

		POLICY AND PROCEDURE MANUAL	
Category: Financial Administration	Number: FIN.04(PD)	PLAY PASS PROGRAM	
Type:	Authority:	Approved By:	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> Council <input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input checked="" type="checkbox"/> Department Head	
Office of Primary Responsibility: Parks, Recreation & Culture			
Date Adopted: March 20, 2017		Date to be Reviewed: March 20, 2018	
Manner Issued: Pipeline, Email			

PURPOSE:

The PLAY (Providing Leisure All Year) Pass Program is administered by the Parks, Recreation & Culture Department to provide Mission residents with the opportunity to participate in basic Parks, Recreation and Culture activities at no cost.

PROCEDURE:

1. Definitions

“**Department Head(s)**” means those District employees that are charged with overseeing a particular operational or departmental area and/or their designates.

“**District**” means the District of Mission.

2. Procedures

- a) Completed applications are submitted to the Parks, Recreation and Culture Department for approval. A \$5.00 administration fee is applicable to all approved individual applications and a \$10.00 fee is applied to all family applications.
- b) To be eligible for the PLAY Pass Program, applicants must be a resident of Mission for a minimum of 3 months and fall into one of these two categories:
 - i. On income assistance through the Ministry of Housing and Social Development or the Federal Social Development Program; or
 - ii. Low Income, as defined by the Statistics Canada Low Income Thresholds, but not receiving income assistance through the Ministry of Housing and Social Development or the Federal Social Development Program.
- c) Applicants on income assistance must have their application form verified with a stamp and signature from the appropriate Ministry.
- d) Applicants not on income assistance must be at or below the annual Statistics Canada Low Income Threshold Levels. Proof will be required to be submitted using the Revenue Canada Income Tax Notice of Assessment or Revenue Canada Goods and Services

Tax Credit Form. Proof of residency will be required with a utility bill, driver's license or other identification deemed appropriate with a current local address within the District of Mission boundaries.

- e) All inquiries and applications will be addressed in confidence.
- f) Approved PLAY Passes will be valid for a period of 1 year. Should applicants require continued support, they may re-apply upon expiry of their pass.
- g) The PLAY Passes are not transferable and do not have a cash value.
- h) The PLAY Pass Program provides qualified applicants with an Admission Card, which offers free unlimited admission to the Mission Leisure Centre for swimming, skating, weight room and/or fitness drop-in sessions per year and a maximum of 12 free child-minding sessions per year through the Play Care Program
- i) The Parks, Recreation & Culture Department reserves the right to refuse access to the PLAY Pass Program to anyone who provides false information. In the event that any false information is discovered after an application has been approved, any passes held may be nullified.
- j) The PLAY Pass Program is subject to change and/or cancellation at the sole discretion of the District of Mission.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

FIN.03 – PLAY Pass Program

***** END OF PROCEDURE *****

RECORD OF AMENDMENTS/REVIEW

<u>Procedure #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority</u>
FEE.38	2002/07/15				DH
FEE.38	2008/06/02	2012/11/13	Y	2014/01/31	CAO/DH