

2026 Financial Assistance for Recreation - Process

The following **THREE** documents are mandatory to process your application:

1. Application Form (Pg 2)
2. Verification of financial circumstances (Pg 3)
'Proof of Income Statement' from CRA (Canada Revenue Agency)
or
A Community Partner Organization Reference Form
3. Proof of Port Coquitlam Residency (Pg 4)

Step 1	Gather all three documents: <input type="checkbox"/> Application Form <input type="checkbox"/> CRA 'Proof of Income Statement' or a Community Partner Organization Reference Form <input type="checkbox"/> Proof of Port Coquitlam Residency
Step 2	Submit documents via: <u>Online:</u> portcoquitlam.ca/financialassistance <u>Email:</u> financialassistance@portcoquitlam.ca OR <u>Mail or drop off</u> at one of our recreation centres: a) <i>Port Coquitlam Community Centre</i> , 2150 Wilson Avenue, Port Coquitlam, V3C 6J5 b) <i>Hyde Creek Recreation Centre</i> , 1379 Laurier Avenue, Port Coquitlam, V3B 2B9
Step 3	The application will be reviewed and the applicant will be contacted within 10-14 business days.
Step 4	Approved applicants will receive a One City Membership Pass.
Step 5	In addition, approved applicants can request the scholarship/subsidy for eligible registered programs. This option provides \$200/year for each approved adult and \$500/year for each approved child/youth (0-18yrs). When using the scholarship/subsidy money, a 75% discount is applied to the registered program fee. The applicant will pay the remaining 25% of the program fee. The scholarship expires December 31st of the approved calendar year.
Step 6	You must reapply for financial assistance each calendar year.

Need Assistance? See FAQ document at portcoquitlam.ca/financialassistance or email financialassistance@portcoquitlam.ca or call # 604-927-7975

2026 Financial Assistance Application Form

APPLICATION INFORMATION

Participant name: _____ Date of Birth: _____
First name (please print) Last name (please print) (mm/dd/year)

Address: _____ City: _____ Province: _____ Postal Code: _____

Main Phone #: _____ Alternate Phone #: _____

Email: _____
(PLEASE PRINT CLEARLY)

FAMILY MEMBERS

(Please list **ALL** family members who live in your house)

Family is defined as, maximum 2 adults, and children (0-18) or other dependents residing in the same household.

FIRST NAME (Please Print)	LAST NAME (Please Print)	DATE OF BIRTH (Please Print)
1.		
2.		
3.		
4.		
5.		
6.		

Please submit Proof of Income statements for all family members who financially contribute to the household.

I hereby certify that the above information on this application are true and correct to the best of my knowledge.

Signature:	Date:
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The City of Port Coquitlam reserves the right to refuse access to this program to anyone who provides false information. In the event that false information is discovered, we reserve the right to cancel the passes and withdraw from any programs registered in at the reduced rate.

☐ Yes, I would like to learn about other financial assistance opportunities and receive email communications from the City of Port Coquitlam. I understand I can unsubscribe at any time.

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Personal information entered on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used to assess your application. If you have any questions or concerns about how your information will be used, contact the City's Records and Privacy Advisor at 604.927.5250 or legislativeservices@portcoquitlam.ca

Verification of financial circumstances

Option A: CRA ‘Proof of Income Statement’

Check the Low Income Cut offs (LICO) table below to determine if you qualify. To be eligible, your total income before tax (gross income) must fall within the 2024 LICO table provided by Statistics Canada.

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

If you do qualify, please follow the steps below to get your 'Proof of Income Statement' from the CRA:

- (a) 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.
- (b) Order through **MyCRA web app****
- (c) 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.canada.ca/en/revenue-agency/services/individuals/statement-income-tax/proof-income-statement.html) to find out what you will need to verify your identity with CRA.

From January – end of May 2026, individuals can submit 2024 Proof of Income Statement. From June – December 2026, individuals will need to submit 2025 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.**

Option B: Community Partner Organization Reference Form

If you do not have a Proof of Income statement or you are new to the country, please connect with one of our Community Partners to complete the Community Partner Organization Reference Form. If you require assistance with this option, please contact accessinclusion@portcoquitlam.ca or call 604-927-7975.

Proof of Port Coquitlam Residency

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

Examples include:

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

Please note: We do not accept Tenancy Agreements as proof of residency.

Please provide all THREE documents when submitting your application

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