

Corporate Policy

Subject: Community Group Affiliation Policy

1. Policy Statement:

The Town of Caledon values community groups and organizations who deliver sport, arts, cultural and neighbourhood programs, events and services that benefit Caledon residents. Supporting our community groups and organizations in the delivery of such programs through access to resources, capacity building, and allocation of municipal space is one of the primary roles of the Parks and Recreation Department.

2. Scope:

The Community Group Affiliation Policy (the Policy) will help to strengthen community organizations at a village level, building on their capacity and sustainability as well as connect groups across Caledon.

Capacity building is the process by which we strengthen an organization's ability to fulfill its mission. This process includes providing organizations with access to space, resources, best practices, and guidance. It is important to note that the Town is not responsible for the actions or decisions of any community groups or their membership.

The Parks and Recreation Department uses a community development approach to build the capacity of community groups, engage local volunteers, and sustain programs that the Parks and Recreation Department does not have the resources to implement. Parks and Recreation staff support community groups on an ongoing basis and cultivate relationships to respond to the unique needs of new and established organizations.

3. Purpose:

The Community Group Affiliation Policy (the Policy) is designed to identify and support established, new and emerging Caledon-based registered not-for-profit community volunteer groups in the delivery of their programs and services. The Policy is established to enhance leadership, communication, and engagement of community groups. The Policy provides a mechanism to assist staff in determining what resources are available and how the resources should be allocated.

The Parks and Recreation Department, will work directly with an affiliate to determine appropriate support to further the affiliate's mandate. See section 5, 'Community Group Affiliation Program Supports'.

4. Community Group Service Definitions

Arts and cultural organizations are defined as not-for-profit community groups that deliver organized visual and performing art programs. As examples, these groups would include not-for-profit theatre and painting organizations.

Sport organizations are defined as community groups that deliver organized, competitive or recreational sport programs.



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Resident organizations are defined as community groups that deliver organized events or programs to a specific geographic community. As an example, these groups would include neighbourhood associations/organizations.

5. Community Group Affiliation Program Supports:

The full list of supports outlined below varies on the availability of facility space, availability of staff liaison(s), status of affiliation applicants, the discretion of the Director of Parks and Recreation, and available department resources:

- A. Staff liaison(s) to assist Executive in an advisory capacity;
- B. Access to discounted Council-approved rates for use in Town-owned and Town-administered facilities;
- C. Information on provincial and federal funding resources and local opportunities including accessing Town of Caledon funding;
- D. Marketing and publicity assistance through the Parks and Recreation Community Organizations Directory, access to indoor display boards, outdoor signage and the Town's website at no cost;
- E. Discounted rates for Parks and Recreation Guide advertising;
- F. Cost sharing opportunities to deliver Town-partnered workshops, advisory and team meetings, community events;
- G. Access to priority booking of Town ice, pools, arena floor, outdoor sport fields in accordance with Council approved 'Facility Use' policy;
- H. Access to Town of Caledon meeting rooms (when available for public use) free of charge for up to one (1) monthly executive/board meeting dealing with the group only, one (1) annual general meeting attended by staff liaison(s), and one (1) advance registration date per program session (Fall/Winter and Spring/Summer) for sport groups and all other groups will receive free access to a Town facility for one event when booked through designated staff liaison(s). Maximum value on this benefit cannot exceed \$1200.00 per year.
- I. Opportunity to partner with the Parks and Recreation Department to establish service delivery arrangements to facilitate program development (for programs not currently offered by the department or established affiliates).

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6. Opportunities Specific to Unincorporated Groups:

Unincorporated groups need to be supported in a different capacity than incorporated groups. To reflect this, the list below is specific to unincorporated groups, designed to facilitate groups through the incorporation process.

- A. Staff liaison(s) to assist with incorporation process, board development, development of by-laws, policies and procedures;
- B. Assistance in connecting and benchmarking with other community organizations;
- C. Provision of meeting space for executive meeting(s) at no charge (subject to availability and discretion of staff liaison);
- D. Opportunity to partner with the Parks and Recreation Department to establish service delivery arrangements to facilitate program development (for programs not currently offered by the department or established affiliates)
- E. Unincorporated Affiliated Group support is available for a maximum of 2 years unless otherwise approved by the Director of Parks and Recreation.

7. Opportunities Specific to Incorporated Groups:

Incorporated groups are recognized by the Town as valuable partners in meeting community needs for organized programs, events and activities. To reflect the responsibility and commitment required to run an incorporated not-for-profit organization, the supports listed below will help groups foster their sport, recreation and/or culture mandate.

- A. Staff liaison(s) to assist executive/board in an advisory capacity;
- B. Access to Council-approved discounted rates for use in Town-owned and Town-administered sport facilities. Groups offering events and programs that overlap with the mandate of the Parks and Recreation department at the discretion of the Director of Parks and Recreation are eligible for a Council-approved subsidized rental rate;
- C. Information on municipal, provincial and federal funding resources;
- D. Marketing and publicity assistance through inclusion in the Parks and Recreation Community Organizations' Directory, access to indoor display boards, outdoor signage and the Town's website at no cost;
- E. 30% discounted rate for Parks and Recreation Guide advertising;
- F. Cost-sharing opportunities to deliver Town-partnered workshops, advisory and team meetings, community events;
- G. Access to priority booking of Town ice, pools, arena floor, outdoor sport fields in accordance with Council approved 'Facility Use' current policy;
- J. Access to Town of Caledon meeting rooms (when available for public use) free of charge for up to one (1) monthly executive/board meeting dealing with the group only, one (1) annual general meeting attended by staff liaison(s), and one (1) advance registration date per program session (Fall/Winter and Spring/Summer) for sport groups and all other groups will receive free access to a Town facility for one event when booked through designated staff liaison(s). Maximum value on this benefit cannot exceed \$1200.00 per year.

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- H. Opportunity to partner with the Parks and Recreation Department to establish new service delivery arrangements to facilitate program development (for programs not currently offered by the department or established affiliates).
- I. Appointed seat on a Town hosted Advisory Panel applicable to area of service (Arts and Culture, Resident Organizations and Sport. etc.) to provide input on Parks and Recreation Department operations; to meet annually.

8. Eligibility Criteria for Town of Caledon Community Group Affiliate Status:

To be designated a Town of Caledon Community Group Affiliate, the group must meet the following criteria:

- A. Have a primary mandate to provide sport, recreation, cultural and/or social program, event or service that meet community needs that is not currently being met at time of application; with membership/participation open to Caledon residents.
- B. Have a documented mission and/or mandate statement.
- C. For incorporated groups, Articles of Incorporation confirming organization's status as not-for-profit or registered charitable organization, or confirmation of being a Charter member of a Provincial/National/International not-for-profit organization.
- D. Have a governance structure in place in the form of a volunteer Board of Directors and/or Executive Committee.
- E. Have a written constitution and by-laws and/or operating procedures establishing the framework of the organization's operations.
- F. Have financial records that are in accordance with Canadian Generally Accepted Accounting Principles, and where practical, annual financial statements.
- G. Comprehensive General Liability Insurance, certificate of insurance naming the Town as an additional insured submitted as required by the Town.

9. Caledon Residency Requirements:

Community Group Affiliates must adhere to a minimum of 75% residency. A resident is defined as an individual who permanently resides in Caledon a minimum of six (6) months during the calendar year with the following exceptions:

- A. Community Groups that draw on membership within Peel Region, in order to build membership to sustain their programs and services, but do not exclude membership to Caledon residents at the discretion of the Director, Parks and Recreation. Requests for exception must be submitted in writing to the Town of Caledon Community Group Affiliate staff liaisons.
- B. The Parks and Recreation Department will consider an application for Community Group Affiliation if a community group's mandate does not meet the affiliation criteria but supports the vision, mission and goals of the Parks and Recreation Department. Requests for exception must be submitted in writing to the Town of Caledon Community Group Affiliate staff liaisons.

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10. Groups that are Ineligible for Affiliation:

- A. Groups whose goals, purpose and/or objectives directly oppose the Corporation of the Town of Caledon.
- B. Political parties or other groups with a political or religious doctrine designed to persuade the public to adopt a particular view.
- C. National or provincial groups or organizations.
- D. Commercial groups or organizations.
- E. Groups that duplicate the services of other community groups, unless it can be shown that an existing Community Group Affiliate cannot meet the needs of residents and additional facilities/locations/groups are required.
- F. A group may be deemed ineligible or have their status and associated benefits changed if Caledon resident membership in the organization declines, or comprises a minority (less than 50%) of the group's total membership.

11. Application for Community Group Affiliate Designation:

To be considered for the Community Group Affiliation Program, applications must be submitted with the following documentation:

- A. Mission statement and/or mandate of the organization;
- B. Where applicable, confirmation of Articles of Incorporation (Not-for-Profit) or Registration Letter verifying charitable status or charter membership of a Provincial/National/International not-for-profit organization;
- C. List of Board of Directors/Executive including names, addresses and telephone numbers (submitted to staff liaison after each Annual General Meeting);
- D. Contact telephone number/website/email address for public inquiries;
- E. A percentage breakdown of the group's membership by residency, signed by two authorized officers;
- F. Certificate of Insurance (reference: Section 7G);
- G. Schedule of programs, events and services the group currently provides or is planning on providing;
- H. Letter(s) of Agreement documents confirming the right to operate the program from a Provincial or National Governing body (as applicable);
- I. A complete financial statement of the previous operating year's expenditures and revenues, and a budget for the next operating year, signed by two authorized officers;
- J. Other information as required by the Parks and Recreation Department.

12. Approval of Affiliated Status:

Applications for Community Group Affiliation will be approved by the Director, Parks and Recreation, or designate. Upon approval, all affiliated groups are required to sign an affiliation contract with the Town. This contract requires each group to adhere to the requirements and stipulations outlined in the Policy and any changes deemed necessary.

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Approvals for affiliation status are granted for a maximum of two years from the date of approval. Affiliated groups must re-apply to renew their status – approval is not guaranteed in subsequent years.

As a condition of approval, all outstanding debts to the Town must be paid in full or an agreement regarding retirement of the debt must be in place.

New groups and existing affiliated groups that require additional support in successfully adhering to the requirements of this policy may be offered Affiliated Group status on a probationary period. The staff liaison may attend the Board of Directors/Executive Board meetings of affiliated groups under probation in a non-voting capacity.

13. Priority Status for Facility Use

Booking priority for facility usage is as follows for seasonal usage, as per the Facility Use Policy;

- A. Town of Caledon programs, events and activities
- B. Affiliated Youth Groups
- C. Affiliated Adult Group
- D. Boards of Education and Schools
- E. Resident/Private Groups
- F. Commercial Organizations
- G. Non-Residents

14. Affiliated Group Responsibilities:

- A. Strictly adhere to the guidelines outlined in the Policy;
- B. Ensure all members/participants adhere to the Town's policies and procedures outlined in the rental permit's Terms and Conditions (located on the back page of the permit);
- C. Provide immediate notice to the Parks and Recreation Department staff liaison of any changes in the group's executive/board or constitution;
- D. Maintain up-to-date membership lists;
- E. Provide the Town with an updated insurance certificate prior to policy expiration date, where applicable;
- F. Respect the intent of the Town of Caledon Facility Use Policy and comply with the booking and cancellation requirements and deadlines;
- G. Submit an application to renew affiliation before the end of the two year term;
- H. Promote and build the sport, recreation and culture environment of Caledon in a climate of mutual respect, transparency, fairness and open communication.

15. Town Responsibilities:

The Town of Caledon reserves the right to request additional information at any time, act as a liaison for the group, be present at the Annual General Meeting and monthly meetings if



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required at the direction of the Director of the Parks and Recreation Department and allocate facilities according to the Facility Use Policy.

The Town of Caledon's relationship with volunteer community groups receiving support under the Community Group Affiliation Program is based on support and guidance. The Town is not responsible for the decisions and/or actions of any group or its members. Accordingly, the Town will not act as a review body for any such group, except to the extent that the actions of a group put the group in contravention of the Policy.

Applications are assessed in accordance with the criteria established by this Policy. Notification of acceptance or ineligibility will be sent in writing. The Town will review applications and respond to the applicant group within 15 business days of receiving the complete application.

16. Termination of Affiliation Status:

Status may be rescinded by the Director, Parks and Recreation and future requests for assistance may be denied if the group:

- A.** Fails to operate in a financially responsible manner; or
- B.** Revokes its constitution, by-laws or operating guidelines; or
- C.** Acts in contravention of the group's constitution, by-laws or operating guidelines; or
- D.** Acts in contravention of the Policy; or
- E.** Abuses the services and privileges offered to the group as an affiliate of the Town; or
- F.** The group's activities violate municipal by-law or provincial or federal legislation ; or
- G.** Fails to abide by a ruling from the Ontario Human Rights Commission regarding the group's actions.

The Parks and Recreation Department reserves the right to review documents including but not limited to financial records, participant/membership lists, meeting minutes, promotional material, policies and procedures at any time. Failure to provide requested documentation may result in the Community Group Affiliation status being revoked.

Groups may terminate affiliation status at any time. Requests to terminate affiliation must be made in writing to the staff liaison, and must be signed by 60% of the group's executive members.