



<b>Policy Title</b>	Bassano Outdoor Pool – Fee Assistance Program Policy
<b>Authority</b>	Recreation & Leisure Department
<b>Approved (Dates/Motion #)</b>	TOB138/22
<b>Policy Number</b>	P-TOB72a/007-22
<b>Review</b>	By April 1 Annually
<b>Reviewed by/date</b>	April 11, 2023 – Council

## Policy Statement

The purpose of this policy is to provide guidelines for the fee assistance program. The intention of the program is to help low-income individuals and families access the pool for drop-in activities.

The program will come into effect for the 2023 swim season.

## Definitions

**CAO** – means the administrative head of the Town.

**Municipal Staff** – means employees of the Town.

**Participants** – means persons that have been approved for the Fee Assistance Program.

**Pool** – means the Bassano Outdoor Pool.

**Pool Management** – means the Bassano Outdoor Pool Manager and or their designate.

**Pool Staff** – means a person employed at the Bassano Outdoor Pool.

**Recreation and Community Services Liaison** – an administrative staff member of the Town responsible for recreation and leisure.

**Town** – means the Town of Bassano.

## Responsibility

It is the responsibility of all municipal staff to adhere to this policy.

## Guidelines

1. These guidelines set out the minimum requirements for a resident to be accepted into the Fee Assistance Program. To be eligible for fee assistance, applicant's income must fall below the Government of Canada's Low Income Cut-Off or Alberta Seniors Benefits eligibility income threshold.

Size of Household	Total Income of All Adults (Line 150)
1	\$28,217
2	\$35,128
3	\$43,187

4	\$52,434
5	\$59,470
6	\$67,073
7 or more	\$74,675
<b>Size of Household</b>	<b>Total Income of All Seniors (Line 150)</b>
Senior (65 years or older) - Single	\$29,630
Senior (65 years or older) - Couple	\$48,120

2. Applicants must provide the following information:
  - a. Address proving, that they are a resident of the Town or Division 6 of the County of Newell.
  - b. Current proof of their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150.

OR

Alberta Adult Health Benefits Card.

  - c. Number of adults (18+) living in the household full time.
  - d. Number of children (17 years and younger) living in the household full time.
3. If accepted into the program, applicants will be allocated up to \$50.00 per person per season in subsidy for drop-in swims and activities at the pool. The non-cash subsidy shall be applied to 50% of the admission fee. The applicant is responsible to pay the remainder of the 50% admission fee at the time of use.
4. Access to the Program is non-transferable and does not carry forward year-over-year.
5. The subsidy cannot be used for swimming lessons, aquafit, or any other structured programs as funding assistance is offered through initiative such as Jump Start.

## Process

The Town shall allocate \$500.00 per annum to the Fee Assistance Program. Access to the program is based on a first-come, first-served basis.

1. If residents wish to participate in the program, they must submit an application (Schedule A) to the Town.
2. The form will be reviewed by the CAO or designate.
3. Once approved, Municipal Staff will create a punch card for each participant based on the \$50.00 valuation. Punch cards will be sealed to avoid duplication.
4. Punch card recipients must pay the remainder of the 50% admission fee at each visit prior to accessing the pool.
5. Punch card recipients must provide proof of identification at the pool when using the subsidy.

6. Pool Management will be notified of punch card recipients for tracking purposes.

### Policy Reference

1. P-TOB72a-001-22 - Pool Operations Plan

END OF POLICY

Revised