

CORPORATE POLICIES AND PROCEDURES
SUBJECT: COMMUNITY GROUP AFFILIATION



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1. POLICY STATEMENT:

1.1 The Town of Ajax recognizes community groups who deliver recreational, art, cultural, social and/or sport programs and services that benefit Ajax residents. Facilitating the delivery of such programs and services and helping organizations build and sustain their capacity through the allocation of municipal space, access to resources and information remains a primary function of Recreation & Culture.

2. POLICY PURPOSE:

2.1 The Community Group Affiliation Policy sets out the criteria for groups to be designated Community Group Affiliates. The policy also describes the Community Group Affiliates program administered by Recreation & Culture.

3. POLICY OBJECTIVE:

- 3.1 Establish a Community Group Affiliation criteria;
- 3.2 Establish a standardized and transparent process for the designation of Community Group Affiliates;
- 3.3 Establish a Community Group Affiliate program that supports both new and more established community groups;
- 3.4 To allocate resources in a fair and equitable manner.

4. SCOPE:

4.1 Recreation & Culture uses a community development approach to help build the capacity of community groups. Building capacity refers to the process by which an organization's ability to fulfill its mission is strengthened. Community groups and organizations are identified and relationships cultivated by staff in order to respond to the needs of new and established community groups.

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In support of the Corporate Strategic Plan 2007-2010 “Strong Sense of Community” guiding principle, the Community Group Affiliation Policy will help to strengthen the capacity of community groups in their sustainability, organizational development and ability to deliver recreational, art, cultural, social and/or sport programs and services.

5. THE CRITERIA FOR THE DESIGNATION OF AFFILIATES:

- 5.1 To be designated as a Town of Ajax Community Group Affiliate, the group must meet the following criteria:
 - 5.1.1 A primary mandate to provide recreational, art, cultural, social and/or sport programs and services that meet community needs not being met or fully met by an existing community affiliated group with membership/participation open to Ajax residents, as defined in section 5.2 of this policy.
 - 5.1.2 A documented mission and/or mandate statement.
 - 5.1.3 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.
 - 5.1.4 A governance structure of either a volunteer board of directors and/or executive committee.
 - 5.1.5 Financial records are maintained in accordance with Canadian Generally Accepted Accounting Principles and where practical, annual financial statements audited by a professional auditor accountant.
 - 5.1.6 A Group not in receipt of ongoing annual operational funding from government sources that meets over 25% of their funding requirements.
 - 5.1.7 Have a written Constitution & By-laws and/or operating procedures establishing the framework within which the group will operate.
 - 5.1.8 The Group, at its sole cost and expense, shall insure its activities in connection with this policy and obtain, keep in force, and maintain insurance as follows: Comprehensive General Liability Insurance including premises and all operations. This insurance coverage shall be subject to limits of not less than \$2,000,000 inclusive per occurrence for third party Bodily Injury and Property Damage by an insurance company authorized by law to carry on business in the Province of Ontario and approved by the Finance Department of the Town of Ajax. The policy shall include the Town of Ajax as additional insured in respect of all operations performed by or on behalf of the Ajax Community Group Affiliate. A certified copy of such policy or

certificate shall be provided to the Town of Ajax upon application for community group affiliate designation and thereafter annually upon renewal. Certificates of insurance evidencing such coverages shall be provided upon request.

5.2 Ajax Residency Requirements:

5.2.1 For the purposes of this policy an "Ajax resident" is an individual who resides permanently in Ajax or a student who resides in Ajax at least eight months during the calendar year and is registered in a post secondary educational institution in the local area.

5.2.2 A minimum of 85 per cent of eligible community group's membership must be Ajax residents, as defined in subsection 5.2.1, with the following exception:

- A community group that draws on membership within Durham Region, in order to build membership to sustain their programs and services, but does not exclude membership to Ajax residents
- Membership restrictions based on skill level, facility limitations or age may be permitted; however, the group may not close its membership to Ajax residents if non-residents make up any portion of the membership.

5.3 When a community group mandate does not meet the affiliate criteria outlined in this policy but supports Corporate Strategic Plan objectives (available on www.townofajax.com) Recreation & Culture will consider an application for Community Group Affiliation.

6. APPLICATION FOR COMMUNITY GROUP AFFILIATE DESIGNATION:

6.1 Initial applications must be submitted with the following documentation:

- Mission statement and/or mandate of the organization;
- 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;
- A list of the Board of Directors and/or Executive Committee including names, addresses and telephone numbers;
- A contact telephone number/website for public enquiries;
- A current membership/participant list which includes names and addresses;
- Certificate of insurance (reference 5.1.8);
- A schedule of programs, services and/or events that the group currently provides or is planning;
- A community group incorporated for less than two years must include an overview of the process used to assess the need for their program or service;
- Letter(s) of Agreement(s)/document(s) confirming the right to operate the program from a Provincial or National Governing Body (as applicable);
- Other information as required by Recreation & Culture.

- 6.2 Applications must be renewed on an annual basis and include the required documentation as identified in the application form.
- 6.3 The Town of Ajax reserves the right to review financial records and other documentation upon request. Groups are to comply within five business days in order to maintain Community Group Affiliation status.
- 6.4 Applications are assessed in accordance with the criteria established by this Policy. Notification of acceptance or ineligibility will be sent in writing.

7. COMMUNITY GROUP AFFILIATES PROGRAM:

- 7.1 The Community Group Affiliates Program is designed to provide support to new and established eligible groups in the delivery of their programs and services. A range of support is available through Recreation & Culture and described in subsection 7.2. The department staff liaison will consult with the community group representative to assess which are appropriate and applicable. The availability of resources is a determining factor with support and facility time offered.
- 7.2 The following is a list of support available to a Community Group Affiliate and is dependent on facility space, staff and department resources.
- Staff liaison(s) to assist in an advisory capacity;
 - Information on activities, funding resources and opportunities available throughout the Town;
 - Publicity assistance through inclusion in the Recreation & Culture Community Organizations Directory, access to Town facility indoor display boards and the Town's website, at no cost;
 - Discount rates for Recreation & Culture brochure advertising as outlined in the Fees and Charges By-Law (Community Group Affiliate rate);
 - Provision of free facility meeting room space to meet requirements, two times per year (8 hours total), for volunteer training purposes only;
 - Priority booking of Town ice and arena floor facilities and outdoor sports facilities in accordance with Council approved Ice Allocation and Field Allocation current Policies;
 - Priority booking of Town operated gymnasiums;
 - Assistance with facilitating volunteer training;
 - Special event permit fee, picnic table loan and delivery fee and portable washrooms and hand wash stations fee exempted through Operations and Environmental Services (based on availability);
 - Groups incorporated for less than two years:
 - Provision of a meeting room (maximum capacity 32 people), based on availability, for a maximum of twelve monthly bookings for one year, one meeting room to accommodate their Annual General Meeting and meeting room space for three registrations per year, at no charge, for no more than two years;
 - One business card advertisement in the Recreation & Culture brochure

annually at no charge (Maximum of two ads);

- Groups incorporated for two years or more:
 - Provision of a meeting room (maximum capacity 32 people), based on availability, for a maximum of twelve monthly bookings, one meeting room to accommodate their Annual General Meeting and facility space for three registrations per year in accordance with the approved municipal Fees & Charges By-Law (Community Group Affiliate rate).

8. INELIGIBLE GROUPS:

- 8.1 Groups whose primary purpose, goals and objectives directly oppose or are in conflict with those of the Corporation of the Town of Ajax based on published mission statements, mandates, decisions, actions, plans, policies, programs will be deemed ineligible.
- 8.2 Political parties and other groups with a political, religious and/or political doctrine designed to persuade the public to adopt a particular view on a broad social question. Town hall meetings and candidate debates for federal, provincial and/or municipal elections would be permitted and charged according to the community group affiliate rate providing such meetings are open to the public and to all candidates seeking election for the local ward(s) and/or riding(s).
- 8.3 National or provincial groups.
- 8.4 Groups whose primary mandate is educational.
- 8.5 A group may be deemed ineligible or have their status as a Community Group Affiliate changed if the group's Ajax residency membership is declining significantly over a period of time or continues to be a minority of the group's total membership.
- 8.6 The group should not duplicate the services of other community groups, unless it can be shown that an existing affiliated group cannot meet community needs, and that additional services are required and facilities are available.

9. AFFILIATION TERMINATION:

- 9.1 Recreation & Culture reserves the right to review documents including but not limited to financial records, participant/membership lists, meeting minutes, promotional material, policies and procedures. Failure to provide requested documentation may result in the Community Group Affiliation status being revoked.

10. MONITORING and EVALUATION:

- 10.1 Recreation & Culture will undertake an evaluation of the Community Group Affiliation Policy within one year after it is fully implemented to assess its effectiveness with groups and staff and to identify amendments if required.

