



Title: Positive Recreation Opportunities for All (PRO-Recreation) Program

Approved by Council

Date: June 23, 2026

Policy Review Notification

Date: June 9, 2026

Policy Review

Date: June 16, 2026

I certify this to be a true copy of the **PRO-Recreation Program Policy** as adopted by the Municipal Council of Richmond County at a public meeting held on June 23, 2026.

Shelley David, Municipal Clerk

1. Purpose

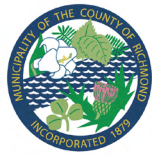
- 1.1. The Municipality of the County of Richmond (MOCR) is committed to providing opportunities for residents to participate in recreation, physical activity, and wellness programs.
- 1.2. This Policy establishes the Positive Recreation Opportunities for All (PRO-Recreation) Program to reduce financial barriers to participation in eligible municipal recreation programs.

2. Scope

- 2.1. This Policy applies to residents of the MOCR who apply for financial assistance to participate in eligible MOCR recreation programs.
- 2.2. This Policy applies only to recreation programs organized, operated, or hosted by MOCR.
- 2.3. This Policy does not apply to programs offered by third-party organizations, associations, clubs, or private providers.

3. Definitions

- 3.1. "Household" means the applicant, spouse/partner, and dependent children residing at the same address.
- 3.2. "Eligible Program" means a recreation, physical activity, wellness, cultural, or community program delivered by the Municipality.



4. Roles and Responsibilities

- 4.1. Municipal Council is responsible for reviewing, amending, and adopting this Policy.
- 4.2. The Chief Administrative Officer (CAO) is responsible for implementing and administering this Policy.
- 4.3. The Director of Community Development and Recreation, or designate, is responsible for reviewing applications, determining and approving eligibility, and maintaining records.

5. PRO-Recreation Program

- 5.1. The PRO-Recreation Program shall be funded through annual municipal budget allocations and donations.
- 5.2. The Municipality may accept donations from individuals, businesses, community organizations, and other donors in support of the PRO-Recreation Program. Donations received shall be allocated to the PRO-Recreation Fund and used solely for the purposes of the Program. Tax receipts may be issued in accordance with Canada Revenue Agency requirements. A summary of the amount of donations received and funds distributed through the Program shall be reported to Council annually.
- 5.3. With the donor's permission, donations may be recognized through the Municipality's official social media channels or other municipal communications.
- 5.4. Subject to available funding and program capacity, eligible applicants may receive municipal assistance toward approved registration fees and/or equipment. The types and limits of available assistance, eligible programs, and the current household income threshold are reviewed annually and outlined in the current PRO-Recreation Application Form.
- 5.5. Funding for equipment will be approved based on the lowest-cost option that adequately meets the identified functional, safety, and quality requirements of the intended use (example: a wooden hockey stick versus a composite hockey stick).
- 5.6. Assistance is non-transferable, has no cash value, and cannot be exchanged for cash reimbursement.



6. Eligibility

6.1. Applicants must:

- a) Be a resident of the Municipality of the County of Richmond;
- b) Meet the current household income threshold established by Council; and,
- c) Provide proof of household income. This proof can be provided in the form of either the CRA Notice of Assessment or the CRA Proof of Income Statement. It's important to note that the names of CRA forms may change periodically. Additionally, proof of income must be provided for all individuals aged 18 or older residing in the home.

7. Application Process

7.1. Applicants will use the PRO-Recreation Application Form provided by the Municipality.

7.2. Completed applications and proof of household income must be submitted and approved prior to the start of eligible programs.

7.3. Refunds or credits will not be issued.

8. Privacy and Confidentiality

8.1. Personal information collected under this Policy shall be administered in accordance with the Freedom of Information and Protection of Privacy Act (FOIPOP) and other applicable legislation.

8.2. Information shall be used solely for determining eligibility and administering the program.

9. Review and Amendment Schedule

9.1. This Policy will be reviewed every four years from the date of approval.

Date of Review	Approved/Amended by Council
June 9 and June 16, 2026	June 23, 2026, Approved