



OFFICE USE ONLY

Date Received: _____ Initial _____

LEISURE ACCESS APPLICATION FORM - GROUP**Qualification Criteria:** For Community Groups to qualify for this program, applicants must:

- ☐ Group **MUST** be located in Dawson Creek, and
- ☐ Request up to 20 passes per year maximum – requests for more than 20 passes annually will require Council approval

REFER TO LEISURE ACCESS POLICY, NEXT PAGE**MAIN APPLICANT INFORMATION**

Organization Name: _____

Main Contact Name: _____

Type of Organization: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____

Email: _____

Courtesy Multipass
Good for any City drop in activity**Number of passes requested:**
(20 passes per year maximum)**Date requested for pickup:****Forms that are incomplete or illegible will be returned to the applicant.******Please note that funding is limited and is not guaranteed.*****OFFICE USE ONLY**Approved: ☐ YES ☐ NO (attach reason)

rev. 2026-07

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

REFERRED TO ADMINISTRATION

Reason: _____

Date: _____

LEISURE ACCESS POLICY

The Council of the City of Dawson Creek believes that:

No Dawson Creek resident should be refused admission or registration for any public recreation activity due to inability to pay a fee or charge. Like education, health, or safety, recreation is a basic human need and should be available to all.

1. Strategies

The Leisure Access Policy utilizes three strategies to remove barriers that prevent Dawson Creek residents from accessing City-sponsored recreation programs:

a) *Individual/Family Requests*

Not all residents of Dawson Creek are able to participate in City recreation programs due to an inability to pay a fee or charge. Individuals or families may request free access through an application process. Individuals or families will be granted free access if they can demonstrate that they fall below the low-income cut-offs (LICO) threshold or qualify for Income Assistance.

Qualification Criteria – In order for an individual or family to qualify for this program, applicants must:

- Be a permanent resident of Dawson Creek, and
- Have a family income at or below the recognized Statistics Canada low-income cut-off threshold information on [LICO](#)

b) *Group Requests*

The City of Dawson Creek often receives requests from groups for free access to drop-in programs. Groups requesting free single admission passes will be evaluated by the General Manager of Community Services or his/her delegate based on the Benefits continuum defined in the *User Fees and Charges for Publicly Provided Parks and Recreation Services Policy*. Any group requesting more than 20 passes annually will require City Council's approval.

c) *Reduced Fee Events*

Whenever the benefit to the community is the greatest, the City will offer drop-in programs at reduced fees, removing barriers to access for people who may not otherwise be able to participate. Examples of reduced fee programs include toonie swims, skates, and rock wall climbing.

2. Program Eligibility

a) *Eligible programs:*

- i) Drop-in activities including, but not limited to, swimming, skating, rock wall climbing, and sports
- ii) Registered recreation programs

b) *Ineligible programs:*

- i) Rentals
- ii) Certification courses
- iii) League fees

3. Application Guidelines

Applications for this program will be received by the Community Services Department and must be signed off by a trusted partner (as defined below) to verify applicants meet all qualification criteria.

Trusted Partner: A trusted partner is defined as any of the following:

- a) Social Service Agency
- b) Government Agency
- c) Non-profit organization working with an individual or family and capable of verifying the applicant's income status

4. Selection Process

Selections will be made by the General Manager of Community Services, or his/her delegate, based on Overall Benefit as defined in the *User Fees and Charges for Publicly Provided Parks and Recreation Services Policy*. In addition, available funding, new customers and first received will be considered.

Applications will be considered on the first day of each month.