

	Corporate Policy Manual
	Section: Community Services Department Affiliation Policy
	Policy # Pg. 1 of 14
Revision Date:	Issue Date: December 2022
Approved by: Township Council	Review Date: December 2026

PURPOSE

The Township of Wilmot recognizes the importance of community groups who provide recreation, leisure and/or wellness programs and services that benefit Township residents and enhances the overall quality of life within the community. This policy is intended to create a formal relationship between the Township of Wilmot and organizations who are eligible for Affiliation. The Affiliation Policy establishes how, and which groups qualify for Affiliation benefits to access municipal spaces and support from Township staff.

RATIONALE AND NEED

Community organizations are of great benefit to the residents of Wilmot as they provide recreation, leisure and wellness programs and services the Township might not otherwise be able to offer. The goal of the Affiliation Policy is to help support capacity building for Affiliated Organizations in the delivery of high quality, inclusive, and well-organized programs. With this in mind, the Township’s goal is to balance the needs of Affiliated Community Organizations with good governance principles of affordability, accountability, accessibility, and transparency. The Affiliation Policy provides a mechanism to support these organizations by potentially providing access to discounted or free space and/or in-kind services, for recreation, leisure and wellness programs.

SCOPE

This Policy applies to Community Groups, Community Service Organizations, Service Clubs and Minor Sporting Associations and enables the Township of Wilmot (“The Township”) to recognize and support organizations providing recreation, leisure and/or wellness opportunities requiring the use of public funds, services, or facilities through the Community Services Department. Policy Guidelines vary for different types of organizations with respect to access to facilities, in-kind services and applicable fees and charges, based on the types of programs and services offered by the Organization.

DEFINITIONS

Affiliation Application Process: an application shall be completed annually by existing Affiliated Community Organizations and new organizations wishing to become Affiliated. Applications are reviewed by the Township of Wilmot for approval.

Affiliated Community Organization: is a community organization that works collaboratively with and is formally recognized by the Township of Wilmot in a manner that is consistent with The Township's Affiliation Policy. Affiliated Community Organizations include all categories within this policy such as, Minor Sport Organizations, Wilmot Community Organizations, Community Service Organizations, and Service Clubs. A formal list of Affiliated Community Organizations will be managed and maintained by Township staff based on approved applications.

Community Groups: is an organized group formed for the purpose of providing services, activities, programs, and opportunities that improve or benefit members of the community. These organizations often have recognized governing bodies i.e., Scouts / 4-H Clubs, but may also be locally organized groups i.e., Wilmot Horticultural Society.

Community Service Organization: is a not-for-profit organization such as Wilmot Family Resource Centre and Community Care Concepts, who provide free or low-cost recreation, leisure or wellness programs and services for marginalized or underserved populations.

In-kind Services: a Township of Wilmot service or benefit such as a facility rental discount, administrative service, and/or staff resources.

Minor Sport Associations: a group that delivers league-based recreational sport programming and/or services that directly benefit local youth. Minor Sport programs rely on and are run by local volunteers and operate under a recognized governing body i.e., Skate Canada.

Service Club: is a voluntary not-for-profit organization where members meet regularly to perform charitable works for local residents that aligns with the intent of this Policy. A service club is defined by its mission statement and its membership benefits and often has a recognized governing body i.e., Optimist Clubs.

PRINCIPLES AND GUIDELINES

Corporate Strategic Alignment

Strategic Plan – The Affiliation Policy aligns with three of the Strategic Plan goals:

- 1) **Quality of Life:** The Quality of Life goal and strategy of Accessibility and Inclusivity are intended to ensure all members of the community have fair and equal access to recreation programming and services. This policy also addresses the strategy of Health and Wellbeing by providing recreation and leisure opportunities for all residents.

2) **Community Engagement:** The Community Engagement goal includes strategies for Belonging, Community Events and Support for community Groups, Volunteers and Youth.

3) **Responsible Governance:** The goal of Responsible Governance includes strategies for Active Communications, Fiscal Responsibility, and Infrastructure Investments.

STANDARDS AND PROCEDURES

Policy Goal

The goal of the Affiliation Policy is to help support capacity building for Affiliated Organizations who foster community development and encourage citizen leadership and volunteerism in the delivery of high quality, inclusive, and well-organized recreation, leisure and wellness programs.

Objectives

1. To work in partnership with the community by providing support for the provision of recreation, leisure and wellness opportunities and community services that enhance the quality of life for Township of Wilmot residents.
2. To encourage citizens and community groups to identify recreational, leisure and wellness needs and to provide varied and accessible opportunities to residents to meet those needs.
3. To encourage community groups to become self-sufficient by planning and leading their own events and services as part of the Township's program and service delivery network.
4. To identify the level of support services requested/required from the Community Services Department for community organizations.
5. To foster community leadership and volunteer development and participation in program development and delivery.
6. To encourage groups to provide program opportunities accessible to all residents.

Application Process for Affiliation:

To be approved as an Affiliated Community Organization with the Township, the organization must apply and meet all the required criteria. The application form (attached as Appendix "A") shall be completed and submitted electronically to the Manager of Community Services by the established deadline date. Groups may be required to meet with staff as part of the application process. Upon approval, formal recognition of the organization's Affiliation will be provided in writing by the Township.

This policy does not waive or supersede the applicant's responsibilities to seek and obtain required approvals for all applicable bylaws, acts, regulations, codes, inspections, permits, etc.

Eligibility Criteria for Affiliation:

1. To be eligible for Affiliation, each organization must
 - a. be volunteer based,
 - b. non-profit,
 - c. non-partisan,
 - d. non-denominational,
 - e. based in a geographic community within the borders of The Township or,
 - f. Region of Waterloo organization serving the residents of the Township.
2. Organizations must operate under the authority of a volunteer board or executive committee. Organizations may be required to provide proof of not-for-profit status or charitable registration.
3. Each organization must have its primary objective as the provision of a recreation, leisure and/or wellness services to the residents of The Township. This policy is not intended for organizations whose main purpose is fundraising versus delivery of programs and services.
4. Each organization must be inclusive, open to the public and all residents of The Township.
5. Each organization must provide The Township with a copy of their current constitution/by-laws. Those groups who operate without a Constitution/By-Laws must submit their annual goals and objectives and provide evidence that they are working towards implementation of a Constitution/By-Laws.
6. Organizations must be headquartered in the Township of Wilmot with the majority (60%) of participating members residing in the Township.
7. Organizations must offer the majority of their activities in Wilmot Township.
8. Affiliated Community Organizations must identify their group as either adult and/or youth focused as the department places a greater emphasis on youth activities per the Parks and Recreation Master Plan and facility allocation procedures, and to implement applicable Fees and Charges By-law discounts. For the purposes of this Policy, youth are defined as ages 18 and younger. Family based activities will be considered youth for the purposes of this policy. Sport groups applying for the Fees and Charges By-Law discount for sport specific rentals, must provide their main programming primarily for youth.
9. For sport organizations, the majority of annual facility rentals must be held at The Township facilities.
10. This policy is not intended for elite, amateur or semi-pro sport groups who charge admission for regular season and playoff games i.e., Junior, or Senior teams or Post-Secondary Varsity teams.

Affiliation Renewal Process:

To remain in good standing, all Affiliated Community Organizations must renew their status by completing the Affiliation Application each year. The completed application must be submitted to the Manager of Community Services by January 31st annually to confirm or update the following information:

- Name and contact information
- Current proof of insurance held by the organization
- Verify that all other affiliation criteria are still being met
- Provide listing of requested bookings.

The group's primary contact will receive an email reminder prior to renewal time. Not renewing Affiliation status will affect discounts and access to facilities, support and services outlined in this policy as well as historical event status.

Application forms for renewal will be reviewed annually by staff to ensure eligibility criteria continue to be met.

The Township acknowledges that Affiliated Community Organizations vary in how they operate, including location and frequency of meetings, types of activities offered, processes for recruiting and supporting volunteers, the level of formality in their structure, policies, and procedures. The Township will consider these differences when determining the level of support required.

Benefits Available to Approved Affiliated Community Organizations

The chart below outlines the benefits available to Affiliated Community Organizations by category.

Service Clubs	Community Groups	Community Services Organizations	Minor Sport Associations
A maximum of three (3) free community events/banquets (with paid or free admission) subject to availability and approval by the applicable Manager or Director or their designate. Regular rates apply for all other rentals.	A maximum of three (3) free community events/banquets (with paid or free admission) subject to availability and approval by the applicable Manager or Director or their designate. Regular rates apply for all other rentals.	A maximum of three (3) free community events/banquets (with paid or free admission) subject to availability and approval by the applicable Manager or Director or their designate. Regular rates apply for all other rentals.	A maximum of one (1) free community events/banquets (with paid or free admission) subject to availability and approval by the applicable Manager or Director or their designate. Regular rates apply for all other rentals.
Note: Free events do not include staff rates such as Municipal Representatives, instructors, or charges for additional services i.e., music tariffs and	Note: Free events do not include staff rates such as Municipal Representatives, instructors, or charges for additional services i.e., music tariffs and	Note: Free events do not include staff rates such as Municipal Representatives, instructors, or charges for additional services i.e., music tariffs and facilities not typically	Note: Free events do not include staff rates such as Municipal Representatives, instructors, or charges for additional services i.e., music tariffs and facilities not typically included in the discounted rate.

facilities not typically included in the discounted rate.	facilities not typically included in the discounted rate.	included in the discounted rate.	
<p>A maximum of one (1) free meeting room rental per month. Regular rates apply for all other meeting rentals.</p>	<p>Free access to available space for delivery of programs and services with a focus on recreation, leisure and/or wellness, with an emphasis on youth and seniors and which addresses an unmet need within the community as approved by the Township.</p>	<p>Free access to available space for delivery of wellness support services approved by the Township, that are free of charge to families and individuals which address an unmet need within the community or for an underserved client base.</p>	<p>A discount off the regular public rental rate for use of sports facilities and venues specific to their sport including rinks, pools, and fields for regular season and local tournament use subject to availability, applicable allocation policies, and Fees and Charges By-law approval.</p> <p>Note: The discount fees do not apply to staff rates such as instructor or lifeguard costs, or charges for additional services and facilities not typically included in the discounted rate for that sport.</p> <p>Note: discounted rates do not apply for regional, provincial, or national tournaments or events.</p>
<p>One free use of meeting room space for Annual General Meetings based on availability.</p>	<p>A maximum of one (1) free meeting room rental per month. Regular rates apply for all other meeting rentals.</p>	<p>In-kind support from Township staff determined at time of booking and based on staff resource availability.</p>	<p>A maximum of one (1) free meeting room rental per month. Regular rates apply for all other meeting rentals.</p>
<p>In-kind support from Township staff determined at time of booking and based on staff resource availability.</p>	<p>In-kind support from Township staff determined at time of booking and based on staff resource availability.</p>		<p>One free use of meeting room space for Annual General Meetings based on availability.</p>
<p>Free use of facilities one time per week for community programs <u>with no admission charge</u> based on facility availability.</p> <p>All registered programs with an</p>			<p>In-kind support from Township staff determined at time of booking and based on staff resource availability.</p>

<p>associated fee for participants, will be charged the applicable facility rental fee.</p>			
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****Note:** Historical use of Township facilities where a service is provided that exceeds the Benefits listed above will be grandfathered for a minimum of one calendar year from implementation at which time the policy will be reviewed by staff with input from Affiliated Groups and returned to Council with any proposed changes.

Any requests for space over and above the Benefits listed above will be charged at full cost per the Fees and Charges Bylaw as approved by Council.

RESPONSIBILITIES

Obligations and Responsibilities of Affiliated Community Organizations

1. To strictly adhere to the guidelines outlined in this Policy and ensure all members/participants adhere to Township policies and procedures.
2. To provide community-based recreation, leisure and/or wellness programs and services to Township residents in accordance with the objectives of the Community Services Department.
3. To provide a copy of Organizations constitution and by-laws and to advise the Community Services Department of any changes from previous years.
4. To implement a volunteer screening program for all Affiliated Community Organizations interacting with or providing activities/services for children, youth, persons with special needs, seniors and/or vulnerable persons, which may include but not be limited to a Criminal Records Check and / or a vulnerable sector screening. Evidence of the screening program must be included in the Affiliated Community Organization's application.
5. To ensure that all promotional materials for activities and programs which include but are not limited to the use of The Township or Wilmot Recreation Complex (WRC) logo are approved by the applicable manager, director or their designate prior to use.
6. Affiliated Community Organizations who have a website may request that a link to their website be provided on the Township of Wilmot website. All requests must be made in writing to the applicable Manager or Director and approved by The Township Communications Department.
7. To hold regular board and or executive committee meetings and at a minimum hold an annual general meeting.

8. To provide The Township annually or per event, with a copy of a liability insurance certificate held in the organizations name, naming The Township as additional insured at a value established and updated from time to time by The Township.
9. To take full responsibility for their own programs, activities, and participants.
10. To be responsible for all training of their members and participants, to ensure safety and liability is managed appropriately.
11. To operate all activities safely and follow all training / procedures provided by The Township.
12. Without limiting the generality of section 10, comply with Community Services policies, standards, and regulations in relation to the facility and equipment use (indoor and outdoor), and to assume all costs related to repairs or replacement to damaged equipment or buildings occurring during the Affiliated Community Organization's use.
13. To ensure that all programs and activities follow municipal by-laws and policies and any other applicable laws or regulations for the protection of participants, executive members, and the public.
14. To continuously abide by this Affiliation Policy and meet all the criteria. Failure to continue to meet the criteria for Affiliation shall result in immediate termination of a Community Organization's Affiliation status. Upon rectification of defaulted terms, groups will have the opportunity to have their Affiliation status reinstated with proof that all conditions are met and at the discretion of the applicable Manager or Director.
15. Set-up and take-down is the responsibility of the Affiliate Community Organization.
16. Each Affiliated Community Organization must book facilities (see Appendix B) through their respective booking agent/ person per their Affiliation Application form. Booking requests must be submitted with Affiliation Applications where possible.

Township of Wilmot Responsibilities

1. To review Affiliation Policy on a regular basis and amend as required.
2. To review applications for Affiliation within sixty (60) days of receipt.
3. To ensure Affiliated Community Organizations meet the eligibility requirements and continue to meet their responsibilities in accordance with this policy.
4. To work with Affiliated Community Organizations to address concerns and assist with resolving challenges that arise where possible and appropriate.
5. To refer to and enforce The Township allocation policies and standards which will apply when scheduling regular practices, games, tournaments, rentals etc.

6. To administer the applicable benefits of Affiliation outlined in this Policy.
7. Support promotion of Affiliated Organizations through The Township's social media accounts, website, and roadside electronic signs (subject to approval).

TERMINATION OF AFFILIATION STATUS

Status may be rescinded by The Township and future requests for assistance may be denied if the group:

1. Revokes its constitution, by-laws, or operating guidelines; or
2. Acts in contravention of the group's constitution, by-laws, or operating guidelines; or Acts in contravention of the Policy; or
3. No longer meet the requirements for Affiliation i.e., less than 60% Township residents; or
4. Abuses the services and privileges offered to the group as an affiliate of the Township; or
5. The group's activities violate municipal by-law or provincial or federal legislation.

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 a majority of the group's executive members.

COMMUNICATION

This policy is to be provided to Community Organizations at the time of affiliation inquiry and included as part of the renewal notification process. The policy will also be posted on the Township website.

EVALUATION

The Township Affiliation Policy shall undergo a review after a minimum of one full calendar year from implementation with input from affiliated groups and shall be updated as required with approval by Council.

Rationale: Reviewing this policy regularly permits changes to meet changing community needs, the addition of new facilities, new program demands, as well as any future changes to the Recreation Master plan.

APPENDIX A

TOWNSHIP OF WILMOT AFFILIATION APPLICATION / RENEWAL FORM

Please select one: Service Club Community Group
 Community Service Organizations Minor Sport Organization

Name of Organization: (Please type or print)

Mailing Address of Organization:

Street

City

Postal Code

Contact Person for this Application (must have signing authority): _____

Email Address: _____

Phone: _____

Date of Submission: ____ / ____ / ____ **Signature:** _____

1. Purpose and Objectives of Your Organization: (Please attach By-laws, Constitution or Goals & Objectives)

2. Is your organization Not-For-Profit and volunteer driven? YES NO

3. Is your organization incorporated? YES NO

4. What is the date of the Annual General Meeting? _____

5. Name of Signing Officers (Please type or print) Position/Title:

1) _____

2) _____

Signature of Signing Officers: Date:

1) _____

2) _____

Township of Wilmot Affiliation Application Form (continued)

6. Are your programs geared to:

18 years and under Adults

7. a) How many members/participants do you currently have? _____

b) How many of these members/participants reside in the Township of Wilmot? _____

8. Is your organization headquartered in Wilmot?

YES NO

9. Does your organization serve children, youth, persons with special needs, seniors and/or vulnerable persons, populations?

YES NO

If you answered YES, please acknowledge that your organization has a volunteer screening process.

YES NO

If you answered NO, your organization will be required to develop a process before affiliation will be approved.

10. Please check that the following is attached to this application form:

- Copy of Organization's mission statement and/or mandate
- Copy of By-laws or constitutions
- Valid Liability Insurance held in the organizations name and naming the Township of Wilmot as additional insured
- List of current officers/ executive members / Board of Directors including name, address, and phone numbers
- Requested bookings for programs, activities and/or events
- Copy of Not-for-profit Status, charitable donation number, and/or documentation or articles of incorporation, if applicable.

11. Does your organization have any historical free uses of Township facilities that you wish to renew for 2023? YES NO

If YES, please list programs/services including dates and times or attach a separate list.

Personal information on this form is collected under the authority of the of MFIPPA - [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 \(ontario.ca\)](#) as amended and will be administered the affiliation application process.

Township of Wilmot Affiliation Policy Application Form (continued)

Name of Organization: _____

Executive Members (You may attach a separate sheet)

Name	Position	Contact Information (email or phone)

Please forward applications to:
Township of Wilmot, Community Services
60 Snyder’s Road West, Baden, Ontario N3A 1A1
Attn: Manny O’Krafka . 519 634-9225 ext. 9235
manny.jones@wilmot.ca

FOR STAFF USE ONLY	
DATE RECEIVED:	_____
REVIEWED BY:	_____
APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
SIGNATURE OF STAFF:	_____
DATE:	_____

APPENDIX B - Facilities Chart

Eligible Community Centre, Recreation Meeting and Program Space

*Note: All spaces subject to availability

FACILITY	SPACE	AVAILABLE USE	CAPACITY
Haysville Community Centre	Small Hall	Free monthly meeting or community event	125
Mannheim Community Centre	Small Hall	Free monthly meeting or community event	125
New Dundee Community Centre	Large Hall	Free monthly meeting or community event	200
	Small Meeting Room (Jutzi room)	Free monthly meeting	15
New Hamburg Community Centre	Large Hall	Free monthly meeting or community event	300
	Small meeting room (NH Meeting rm, CC side)	Free monthly meeting	12
	Small meeting room (Multi-purpose room)	Free monthly meeting	25
	NH. Arena Floor	Discounted rental	*dependent on activity
121 Huron	Large Meeting room (stair access only)	Free monthly meeting	50
St. Agatha Community Centre	Large Hall	Free monthly meeting or community event	400
	Small Meeting room (Seniors room)	Free monthly meeting	50
Wilmot Recreation Complex	Large Hall	Free monthly meeting or community event	180
	Half hall * large hall divided*	Free monthly meeting or community event	90
	Large Meeting Room (Wayne Roth room)	Free monthly meeting	50
	Large Meeting room (Program room)	Free monthly meeting	50
	Small Meeting room (Activities room)	Free monthly meeting	15
	Small Meeting room (Wilmot Meeting room)	Free monthly meeting	15
	Ice/ Arena Floor (seasonal)	Discounted rental	*dependent on activity
	Aquatics Pool	Discounted rental	300 lap 100 leisure

- Note: Facilities rented for dryland training are not included for discounted use, as this use is not sport specific and may not be covered by insurance.