

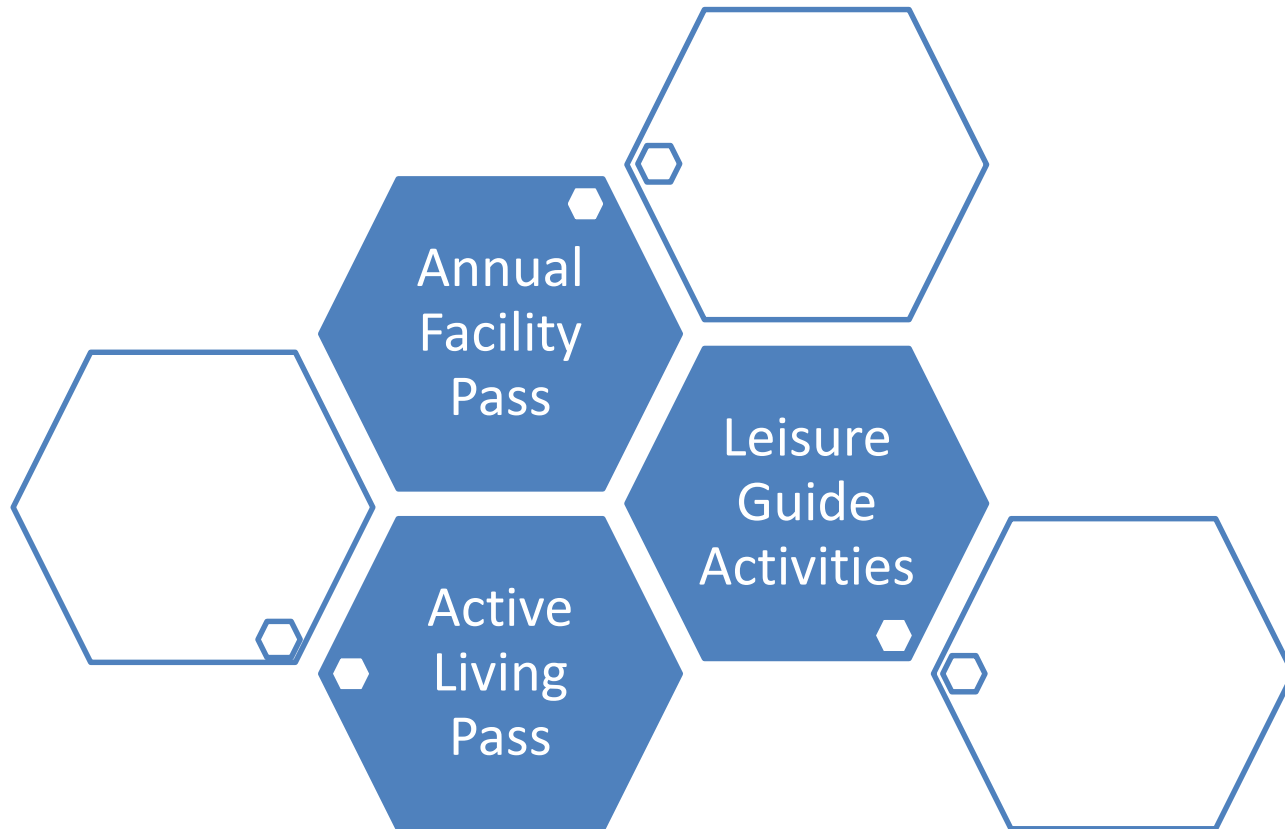


**Community Services  
Department**

**Recreation Services  
Fee Subsidy Program  
2020/02/28**

# Recreation Services Fee Subsidy Program

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# Recreation Services Fee Subsidy Program

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## Who qualifies?

You must be a City of Winnipeg resident AND one of the following must apply:

- Hold a social assistance case number (Social Assistance Budget Letter must be submitted with application)
- You are a new permanent resident or refugee who has been in Canada for less than 18 months and have not filed a tax return (copy of documentation showing your landing date in Canada and your UCI number must be submitted with your application)
- Economic Family income is below the most recent low income cut-off (LICO) (any relevant combination of the below must be submitted with the application)
  - Most recent Canada Revenue Agency Notice of Assessment identifying annual net income for all economic family members
  - Monthly income statement from CPP Disability for all economic family members

*“Economic Family” refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law union, adoption or a foster relationship.*

# Recreation Services Fee Subsidy Program

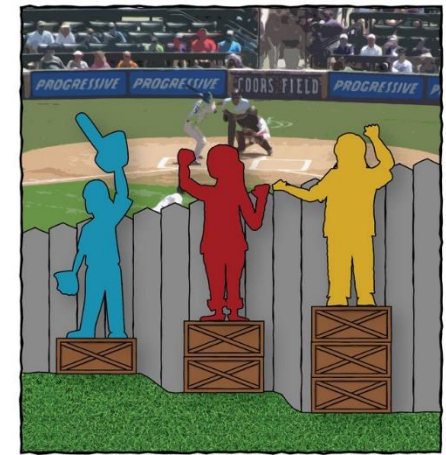
## Third Party Referral

Goal: Reduce barriers to qualification for applicants who cannot provide the required documentation for verification of economic need but do meet the criteria

Ex. youth in care; individuals experiencing homelessness/transience; persons with disabilities; etc.



**EQUALITY**



**EQUITY**

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# Recreation Services Fee Subsidy Program

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## Third Party Agencies

- Are organizations that are in a position to verify the economic need of individual applying to the Recreation Services Fee Subsidy Program
- Have employees or volunteers (agents) that have the time to assist an individual through the application process
  - Accessing the application form
  - Explaining the application form
  - Completing the application form
  - Submitting the application form
  - Offering assistance in accessing services after approval

# Recreation Services Fee Subsidy Program

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## Accessing the application form

On the web: [winnipeg.ca/feesubsidy](http://winnipeg.ca/feesubsidy)

In person: Indoor Pools, Recreation & Leisure facilities or 395 Main Street

# Recreation Services Fee Subsidy Program



City of Winnipeg  
Recreation Services

Third Party Referral - Fee Subsidy Application			
<b>Agency Information</b>			
Agency Name: <input type="text"/>			
Agency Address: <input type="text"/>		City: <input type="text"/>	Postal Code: <input type="text"/>
Agency Representative: <input type="text"/>		Email: <input type="text"/>	Phone: <input type="text"/>
<b>Agency has received one of the following as verification of economic need:</b> (if it has not already been supplied in the past 12 months) <input type="checkbox"/> Copy of social assistance budget letter <input type="checkbox"/> Copy of documentation showing landing date in Canada and UCI number <input type="checkbox"/> Copy of most recent Canada Revenue Agency Notice of Assessment identifying annual net income of all economic family members <input type="checkbox"/> Copy of a monthly statement of income from CPP Disability (including the income verification of all economic family members) <input type="checkbox"/> As the guarantor, the agency is endorsing the individual(s) listed			
Agency Representative Signature: <input type="text"/>		Date Signed: <input type="text"/>	
<b>Applicant Information</b>			
<b>All Individuals Living at: (Completed and signed by participant or guardian)</b>			
Address: <input type="text"/>		City: <input type="text"/>	Postal Code: <input type="text"/>
Email: <input type="text"/>		Phone: <input type="text"/>	Signature: <input type="text"/>
First Name	Last Name	Date of Birth	
		MM	DD YYYY
<input type="text"/> (main contact)	<input type="text"/> (main contact)	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Service(s) Requested</b>			
<input type="checkbox"/> One Year Facility Pass		<input checked="" type="checkbox"/> 10 Visit Active Living Pass	
<input type="checkbox"/> Registered Activities			

You may submit your application and supporting documents by mail, in person, or by email. However, the City cannot guarantee the security of your personal information if you choose to submit it by email.

**PLEASE FORWARD APPLICATION TO:**  
 Fee Subsidy Program  
 Recreation Services  
 395 Main St. • R3B 3N8  
 Email: [cmfeesub@winnipeg.ca](mailto:cmfeesub@winnipeg.ca)

The department shall reserve the right to limit the number of fee subsidies issued and/or the value of fee subsidies and activities granted at any given time.

**Privacy Statement:** Personal information is collected under and protected by s. 36(1)(k) of the Freedom of Information and Protection of Privacy Act. The Applicant permits that further information will be shared by the Agency with the City of Winnipeg for the purposes of administering the City of Winnipeg's Recreation Services Fee Subsidy Program. Shared information may include the fee subsidy application form, program participation and evaluation information, compliance with contractual obligations, and may further be shared with appropriate partner(s) (where applicable) and will not be used or disclosed for any other purposes, except as authorized by law. If you have any questions about the collection of this information, contact the Corporate Access and Privacy Officer by mail to City Clerk's Department, Susan A. Thompson Building, 410 Main Street, Winnipeg MB, R3B 2R6, or by telephone at 212.

## Explaining the application form

Household Information

Signature

Services Requested

Once every 12 months

# Recreation Services Fee Subsidy Program

## Completing the application form – Agency Information



City of Winnipeg  
Recreation Services

Third Party Referral - Fee Subsidy Application			
<b>Agency Information</b>			
Agency Name: <input type="text"/>			
Agency Address: <input type="text"/>		City: <input type="text"/>	Postal Code: <input type="text"/>
Agency Representative: <input type="text"/>		Email: <input type="text"/>	Phone: <input type="text"/>
<b>Agency has received one of the following as verification of economic need: (if it has not already been supplied in the past 12 months)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of social assistance budget letter</li> <li><input type="checkbox"/> Copy of documentation showing landing date in Canada and UCI number</li> <li><input type="checkbox"/> Copy of most recent Canada Revenue Agency Notice of Assessment identifying annual net income of all economic family members</li> <li><input type="checkbox"/> Copy of a monthly statement of income from CPP Disability (including the income verification of all economic family members)</li> <li><input type="checkbox"/> As the guarantor, the agency is endorsing the individual(s) listed</li> </ul>			
Agency Representative Signature: <input type="text"/>			Date Signed: <input type="text"/>



# Recreation Services Fee Subsidy Program

## Completing the application form – Applicant Information

Applicant Information					
All Individuals Living at: (Completed and signed by participant or guardian)					
Address: <input type="text"/>			City: <input type="text"/>		Postal Code: <input type="text"/>
Email: <input type="text"/>		Phone: <input type="text"/>		Signature: <input type="text"/>	
First Name	Last Name	Date of Birth			
		MM	DD	YYYY	
<input type="text"/> (main contact)	<input type="text"/> (main contact)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

# Recreation Services Fee Subsidy Program

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## Completing the application form – Services Requested

Service(s) Requested		
<input type="checkbox"/> One Year Facility Pass	<input type="checkbox"/> 10 Visit Active Living Pass	<input type="checkbox"/> Registered Activities

# Recreation Services Fee Subsidy Program

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## Submitting the application form

Email: [cmsfeesub@winnipeg.ca](mailto:cmsfeesub@winnipeg.ca)

Mail: 7<sup>th</sup> Floor – 395 Main Street, Winnipeg, MB, R3B 3N8

Drop Off: Indoor Pools, Recreation & Lesiure facilities or 395 Main Street

# Recreation Services Fee Subsidy Program

## What happens next?

Applicants will receive a letter/email indicating the status of their application and further instructions.

Important: provide the applicant's email address or daytime phone number.

Winnipeg

THE CITY OF WINNIPEG • VILLE DE WINNIPEG  
COMMUNITY SERVICES DEPARTMENT • SERVICES COMMUNAUTAIRES

### Fee Subsidy Application Request

#### No-Charge Facility Access Pass

The City of Winnipeg Community Services Department is pleased to advise that your request for a Facility Access Pass has been received and approved.

Please be advised that you are registered in the system and the pass has been placed on your account. Included with this letter is a non-monetary receipt as confirmation of the transaction. For new memberships - You may visit any City of Winnipeg aquatic facility or leisure centre to get your picture taken and obtain your membership card. Please continue to use your existing card if this is a renewal membership. A fee may be assessed for lost or damaged card(s).

#### Please note:

- 1) The No-Charge Facility Access Pass is non-transferable and is good for 12 months from the date on your receipt.
- 2) Your verification of economic need was received on \_\_\_\_\_. You are not required to supply this verification again until one year from this date.

The Community Services Department is pleased to be able to offer these opportunities to members of the community. For more information about free programs offered by the City of Winnipeg, check out our Priceless Fun brochure. Priceless Fun is available for pick-up at all civic indoor pools, libraries and leisure centres, and online at [Winnipeg.ca/cms/recreation/leisure/leisureguide.stm](http://Winnipeg.ca/cms/recreation/leisure/leisureguide.stm).

If you have any questions, please call 311 or email [cmsfeesub@winnipeg.ca](mailto:cmsfeesub@winnipeg.ca).

Thank you.

Additionally, please indicate if the agency representative would like to be included in this notification; we will contact you if we have any questions.

# Recreation Services Fee Subsidy Program

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## Offering assistance in accessing services after approval

A brochure advising on membership use and rules is included with the notification letter.

New Memberships – applicants need to visit any City of Winnipeg aquatic facility or leisure centre to get their picture taken and obtain the membership card. Please bring this letter and an identification card; these may be requested to verify identity as the approved pass recipient.

Membership Renewals – Applicants should continue to use the existing membership card. A fee may be assessed for lost or damaged card(s).

Please note:

The No-Charge Facility Access Pass is non-transferable and have no cash value.

The membership card must be presented before entry to the facility.

Registration dates, times and locations are listed on Page 4 of the Leisure Guide.

**IMPORTANT:** Have your activity code(s) ready when registering. Activity codes can be found at [LeisureOnline.ca](http://LeisureOnline.ca), in the Leisure Guide or by calling 311.

### Registration Options:

Online

Phone

In-Person

# Recreation Services Fee Subsidy Program

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## Fee Subsidy Credit for Leisure Guide Activities

Using your credit online:

On registration day, go to [winnipeg.ca/leisureonline](http://winnipeg.ca/leisureonline) and sign in to your account.

- Please ensure that you are able to successfully sign in to your online account BEFORE Registration Day. Information on how to do this is provided on your program approval letter.

Select Register for Activities.

Search by activity code(s), activity name(s), facility name(s), activity date/time by using the Find It Fast links, search bar, or the search filters shown on the left of the activities displayed.

Select an activity from the search results displayed.

Select Add To Cart.

Select Participant and answer any questions for the selected activity.

Proceed to Shopping Cart. Review and Acknowledge the Activity Terms and Conditions. Note: the Program Withdrawal Fee is not applicable to approved Fee Subsidy Program participants.

Proceed to Checkout

The Fee Subsidy Credit will automatically be applied to the selected activity enrollments.

- If the cost of your activity enrollments is less than the credit on your account, the remainder will be left on your account to register at a later date/session until it expires, 12 months after your program approval date (this date is recorded on your program approval letter).
- If the cost of your activity enrollments is more than the credit on your account, YOU must pay for any additional activities or balance owing for partial payment by another form of payment; credit card or Recreation Gift Card are other eligible forms of online payment. No additional credit will be provided in the same 12 month qualification period.

# Recreation Services Fee Subsidy Program

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## Fee Subsidy Credit for Leisure Guide Activities

Using your credit by phone:

Call 311 to register by phone.

You will be asked to provide the Customer Service Representative with your account information and preferred activity code(s), name(s), date(s), and or location(s).

The Fee Subsidy Credit will automatically be applied to the selected activity enrollments.

- If the cost of your activity enrollments is less than the credit on your account, the remainder will be left on your account to register at a later date/session until it expires, 12 months after your program approval date (this date is recorded on your program approval letter).
- If the cost of your activity enrollments is more than the credit on your account, YOU must pay for any additional activities or balance owing for partial payment by another form of payment; credit card or Recreation Gift Card are other eligible forms of payment over the phone. No additional credit will be provided in the same 12 month qualification period.

# Recreation Services Fee Subsidy Program

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## Fee Subsidy Credit for Leisure Guide Activities

Using your credit in-person:

Visit any City of Winnipeg Aquatic/Recreation in-person registration locations for assistance (these locations are identified on Page 4 in the Leisure Guide).

You will be asked to provide the Cashier with your account information and preferred activity code(s), name(s), date(s), and or location(s).

The Fee Subsidy Credit will automatically be applied to the selected activity enrollments.

- If the cost of your activity enrollments is less than the credit on your account, the remainder will be left on your account to register at a later date/session until it expires, 12 months after your program approval date (this date is recorded on your program approval letter).
- If the cost of your activity enrollments is more than the credit on your account, YOU must pay for any additional activities or balance owing for partial payment by another form of payment; cash, debit, credit card or Recreation Gift Card are other eligible forms of in-person payment. No additional credit will be provided in the same 12 month qualification period.



# Recreation Services Fee Subsidy Program

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## Questions?

Please email your questions to

[cmsfeesub@winnipeg.ca](mailto:cmsfeesub@winnipeg.ca)



**Recreation is  
for Everyone**

**Thank You**