



## Leisure Access Program Application, 2024 – 2025

The Leisure Access Program provides City of Vancouver residents with low-income access to programs and services, at a reduced cost. These services are available at pools, rinks, and participating fitness centres and community centres.

**Get a Leisure Access Pass at a Park Board community centre if you qualify for options 1 or 2.**

1. **You receive income assistance or specific provincial or federal subsidies** (see Leisure Access Program brochure or online at [vancouver.ca/leisureaccess](http://vancouver.ca/leisureaccess) for further details); or
2. **You are a client of a non-profit or government agency that can refer you.** Ensure you have a signed and dated Third Party Referral prior to going to a Park Board community centre. Includes asylum seekers and temporary foreign workers.

**Submit a Leisure Access Pass application if you qualify for one of the following options (3 – 6).**

3. **Self-Refer**  
You are a resident with low-income, but do not receive income assistance or support from a non-profit or government agency. To be eligible, \*\*family combined net income on line 23600 of your “Proof of Income Statement” (not Notice of Assessment) is at or below eligibility threshold below.

Family size	1	2	3	4	5	6	7
Net income	\$37,871	\$53,557	\$65,594	\$75,742	\$84,682	\$92,764	\$100,196

- a. Complete, sign and date application. \*Include proof of address.

4. **Child Disability Benefit (CDB)**  
You are a family with a child, up to 17 years old, with a disability and qualify for the Child Disability Benefit.
  - a. Complete, sign, and date application. Include \*proof of address.
  - b. Attach a copy of your complete Canada Child Benefit (CCB) notice (base year 2023) to verify receipt of the Child Disability Benefit. **CDB serves as income verification.**

5. **Disability Tax Credit (DTC)**  
If you, your spouse, or dependant, age 18 and older, qualify for the Disability Tax Credit and your family income is at or below the eligibility threshold below.

Family size	1	2	3	4	5	6	7
Net income	\$47,299	\$62,985	\$75,022	\$85,170	\$94,110	\$102,192	\$109,624

- a. Complete, sign and date application. \*Include proof of address.
- b. Attach copy of your family’s 2023 tax year “Proof of Income Statement” (not Notice of Assessment).

6. **Employment Insurance (EI)**  
You are receiving Employment Insurance benefits in 2024-2025.
  - a. Complete, sign, and date application. \*Include proof of address.
  - b. Attach copy of 2023 tax year “Proof of Income Statement” (not Notice of Assessment).
  - c. Attach copy of Service Canada confirmation letter outlining Employment Insurance benefits including start and finish date, and benefit rate.
  - d. Staff will project 2024/2025 income based on documents provided. Projected income must be at or below the eligibility threshold below.

Family size	1	2	3	4	5	6	7
Net income	\$37,871	\$53,557	\$65,594	\$75,742	\$84,682	\$92,764	\$100,196

**\*Proof of address** must be dated within 90 days. E.g., home utility bill (cable, gas, hydro, internet, phone), bank or credit card statement, or lease agreement.

**\*\*Family is defined** as one or two adults(s), legally married or common-law partners, and their legal dependants aged 17 and under. Grandparents, relatives, and dependants aged 18 and older completed a separate Leisure Access application.

## Terms and Conditions

### A. Eligibility thresholds (found in your **CRA “Proof of Income Statement”**) not Notice of Assessment

Application options 2, 3, 5, and 6 income eligibility thresholds include net income and:

- a. **Interest and Investment Income**  
Line 12100 at or under \$1000
- b. **Net Rental Income**  
Line 12600 at or under \$2000
- c. **Capital Gains**  
Line 12700 at or under \$2000

### B. Who is not eligible?

- a. Non-residents of the City of Vancouver
- b. Post Office and UPS boxes do not qualify as residential addresses.
- c. Residents whose income surpass income eligibility thresholds.
- d. Residents of UBC and the University Endowment Lands.
- e. Entrepreneur and Investment class immigrants.

### C. How to request a “Proof of Income Statement” from the Canada Revenue Agency.

1. **Search online:** “CRA My Account for Individuals”; or
2. **Call the Canada Revenue Agency**
  - a. 1-800-267-6999
  - b. Press 1, then 1, then 1

- c. You will be asked for your:
  - Social Insurance Number
  - Date of birth
  - Income reported on line 15000 of your 2023 T1 tax return
- d. 2023 tax year “Proof of Income Statement” will be sent by Canada Post

### D. Random verification

Each month a random sample of self-referred applications (options 3 - 6) are selected to verify eligibility and accuracy.

You will be asked to provide, if applicable:

- a. **Proof of Income Statement**  
(Canada Revenue Agency)
- b. **Canada Child Benefit notice**  
(Canada Revenue Agency)
- c. **Confirmation of Permanent Residence (COPR)** if you are a permanent resident or immigrant.

If requested documentation is not provided within 45 days of request, your Leisure Access account will be deleted.

- E. **Free and reduced cost programs** services can be found at [vancouver.ca/leisureaccess](https://vancouver.ca/leisureaccess) or in the Leisure Access Program brochure.

### You can submit your application by:

- a. Taking application with required documents to a Park Board community centre in a sealed envelope addressed to “Leisure Access Office”; or
- b. Mail application and required documents to:  
“Leisure Access Office,” Vancouver Park Board, c/o 453 W 12<sup>th</sup> Avenue, Vancouver BC V5Y 1V4.

### Protection of Privacy

The Vancouver Board of Parks and Recreation will uphold and enforce the Freedom of Information and Protection of Privacy Act (FOIPPA) to ensure any and all personal information is secured and only shared for the purpose it was provided in accordance with the law.

**Email is not a secure method of sending personal data.**

**Full Leisure Access Program details**, including free and discounted programs and services, can be found at [vancouver.ca/leisureaccess](https://vancouver.ca/leisureaccess) or in the **Leisure Access Program brochure** at any Park Board community centre.

# Leisure Access Program application 2024 / 2025



Name (please print): \_\_\_\_\_  
First name Last name

## Select application option:

### Child Disability Benefit

You are a family with a child up to 17 years old with a disability.

Proof of Child Disability Benefit on your Canada Child Benefit acts as income verification.

*Skip to "City of Vancouver resident"*

### Disability Tax Credit

You, your spouse, or dependant, age 18 and older, qualify for the Disability Tax Credit (Line 31600).

### Employment Insurance (EI)

You are receiving EI benefits in 2024 - 2025.

### Self-refer

You are a resident with low-income but do not receive income assistance or support from a non-profit or government agency.

**Office note:**  
**Declaration is processed at Leisure Access Office.**

## Income Verification (family combined income using a **Proof of Income Statement**)

A Notice of Assessment is not a substitute for a Proof of Income Statement

*Enter 0 if no income recorded*

- **Net Income** (line 23600) \$ \_\_\_\_\_  
Eligible net income is found on page 1
- **Interest and Investment Income** (line 12100) at or under \$1,000 \$ \_\_\_\_\_
- **Net Rental Income** (line 12600) at or under \$2,000 \$ \_\_\_\_\_
- **Capital Gains** (line 12700) at or under \$2,000 \$ \_\_\_\_\_

**City of Vancouver resident:** (please circle) Yes No

## New immigrants and refugees

Please provide **immigration category** on the "Confirmation of Permanent Residence" (COPR) e.g. SW1, FC1 \_\_\_\_\_

*\*Entrepreneur and Investor class immigrants do not qualify for the Leisure Access program*

## Relationship status: (please check one)

Married / Common-law (  ) Divorced / Separated (  ) Single (  ) Widowed (  ) **Continue to next page** →

# Leisure Access Program application - 2024 / 2025



Applicant and family members listed below (please print).

Family is defined as one or two adult(s), legally married or common-law partners, and their legal dependents aged 17 and under.

Grandparents, relatives, and/or dependants aged 18 or older complete a separate Leisure Access application.

First Name	Last Name	OneCard Number PB##### (if applicable)	Birthdate MM / DD / YYYY	Gender (Optional)	Social Insurance Number (first 3 digits)

<b>Address</b>	
<b>City</b>	<b>Postal Code</b>
<b>Phone</b>	<b>Email</b>

- (1) I certify that all information is current, complete and fully discloses my family income.
- (2) I agree to the Terms and Conditions on page 2 of the application.
- (3) I understand that I may be requested to provide documentation that verifies information provided on application. If, within 45 days, I cannot provide the requested documentation the Leisure Access account(s) attached to this application can be cancelled and individuals may be withdrawn from any courses that they have registered for at a reduced rate.

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The Leisure Access office can not process an unsigned / undated application