

To: David Creery, Chief Administrative Officer
From: Harold de Haan, City Engineer
Re: Transit F.A.I.R.

AIM:

To obtain Council's approval for additional funds for the Transit portion of the Fee Assistance in Recreation (F.A.I.R) program.

BACKGROUND

In 2023, Council approved Transit to be included in the FAIR program. A total of \$30,000 was included in the 2024 and 2025 Revenue budgets for this program. The program allows qualified individuals or households to purchase Transit passes at a 50% discount. Purchase of the monthly passes using the FAIR program can be done at the Cowan Park Sportsplex, Southside Aquatic Centre and Reeves Community Complex.

COMMENT

When a qualified individual applies and is approved for Transit FAIR funds, the funds necessary for that individual to receive a year's worth of passes is earmarked. This guarantees that the funds are available to that individual to purchase Transit passes at the subsidized rate for the remainder of the year. This also results in a situation where the money may not all be spent yet but is earmarked already. This is what has happened to the fund this year. There has been sufficient applications to the fund that all of the budgeted amount is already earmarked for the remainder of the year. Because of this Staff have had to put on a waiting list recent applications for the program due to unavailable funds.

To assist qualified applicants to receive funding, Staff have been reaching out to already qualified applicants to confirm if they will be using their approved funding or not. The intent is that if they are no longer planning on using the fund, the money earmarked for their use can be reclassified as available so that others can use it. To date, Staff have been unable to free up sufficient funds to help those on the waiting list.

Although Staff will continue to reach out to approved recipients of the fund, this does not address the immediate need of other qualified applicants not being able to take advantage of this fund due to unavailable funds. To address this issue, Staff requests that City Council approve an additional \$30,000 to account 0709-77143-0314 Transit Admin - Fee Assistance Subsidy to be funded from the Slot Machine Reserve Fund. Approval of these funds will allow Staff to approve access to more individuals immediately.

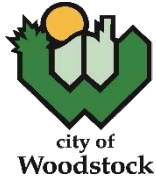
Staff will continue to monitor usage and release earmarked funds that will not be used. It should be noted that the approved budget amounts may not be all spent. In 2024, \$25,705.50 was approved however a total of \$8,717.25 was spent. So even though \$30,000 has already been earmarked this year, the recipients may not end up taking advantage of the full amount.

RECOMMENDATION

That Woodstock City Council approve an additional \$30,000 to account 0709-77143-0314 Transit Admin - Fee Assistance Subsidy to be funded from the Slot Machine Reserve Fund.

Authored by: Harold de Haan, P.Eng., City Engineer

Approved by: David Creery, P.Eng., MBA, Chief Administrative Officer



CITY OF WOODSTOCK POLICY MANUAL

Subject:	Fee Assistance In Recreation
Policy Number:	PR 017
Revision:	3
Approved by Council:	May 4, 2017
Amended:	June 5, 2025

Statement of Principle

The Fee Assistance in Recreation (F.A.I.R.) is a program that allows Woodstock residents who are at or below the low income cut off (L.I.C.O.) to participate in City run programs and activities **and services**.

Policy Statement

This program is available to Woodstock residents who fall below or at the L.I.C.O. standard. The programs that are available are all City run programs and recreational activities **and Transit service**.

Scope

To qualify you must meet the following criteria;

- Live in the City of Woodstock
- Have a family income that falls below or at the Low Income Cut-Off (LICO) for your family size. (See chart below) **NOTE: chart to be yearly updated by Staff to match current LICO**

1 person	\$24,600
2 people	\$30,625
3 people	\$37,650
4 people	\$45,712
5 people	\$51,846
6 people	\$58,473
7 people	\$65,101

(Source: Statistics Canada, 2017, Income Research Paper Series, 75002M, Table 3)

The F.A.I.R program limits will be modified as the LICO chart changes over time.

City programs and activities are within the scope of this policy however goods sold are excluded from the F.A.I.R program.

Application

The FAIR program assists City of Woodstock residents living in low income with the opportunities to participate in recreation and leisure activities provided by the City.

- A credit will be placed on the **appropriate** City Recreation account for families who qualify. The account will be good for 1 **calendar** year and can be used on recreational city programs.
- **A credit of 50% of the cost of the appropriate bus pass cost (adult/senior/student) will be placed on the account for the eligible individuals who qualify. The account will be reduced by the appropriate amount for each pass purchased. Only one pass per month per individual approved shall be approved. The account will be good for 1 calendar year.**

How to Apply

- Download and complete the Fee Assistance in Recreation (FAIR) Application Form
- Photocopy proof of residence (i.e. driver's license, property tax bill or utility bill)
- Photocopy last year's Notice of Assessment form the Canadian Revenue Agency to cover the entire family. If you are not able to find last year's Notice of Assessment you can call the Canadian Revenue Agency at 1-800-959-8281 to obtain a copy of the "Income Tax Return"-Information Regular (which shows line 150)
- Place form and documentation in an envelope
marked: City of Woodstock
Fee Assistance in Recreation Program
P.O. Box 1539, 500 Dundas St.
Woodstock, Ontario
N4S 0A7

Revision Date	Rev #	Particulars
May 4, 2017	0	Approved by council
May 4, 2023	1	Added transit passes
October 19, 2023	2	Added Community Employment Services as an approval agency for new immigrants and refugees that fall below LICO
June 5, 2025	3	Added credit criteria