Frequently Asked Questions

Recreation Fee Subsidy Program

Parks, Recreation and Culture Division
6911 No. 3 Road, Richmond, BC V6Y 2C1
subsidy@richmond.ca

www.richmond.ca/subsidy **Contact: 604-247-4909**

1. What is the Recreation Fee Subsidy Program (RFSP)?

The Recreation Fee Subsidy Program (RFSP) helps people of all ages living in Richmond who are in financial hardship. RFSP participants receive financial support for many registered and drop-in parks, recreation and cultural programs offered by the City of Richmond and Community Associations and Societies.

2. What is financial hardship?

Financial hardship is when a person has trouble paying for basic living costs such as food, clothing, housing, and does not have savings or other financial resources.

3. Who is eligible?

- Richmond residents
- All ages (preschool, children, youth, adults and seniors)
- Individuals who receive government financial assistance and those who do not receive government financial assistance but are in financial hardship

4. Who can submit an application?

- Individuals (19+ years) and families are welcome to apply.
- A family is defined as one or two adults, married or common-law, and their children (legal dependants 18 years and under and 19–24 years if enrolled full-time at a post secondary institution or in an Adult Graduation Diploma program) who live in the same household.
- If multiple families share a household, each family must apply separately.
- If other family members share the household (e.g. aunt or uncle, grandparents, adult children 19+ years not attending full-time post-secondary education or an Adult Graduation Diploma program), each family member or couple must apply separately.

5. I receive government financial assistance – how do I get copies of required documents?

Youth Agreement, or Strengthening Abilities and Journeys of Empowerment (SAJE):

- Contact a Ministry social worker or SAJE staff by phone or in-person to request a referral to the City of Richmond's Recreation Fee Subsidy Program. Phone **604-660-1044** or visit the Ministry of Children and Family Development, Richmond Office at #150-5840 Cedarbridge Way, Richmond BC.

Income Assistance or Disability Assistance:

- Request a *Release of Personal Information* (Form HR0095), including family composition information from the Ministry of Social Development and Poverty Reduction, Richmond Office at #220-7577 Elmbridge Way, Richmond BC. Note: *Confirmation of Assistance* may be accepted for single-person and single-parent households only.

Resettlement Assistance:

- Request a *Confirmation of Permanent Residence* form from Immigration, Refugees and Citizenship Canada (IRCC), Vancouver Office at 1148 Hornby Street, Vancouver BC.

Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER):

- Request an approval letter from BC Housing by phone: **604-433-2218** or **1-800-257-7756**.

Guaranteed Income Supplement (GIS):

- Request a *Confirmation of Current Status for Guaranteed Income Supplement* (Form CRT-9006) for the period from July 2026 to June 2027 from Service Canada by phone: **1-800-277-9914**.

Canada Disability Benefit

- Request a letter that includes a Canada Disability Benefit eligibility decision for the period from July 2026 to June 2027 from Service Canada by phone: **1-833-486-3007**.

6. I fall below all financial limits – can I submit my Notice of Assessment, T1 General, T4 Statement, Summary Statement or T5 Statement?

No, the tax documents listed above **cannot** be accepted. A *Proof of Income Statement (Option C print)* is required and can be printed from the CRA "My Account" portal at www.canada.ca/my-cra-account or a copy can be obtained by phoning **1-800-267-6999.**

7. What if my family's net income (line 23600) is slightly above the limit?

The family net income limit is based on the Low Income Measure After-Tax (LIM-AT T1FF) from Statistics Canada. New data is released annually. Visit www.richmond.ca/subsidy for the most up-to-date details.

8. What is "Income from other sources not shown"?

This includes worldwide income and monetary gifts received that have not been declared on a tax return.

9. How long will it take to process my application?

Application processing typically takes about 10 business days, provided the application is complete and includes all required supporting documentation. You will be notified of your application status via email or mail to your home address. During periods of high application volume, between June and September, processing times may exceed 10 days. Thank you for your patience.

10. When can I begin using my new RFSP subsidy?

RFSP 2026–2027 is valid from September 1, 2026 (or from the date of approval) to August 31, 2027 and applies to many registered and drop-in programs. Unused subsidies will expire on August 31, 2027.

11. What drop-in admissions are excluded from the RFSP?

Drop-in Exclusions	
• Sport Rentals (e.g. all court rentals including table tennis rentals) • Contracted Programs • Drop-in to Registered Programs • Games Room Passes	• Youth Facility Passes • Seniors Facility Passes, including Specialty Passes (Billiards, Wood Working, Wood Carving and Table Tennis) • Fee-for-service Seniors Wellness Treatments

12. What types of registered programs are excluded from the RFSP?

Registered Program Exclusions	
• All Licensed Programs* • Aquatic Advanced Leadership Programs (e.g. lifeguard courses)** • Fitness Certification Courses • First Aid Courses • Private/Semi-Private Lessons • Personal Training	• Tennis Assessments • Emergency Preparedness Programs • Facility Rentals (e.g. room rentals, birthday parties)

*Licensed childcare programs, including Licensed Day Camps and Before/After Care, are eligible for the Provincial Affordable Child Care Benefit. For more information, visit www.gov.bc.ca/affordablechildcarebenefit.

**The City provides subsidized aquatic training courses through the Instructor/Lifeguard Subsidy Program (ILSP) for eligible individuals. Visit www.richmond.ca/lifeguarding for eligibility and application information.

13. Is the maximum subsidy limit for each facility or all facilities in total?

Children and youth (18 years and under) receive a maximum subsidy of $300 per year and adults and seniors (19+ years) receive $100 per year for registered programs at all City and Community Partner facilities. **Note:** There are no limits placed on the number of drop-in/registered visits by RFSP participants.

14. Can I transfer my unused subsidy to another family member?

No, unused subsidy amounts cannot be transferred or shared with another family member or friend.

15. Can I apply subsidy towards previous purchases completed before subsidy approval?

No, subsidy is valid from the date of approval and remains active until August 31, 2027. Subsidy will not be retroactively applied to previous purchases. To access subsidy, please submit an application and allow the application to be processed before completing any registrations or payments.

16. Can I apply subsidy towards Fall programs once I am accepted for the upcoming program year?

Yes, once Fall programs are available for registration and applicants have been accepted into the upcoming RFSP year, subsidy may be applied towards upcoming Fall program registration.

17. Can I carry over unused subsidy from one program year to the next?

No, unused subsidy cannot be carried over to the next program year and expires on August 31, 2027. However, it is possible to use remaining subsidy in the summer to register for programs that begin in the fall. As subsidy is intended to be used for programs ending within the same program year it was allocated, please be aware that if a participant uses a previous year's subsidy to register for programs that begin on or after September 1 and then withdraws from the class, or if the class is cancelled for any reason on or after September 1, the previous years' subsidy is no longer available via the registration system (i.e. no subsidy credit can be issued).

18. Do I need to reapply each year?

Yes, all applicants need to reapply as financial situations can change over time.

19. How can I submit my application?

Completed applications and supporting documents can be submitted in **1 of 3 ways**:

- **Email:** subsidy@richmond.ca
- **Mail:** Recreation Fee Subsidy Program, Parks, Recreation & Culture Division, 6911 No. 3 Road, Richmond BC V6Y 2C1
- **In person:** At any City of Richmond recreation facility, the Richmond Cultural Centre or Richmond City Hall

20. Who can I contact if I have further questions?

For more information, please contact the RFSP office at subsidy@richmond.ca or **604-247-4909**.

21. What if my documents do not reflect my current financial situation?

Please contact the Subsidy office: subsidy@richmond.ca or **604-247-4909**.