

PROCEDURE

TITLE: Financial Assistance to Individuals/Families

NUMBER: PRO-R-2009-0007

CATEGORY: Corporate

DATE: February 2009

REFERENCES AND RELATED DOCUMENTS:

Policy:

- [Municipal Assistance Program](#)

Procedure:

- [How to Apply for the Municipal Assistance Program](#)

Forms:

- [Seniors Property Tax Credit](#)

Note:

- The Municipal Assistance Proposal Form is not required for this category of assistance.
 - *If have questions regarding this procedure, please contact recreation@haltonhills.ca or 905-873-2601 ext. 2261*
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PURPOSE:

To provide the related documents and process for proposals seeking funding/support from the area of Financial Assistance to Individuals/Families of the Municipal Assistance Program.

DEFINITIONS:

- **Individual:** a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity that pay taxes to the Town of Halton Hills, directly or indirectly.

SCOPE/STAFF PRIMARILY AFFECTED:

The scope of this procedure affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This procedure affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks.

PROCEDURE:

Requests for financial assistance for municipal services and recreation programs are considered on an individual basis and in accordance with the established affordability criteria.

Senior's Tax Rebate Program:

Do you receive the Guaranteed Income Supplement provided under the Old Age Security Act (Canada), occupy residential property in the Town of Halton Hills and have been assessed as owner of such property for at least 1 year? You may qualify for the Town of Halton Hills Senior's Tax Rebate Program.

Requirements:

- a) A Application Form for the Seniors Property Tax Credit is required and can be downloaded at www.haltonhills.ca.
- b) A Municipal Assistance Program Proposal Form is not required.

Program Subsidies:

Individuals and families who receive social assistance, ODSP, or G.I.S. may be eligible for reduced fees (up to 100%) to access recreation and parks programs, including some membership programs.

Requirements:

- a) Residents are required to call the Manager of Recreation Services (905) 873-2601 ext. 2263 for verification and approval.
- b) Municipal Assistance Program Proposal Form is not required.

MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:

- A. Request for Financial Assistance will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Staff will advise applicant were alternative funding sources are available i.e. Region of Halton, JumpStart, etc.
- C. All proposals are subject to available funds
- D. All applicants will be contacted regarding the decision of their request.
- E. Special consideration may be granted to applicants at the discretion of the Community Affairs Committee of Council.

RESPONSIBILITIES:

- This procedure is the responsibility of Recreation and Parks in conjunction with various Town departments.