



POLICY

TITLE: Community Registered Group Policy

NUMBER: PLCY-R-2013-0002

DATE: November 25, 2013.

REFERENCES AND RELATED DOCUMENTS:

Municipal Assistance Policy for Individuals, Community Organizations and Businesses
Facility Allocation Policy

POLICY STATEMENT:

The Town of Halton Hills with local organizations and individuals shares the responsibility to provide services in the development of healthy active communities.

PURPOSE:

This Policy outlines the criteria that a non-profit organization needs to meet to be eligible as a Town Community Registered Group.

OBJECTIVES:

- Establish Community Registered Group affiliation criteria
- Establish a standardized process for the designation of Community Registered Group

SCOPE/STAFF PRIMARILY AFFECTED:

The scope of this policy affects individuals, groups, community organizations and businesses located in Halton Hills for local activities/events.

This policy affects all departments within the Town of Halton Hills and is managed through the Recreation and Park Department.

CRITERIA FOR DESIGNATION:

ELIGIBILITY:

To be eligible to become a Community Registered Group, an organization must be in the process of becoming an established non-profit organization, and operate under the authority of a volunteer board or committee.

1. The primary objective or activity of the organization must align with the mandate and values of Recreation and Parks.

Mandate:

- Proactive planning in order to understand and to respond to the leisure needs of the community;
- Ensuring that the community enjoys a wide range of choices for all age groups and genders through quality leisure opportunities;
- Encouraging availability and accessibility of parks, open spaces, recreation and cultural facilities;
- Assisting and encouraging opportunities in recreation and cultural activities and programs;
- Creating public awareness and stimulating interest in all available leisure opportunities and services;
- Facilitating the coordination and cooperation of community groups and agencies that deliver leisure opportunities;
- Assisting in building leadership capacity and providing consultation to individuals, local groups, organizations and agencies;
- Recognizing valuable contributions by individuals and groups who enhance the leisure delivery system.

Values:

- Healthy, safe and sustainable communities
 - Active living
 - Individuals and Families
 - Diversity within our community
 - Equal access to service, facilities and programs
 - Volunteerism
 - Environmental Preservation
2. The not-for-profit organization must be operated in an open and democratic manner through the holding of annual membership meetings and elections of an executive/board by the membership to carry out the wishes of the general membership.

3. Organization's base of operation must be in the Town of Halton Hills.
4. Organizations must have a minimum of 85% of the membership or registrants as residents/rate payers in Halton Hills taking into consideration such factors as geographic location, skill level, age restrictions, and facility limitations.
5. Organization must not duplicate another registered organization which is formed for the same purpose unless the existing group cannot meet the demand for its service.
6. Organization must be in good financial standing with the Town.
7. Registration status must be renewed annually following the organization's annual meeting.
8. Social services, registered charities and service clubs may complete the Community Group Registration Form, which will be reviewed to determine whether or not they align with the mandate and values of the Town and may be reviewed on a case-by-case basis.

INELIGIBILITY:

- 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.
- Commercial Businesses

APPLICATION FOR REGISTERED COMMUNITY GROUP DESIGNATION:

RETURNING OR RENEWING GROUPS:

Returning Groups must submit the following documents on an annual basis:

- Returning/Renewal Community Group Application Form
- Current copy of the organization's constitution and by-laws or statement of purpose
- Current year's financial statement
- Next years proposed budget
- Minutes from last Annual General Meeting
- A list of the organization's current board/executive including positions, names, addresses and home/business phone numbers, e-mails, etc.
- Current membership list with full addresses and postal codes

- Birth dates must be provided for youth members.
- Directors/Executive liability insurance (if applicable)

NEW GROUPS:

In addition to the required information of returning or renewing groups, the new group must submit an additional application which includes the organizations purpose and activities.

The information that is collected from Community Registered Groups on an annual basis is used to ensure eligibility criteria required by the Town is met, and to help provide information on the services provided to community members.

BENEFITS OF REGISTERED GROUP STATUS:

Registered Groups may be eligible for:

- Priority status for ice, floor and/or sports fields (subject to Facility Allocation Policy), and preferred rates for school use (as per the Reciprocal agreement with School Boards)
- Reduced rates at selected facilities
- Free Town space for annual general meetings when elections are held
- Community contact line listing in the Community Activity and Service Guide, with advertising and promotional opportunities at registered rates
- A one-time free ¼ page ad in our Community Activity and Service Guide for start-up groups
- Workshop series and leadership opportunities at reduced rates
- Assistance of a Town staff liaison, acting in an advisory capacity
- Assistance in connecting with other community organizations and government programs
- Provision of up-to-date information on grants, funding opportunities and resources
- Direct link to Town website www.haltonhills.ca
- Halton Hills Insider e-newsletter

PROCEDURES:

Affiliation Termination:

Recreation and Parks reserves the right to review documents including but not limited to financial records, membership/participant lists, meeting minutes, promotional material,

policies and procedures. Failure to provide requested documentation may result in the Community Registered Group status and benefits being revoked.

Groups may terminate registered status at any time. Requests to terminate must be made in writing to the Community Development Supervisor, and must be signed by the group's executive members.

Monitoring and Evaluation:

To maintain Community Registered Group status, annual renewal of membership is required as is updated member and/or participant information.

The Town of Halton Hills will regularly monitor the effectiveness of the Policy.

To learn more about the procedures affecting Community Registered Groups, please see our Procedures Document.

POLICY REVIEW:

Council recommends that staff monitor and document policy changes for consideration by the Community Affairs Committee annually and upon the update of the Town's Strategic Plan.