

**KING TOWNSHIP
CORPORATE POLICY
COMMUNITY GROUP AFFILIATION POLICY**



POLICY NO.:
COR-POL-154

Community Services Division	Issue Date: 2023-04-11
	Reviewed Date: 2023-04-11
Authored By: Amanda Hicks	Issue No.: 1
Authorized By: Chris Fasciano	Next Review: 2028-04-11

1 PURPOSE STATEMENT

1.1 To standardize the criteria for establishing the designation of Affiliated Community Group (ACG) through a transparent process for both new and established organizations based within the Township of King.

2 POLICY OBJECTIVE

2.1 To establish criteria for the allocation of municipal resources to Affiliated Community Groups in a fair and equitable manner.

3 GUIDING PRINCIPLES

3.1 The guiding principles of this policy are:

- a) To support local community groups whose mandate is to provide a range of recreational, art, cultural, heritage, social, environmental and/or sport programs and services at an affordable rate that are not generally provided by the private sector.
- b) To support community groups that provide opportunities that expand and diversify programs and services available to the community.
- c) To allocate municipal resources and subsidies to community groups who support populations such as low-income households, children and youth, seniors, and special populations.
- d) To allocate municipal space and resources in a fair, objective, and equitable manner.
- e) To support ACG through access to municipal facilities at reduced rates and by providing a variety of tools and resources as outlined in section 6.2 of this policy.
- f) To work with ACG to set reasonable and achievable requirements in ensuring the maximum utilization of Township facilities and resources.
- g) To ensure ACG have membership open to all King Township residents and may not exclude participation on the grounds of national origin, race, colour, religious or political affiliation, sexual orientation, and gender.
- h) To review the Community Group Affiliation Policy at a minimum of every five years to effectively respond to community needs.

4 APPLICATION/SCOPE

4.1 The Community Group Affiliation Policy applies to King Township based registered not-for-profit or charitable organizations servicing Township residents whose mandate is to provide a range of recreational, art, cultural, heritage, social, environmental and/or sport programs and services. This policy sets out to define the criteria required to become an ACG and the benefits and support that will be provided to them.

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5 DEFINITIONS

- 5.1 **Affiliated Community Group (ACG):** A Township approved King volunteer based not-for-profit community organization run by an elected and volunteer board of directors whose prime purpose is to provide recreational, art, cultural, heritage, social, environmental and/or sport programs and services to the residents of King.
- 5.2 **Board of Directors/Executives:** A volunteer group of individuals elected through a democratic process to provide leadership and to implement programs and services for the community group.
- 5.3 **Charitable Organization:** A registered Local, Regional, Provincial or National agency that exists to deliver a service for the welfare of the King Township community.
- 5.4 **Community Assistance Program (CAP):** A Township program that provides fee assistance that is fair, equitable and easy to access for low-income King Township residents.
- 5.5 **Constitution & By-Laws:** The organizations mandate, goals and objectives including operating guidelines that clearly define the purpose of the group.
- 5.6 **Facility Allocation Priority:** Facility rental contracts will be granted in a fair and equitable manner based on the priority ranking system as defined in the Ice Allocation Policy and Outdoor Sports Facility Allocation Policy.
- 5.7 **Financial Records:** A statement showing the group’s ability to meet its financial obligations. The Township reserves the right to request audited statements and/or review all accounting records and supporting documentation at any time.
- 5.8 **Ineligible Groups:** Groups that do not meet the criteria for affiliation community group designation per the criteria set out in this policy.
- 5.9 **King Township Based:** An organization or community group primarily serving King Township and meeting the criteria set out in this policy.
- 5.10 **King Township Resident:** An individual who resides permanently in King Township.
- 5.11 **Membership/Players List:** A detailed list of all members or players that include name, full addresses, including postal codes.

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- 5.12 **Municipally Owned Facilities:** Includes any indoor facility or outdoor sports facility or green space that is owned, operated, held by joint venture, or offered for lease by the Township of King. These spaces may include but are not limited to ice surfaces, pools, gymnasiums, community halls, parks, sports fields, and multi-purpose meeting rooms.
- 5.13 **Municipal Resources:** Includes but are not limited to facility space, in-kind support, grant opportunities, marketing opportunities and Council approved subsidy rates available to ACG as outlined in this policy.
- 5.14 **Not-for-Profit Organization:** Associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. An organization that obtains an Ontario Corporation Number issued by the Ministry of Consumer and Business Services naming the corporation without share capital. Applications for *Incorporation of a Corporation without Share Capital* are available at www.serviceontario.ca website under the 'Forms' link.
- 5.15 **Subsidized Rates:** The percentage of subsidy that will be granted to an ACG for the two (2) year period that their designation status is active. Subsidy levels are set out in the User Fee Policy and determined in accordance with Council approved Fees & Charges.
- 5.16 **Term:** The Affiliated Community Group designation will be granted for a maximum of two (2) years from the date of approval.

6 MUNICIPAL RESOURCES

- 6.1 The Township of King understands the importance of ensuring municipal resources are made available to ACG to support the group’s sustainability and to help build their capacity to fulfill its mission. A range of resources and support is available through the Community Services Department. The availability of resources is dependent on facility space, staff, and funds.
- 6.2 The following is a list of municipal resources available to Affiliated Community Groups:
 - a) Subsidized rates for use of indoor and/or outdoor municipally owned facilities, as approved by Council. **Only relevant facility space for the purpose of fulfilling the Community Group’s mandate will be subsidized.*
 - b) Facility allocation priority according to the Ice Allocation Policy and Outdoor Sports Facility Allocation Policy.
 - c) Use of designated community centre spaces for registration.
 - d) Access to municipal grants and funding opportunities

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- 1.1.a.d.1 Sustainability Grant
- 1.1.a.d.2 Community Assistance Program (CAP) opportunities
- 1.1.a.d.3 Community Grants
- e) Support from Township staff in an advisory capacity
- f) Organization listing and contact information posted on the Township website.
- g) Marketing opportunities
- h) Workshop and/or training opportunities
- i) One free meeting space a month to accommodate planning meetings, executive meetings and/or, Annual General Meetings in the following Township facilities:
 - Cold Creek Conservation Area – Education Centre
 - Cold Creek Conservation Area – Visitors Centre
 - Dr. William Lacey Nobleton Community Centre & Arena *(seasonal use only)*
 - King City Arena & Community Centre *(seasonal use only)*
 - Laskay Hall
 - Pottageville Pavilion *(seasonal use only)*
 - Schomberg Community Hall
 - Trisan Centre

7 CRITERIA FOR THE AFFILIATED COMMUNITY GROUP DESIGNATION

7.1 To be designated as a King Township Affiliated Community Group, the group must meet the following criteria:

- a) Have a primary mandate to provide recreational, art, cultural, heritage, social, environmental and/or sport programs and services that meet community needs.
- b) Registration or participation in the group must be open to all King Township residents (priority must first be given to King Township residents).
- c) The group's membership must meet a minimum of 60% King Township residents. **Community groups that are unable to meet the 60% residency rate but provides a service not met by any other community group in the Township, and meets all other criteria outlined in this policy, may be considered for eligibility.*
- d) Services and programs must be offered and available in King Township.
- e) Must be a designated not-for-profit or charitable organization.

8 AFFILIATED COMMUNITY GROUP APPLICATION PROCESS

8.1 The group must submit the following to the Community Services Department:

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- a) Affiliated Community Group Application Form.
- b) Have a documented mission and/or mandate statement.
- c) Have articles of incorporation confirming the organization’s status as not-for-profit or confirmation of registration verifying charitable status or confirmation of being a Charter member of a Provincial/National/International not-for-profit organization.
- d) A signed Declaration Form affirming that your organization meets the 60% residency rate requirement. A secondary audit may be requested at the discretion of the Township of King.
- e) A list of the organization’s current board/executive including positions, names, addresses, and home/business phone numbers, and emails.
- f) Recent annual operating budget and/or current financial statement
- g) Current copy of the organization’s constitution and by-laws or statement of purpose.
- h) Where applicable, Affiliated Community Group shall at all times maintain and be financially responsible for
 - General Liability Insurance subject to a limit of no less than \$2,000,000 or \$5,000,000 per occurrence naming the Township of King as additional insured but only with respect to operations of the Affiliated Community Group. Insurance limit to be determined by the type of program, service or event being run and as set out by the Insurance Provider. Coverage shall include but not limited to bodily injury, personal injury, property damage, contractual liability and shall contain a cross liability/severability of insured clause.
 - Directors and Officers Liability Insurance for a limit of no less than \$1,000,000 per claim.
 - Each year upon the placement, renewal, amendment, or extension of all or any part of the insurance the Affiliated Community Group shall promptly provide King Township with a current certificate of insurance but if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the operations of the Affiliated Community Group.
 - In the event the Affiliated Community Group does not carry General Liability Insurance, it will be required to purchase adequate event insurance as required by the Community Services Department.
- i) Other information as required by the Community Services Department.

8.2 Once the application form along with all required supporting documentation is submitted to the Township, staff will review the application package and provide notice of acceptance or ineligibility within 7 business days.

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8.3 Applications for affiliated status will be reviewed by the Supervisor of Recreation & Business Services or Designate.

9 DEFINITION OF AFFILIATED STATUS

9.1 Approval of the Affiliated Community Group designation includes the subsidy rate that will be available to the ACG, as set out in the User Fee & Subsidization Policy, for the purpose of booking municipally owned facilities.

9.2 Municipal resources will only be made available to the community group’s board or executive members for the purpose of providing services and support that directly impact the community. Members of the community group will not be allowed to book facility space or use municipal resources for personal use or for reasons outside of their mandate. Booking facility space outside of operational hours or where Township staff are required, may be subject to additional fees.

9.3 The status of Affiliated Community Group will be granted for a maximum of two (2) years from the date of approval. After this term, Community Groups will be required to re-apply to renew their status. Approval is not guaranteed in subsequent years.

9.4 As a condition of approval, all outstanding debts to the Township must be paid in full or a written agreement must be established for the retirement of outstanding balances that cannot be paid due to financial constraints of the community group.

10 RESPONSIBILITIES

10.1 Affiliated Community Group Responsibilities

- a) To adhere to the guidelines outlined in this policy.
- b) Ensure all members/participants adhere to the Township’s policies and procedures.
- c) Provide notice to the Community Services Department of any changes in the group’s executive/board or constitution.
- d) Maintain up-to-date membership lists.
- e) Provide the Township with an updated certificate of insurance before the policy expiry date, if required.
- f) Apply to renew affiliation before the end of the term.

10.2 Township Responsibilities

- a) Support the ACG by providing the services and resources outlined in this policy.
- b) Township staff will monitor ACG to ensure groups are always in compliance

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- with this policy.
- c) The Township of King reserves the right to request additional information at any time, act as a liaison for the group, and be present at Annual General Meetings.
- d) Allocate facilities according to the Ice Allocation Policy and Outdoor Sports Facility Allocation Policy.
- e) The Township’s relationship with the ACG under this policy is one of support and guidance. The Township is not responsible for the decisions and/or actions of any group or its members. The Township will not act as a review body for any such group, except in the case that the actions of a group put the group in contravention of this Policy.

11 TERMINATION OF AFFILIATED STATUS

- 11.1 Status may be rescinded by the Community Services Leadership Team 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 constitution, by-laws, or operating guidelines; or
 - d) Acts in contravention of this policy; or
 - e) Abuses the services and privileges provided; or
 - f) Violates any provincial or federal legislation or municipal by-law with respect to the activities of the group; or
 - g) Fails to abide by the ruling from the Ontario Human Rights Commission regarding the group’s actions.
- 11.2 The Community Services Department reserves the right to review documents including but not limited to financial records, participant/membership lists, meeting minutes, promotional materials, policies, and procedures at any time. Failure to provide the requested information may result in the Affiliated Community Group status being revoked.
- 11.3 Community Groups may terminate their affiliation status at any time. Requests to terminate must be made in writing to the staff liaison and must be signed by the group’s executive members.

12 INELIGIBLE GROUPS

- 12.1 Groups whose primary purpose, goals and objectives directly oppose or conflict with those of the Township of King based on published mission statements, decisions, actions, plans, policies, procedures and programs.
- 12.2 Non-resident, For-Profit, or Commercial Groups.

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- 12.3 Political parties and other groups with a political mandate designed to persuade the public to adopt a particular view.
- 12.4 National or Provincial Groups that do not have a recreational, cultural, heritage, social, environmental and/or sport programs mandate or are not offering a service for the residents of King Township.
- 12.5 Groups whose primary mandate is educational, including tutoring groups, daycare, nursery schools and for-profit after school programs.
- 12.6 Groups providing church or religious services.
- 12.7 A group may be deemed ineligible or have their ACG status revoked if the groups King Township residency membership falls below the required 60%.
- 12.8 The group should not duplicate the programs or services of other community groups or the Township of King, unless it can be shown that an existing affiliated group cannot meet the community needs, and that additional services are required, and facilities are available.

13 RELATED DOCUMENTATION

- 13.1 Community Group Affiliation Application Form
- 13.2 Ice Allocation Policy
- 13.3 Outdoor Sports Facility Allocation Policy
- 13.4 User Fee & Subsidization Policy
- 13.5 Fees & Charges
- 13.6 Appendix "A" – Community Group Affiliation Application Form

14 APPROVAL AUTHORITY

Council _____ Authority	2023-040 _____ By-law	 _____ Township Clerk	2023-04-11 _____ Date
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Community Group Affiliation Application Form

Community Group Affiliation Policy Statement

King Township recognizes the need to support local community groups whose mandate is to provide recreational, art, cultural, heritage, social, environmental and/or sports programs and services that benefit King residents by providing a variety of tools and resources such as the allocation of discounted municipal space and access to funding relevant to their mandate. The Community Services Department sets out to standardize the allocation of municipal resources in a fair and equitable manner for both new and established organizations.

Application Submission Process

1. Interested groups must complete and sign the application form ensuring that all required information is submitted. Incomplete applications cannot be processed.
2. Submit completed application and all information to the Township of King, Community Services Department:
 - a. by email: communityservices@king.ca
 - b. by mail or in person: Township of King – Community Services Department
2585 King Road, King City ON, L7B 1A1
3. Please allow 7 business days for processing.

Group Category (Please select one)

- Adult (ages 18+)
 Youth (ages 17 and under)

Eligibility Criteria (Please check off all boxes)

To be designated as a King Township Affiliated Community Group, the group must meet the following criteria:

- Have a primary mandate to provide recreational, art, cultural, heritage, social, environmental and/or sport programs and services that meet community needs.
- Registration or participation must be open to all King Township residents.
- Programs and services must be offered and available in King Township.
- Have a documented mission and/or mandate statement.
- Have articles of incorporation confirming the organizations status as not-for-profit or confirmation of registration verifying charitable status or confirmation of being a Charter member of a Provincial/National/International not-for-profit organization.
- Have a governance structure of either a volunteer board of directors and/or executive committee.
- Financial records are maintained in accordance with Canadian generally accepted accounting principles and where practical, annual financial statements audited or management reviewed by a professional accountant. A group must show that it can carry out its objectives and meeting its financial obligations.
- Current copy of the organization's constitution and by-laws or statement of purpose.
- The group, at its sole cost and expense, shall obtain, keep in force, and maintain insurance related to activities in connection with this policy and as stated in the Community Group Affiliation Policy.
- Groups must adhere to the Ontario Human Rights Code.
- A minimum of 60% of eligible community group's membership must be King Township residents. **Community groups that are unable to meet the 60% residency rate but provides a service not met by any other community group in the Township, and meets all other criteria outlined in this policy, may be considered for eligibility.*



Community Group Affiliation Application Form

Organization Information <i>(Please print)</i>		
Name of Organization:		
Website Address:		
Phone #:	Year Established:	
Mailing Address:	City/Town:	Postal Code:
Charitable Organization #:	Not-for-Profit #:	
Executive Members		
Name:	Position/Title:	
Address:	City/Town:	Postal Code:
Home Phone #:	Cell Phone #:	
Email:		
Name:	Position/Title:	
Address:	City/Town:	Postal Code:
Home Phone #:	Cell Phone #:	
Email:		
Name:	Position/Title:	
Address:	City/Town:	Postal Code:
Home Phone #:	Cell Phone #:	
Email:		
Name:	Position/Title:	
Address:	City/Town:	Postal Code:
Home Phone #:	Cell Phone #:	
Email:		
Treasurers Information		
Name:		
Address:	City/Town:	Postal Code:
Home Phone #:	Cell Phone #:	
Email:		



Community Group Affiliation Application Form

Registration Information

Total # of King Township residents:	Percentage of King Township residents:
Total # of non-residents:	Percentage of non-residents:
Total # of current members/participants:	Membership/Registration Fee:

What month is your Annual General Meeting?

Participation Numbers

Participation	Previous Year's Numbers	Current Year's Numbers
Preschool (0-5 years):		
Children (6-12 years):		
Youth (13-17 years):		
Adult (18+ years):		
Total:		

Organization Details

Organization Statement of Purpose: _____

Detailed Description of Activities: _____

Type of support your organization is requesting and why: _____

Purpose of Facility Rental: *(Check all that apply)*

Meetings AGM Clubs Sports Social

Other (Specify): _____



Community Group Affiliation Application Form

Insurance

Does your organization have General Liability Insurance coverage? Yes No

Does your organization have Directors and Officers Liability Insurance? Yes No

Mandatory Requirements (Attach to application)

- Mission Statement and/or mandate of the organization
- Articles of Incorporation or Charter Membership and/or confirmation of Registration Letter verifying charitable status
- A contact name, telephone number, email, and website for public inquiries and to publish on the Township website (www.king.ca/communityorganizations)
- Constitution and by-laws and/or operating procedures
- A signed Declaration Form affirming that your organization meets the 60% residency rate requirement. A secondary audit may be requested at the discretion of the Township of King.
- If applicable, General Liability Insurance subject to a limit of no less than \$2,000,000 or \$5,000,000 per occurrence (as determined by the Insurance Provider) naming the Township of King as additional insured but only with respect to operations of the Affiliated Community Group.
- If applicable, Directors and Officers Liability Insurance for a limit of no less than \$1,000,000 per claim.
- Schedule of programs, services and/or events that the group currently provides or is planning.
- Letter(s) of Agreement(s) document(s) confirming the right to operate the program from a Provincial or National Governing Body (as applicable)
- Last year's audited or management reviewed financial statement detailing expenditures and revenues.
- Proposed budget for the operating year
- Minutes from the last Annual General Meeting

We may request additional information as required.

PLEASE NOTE: All Groups will be charged either the resident or non-resident rate until the Affiliated Community Group Designation is approved in writing from the Township of King.

Statement of Privacy

I, _____ **Main Contact** _____, acting as the _____ **Position** _____
of the _____ **Name of Organization** _____ read, understand, and agree to comply with the application requirements. I agree that if approved as an Affiliated Community Group, failure to comply with this policy or any other Township policy or procedure including Terms and Conditions as noted on the application form and Facility Rental Agreements may result in loss of community group affiliation status and/or facility permit. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, C.25, and will be used for the purpose of community group affiliation application and policy administration. Inquiries regarding this collection should be directed to the Community Services Department, at 905-833-5321.

Signature: _____ Date: _____

For Internal Use Only (To be completed by Community Services Staff)

Date Received: _____ Package Complete: Yes No

Approval Status: _____ Group was notified of status: Yes No

Staff Signature: _____ Date: _____



Community Group Affiliation Application Form

DECLARATION FORM 60% RESIDENCY RATE REQUIREMENT

I, _____, acting as the _____ of the _____,
Main Contact Position Name of Organization

DO SOLEMNLY DECLARE that,

1. The above-mentioned organization meets the 60% residency rate requirement outlined in the Community Group Affiliation Policy to be eligible to receive any subsidized rates or municipal resources provided by the Township of King.
2. Membership/Participant Lists are up-to-date and maintained seasonally.
3. Addresses of participants and registration numbers are not altered in any way.
4. Proof of residency for each participant will be provided should an additional audit be requested by the Township of King.
5. Have received a copy of COR-POL-154 Community Group Affiliation Policy and understand the organization is bound by it.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me)
 at the _____ (City, Town))
 this _____ day of _____,)
 20____) NAME _____)