

# Staff Report to Council

**Title:** Recreation Financial Assistance Program Update

**Report Number:** Recreation and Community Programs-2024-02

**Director:** Community Services

**Manager:** Recreation & Community Programs

**Meeting Date:**  
Wednesday, March 27, 2024

**Date to be considered by Council:**  
Wednesday, March 27, 2024

---

## Recommendation:

That Council repeal Policy PR.2.1 Recreation and Leisure Financial Assistance Program and enter into a Program Partnership Agreement with the County of Bruce which will allow Municipality of Kincardine residents to access the County of Bruce Child Activity Assistance Program in Q2 2024.

---

## Executive Summary:

In 2019, Council approved the Recreation and Leisure Financial Assistance Program Policy (PR.2.1) which had an annual operating budget of \$5,000. This policy provides Municipality of Kincardine families in economic need assistance for children and youth to participate in recreation programs offered within the Municipality of Kincardine. Staff are recommending that Council repeal the current Recreation and Leisure Financial Assistance Program Policy (PR.2.1) and enter into a Program Partnership Agreement with the County of Bruce who offer a Child Activity Assistance Program (CAAP) which will still permit Municipality of Kincardine residents to benefit from this \$5,000 annual program.

## Strategic Priorities:

C.11-Create improvements in inclusion, diversity, equity and access

## Financial Considerations:

The Municipality of Kincardine would continue to budget \$5,000 in the annual department operating budget to participate in the County of Bruce Child Activity Assistance Program.

**Policy:**

Council approval

**Context and Background Information:**

In 2019, Council approved PR.2.1 Recreation and Leisure Financial Assistance Program Policy. The policy was designed to assist families with economic need to participate in recreation programs offered in the Municipality of Kincardine. Residents who meet the eligibility requirements outlined in the policy are able to receive a maximum of \$300 per participant per calendar year. There has been \$5,000 allocated to the Recreation Financial Assistance Program since 2020, however, due to a variety of factors very little has been used from this fund. In 2023, \$500 was utilized.

The County of Bruce offers a Child Activity Assistance Program, which is a fund available for those with economic need. The fund assists families with the cost of activities including extra-curricular activities, sports and leisure activities, arts and cultural programs, Scouts/Brownies, etc. Bruce County families can access this program for dependent children under the age of 18, and receive up to \$500 per child, per year.

Staff have had discussions with Bruce County staff regarding Kincardine partnering with their assistance program. The Municipality of Kincardine can stipulate that our \$5,000 be specifically designated for Municipality of Kincardine approved residents. Bruce County staff have indicated that they can keep track of the number of Municipality of Kincardine residents that benefit from this \$5,000 program and provide an annual report on how many residents our funds supported.

Due to existing capacity issues, staff are recommending that the Municipality enter into a program partnership agreement with the County of Bruce and their staff would administer the program on our behalf. Bruce County staff are trained in this area and are familiar with the program requirements, analyzing financial documents, evaluating submissions, determining eligibility and providing support to families, etc.

If this recommendation is supported by Council, staff will provide a media release informing residents of the program and sharing the process for applying for financial assistance through the County of Bruce Child Activity Assistance Program.

**Consultation Overview:**

Municipal staff consulted with the County of Bruce staff regarding this program and how to best assist each other in terms of combined efforts and promotions.

**Origin:**

PR.2.1 Recreation and Leisure Financial Assistance Program

**Implementation Considerations:**

Once approved and the new partnership entered into commences, a media release would follow and the program would start in Q2 2024, with annual updates provided by the County.

**Risk Analysis:**

Municipal staff will continue to work with County of Bruce staff to see how the program is progressing. Staff and Council can evaluate the benefits of the change in administration of the program after a year or two is complete.

---

**Attachments:** P.R.2.1 Recreation Financial Assistance Program Policy and Program Partnership Agreement County of Bruce

**Prepared by:** Karen Kieffer, Manager of Community Programs

**Submitted by:** Jayne. K. Jagelewski, Director of Community Services