

# STAFF REPORT



**To:** Council  
**From:** Adam Dedrick, Director of Recreation & Parks  
**Approved by:** Trudy Payne, Chief Administrative Officer  
**Date:** March 22, 2021  
**Subject:** Kids Fair Play Fund New Application Process

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## Origin

At the last Kids Fair Play Fund Review meeting a motion was passed by the committee to adopt a new application process.

## Recommendation

This report is for information purposes only.

## Background

The past and current application process has consisted of four application reviews per year: March, June, September and December. Applicants submit their application forms (paper) by mail, fax, email or in-person and the committee reviews and approves the applications following each deadline. A staff report is then provided to MDS Council to approve the release of the funds. Upon approval from Council, approval letters are sent to the recipient and the organization that will be receiving the funds. The application form requires an "Endorser", which is an objective third party adult who can confirm the need of the request. This means the applicant has to get the form signed by an Endorser before submitting it. Only if there are questions about an application, specifically in regard to the need of the request, the Endorser is contacted. All of the administration for the program is handled by MDS (Recreation Director and Executive Assistant).

## Discussion

The current application process is acceptable, however, upon review there are several changes that can improve it to provide a more streamlined process, to increase oversight and to make it more accessible.

1. There will now be an online application available. Applicants will be able to apply right from their smartphone or home computer. This increases accessibility to the program by removing the challenge/barrier of having to get a physical form, fill it out, get it signed and then submit it. Paper copies will still be accepted of course, but this gives another option to apply.
2. An "Endorser" will no longer be required for the application. Instead, applications will require a "Reference", which is essentially the same thing, however, only the name and phone number of the Reference will be needed and the Reference will not have to sign the form. References will be contacted for every application to confirm the need of the request. In the past, the Endorser was only contacted if it was questionable. This ensures the validity of every application, increases oversight and eliminates another step in the application process that can be a challenge for applicants.
3. There will no longer be scheduled Application Review Meetings. Applications can now be submitted at any time as there will not be any submission deadlines. A review and approval period of two weeks will be provided for each application.
4. Due to not requiring Application Review Meetings, the committee will meet quarterly for updates for items such as applications, finances and any other business.
5. The committee will be reviewing and updating their terms of reference as they are out of date.

In addition to the above, there will no longer be a need to go to Council to approve the release of approved funds. The Municipality administers the program funds (via the Kids Fair Play Fund bank account), but it is not a municipal program nor is it part of the operational budget. The program is a county wide initiative with oversight by the KFPF Committee that consists of representatives from each of the five municipal units. Moving forward Council will receive an annual update from the Review Committee, or more often if desired. The update will include number of approvals, amounts, finances and any other important operational information. This will allow the elimination of a deadline, which gives more applicants opportunities to apply and receive funds without waiting for extended periods or missing a deadline.

The new application process will take effect starting April 1, 2021 and there is a communication and promotion plan that will be implemented.