



RCRS Secondary:	GOV-02	Effective Date:	2022-FEB-28
Policy Number:	COU-227	Amendment Date/s:	
Title:	Leisure Economic Access Policy (LEAP)	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	2022-FEB-28

PURPOSE:

To provide access to City of Nanaimo Parks, Recreation and Culture programs and services for families and individuals regardless of ability to pay.

DEFINITIONS:

Low Income Cut Off (LICO)	Means “an income threshold below which a family will devote a much larger share of its income than the average family on the necessities of food, shelter, and clothing”, as defined by Statistics Canada.
Notice of Assessment (NOA)	Means an evaluation of your tax return that the Canada Revenue Agency (CRA) sends you every year after you file your tax return. It includes the date the CRA checked your tax return, and the details about how much you may, or may not, get as a refund or credit.” as defined by the Canada Revenue Agency.
Alternate Approval Option	Means a method for residents to apply for LEAP without providing a NOA if they have proof of enrollment in a service or program by the Federal or Provincial government or agency thereby identifying them as a person in financial need. This includes Income Assistance, Guaranteed Income Supplement, Youth and Children in Care, Community Living BC, and Refugee programs such as Canada-Ukraine Authorization for Emergency Travel Program.
Proof of Residency	Means an identification card or a document that shows both the applicant’s name and current residential address.
Southern Community Recreation Service Area	Means the areas authorized to participate in City of Nanaimo sports field and recreation services through the District 68 Sportsfield Agreement between the City of Nanaimo and Regional District of Nanaimo.

SCOPE:

This policy is available to residents within the City of Nanaimo and Southern Community Recreation Service Area who meet the policy’s qualification criteria.

POLICY:

The City of Nanaimo Leisure Economic Access Policy (LEAP) supports families and individuals in financial need to access Parks, Recreation and Culture programs and services.

All applicants that meet the LEAP qualification criteria will receive a pass (valid for one year from the date of issue **if applying with Notice of Assessment, or two years for residents applying through the Alternate Approval Option**) that entitles them to:

- 50 free admissions for drop-in swimming, skating, weight rooms, and/or gymnasium programs; and,
- 50% off registered programs or memberships (maximum up to \$40) for all family members up to four times per year, per person.

Qualification Criteria:

1. Must be a resident of the City of Nanaimo or Southern Community Recreation Service Area
2. Have a family household income at, or below, Statistics Canada Low Income Cut-Off Thresholds (LICO).
3. Provide one piece of photo identification, Proof of Residency, and **either a Notice of Assessment from the prior year OR; proof of enrollment in one of the programs or services outlined in the Alternate Approval Option.**

PROCESS:

- Individuals or families who meet the qualification criteria must fill out a LEAP application either online [LEAP Application](#) or submit the application in-person to any City of Nanaimo recreation centre.
- Applications will be evaluated and verified by authorized Parks, Recreation and Culture staff. Once reviewed, the applicant will be notified as to whether the application was approved, denied, or whether more information is needed.
- Applications may be submitted at any time and are valid for one year from the approval date,
- Questions regarding the LEAP application or the program itself, can be directed to 250-756-5200 or to the website at www.nanaimo.ca.
- The application process must be completed annually.

RELATED DOCUMENTS:

- [Statistics Canada LICO Threshold Criteria](#)
- COU-228 - Guiding Principles for Parks, Recreation & Culture Fees, Charges and Rentals
- District 68 Sports Field & Recreation Services Agreement

REPEAL or AMENDMENT:

This policy repeals the Leisure Economic Access Policy endorsed by the Parks, Recreation and Culture Commission on 1993-MAY-31.