

2025 Financial Assistance for Recreation FAQ

What is Financial Assistance?

The City of Port Coquitlam's Financial Assistance program supports active lifestyles and healthy communities by offering inclusive recreation programs and services at a reduced cost for individuals. If your financial circumstances make it difficult for you to pay the full fee for programs, you might qualify for financial assistance.

If you qualify, you will receive:

- One City Pass for each eligible applicant
- Optional scholarship to subsidize registered recreation program fees

For more information about what you receive, please see the last page.

Who is Eligible to apply?

Port Coquitlam residents who meet the income verification requirements and provide the required documentation.

Who is not Eligible to apply?

1. Non-residents of Port Coquitlam are not eligible. If you are not a resident of Port Coquitlam, please connect with your municipality/city of residence to access recreation financial assistance.
2. Individuals who do not meet the income verification requirements.

What documents do you need to apply?

The following documents are required:

1. [Financial Assistance for Recreation Application form](#)
2. Proof of Port Coquitlam residency
3. Verification of financial circumstances through either:
 - a. 'Proof of Income Statement' from Canada Revenue Agency, that demonstrates the family income falls within qualifying income levels determined by the Government of Canada's Low-Income Cut-Off Scale *see details on following pagesOr
 - b. The [Community Partner Reference Form](#) completed by a Community Organization or adjudicator that verifies the applicant's low-income financial circumstances.

What can I submit for proof of residency?

We require a bill within the past 90 days that shows your name and Port Coquitlam address to verify your proof of residency.

Examples include:

- Home utility bill (cable, gas, hydro, internet, landline)
- Car insurance

We may request additional supporting documentation of residency.

What is a Proof of Income Statement and where can I get one?

Check the Low-Income Cut-offs (LICO) table to determine if you qualify. If you do, then you can get a Proof of Income Statement in the following ways:

1. **Online:** Get a Proof of Income Statement from the Canada Revenue Services Agency website in 'My Account'. Go to 'Tax Returns' tab, then 'Proof of Income Statement' on the right-hand side
2. Order through **MyCRA web app**
3. **By mail:** Call 1-800-267-6999 *This method may take up to 10 days to receive by mail*
 - Automated phone line is always open and a statement will be mailed. You will need to verify your identity when you call. Visit [Get a proof of income statement - Canada.ca](https://www.cra.gc.ca/proof-income-statement) to find out what you will need to verify your identity with CRA.

From January – end of May 2025, individuals can submit 2023 Proof of Income Statement. From June – December 2025, individuals will need to submit 2024 Proof of Income Statement.

***Notice of assessment (NOA), T1 General or T4 statement and other documents CANNOT be used to replace the Proof of Income Statement.**

What is Total Family Income?

Total Family Income means total combined income, before taxes, by all family members who contribute to the household income and expenses.

Family is defined as, maximum 2 adults, and children (0 – 18) or identified dependents residing in the same household. Please submit Proof of Income Statements for **all adult members** of the family who contribute to the household. Eligibility is based on Total Family Income.

Proof of Income Statement

There are many reasons why you might need a proof of income statement, for example to apply for a loan, or to qualify for a benefit or subsidy. You can view and print your statement in the CRA's My Account by selecting Proof of income statement from the Tax returns page.



Date printed

Social insurance number
is fully displayed

Key information is
easy to read

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Canada

Proof of income statement - My Account
Canada Revenue Agency
Agence du revenu du Canada

2023 Assessment
January 14, 2024

YOUR NAME
12345 YOUR STREET
OTTAWA, ON K1A 0Y1

Tax year: 2023
Filing province: ON
Filing date: 20 SEP 2023
Date of assessment: 17 FEB 2024

Social insurance number: 987 654 3210
Province of residence: ON
Date of birth: 01 JUN 1985
Marital status: MARRIED

Line	Description	Amount
10100	Employment income (box 14 on all T4 slips)	\$10,000
15000	Total income	\$10,000

Line	Description	Amount
23400	Net income before adjustments	\$10,000
23600	Net income	\$0.00

Line	Description	Amount
	Refund or balance owing	
	Balance from this assessment	

2024-01-14



Not registered for My Account?
Sign up now, at canada.ca/my-cra-account



Canada Revenue
Agency

Agence du revenu
du Canada

Canada

Qualifying Income Levels and Statistics Canada's Low Income Cut Off (LICO)

The City uses Statistics Canada's Low-Income Cut-offs (LICO) as one way to verify financial circumstance eligibility. Total income before tax (gross income) must fall within the LICO table provided by Statistics Canada. The use of LICO aligns with current practices among Lower Mainland municipalities.

The Low Income Cut Off (LICO) is a measure of low income constructed by Statistics Canada. Individuals who fall below the LICO threshold typically allocate a much larger share of their income to the basic necessities of food, shelter and clothing; therefore, may not have the financial means to access recreation services and programs.

Qualifying Gross Income Levels (Before Tax Amount based on Statistics Canada 2024 LICO Scale)

# of people in Family	Yearly Income
1 person	\$ 31,264 or less
2 people	\$ 38,922 or less
3 people	\$ 47,851 or less
4 people	\$ 58,096 or less
5 people	\$65,892 or less
6 people	\$74,315 or less
7 people or more	\$82,739 or less

How do I use a Community Partner Organization or an adjudicator to verify my financial circumstances?

Community Partner Organizations or adjudicators are a way for applicants to verify financial circumstance eligibility. This option provides greater flexibility to confirm financial status and utilizes the service provider's relationship and knowledge of their client's circumstances. This option can also address language, transportation, and technology barriers of applicants. The Community Partner organization/adjudicator completes the [Community Partner Reference Form](#) and submits the form along with: [Financial Assistance for Recreation Application Form](#) & Proof of Residency on the applicant's behalf or return the form to the applicant so they can include as part of their application documentation.

Who is a Community Partner Organization?

A Community Partner Organization is a local service provider that supports individuals and families, such as a community health-agency, local school or government organization to verify applicant's financial circumstances. Some examples include:

- SHARE Family & Community Services Society
- School District 43 (Counsellor, Principal, Teacher)
- Tri-Cities Mental Health
- SUCCESS
- Ministry of Children and Family Development
- Kinsight
- Immigrant Services Society of BC (ISS of BC)
- Community Living BC

What is an adjudicator?

An adjudicator is an impartial person that you have a professional relationship with who is familiar with your financial situation and can sign the document to verify your financial circumstances meet low-income standards. Some examples include:

- family doctor
- school principal or teacher
- counsellor
- lawyer
- professional in social work or family services
- financial case worker
- church clergy/pastor/minister/imam/rabbi etc.
- accountant

An adjudicator is NOT a friend or family member.

What should not be included in the application?

Please **do not** provide original documents as they will not be returned. Submit photocopies or scans only.

You can also **black out or redact information** that is not relevant to the Financial Assistance Application. For example, if you submit:

- Proof of Income Statement – black out Social Insurance number (SIN)
- Hydro Bill – black out payment information

If you have any questions or concerns about how your information will be used, contact the City's Records and FOIPPA Administrator at 604.927.5250 or corporateoffice@portcoquitlam.ca

How do I submit my application?

- **Drop-off to Customer Service at either:**
 - **Port Coquitlam Community Centre**
Attention: Recreation Administration
2150 Wilson Avenue
Port Coquitlam, BC V3C 6J5
 - **Hyde Creek Recreation Centre**
Attention: Recreation Administration
1379 Laurier Avenue
Port Coquitlam, BC V3B 2B9
- **Email application to:** financialassistance@portcoquitlam.ca

Staff will review and respond by email to submitted applications within 10-14 business days. Times may vary depending on volume of applications. If you have not heard from us in 15 business days, please email financialassistance@portcoquitlam.ca.

What do I receive when I am approved for Financial Assistance?

Once you have been approved for Financial Assistance, you will receive:

- A One City Pass valid for each approved family member for the calendar year.
- An optional scholarship for registered Recreation program fees of \$200 for each approved adult and \$500 for each approved child/youth (0-18 years). When using the scholarship money, a 75% discount is applied to the registered program fee. The approved applicant pays the remaining 25%.

***Note: Scholarship cannot be applied retro-actively to programs that have already been registered for prior to approval of Financial Assistance. We do not provide refunds for existing passes or memberships upon acceptance. Customers are responsible for any fees or charges until their application is confirmed as approved.**

If scholarship money is not chosen at time of acceptance, recipients can request their scholarship money be added to their account at any point in the approved calendar year by contacting financialassistance@portcoquitlam.ca.

One City Passes and Scholarship funding expires on December 31st of each calendar year. Individuals are required to reapply each year using the application process.

What is NOT included in Financial Assistance?

- Registered specialty programs or events
- Personal training sessions
- Rentals (skates, helmets during public skating etc.)
- Private rentals (ex. Rooms, picnic shelters, pools, fields, etc.)

How do I access my Financial Assistance once approved?

To access your One City Pass:

- Visit one of our customer service desks at Hyde Creek Recreation Centre or the Port Coquitlam Community Centre to have pictures taken and One City Pass issued.

To access your Scholarship money:

- Visit "My Account" at portcoquitlam.ca/register to view scholarship amounts and totals remaining throughout the year
- An optional scholarship of \$200 for each approved adult and \$500 for each approved child/youth (0-18 years). When using the scholarship money, a 75% discount is applied to the registered program fee. The approved applicant pays the remaining 25%.
- Options to register for programs include: online at portcoquitlam.ca/register, in-person or call (604) 927-PLAY (7529).

What other low cost or free recreation is available in Port Coquitlam?

The City of Port Coquitlam prioritizes affordable access to recreation by providing a variety of free and low-cost programming for everyone to enjoy, including:

- Toonie (two dollar) skates
- \$3 Youth Skate includes rentals and admission
- Free drop-in admission at our outdoor pools
- Free access to outdoor gym equipment
- Free/low cost Art and Culture activities
- Free City events
- Little Libraries
- Free/low cost senior social recreation
- Youth social recreation opportunities.

Visit portcoquitlam.ca/recreation-parks for up to date information on the activities we offer.

Additional financial support opportunities

- Canadian Tire Jumpstart
[Home | Jumpstart \(canadiantire.ca\)](#)
- KidSport
[Home - KidSport Tri-Cities \(kidsportcanada.ca\)](#)