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**Community Services Fee Assistance Pilot Program Policy**

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REFERENCE: Community Services

APPROVED: TBD

SUPERSEDES: N/A

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POLICY STATEMENT:

This policy is intended to provide a framework for the provision of a Community Services Fee Assistance Program pilot project to help ensure all individuals and families have the opportunity to access Town of Edson Community Services programming.

1. DEFINITIONS:

- a) "AISH" means the Assured Income for Severely Handicapped program which provides financial and health-related assistance to eligible adults with a disability.
- b) "Household" means two or more people who occupy the same private dwelling.
- c) "LICO" means the most recently available Low-Income-Cut-Off after tax measure for populations of 30,000 or less, which estimates the income threshold below which a household will likely devote a larger share of its income on the necessities of food, shelter, and clothing than the average family. This amount is determined by Statistics Canada every year and varies by seven (7) family sizes.
- d) "Community Services Fee Assistance" means a program established to administer fee assistance in accordance with this Policy.
- e) "Community Services Fee Assistance Scholarship" means a scholarship that is distributed through the Town of Edson's registration software which can be applied to Community Development Programs and Repsol Place Admissions/Programs.

2. RESPONSIBILITIES

- a) Council approves the annual budget that allows for the ongoing administration of this policy and subsequent programs.
- b) Administration is responsible for:
  - i. Administering and Promoting the Community Services Fee Assistance Program
  - ii. Coordinating the grant administration, application and reporting process
  - iii. Verifying the eligibility of the applicants; and

- iv. Reviewing this policy after one year and giving a report to Council on the pilot program outcomes.

### 3. ELIGIBILITY

- a) To qualify to receive a Community Services Fee Assistance Scholarship, applicant(s) must be a resident of the Town of Edson and have proof of active enrollment in one of the following programs:
  - i. AISH;
  - ii. Refugee Status;
  - iii. Alberta Income Support;
  - iv. Guaranteed Income Supplement; or
  - v. Fall below the LICO

### 4. Awarding of Funding

- a) A Community Services Fee Assistance Scholarship will be issued to eligible applicants on first come, first serve basis and the program will be halted when the budgeted funds are exhausted.
- b) In accordance with Schedule 1, the total amount of a Community Services Fee Assistance Scholarship for eligible applicants shall not exceed the maximum yearly amount.
- c) When determining program Community Services Fee Assistance eligibility every member of the household over the age of 18 must provide a copy of the previous year's Notice of Assessment from Revenue Canada OR proof of active enrollment in AISH, Alberta Income Support, Refugee Status, or Guaranteed Income Supplement, along with proof of residency within the Town of Edson.
- d) The Community Services Fee Assistance Scholarship may be applied to registration and admission fees for Community Development Programs and Repsol Place Admissions/Programs except for:
  - i. Group Rentals
  - ii. Facility Rentals
  - iii. Private Lessons
- e) Applications for the scholarship must be submitted annually.
- f) At the end of the year any unused funds on the Community Services Fee Assistance recipient's accounts will be withdrawn and considered forfeit.



## SCHEDULE 1

### COMMUNITY SERVICES FEE ASSISTANCE AMOUNT

The Town recognizes that community members may require financial assistance in the form of a scholarship in order to participate in Town of Edson Community Services Programs. The following financial support will be available for one year up to a maximum of \$50,000 as a pilot project to those residents who meet the requirements to receive funding through the Community Services Fee Assistance Program.

<b>Number of Household Members</b>	<b>Maximum Annual Community Services Fee Assistance Credit</b>
Individuals	\$150
Household with two members	\$300
Household with three or more members	\$450

