

APPENDIX B

CITY OF BRAMPTON

COMMUNITY SERVICES DEPARTMENT

COMMUNITY GROUP

AFFILIATION POLICY



Revised: January 5, 2010

TABLE OF CONTENTS

Purpose & Policy Objectives	1
City's Role	1
Policy Definitions	2
Required Criteria for Affiliated Status	2 - 3
Affiliated Youth Groups	3 - 4
Affiliated Adult Groups	4
Priority Status for Facility Allocation	5
Residency Rules	5 - 7
Affiliated Group Support Service Benefits	7 - 9
Application for Affiliated Status	10
Approval of Affiliated Status	10
Affiliated Group Responsibilities	10 - 11
Termination of Affiliated Status	11
Contravention of the Policy	11

Addendum A – Community Group Ice Allocation Policy

Addendum B – Community Group Outdoor Sports Facility Allocation Policy

Addendum C – Community Group Indoor Fieldhouse Allocation Policy

PURPOSE

The Community Group Affiliation Policy (The Policy) is designed to officially identify Brampton-based not-for-profit community volunteer groups that provide leisure, social and other special interest opportunities to the community. The Policy recognizes and rewards those groups delivering services through a network of community volunteers, which effectively “builds our community”.

The Policy provides the mechanisms necessary to assist staff in the allocation of resources and assistance to affiliated community groups and their programs. These resources may include the provision of facilities, staff, publicity and subsidies, among other benefits.

Any collection, use and disclosure of information under this Policy will be undertaken in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

POLICY OBJECTIVES

- To encourage residents to become involved in the community decision making process pertaining to the quality of their leisure, social or special interest opportunities. In so doing they foster a healthy lifestyle, community involvement and shared management and ownership of these opportunities.
- To encourage community youth and adult recreation groups to identify the expressed recreation needs of the community. To subsequently provide the best quality of recreation activities for the residents and ratepayers of the City of Brampton through positive, healthy lifestyle recreation alternatives.
- To encourage all groups to take complete responsibility for their programs, with the goal of becoming self-sufficient.
- To identify and provide the necessary Recreation Division support to volunteer not-for-profit recreation and / or special interest groups through The Policy.
- To foster volunteer leadership opportunities that assist in building a strong, healthy community.
- To build capacity by providing recreation either through direct programming or through partnerships

CITY’S ROLE

Once a group is affiliated, the City of Brampton will support the community group by providing those services outlined in The Policy. Staff liaisons will continually monitor affiliated groups to ensure groups are in compliance with The Policy.

The City of Brampton’s relationship with volunteer community groups receiving assistance under The Policy is one of support and guidance. The City cannot be responsible for the decisions and/or actions of any group or its members. Accordingly, the City 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 (for example if the group was not adhering to the democratic process as outlined in its constitution).

POLICY DEFINITIONS

For the purposes of The Policy the following groups are defined as:

Recreation Programs	All general community programs and other initiatives that are organized by the Recreation Division on behalf of the municipality.
Affiliated Youth Groups	Brampton volunteer-based, not-for-profit community user groups that provide services to Brampton residents (100% residency required) under 19 years of age and officially “recognized” under The Policy.
Affiliated Adult Groups	Brampton volunteer-based, not-for-profit user groups that provide services to Brampton residents (80% residency required) over 19 years of age and officially “recognized” under The Policy.
Non-Affiliated Groups	Brampton volunteer-based, not-for-profit community groups that provide services to Brampton residents (80% residency required) that are not recognized affiliated groups under The Policy.
Commercial Groups/ Rentals	Brampton-based organizations or individuals that book facilities with the intent of generating positive net income (profit). Also includes Brampton businesses providing recreational opportunities for its employees.
Non-Resident Groups	Youth or adult user groups that are primarily comprised of non-Brampton residents.
Family	A group comprised of both youth and adult group members and shall be classified under The Policy as an adult group.
Resident	Anyone who lives permanently in Brampton, or pays property or business taxes in the City of Brampton. A student who is currently registered in an accredited educational institutional in Brampton AND who lives and attend school in Brampton for at least 8 months during the calendar year is also considered a resident.

REQUIRED CRITERIA FOR AFFILIATED STATUS

To qualify as a recognized affiliated group and receive the applicable “support service benefits” listed in The Policy, groups must meet all of the following criteria:

- i. Financially Capable of Supporting its Operations:
 - A group must show that it is capable of carrying out its objectives and meeting its financial obligations.

- Annual financial statements must be presented to the membership at each group's respective AGM and submitted to the Recreation Division.
- ii. Constitution and By-Laws:
- A group must operate in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the general membership.
 - Annual General Meetings (AGM) must be advertised to the group's membership no less than 30 days prior to the meeting.
 - Written notification must be provided to the Recreation Division staff liaison one month in advance of any "annual" or "special" general membership meetings.
 - All members must be eligible to vote. In the case of children's or youth programs, adults representing those under the age of 18 years must be eligible to vote.
 - Groups must adhere to the Ontario Human Rights Code.
 - Constitutions must include a by-law confirmed by two-thirds of its general membership, that, upon dissolution its assets shall be distributed or disposed of first to the City of Brampton, or with the City's agreement, to a recognized Brampton charitable organization.
 - A constitution must be initially submitted to the Recreation Division. Any changes to the constitution must be provided to the Recreation Division.
- iii. Brampton-Based Participant/Player Membership:
- Membership in the group must be open to all residents or ratepayers of the City of Brampton.
 - Membership in the group must be on a first-come first-served basis.
 - Membership cannot be closed if non-residents make up any portion of the membership.
- iv. Volunteer / Amateur Non-Profit Group:
- A group must be a volunteer/amateur not-for-profit Brampton-based community group that provides a recognized service to the community and whose primary objective or function meets the objectives of The Policy.
- v. Brampton-Based Executive:
- The majority of voting members on an executive/board must be residents or ratepayers of the City of Brampton.
- vi. Activity Schedules:
- Groups must submit a copy of all activity schedules/dates (if applicable) to their Recreation Division Staff Liaison by the dates outlined in the affiliation contract. These activity schedules/program dates must provide accurate information pertaining to each group's specific utilization of all facilities by all of its teams/groups (i.e. for games, instructional sessions, patches, activities, programs, etc).
 - Affiliated youth groups must maintain a viable and active House League base with a minimum of four (4) house league teams per division.

AFFILIATED YOUTH GROUPS

This designation is given to a volunteer/amateur not-for-profit Brampton-based community group whose primary objective or function is the provision of recreation services. A group's aims and objectives must be compatible with those of the Recreation Division, and the group must be prepared to maintain a direct liaison with the Recreation Division. This type of group facilitates organized recreational opportunities for the residents and ratepayers of Brampton to use their leisure time in formal or informal activities. Recreation services that the group provides are in the areas of cultural, arts, sports and fitness.

The Recreation Division provides a level of security for all affiliated youth sports groups by agreeing not to affiliate with any other group which is formed for essentially the same purpose, unless the existing youth affiliate is in agreement or cannot meet the overall demand for its services, as determined by the Recreation Division. Affiliated youth sport groups should not duplicate the services of other affiliated youth sport groups.

The minimum recognized age for a member of a youth group is 4, as of December 31st of the current year, provided the group is offering full instructional-based programming that includes 4 and 5 year olds. Youth groups must apply in advance to the Recreation Division through the submission of an actual written program and receive permission for full instructional-based programming status that includes 4 and 5 year olds.

Should the group not offer instructional-based programming for 4 and 5 year olds, then the minimum age for a member of a youth group is 6, as of December 31st of the current year.

The maximum registered age for a member of a youth group is 19, as of December 31st of the current year. It is acknowledged that the maximum age could vary from one youth group to another, as defined by the individual group's governing body, and this would be considered by the Recreation Division at the time of application. Should the majority of members in an age division of a youth group be 19 years of age or older, then the applicable "community" rate for the facility rental will be applied.

AFFILIATED ADULT GROUPS

This designation is given to a volunteer/amateur not-for-profit Brampton-based community group whose primary objective or function is the provision of recreation services for adult (over 19 years of age) or family (all ages) groups. A group's goals and objectives must be compatible with those of the Recreation Division, and the group must be prepared to maintain a direct liaison with the Recreation Division.

The Recreation Division does not recognize any affiliation between a youth group and an adult group. An affiliated youth group and an adult group can develop a working agreement, provided the adult group has its own budget and executive, and books all facilities necessary for its operation directly with Recreation and pays the applicable "community adult" rate.

PRIORITY STATUS FOR FACILITY ALLOCATION

Booking priority for facility allocation is as follows:

1. Recreation Programs (operated by the Recreation Division)
2. Affiliated Youth Groups
3. Affiliated Adult Groups
4. Non-Affiliated Groups
5. Commercial Groups
6. Non-Resident Groups

The priority status is regularly updated and reviewed through a formal process. Non-Affiliated Youth Group facility applications will be considered at a time determined acceptable by the Recreation Division, and only Recreation Programs (operated by the Recreation Division) after Recreation Division Programs and Affiliated Youth/Adult group facility allocation has been completed.

For more information regarding facility allocation for city arenas, fieldhouses or outdoor facilities, please refer to the appropriate Facility Allocation Policy.

RESIDENCY RULES

Affiliated Youth Groups:

House league/all-star/intra-city teams and instructional based programs must be comprised of 100 per cent residents or ratepayers of the City of Brampton. Consideration will be given to allow players living in communities bordering Brampton to participate on a “case by case” basis, provided a similar association does not exist in their community. Participants will be subject to the applicable non-resident fee.

Provided the group can satisfy that sufficient effort has been put forth to recruit City residents and ratepayers, the executive of a group may request consideration from the Recreation Division to register non-residents in accordance with the following criteria:

- A non-resident player would only be allowed to try out for the “top level” representative team (i.e. the highest caliber team in an age group, such as “AAA”). In instances where a resident and a non-resident are of the equal caliber, the coach must select the resident over the non-resident. A non-resident player being released from the “top level” representative team in Brampton would be allowed to finish the season with the “B” level rep team if he/she had no other team to play for, and providing there was an opening and his/her registration did not displace a resident.
- For team oriented sports (i.e. hockey) groups may be allowed to register non-residents in an amount up to 1% of the total number of participants registered in the group. For individual oriented sports (i.e. figure skating) groups may be allowed to register non-residents in an amount up to 2% of the total number of participants registered in the group.

- Consideration of a percentage of non-residents in excess of the percentage allowance will be given on a “case by case” basis to all existing groups that offer a specialized program for a larger geographic area than just the City of Brampton.
- Groups must assure the City that residents are not being displaced by non-residents, and that the registration of non-residents is only permitted subject to facility availability and in total compliance with The Policy.
- Groups have the ability to place a number of non-residents on a team, provided the allowable percentage guideline is not exceeded. The executive will ensure that all coaches obtain the executive’s written approval before signing any non-residents to their respective rosters. The executive will ensure the number of non-residents does not exceed the percentage allowance. The executive will work directly with all parent disputes arising from a resident’s child being displaced by a non-resident. The executive will do so in writing, providing a clear explanation of the reasons for their decisions.
- All non-residents are required to pay a surcharge equivalent to an additional 50% of the group’s base registration fee to a maximum of \$100/registrant. This surcharge would be paid directly to the group at the time of the player’s registration. In the event that there is a large group of non-residents approved to play from the same geographic area, the surcharge may take the form of the provision of actual facilities from the applicable municipality to the City of Brampton.
- Groups are required to submit a “Declared Non-Resident List” and the applicable surcharge to the appropriate staff liaison. The “Declared Non-Resident List” must accurately identify the applicable surcharge for each non-resident, participant’s name, address, phone number, the specific team (if applicable) that this non-resident is playing on (i.e. Representative Pee Wee AAA).
- In the event that the Recreation Division is made aware of a non-resident in a group who was not registered in accordance with the aforementioned guidelines, then the City shall notify the group which shall have 30 calendar days to remove the “illegal” registrant from the registration list and from any further participation in the group. Failure of the group to comply with the removal of an “illegal” registrant will result in the immediate loss of its status with the Recreation Division, and henceforth from that day on, lose all support service benefits of The Policy.

The City will consider requests from affiliated youth groups for deviations to The Policy in accordance with the following guidelines:

- Must be made prior to accepting registrations from non-residents;
- Must state the circumstances surrounding the request;
- Must state that the group’s executive is in support of the exception;
- Must be signed by the President or designate; and
- Requests must be submitted to the Recreation Division staff liaison on the group’s letterhead prior to the consideration being entertained.

Requests for deviation which do not meet the criteria listed above will be referred back to the group’s executive.

The Recreation Division staff liaison will evaluate all requests and make a recommendation to the Director of Recreation. Approvals for a deviation are at the sole discretion of the Director of Recreation.

Approvals for a deviation are granted for a one year period only – the request for a deviation must be resubmitted on an annual basis, prior to registration. Upon approval of the request for a deviation, the group may accept registrations from non-residents.

Affiliated Adult Groups:

At least 80 per cent of adult group members must be Brampton residents, as defined above, with the following exception:

- A group providing a service which does not otherwise exist within the City of Brampton may be eligible if at least 51 per cent of the members cannot function without its non-resident members. Such groups are required to submit a plan of action to increase the percentage of Brampton residents to a minimum of 80 per cent within a time considered reasonable by the City, before approval will be granted.

AFFILIATED GROUP SUPPORT SERVICE BENEFITS

The Policy is designed to provide support and assistance to groups in delivering their services to the community. The following “support service benefits” are available to all affiliated groups unless otherwise noted:

1. Subsidies for Programs and Facilities:

- Groups will receive the use of recreation facilities for their programs and/or events at the applicable “community rate”.

2. Priority Booking of Facilities:

- Outdoor Sports Facilities – please see the attached City of Brampton Recreation Community Group “Outdoor Sports Facilities Allocation Policy”, attached hereto as ADDENDUM “A”
- Ice Surfaces – please see the attached City of Brampton Parks and Recreation Department Community Group “Ice Allocation Policy”, attached hereto as ADDENDUM “B”
- Field House – please see the attached City of Brampton Parks and Recreation Department Community Group “Fieldhouse Allocation Policy”, attached hereto as ADDENDUM “C”

3. Staff Liaison Services:

- Assistance in a resource and advisory capacity.

- Assistance to groups in time of crisis to maintain their service.
- Assistance in the start-up of new groups (i.e. constitution development).
- Assistance in safe-guarding or disposing of the group's assets, if the group disbands.

4. *Liability Insurance:

- In the event that a group does NOT have existing liability insurance in place, or does NOT have coverage for its members available to them from membership in a provincial or national governing body for their particular sport or activity, the City will arrange and pay for general liability insurance to cover the group's operations.
- The primary purpose of *General Liability Insurance* is to protect against lawsuits from individuals alleging that the affiliated group and/or one of its members or volunteers negligently caused 'bodily injury' to an individual or damaged their property. Coverage extends to all executive, members, volunteers workers, coaches, managers and officials, but ONLY for acts resulting from work performed within the scope of duties on behalf of the group. This coverage does NOT provide personal accident insurance for participants or members, nor does it provide directors and officers liability insurance for wrongful acts.
- The final decision as to whether the City can provide liability insurance is subject to the approval of the City's Investments, Insurance and Risk Management Branch on an annual basis.
- For those groups that have existing insurance coverage or are afforded coverage through their provincial or national governing body, proof of such insurance, in the form of a certificate of insurance showing the City of Brampton as an additional insured, must be submitted when using municipal fields or facilities.

5. Provision of Meeting Rooms:

- On a space available basis meeting room facilities will be provided free of charge to all groups for defined booking periods for up to one (1) monthly executive/board meeting dealing with the business of the group only, one (1) annual meeting and one (1) registration date per session. Bookings must be made through the Rentals Unit.

6. Publicity:

- Provide, where possible, to all groups, assistance with publicity through normal Recreation Division methods such as brochures (a fee may be charged), news releases and special events calendars.
- Distribute a group's advertising through the established Recreation Division courier system to various recreation facilities for posting on their bulletin boards.

7. Printing Services:

- Printing services are available to all groups. Please allow five (5) business days for printing to be returned. Printing will be provided free of charge on regular bond paper only (to a maximum amount acceptable by Recreation) for constitutions, executive and annual meeting minutes, schedules, score sheets, registration forms and financial statements.
- *Printing of up to four (4) sheets of additional material per registered member per year will also be provided free of charge. All additional printing will be done at the rate of cost of the Recreation Division and charged to the group.

8. Equipment Storage/Office Space:

- The Recreation Division will endeavour to co-ordinate the provision of suitable equipment storage or office space (if available) for affiliated sports groups on a yearly basis, where required and upon request. All direct costs associated with the provision of this storage shall be distributed and paid for equally by the participating groups on a per capita basis. Groups are required to pay the applicable square footage costs (as determined by Real Property Services).

9. Concession and Barbecue Permits:

- The Recreation Division shall have the first opportunity to provide food services at all locations, be they serviced or not serviced sites. If the City declines to provide the service, then a group has the option of providing the service themselves by permit from the Recreation Division.
- Outdoor affiliated youth groups are eligible for "one weekend" concession permit per season at no charge at an outdoor serviced site. Subsequent requests for concession permits are available for a nominal fee on a first come first served basis. Indoor affiliated youth groups are eligible for "one weekend" concession permit at no charge at one recreation centre per year (some exclusions apply). Subsequent requests for concession permits at recreation centres will not be considered. Adult groups are not eligible for concession or barbecue permits at serviced sites. Sites that are not serviced are available for an unlimited number of concession or barbecue permits for all affiliated groups.

**Youth/Senior Affiliates Only*

APPLICATION FOR AFFILIATED STATUS

Groups must contact the Recreation Division to obtain an affiliation application package. All applicants for affiliated status shall provide the following information:

- A statement of the group's purpose, goals, and objectives.
- A schedule of events, programs and services that the group intends to provide during the first year of its affiliation.
- A copy of the group's constitution and by-laws.

- Submit a membership list, signed by two authorized officers, confirming that the group meets the membership and residency requirements (the Recreation Division has the right to review the membership list to confirm residency requirements)
- The names, addresses and telephone numbers of the group's Board of Directors and contact persons.
- 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. All groups seeking renewal of their status must submit an audited financial statement if their expenditures exceed \$100,000.
- If insurance coverage is being requested, the group must complete an insurance questionnaire and submit it with the application.

All information requested in the affiliation application package, including signatures, must be returned to the Recreation Division. The staff liaison will review all applications and answer any questions related to the application process.

APPROVAL OF AFFILIATED STATUS

Applications for affiliated status may be approved by the Director of Recreation or designate. Upon approval, all affiliated groups are required to sign an affiliation group contract with the Recreation Division. This contract requires each group to adhere to the requirements and stipulations outlined in The Policy or to any changes deemed necessary on an annual basis.

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 City must be paid in full or agreement reached regarding retirement of the debt.

AFFILIATED GROUP RESPONSIBILITIES

- Strictly adhere to the guidelines outlined in The Policy.
- Act as a disciplinary body for participants and/or groups under the group's jurisdiction.
- Provide immediate notice to the Recreation Division staff liaison of any changes in the group's executive/board or constitution.
- Maintain up-to-date membership lists with addresses.
- Respect the intent of the City of Brampton Rental Policy and comply with the booking and cancellation requirements of facility booking policies.
- Submit an application to renew affiliation, before the end of the term.

TERMINATION OF AFFILATED STATUS

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

- Fails to operate in a financially responsible manner
- Revokes its constitution, by-laws, or operating guidelines
- Acts in contravention of its constitution, by-laws, or operating guidelines
- Acts in contravention of The Policy
- Abuses the services and privileges provided
- Violates any provincial or federal legislation or municipal bylaw with respect to the activities of the group
- Fails to abide by a ruling from the Ontario Human Rights Commission regarding the group's actions.

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

CONTRAVENTION OF THE POLICY

A group operating in contravention of The Policy will be sent a "notice of contravention" by registered mail and given thirty (30) days notice to correct such contravention. If, after thirty (30) days, the contravention has not been rectified, the group will lose its status with the City and henceforth from that day on, lose all support service benefits of The Policy.