

## INFORMATION PAGE

### Section 1: What is Fair Entry?

Fair Entry is an application process for City-subsidized programs and services. This process will assess your income eligibility for five City programs with one application.

#### What is a subsidy?

- A subsidy is a form of financial support that offers a fee reduction.

Language line available at each site if English is not your first language.

#### How does Fair Entry help?

- You may qualify for, and learn about, City of Calgary programs and services.
- You only have to demonstrate your income situation once annually.

#### What are the Fair Entry programs?

Individual Programs	About the program	Other things I need to know
Recreation Fee Assistance	This program provides lower cost fees for City of Calgary Recreation facilities, golf courses, leisure centres, and access to partnering organizations.	Recreation Fee Assistance cards can be obtained as soon as your approved for Fair Entry.  Once you have obtained Fair Entry approval, take your photo ID and your Fair Entry approval letter with you to any Calgary Recreation leisure center or aquatic center to receive your Recreation Fee Assistance Card.
Calgary Transit Low Income Transit Pass Program	This program provides lower cost monthly passes for adults (18 and older), youth (6-17 years of age), and an annual pass for seniors (65+).	<ul style="list-style-type: none"> <li>• Adult and youth Transit pass pricing will be determined on a sliding scale (effective April 2017).</li> <li>• Photo ID will be required at the time of purchase.</li> </ul> Please contact Calgary Transit at 403-262-1000 for more information.

Household Programs	About the program	Other things I need to know
Property Tax Assistance Program	This program provides a credit/grant of the <b>increase</b> in property taxes; anyone who is approved will receive an additional rebate from City Waste and Recycling Services.	Applications are reviewed from June 1 to December 31 each year. <ul style="list-style-type: none"> <li>• Applications received after December 31 will be reviewed in June of the following year,</li> <li>• You must own your home and reside in your home,</li> <li>• You cannot own other property,</li> <li>• You must own the property for a minimum of one year from date of purchase,</li> <li>• You must have experienced an increase in your property taxes from the previous year.</li> </ul>
Seniors Services Home Maintenance program	This program is for low income seniors (65+) to help them live safely in their homes.  Services provided in designated communities.	Services for renters and homeowners include: <ul style="list-style-type: none"> <li>• Basic yard care;</li> <li>• Snow removal;</li> <li>• House cleaning.</li> </ul> Upon program intake, homeowners may be eligible for: <ul style="list-style-type: none"> <li>• Painting;</li> <li>• Minor repairs.</li> </ul>
No Cost Spay Neuter Program (you must currently own a dog or cat and the pet must be licensed prior to applying)	This program provides a free spay and neuter surgery for companion cats and dogs of eligible low income Calgarians.	<ul style="list-style-type: none"> <li>• <b>You must own the dog or cat at the time of application.</b></li> <li>• <b>Your pet must be licensed at the time of application.</b> All applicants must be in compliance with the Responsible Pet Ownership (RPO) Bylaw. Under the RPO Bylaw, at three months of age, all cats and dogs residing in The City of Calgary must have a City of Calgary licence.</li> <li>• Your pets licence <b>MUST</b> be in the applicant's name.</li> <li>• A reduced licence for a cat or dog will only apply after the pet's current licence expires and the animal has had its spay or neuter surgery.</li> <li>• This program is not available for breeders.</li> <li>• You must be 18 years of age or older to apply and be a resident of The City of Calgary.</li> <li>• This NCSN program is offered by Calgary Community Standards.</li> </ul>

## Section 2: How do I qualify for Fair Entry?

If you are not sure if you qualify, go to a Fair Entry site, call 311, or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca) about how you might apply or find other community supports.

### We ask for three items depending on the program you are applying to:

1. Proof of Calgary Address (P.O. Boxes, Rural Routes, Range and Township Roads Addresses are not accepted)
  - a copy of your Alberta Driver's License
  - a copy of your Alberta ID card
  - a copy of utility, telephone or cable bill dated within the last 30 days
  - a copy of a bank statement on letterhead with your name and address dated within the last 30 days
  - a copy of a government document with your name and address dated within the last 30 days
  - signed lease agreements
  
2. Proof of age (specifically for applicants to the Low income senior's annual transit pass program)
  - Birth Certificate
  - Driver's License
  - Alberta Government Identification Card
  - Alberta Health Care Card
  - Passport
  - Baptismal Certificate
  
3. Proof(s) of Income You can apply to Fair Entry with any one of these eight different proofs of income:



Proof of Income	Hints
<p><b>Assured Income for Severely Handicapped benefits (AISH)</b> – A copy of your current Health Benefits Card (current month of application)</p>	<p>If you have documentation from any of these proofs, it is in your best interest to select this option.</p> <p><b>Note:</b> See <b>Table A</b> in <b>Section 4</b> for instructions when any household member is using one or more of these proofs.</p>
<p><b>Alberta Works: Income Subsidy/Support</b> – A copy of your current Health Benefits Card (current month of application). Siksika Budget and Decision form is also accepted.</p>	
<p><b>Alberta Works (Learners)</b> – An approval letter (on letterhead) from Alberta Works – Learners that indicates eligibility period and the current Health Benefits Card</p>	
<p><b>Alberta Works (Alberta Health Benefit)</b> – An approval letter (on letterhead) from Alberta Works that indicates eligibility period and the current Health Benefits Card</p>	
<p><b>Resettlement Assistance Program form</b> – A copy of the Start-Up &amp; Monthly Allowance that confirms you are receiving support under the Resettlement Assistance Program</p>	
<p><b>Canada Revenue Agency: Notice of Assessment</b> – A current “Notice of Assessment” or “Notice of Reassessment” for <b>each</b> household* member 18 years and over that lives with you. Total income is shown on line 15000 of your “Notice of Assessment” or “Notice of Reassessment”. <b>Tax return summaries are not accepted.</b> If you have questions on your Notice of Assessment, you can call Revenue Canada at 1-800-959-8281.</p>	<p>If you apply with this proof, your household income will be assessed before you qualify for any program.</p> <p><b>Note:</b> See <b>Table B</b> in <b>Section 4</b> for what to consider when applying with your Notice of Assessment.</p>
<p><b>Independent Youth Letter</b> - A letter from school principal or guidance counselor, or letter from Child and Youth Support Program of Alberta Children’s Services</p> <p>What needs to be included in the letter?</p> <ul style="list-style-type: none"> <li>• A list of all applicants (including children) and their dates of birth;</li> <li>• The writer is aware of the Low Income Cut Off and Fair Entry eligibility;</li> <li>• The writer’s contact information and title;</li> <li>• Letter should be on letterhead;</li> <li>• Confirmation applicant(s) live in Calgary.</li> </ul>	<p>This will be accepted as proof of income one time only, and only when no other proofs of income can be obtained.</p> <p><b>Note:</b> See <b>Table A</b> in <b>Section 4</b> for instructions when using this proof of income.</p>
<p><b>Letter from a Registered Social Worker (RSW)</b></p> <p>What needs to be included in the letter?</p> <ul style="list-style-type: none"> <li>• A list of all household members (including children) and their dates of birth;</li> <li>• The RSW verifies and states on the letter that the applicant(s) are at or below the Low Income Cut Off and eligible for Fair Entry;</li> </ul>	



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<ul style="list-style-type: none"> <li>• The RSW registration number;</li> <li>• The RSW contact information;</li> <li>• Letter should be on letterhead;</li> <li>• Confirmation applicant(s) live in Calgary.</li> </ul>	
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**For low income seniors transit pass customers who were enrolled in Calgary Transit’s Senior Citizen Bus Pass program prior to January 2017, some exceptions may apply. Please contact 311 or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca) for more information.**

## Section 3: How do I give you my application?

### Can I mail in my application?

Yes, you can mail your application to:  
 The City of Calgary  
 Fair Entry #8113  
 P.O. Box 2100, Station M  
 Calgary, AB T2P 2M5

### Can I fax in my application?

Yes, you can fax your application to:  
 403-268-2596

### Can I apply online?

Yes, you can apply online at [Calgary.ca/fairentry](http://Calgary.ca/fairentry)

## Can I apply in person and talk to someone about my application?

Yes, you can apply in person at the locations on the next page:

Location	Address	Hours
Municipal Building	3rd Floor 800 MacLeod Trail S.E.	Monday - Friday, 8 a.m. to 6 p.m.
Village Square Branch Calgary Public Library	2623 56 Street N.E.	Monday - Thursday 9 a.m. to 9 p.m. Friday 9 a.m. to 6 p.m. Saturday 10 a.m. to 5 p.m.

If English is not your first language, a language translation line is available at both Fair entry sites.

## Can I leave my application at other locations?

Yes, you can leave your application at any of the locations below. Place your application in an envelope with “Fair Entry” on the front and it will be sent to Fair Entry office for review.

<b>North West</b>		
Foothills Aquatic Centre 2915 24 Ave. N.W.	Shouldice Aquatic Centre 5303 Bowness Rd. N.W.	Sir Winston Churchill Aquatic & Recreation Centre 1520 Northmount Dr. N.W.
Thornhill Aquatic & Recreation Centre 6715 Centre St. N.		
<b>South West</b>		
Beltline Aquatic & Fitness Centre 221 12 Ave. S.W. (not wheelchair accessible)	Canyon Meadows Aquatic & Fitness Centre 89 Canova Rd. S.W.	Glenmore Aquatic Centre 5330 19 St. S.W.
Killarney Aquatic & Recreation Centre 1919 29 St. S.W.	Southland Leisure Centre 2000 Southland Dr. S.W.	
<b>North East</b>		
Renfrew Aquatic & Recreation Centre 810 13 Ave. N.E.	Seniors Services Home Maintenance North Office 6617 Centre Street N.E.	Village Square Leisure Centre 2623 56 St. N.E.
<b>South East</b>		
Acadia Aquatic & Fitness Centre 9009 Fairmount Dr. S.E	Animal Services Centre 2201 Portland St. S.E.	Bob Bahan Aquatic & Fitness Centre 4812 14 Ave. S.E.
Inglewood Aquatic Centre 1527 17 Ave. S.E.	Municipal Building 3rd Floor 800 MacLeod Trail S.E.	Seniors Services Home Maintenance South and City-Wide Office 311-34 Ave. S.E.

## Section 4: How do I Apply?

How you fill out the application depends on what proof of income you choose to use. (If you require assistance, please visit one of our in person locations listed in Section 3.)

If anyone in the household is applying with the following proofs of income, list this person as the primary applicant. See Table A:

- AISH
- Alberta Works
- Resettlement Assistance Program form



- Letter for Independent Youth
- Letter from a Registered Social Worker

If you are applying with your Notice of Assessment (or Reassessment), you and all the adult family members of your household will need to provide proofs of income. See Table B.

<b>Table A</b> <b>What do I need to know when I apply with AISH, Alberta Works, Resettlement Assistance Program form, Letter for Independent Youth, or a Letter from a Registered Social Worker?</b>		
Depending on the program you would like to apply for, different pieces of information will be required. See the chart below to determine what category you fit into.		
Individual Programs	For Who?	What Do I Need to Provide?
<i>Only</i> Recreation Fee Assistance or Transit Low-Income Adult, Youth and Senior Pass.	Just myself.	Your AISH, Alberta Works, Resettlement Assistance Program, Independent Youth Letter or a Registered Social Worker letter.
<i>Only</i> Recreation Fee Assistance or Transit Low-Income Adult, Youth and Senior Pass.	Myself <i>and/or</i> family members in my household who have coverage from AISH, Alberta Works, the Resettlement Assistance Program, Independent Youth Letter or a Registered Social Worker letter.	You <i>and/or</i> family members in your household that want access to Transit or Recreation that have documents from AISH, Alberta Works, the Resettlement Assistance Program, Independent Youth Letter or a Registered Social Worker letter.

Household Programs	For Who?	What Do I Need to Provide?
<ul style="list-style-type: none"> <li>• Property Tax Assistance Program (if you own your home) <i>or</i></li> <li>• No-Cost Spay or Neuter program <i>or</i></li> </ul>	<b>These programs benefit the entire household therefore we require information from all of your family members living in your</b>	The family members in your household are required to include documents from AISH, Alberta Works, Resettlement Assistance Program, Independent Youth Letter or a



<ul style="list-style-type: none"> <li>Seniors Services Home Maintenance Program (if you are 65+)</li> </ul>	<p><b>household.</b> You can still apply for Recreation and Transit as an individual or household by checking the box in Section 6.</p>	<p>Registered Social Worker letter. <b>For any adult family household members that do not have these documents, they are required to provide their Notice of Assessment.</b></p>
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**For low income seniors transit pass customers who were enrolled in Calgary Transit's Senior Citizen Bus Pass program prior to January 2017, some exceptions may apply. Please contact 311 or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca) for more information.**

## Table B

### What do I need to know when I apply with a Notice of Assessment?

A current "Notice of Assessment" or "Notice of Reassessment" for **each** household member 18 years and over that lives with you. Total income is shown on line 15000 of your "Notice of Assessment" or "Notice of Reassessment". **Tax return summaries are not accepted.** If you have questions about your Notice of Assessment you can call Revenue Canada at 1-800-959-8281.

Your Total Household Income should be less than the Low-Income Cut Off (LICO) rate to qualify for Fair Entry.

### What is a household?

\*Connected to page 3 under Notice of Assessment where it mentions household. A household is **all** family members living in the same home related by blood, marriage, common-law or adoption (including children).

### What is a household income?

Your household income is the **total** income of all family members 18 years or older living in the same home related by blood, marriage, common-law or adoption (including the person applying).

StatsCan LICO rates

Size of family	Total Income
1 person	\$26,426.00
2 persons	\$32,899.00



	3 persons	\$40,445.00	
	4 persons	\$49,106.00	
	5 persons	\$55,695.00	
	6 persons	\$62,814.00	
	7 or more	\$69,935.00	

## Section 5: I think I'm ready to apply. How can I be sure I've done everything?

Before you fax, mail, drop-off or bring in your application, make sure you include these documents:

- Fair Entry: Fee Reduction Application – Signed and completed.
- Proof(s) of Income – See Section 2.
- Proof of age (specifically for applicants to the Low income senior's transit pass program)
  - Birth Certificate
  - Driver's license
  - Alberta Government Identification Card
  - Alberta Health Care Card
  - Passport
  - Baptismal Certificate
- Proof of Calgary Address – Examples of proofs of current Calgary residential address:
  - a copy of your Alberta Driver's License or Alberta Government Identification Card
  - a copy of utility, telephone or cable bill dated within the last 30 days
  - a copy of a bank statement on letterhead with your name and address dated within the last 30 days
  - a copy of any government document with your name and current address dated within the last 30 days
  - a copy of signed lease agreements

**Note:** We do not accept P.O. Boxes, Rural Routes, Range and Township Roads Addresses as valid proof of residence.



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## Section 6: Programs I am interested in (\*Indicates a mandatory field)

Let us know which program(s) you are interested in by checking the box of the program(s) below\*.

- Recreation Fee Assistance
- Calgary Transit Low Income Monthly Transit Pass (Adult or Youth)
- Calgary Transit Low Income Annual Transit Pass (Senior)
- Seniors Services Home Maintenance for those 65 and older
- No Cost Spay or Neuter Program for your dog or cat
- Property Tax Assistance Program for homeowners

SAMS ID Number
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## Section 7: Primary Applicant Information (\*Indicates a mandatory field)

Do you live in Calgary?

- Yes     No (You must live in Calgary to receive these benefits. If you do not live within Calgary City limits, please call 211 to find out what services are available to you in your location).

First Name*		Middle Initial	Last Name*	
Gender e.g. female		Date of Birth* (YYYY-MM-DD)		
Personal Address	Address* (Unit #, Street #, Street Name, City)		Postal Code*	
Mailing Address (If different from above)	Address* (Unit #, Street #, Street Name, City)		Postal Code*	
Are you a homeowner? (required if you wish to apply to the Property Tax Assistance program) <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone Number* (    )	Alternate Phone Number (    )	
Email Address (please print clearly)				
What is the best way to contact you? <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail				

## Section 8: Household (Family) Information

	First Name	Middle Initial	Last Name	Relationship to Applicant (e.g. sister)	Date of Birth (YYYY-MM-DD)	Gender (e.g. female)
1.	Applicant	Applicant	Applicant	Applicant	Applicant	Applicant
2.						
3.						
4.						
5.						
6.						

## Section 9: What if I need help communicating with you?

### Alternate Contact(s) if English is not your first language

You can provide an alternate contact and we can communicate with them if you would prefer.

First Name	Last Name	E-mail Address	Day Phone Number	Relationship to Applicant
			( )	
			( )	
			( )	

## Section 10: Calgary Transit Customers Only

Access Calgary Number (if applicable)
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## Approved Pick-ups

Only you or those listed below can pick up your Transit pass. They must present valid ID to buy a Transit pass for you.

First Name	Last Name	Agency Name (if applicable)	Day Phone Number
			( )
			( )
			( )

## Section 11: Consent and Statement

I \_\_\_\_\_ declare that:  
Applicant Name (please print)

- I am the main applicant and it is my responsibility to inform all members of my household about the program and conditions of use.
- I give The City of Calgary my permission to check the information within this application.
- I provide The City of Calgary permission to share information within this application between The City of Calgary subsidy programs for the purpose of assessing my application.
- The City of Calgary may contact me in matters pertaining to this application.
- The information I have provided for this application is true.
- If I or anyone in my household, has a change in circumstances (i.e. change of address, new job etc.) I will notify Fair Entry immediately. I can do so by calling 311 or visiting the locations in person (See Section 3). I understand that changes may impact program eligibility.
- Misuse of program privileges or misinformation provided on this application may result in a loss of privileges or penalty.

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Signature of Applicant (or Legal Guardian/Trustee)

The information collected on this form is in accordance with the Freedom of Information and Protection of Privacy Act, Section 33(c). The information will be used to determine eligibility for City of Calgary subsidy programs/services, update current personal information within the programs for which you have applied, provide follow up information for City staff, if required to access programs/services, to collect statistical information and to support reporting of aggregate data of program subsidy participation. The Recreation Fee Assistance Program shares information with an outside funder; however, such information will only be shared when accessing Recreation Fee Assistance programs. Information may be shared across subsidy programs for the purposes of program/service access. If you created a myID personal account, your first name and last name will be transferred to your Fair Entry online application. If you have questions on the Fair Entry Application process or Program, call the Program Coordinator at 403-268-2436; reach us at the Municipal Building, 3<sup>rd</sup> Floor, 800 MacLeod Trail S.E., Monday – Friday, 8 a.m. to 6 p.m., or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca).