



TOWN OF COMOX
COMOX COMMUNITY CENTRE
1855 Noel Avenue Ph. 250 339-2255
Comox BC V9M 2H4 Fx. 250 339-0814

PROCEDURES

DEPARTMENT: RECREATION	PROCEDURE NO. ADM 002
ESTABLISHED: MAY 28, 2012	LAST REVISED: March 06, 2015
TITLE: TOWN OF COMOX RECREATION INCLUSION PROGRAM (TRIP)	

PURPOSE:

To ensure that all residents of the Town of Comox have access to the programs and services provided by the Comox Recreation Department that will contribute to their health and well-being regardless of their ability to pay.

PROCEDURE:

The following are the general operational guidelines for the program:

- The program is only available to Comox residents and **two confirmations of address are required**. One must be photo id (current DL or BCID etc) and the second a tax notice, utility bill with name & address or other identification with name and address. A list of street address with owners is available to check if residences are located in the Town.
- Only recreation programs are eligible, contract programs are **not** unless otherwise notified.
- Post secondary students are not eligible as they pay a student rate that is already a form of subsidy.
- TRIP cards are good for one year and only one application per year is permitted.
- Lost TRIP cards are not replaceable.
- Each member of the family is eligible for a TRIP card. A family consists of parents or guardians and children.
- Care card numbers must be provided for each individual receiving a TRIP card.
- The **total** household income must be less than the appropriate income column shown on the application form.

- Adults must be present to receive their TRIP card.
- All processing of requests will be done by the front office staff. Proof of income is not required however if provided please document. If there are any concerns check with the Recreation Director. Remember to always honor the dignity of anyone applying.

Application Process:

1. Have the TRIP application form completed in full.
2. Check proof of Comox residency.
3. Record Care Card numbers (must see the card).
4. Check financial information to see if applicant qualifies.
5. Check for any previous applications.
6. Provide TRIP card to each eligible family member - adults must be present.
7. Record appropriate information.
8. Forward application to the Recreation Director.

TOWN OF COMOX RECREATION INCLUSION PROGRAM (TRIP)

(Comox Residents Only)

Form is to be completed in detail prior to issue of TRIP Card(s):

Name of Applicant: _____ Care Card #: _____

Name of Spouse/Partner: _____ Care Card #: _____

Address: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____ Email: _____

Dependent Names	Age	Birthdate	Care Card Number
1.			
2.			
3.			
4.			
5.			
6.			

Have you or a member of your family previously participated in a Comox Recreation program? Yes _____
No _____

You are eligible to receive a "TRIP Card" when your combined gross family income is below the following income:

Stats Canada low-Income Cut-Offs 2013

# in Household	1	2	3	4	5	6	7 or More
Income under	\$19,053	\$23,718	\$29,158	\$35,403	\$40,153	\$45,287	\$50,420

"TRIP Cards" will be cancelled if information is discovered to be false. Random checks will be done and recipients may be asked to verify revenue i.e. Revenue Canada's most recent tax return, GAIN or other reliable documentation. Providing inaccurate information will result in the loss of Comox Recreation privileges.

Consent Form:

If requested, I _____ (signature) agree to meet with a representative of Comox Recreation and will at that time disclose financial information based on my latest Revenue Canada tax return, GAIN or other documentation.

Self Declaration:

I _____ (signature) hereby declare on _____ (date) that my combined family income (includes my income and spouse or partner if applicable) currently is estimated at \$ _____ and that all the information provided on this form is accurate.

<p>FOR OFFICE USE ONLY: New Application _____ Renewal Application _____ Date _____ Authorization _____ Income Documentation _____</p>

Who is Eligible:

- Comox residents **only** may apply for the TRIP Card.
- Post secondary students are not eligible as they already receive student rates (a form of subsidy).
- The TRIP Card is designed for individuals and families who are working low income, on B.C. Benefits and/or your gross family income cannot exceed the amounts shown on the front of this form.
- Each member of the family is eligible for a TRIP Card. A family includes parent(s) or Guardian(s) and children.

How do I Apply:

- The application form must be completed in full and submit for review and approval to the Comox Community Centre.
- Proof of Comox residency is required. One must be photo id (current DL or BCID etc) and the second a tax notice, utility bill with name & address or other identification with name and address. **BC Care Cards for all applicants, including dependants, are to be provided at time of application.**
- A “TRIP Card” will be provided to each family member and is good for one year from date of issue once all eligibility requirements are met.
- Adults must be present to receive their “TRIP Card” and each adult must verify Comox residency and Care Card number.
- Only one application per year is permitted.

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“COME PLAY WITH US”