

 city of Woodstock	City of Woodstock Policy Manual
Subject:	Fee Assistance in Recreation
Policy Number:	PR017
Revision:	2
Approved by Council:	May 4, 2017
Amended:	May 4, 2023 - July 10, 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, 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, recreational activities, and Transit services.

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 updated annually 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.
- On August 1, all small-value funds below the threshold of \$25.00 can be re-claimed for reallocation to other qualified users who may require them.
- On August 1, all funds that are at their original balance can be re-claimed for reallocation to other qualified users who may need them.
- Before any funds are reallocated during the calendar year staff will make responsible attempts to contact fund holders to check if they will be using the funds.
- 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
July 10, 2025	2	Included the option of reclaiming funds after August 1

