approved scan pass has 50 free admissions and 4 programs discounts ready for use. Check out the current Activity Guide for current drop-in schedules and programs. You can check with the front desk at any of the recreation centres to find out how many scans you have left or what your expiry date is.

*How does the LEAP scan pass work?*

You can scan your LEAP pass at a recreation centre front desk. This will record your visit. One of the 50 free admissions will automatically be removed. LEAP passes are only to be used by the person it was issued to. Please advise the registration clerk if you would like to use one of your discounts when registering for a program. Some restrictions may apply.

*What if I cannot find my Notice of Assessment?*

Call Canada Revenue Agency at 1-800-959-8281.

*What if I cannot find my Canada Child Benefit Statement?*

Call Child Benefit Information at 1-800-387-1193.

## What else do I need to know?

*What is a "Family"?*

A family consists of anyone living at the same address, including all extended family members of all ages, who are related by blood, common law, adoption or marriage. The same address can include separate living areas in the same house, such as different floors of a multi-unit house or single rooms in a house.

*What is "Gross Family Income"?*

Gross family income is the combined amount of money earned before taxes of all family members who contribute to the Nanaimo household. This includes employment income of all types (full and part-time, reported or not reported). This also includes other income such as investments, pensions, child support payments, rental revenue, funds in trust, disability benefits, overseas income, gross business income, and all other sources of income. In some cases substantial assets (see below) will be taken into consideration.

*What is a "Substantial Asset"?*

Within the guidelines of the Ministry of Social Development, substantial assets include:

- Secondary homes
- RRSP total (Registered Retirement Savings Plans)  
Money held in RRSPs is considered an asset for the purpose of determining eligibility for assistance. RRSPs may include any of the following: GICs (Guaranteed Income Certificates), Stocks, Bonds, Treasury Bills, Mutual Funds
- Cash/Savings of more than \$3,000.00

If you find you do not fall within the financial criteria, please consider Economy Cards, monthly RecPasses (scheduled payments available for 6 and 12-month passes) or the \$3 drop-in times (see the schedules in the Activity Guide) for some more affordable options.

Updated 2016-Oct-28

# LEAP APPLICATION FORM

Parks and Recreation  
250-756-5200



Date Received/Location/Staff

The LEAP (Leisure Economic Access Pass) program provides access to the City of Nanaimo recreation facilities for families in *FINANCIAL NEED* that are living in the City of Nanaimo, City of Lantzville, and the surrounding area, including Electoral Areas A (Cranberry, Cedar, South Wellington), B (Gabriola Island), and C (Extension, East Wellington).

## STEP 1 - Applicant Information - Each person living in the house MUST be listed. Please list main contact first.

<b>Street Address</b>			
<b>City</b>	<b>Province</b>	<b>Postal Code</b>	<b>Email</b>
<b>Primary Phone Number</b>		<b>Additional Phone Numbers</b>	
<b>Last Name</b>	<b>First Name</b>	<b>M/F</b>	<b>Date of Birth (DD/MMM/YY)</b>

## STEP 2 - Eligibility - All persons 19 years & older MUST provide Notice of Assessments from the previous tax year.

*Post-secondary students are NOT eligible for the LEAP Program.*

**CHECKLIST - You must bring the following:**

- Completed Application
- Photo ID (adults) & Proof of Residency
- Income Tax Notice of Assessment (19 years & older)
- T1 General if NOA Line 150 is less than \$9,000 (self-employed/rental income)
- Canada Child Benefit Statement (all dependents listed)
- Other Income (child/spousal support, investment, etc.)

*Don't have your Notice of Assessment?*  
Call Canada Revenue Agency at **1-800-959-8281**.

*Don't have your Canada Child Benefit Statement?* Call Child Benefit Information at **1-800-387-1193**.

*What is an acceptable proof of residency?* Photo ID, rent receipt, residential tenancy agreement or utility bill (hydro/phone/gas/etc.) in the name of the applicant.

<b>OFFICE USE ONLY</b>	
<b>Line 150 NOA</b>	\$ <input type="text"/>
	<i>all adults</i>
<b>T1 Lines 162-170</b>	\$ <input type="text"/>
	<i>gross self employment income all adults</i>
<b>T1 Line 160</b>	\$ <input type="text"/>
	<i>gross rental income</i>
<b>Child Benefits</b>	\$ <input type="text"/>
	<i>1 month x 12 for yearly total, include Universal Child Tax Credit</i>
<b>Other Income</b>	\$ <input type="text"/>
	<i>investment, band, homestay student, child/spousal support</i>
<b>TOTAL Yearly Gross Household Income</b>	\$ <input type="text"/>

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Parks and Recreation  
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## STEP 3 - Signature of Consent

I  (print name) declare that the information contained on this form is true and correct to the best of my knowledge and I have fully disclosed my family income. If requested, I agree to meet with a representative of the City of Nanaimo and will provide the financial information that is required. Any inaccurate or false information provided in order to secure financial assistance will result in the termination of LEAP cards and withdrawals from any courses registered for under the program. I have provided this information to the City of Nanaimo, Parks and Recreation department to be used to determine my eligibility for the LEAP program. It is considered confidential and will not be disclosed except as required by law.

Signature

Date

I understand that LEAP is valid for 1 YEAR ONLY from the date of issue and that I must fill out a new application with all required information again after my current LEAP has expired.

Initial

## FOR YOUR INFORMATION

Family household annual income needs to be below the Statistics Canada Low Income Cut-offs (LICOs) for eligibility in the LEAP program. Statistics Canada uses "the economic family, that is, all persons living in the same dwelling and related by blood, marriage, common-law relationships or adoption". We need to gather this information from you. Each person living in the house must be listed on this application. Each person 19 years and older must provide a Notice of Assessment, as the total gross household income is the determining factor for qualification.

### Gross Household Low Income Cut-offs

updated in 2016 (LICOs)

Initial

1 person	2 people	3 people	4 people	5 people	6 people	7 people
\$21,354	\$26,583	\$32,681	\$39,680	\$45,004	\$50,758	\$56,511

Bring in your completed application to the front desk at any of the following City of Nanaimo Recreation Centres:  
*Beban Park, Bowen Park, Nanaimo Aquatic Centre, Nanaimo Ice Centre, Oliver Woods Community Centre*

**PLEASE ALLOW 7 TO 10 DAYS FOR PROCESSING APPLICATIONS.**

**THIS FORM WILL EXPIRE 30 DAYS FROM THE DATE SIGNED.**

**Updated 2019-Feb-13**

### **Freedom of Information & Protection of Privacy Act Statement:**

Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, uses, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services department at 250-755-4405.

## OFFICE USE ONLY

Processed at

Class Account Updated

Processed by

Notes

Date