



Subject:	Community Group Affiliation Policy & Program
To:	Community Services & Infrastructure Committee
From:	Community Services

Report Number:	CS-06-19
Wards Affected:	All
Date to Committee:	Wednesday, April 3, 2019
Date to Council:	Monday, April 15, 2019

Recommendation:

Receive for information report CS-06-19 regarding the Community Group Affiliation Program.

Approve the dissolution of the Approved Community Groups list as approved in 2016.

Approve the implementation of the Community Group Affiliation Program using the accompanying policy provisions effective May 1, 2019.

Purpose:

Recognizing that local volunteer not-for-profit groups who provide recreational, cultural, social and/or sport programs and services contribute value to our community, municipal affiliation initiatives assist in capacity building. The aim of this program is to formalize cooperative agreements between the Town and eligible community groups whose primary purpose is to provide programs and services that meet community needs. Through an affiliation program, the Community Services Department can offer support by allocating facilities at reduced rates and providing a variety of tools and resources in a fair and balanced manner.

Background:

In 1992, Community Services established an “Approved Community Groups” list that was approved by Council (RP #92-394). At that time, Council’s approval gave staff the ability to reduce rental rates for approved groups using town-owned facilities by 25% commencing in 1993. Since that time however the practice has changed.

Previously, an “Approved Community Group” was defined as a local volunteer group that actively contributes to the community through its programs and services. For several

years, groups were required to submit a written request to Community Services and in doing so, they had to meet the following criteria before being approved to the list.

1. The group is a non-profit organization. The group does not profit nor do they distribute profits to their members.
2. They are local to the community of Lincoln.
3. The group must have a Board of Directors, Executive Committee and or Trustees.
4. The group must have independent budgets, a bank account and formal procedures for banking and funding.
5. The group must have constitutions and by-laws.
6. The group activities must be for the benefit for the community.
7. The group must be in existence for more than a year.

Recent practice however has not seen written requests to Community Services for review and the Approved Community Groups list (Appendix A) has not been presented to Council for approval through the fees and charges annual update report, since 2016. In recent months, staff have also determined that several of the groups are no longer functioning.

The absence of a formalized policy for the governance of approved community groups creates inconsistencies in service delivery approach and support provided to groups. Currently, many approved community groups receive the use of Town facilities for free. Others are being afforded space at reduced rates depending on the nature of the request/event. Facilities currently being utilized include the Lincoln Centre, Museum and Cultural Centre, Fleming Centre and Charles Daley Park.

Community Group Affiliation Policy

The Town of Lincoln recognizes the value of community groups who deliver recreational, art, cultural, social and/or sports programs and services that benefit residents. The Community Group Affiliation Policy (Appendix B) applies to volunteer not-for-profit groups interested in working with the Town to provide a range of programs and services to Lincoln residents.

The goals of the Community Group Affiliation Policy are to:

- 1) Establish the community group affiliation criteria;
- 2) Establish a standardized process for the designation of community group affiliates;
- 3) Establish a community group affiliate program that supports both new and more established community groups;
- 4) Allow for the allocation of resources in a fair and equitable manner to designated community group affiliates.

In March 2014, Council approved a Facility Allocation Policy with the purpose of providing a set of consistent guidelines for ensuring fair and equitable rental allocation that supports optimal facility utilization of the Town of Lincoln Community Complex (now referred to as the Fleming Centre). Staff are currently reviewing this policy with the intention of a revision and expansion to include all municipal facilities within the scope of the policy.

The Community Group Affiliation Program

The proposed Community Group Affiliation Program is designed to provide support to eligible groups in the delivery of their programs and services. A range of support is available through the Community Services Department. Staff 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.

The following is a list of support that would be available to a Community Group Affiliates, dependent on facility space, staff and department resources:

- Booking services for sport/playing fields and recreation facilities including provision of schedules and permits.
- Assistance from Community Services staff in a resource and advisory capacity.
- Provision of information on federal and provincial grants and funding for recreation and cultural organizations as received by the department.
- Information on activities, funding resources and opportunities available throughout the Town of Lincoln.
- Use of facility lobbies for program promotion and registration without charge once annually.
- Provision of one meeting room annually, at no charge, to accommodate hosting an Annual General Meeting.
- Access to Town meeting rooms and or programming spaces (when available) for meetings, training and or programming activities (up to a maximum of 20 hours per year at no charge, or as negotiated at the time of application).
- Subsidized rates for additional facility rentals (25% less the approved annual rates as outlined in the annual fees and charges by-law).
- Facility allocation priority according to the category of user as defined in the Facility Allocation Policy.

Interested groups are required to complete an application package (Appendix C) for submission and review by the Community Services Department. Affiliation renewal is required every two years.

Financial, Legal, Staff Considerations:

N/A

Public Engagement Matters:

Should Council approve the implementation of the proposed Community Group Affiliation Program, staff are prepared to reach out to all existing approved community groups to educate them about the revisions and assist with completing the affiliation package. Staff are proposing that the Community Group Affiliation Program become effective May 1, 2019.

Conclusion:

Community Services will continue to offer support by allocating facilities and resources in a fair and balanced manner to all affiliated community groups operating on a volunteer basis whose mandate is to provide a range of accessible opportunities for Lincoln residents.

Strengthening and formalizing a policy and delivering a program to these community groups fully supports the Town's community vision of being a place to grow, a place to prosper and a place to belong. It also supports stronger connections amongst Lincoln community groups and residents as well as expanded programming and service opportunities, all of which results in a more vibrant community.

Respectfully submitted,

Sarah Ane, BSM, RGP, CPRP
Associate Director, Community Services
Ext. 464

Appendices:

Appendix A – 2016 Approved Community Group List
Appendix B – Community Group Affiliation Policy
Appendix C – Community Group Affiliation Application Package

Report Approval:


The report has been reviewed by the Chief Strategic Communications & Public Affairs Officer, the Director of Finance & Administration and the Town Clerk. The report has been approved by the Director of Community Services and the Chief Administrative Officer.

Appendix A – 2016 Approved Community Group List

- Beamsville Badminton Club
- Beamsville Figure Skating Club *
- Beamsville Kinsmen Club *
- Beamsville Lawn Bowling Club
- Beamsville Lioness Club
- Beamsville Lions Club
- Beamsville Minor Baseball
- Beamsville Strawberry Festival Association*
- Beamsville Women's Institute
- Canadian Blood Services
- Club of the Twenty *
- Girl Guides of Canada
- Ivy Lodge
- Jordan Skating Club
- Jordan Historical Museum Volunteer Association
- Jordan Lions Club
- Jordan Lions Minor Hockey Association
- Jordan Softball Association
- Lincoln Agricultural Society *
- Community Care of West Niagara
- Lincoln Concert Band
- Lincoln Garden Club and Horticultural Society
- Lincoln Lacrosse Association*
- Lincoln Leapers
- Lincoln Martial Arts
- Lincoln Minor Hockey Association
- Rotary Club of Lincoln
- Lincoln Skate Park Committee*
- Lincoln Soccer Club
- Lincoln/Grimsby Optimist Club*
- Rockway New Horizons
- Royal Canadian Legion, Branch 612
- Scouts Canada
- St. Helen's Catholic Women's League
- The Literacy Council of Niagara West/Niagara West Adult Learning Centres
- Women's Resource Centre *

*Group is now defunct

Appendix B – Community Group Affiliation Policy

 TOWN OF LINCOLN	
ID No.: CS-2019-02	Policy Title: Community Group Affiliation Policy
Classification: CN 2-1-01-02	Department: Community Services
Date of Original Issue: May 2019	Revision Date: May 2021

Policy Statement

Affiliation is a cooperative agreement between the Town and local community groups whose primary purpose is to provide programs and services for residents. Affiliation enables Community Services to provide supplementary support to local organizations working for the betterment of the community. The aim of affiliation is to provide a vehicle by which Community Services can offer services to eligible organizations to assist with capacity building. The Department can provide support to affiliated community groups through providing access to facilities at reduced rates and by providing a variety of tools and resources.

Policy Principles

The following principles will guide the application of the Community Group Affiliation Policy:

- To actively support the benefits of participation in recreation and leisure activities provided by the local community related to the health, wellness, social interaction and skill development of residents and the economic benefits for Lincoln as a community.
- To encourage and maximize participation of Lincoln residents in a diverse range of leisure activities within the community.
- To allocate facilities and resources in a fair and balanced manner and to provide support to all affiliated community groups operating on a volunteer basis whose mandate is to provide a range of accessible recreation and leisure opportunities for all Lincoln residents.
- To apply and continually update the community group affiliation policy to effectively respond to community need.
- To facilitate and support flexibility, collegiality and consensus amongst users and participants in the ongoing development and application of the affiliation policy.
- To work with users towards outcomes and solutions that are reasonable and achievable in ensuring the maximum utilization of Town facilities.

- To ensure community groups have a membership open to all Lincoln residents and may not exclude participation on the grounds of race, religious or political affiliation and abide by the Human Rights Code;
- To ensure groups who are granted Community Group Affiliation status meet the criteria specific to their category. New groups or those whose membership is below the residency requirement can be given a grace period to allow their membership to grow in Lincoln;
- To provide guidance to groups, where possible, to help them achieve Community Group Affiliation status.

Goals

The goals of the Community Group Affiliation Policy are to:

- 5) Establish the community group affiliation criteria;
- 6) Establish a standardized process for the designation of community group affiliates;
- 7) Establish a community group affiliate program that supports both new and more established community groups;
- 8) Allows for the allocation of resources in a fair and equitable manner to designated community group affiliates.

Eligibility

To obtain Community Group Affiliation through the Town of Lincoln, the group must meet the following criteria:

- Have 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 all Lincoln residents.
- Membership in the group and or access to the service/program must be open to all residents or ratepayers of the Town of Lincoln.
- 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.
- 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 by a professional accountant. A group must show that it is capable of carrying out its objectives and meeting its financial obligations.
- Have a written Constitution and By-Laws and/or operating procedures establishing the framework within which the group will operate. 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.

- 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 stated in the Town's
- Groups must adhere to the Ontario Human Rights Code.
- Groups applying for Affiliated Community Group status must be based in Lincoln.

Lincoln Residency Requirements

- For the purpose of this policy, a Lincoln resident is an individual who resides permanently in the Town of Lincoln.
- The volunteer Board of Directors and/or Executive committee must be made up of 75% Lincoln residents.
- A minimum 75% of eligible community group's membership must be Lincoln residents.
- Social service organizations must have a minimum of 51% of Lincoln residents.

Ineligible Groups

- Groups whose primary purpose, goals and objectives directly oppose or are in conflict with those of the Town of Lincoln based on published mission statements, decisions, actions, plans, policies and programs
- Non-resident/commercial groups;
- Political parties and other groups with a 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 accordingly 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).
- National or Provincial Groups that do not have a recreation service mandate, or are not offering a service for the residents of Lincoln;
- Groups whose primary mandate is educational, including tutoring groups, daycares, nursery schools and for-profit/ not-for-profit after school programs;
- Groups providing church or religious services;
- A group may be deemed ineligible or have their status as a Community Group Affiliate changed if the group's residency membership falls below the required 75%
- 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.

Benefits of Affiliation

- Booking services for sport/playing fields and recreation facilities including provision of schedules and permits.

- Assistance from Community Services staff in a resource and advisory capacity.
- Provision of information on federal and provincial grants and funding for recreation and cultural organizations.
- Information on activities, funding resources and opportunities available throughout the Town of Lincoln.
- Use of facility lobbies for program registration without charge once annually.
- Provision of one meeting room, without charge, once annually, to accommodate hosting an Annual General Meeting.
- Access to Town meeting rooms (when available) for meetings and/or training activities (up to a maximum of 20 hours per year at no charge, or as negotiated at the time of application).
- Subsidized rates for additional facility rentals (25% less the approved annual rates as outlined in the annual fees and charges by-law).
- Facility allocation priority according to the category of user as defined in the Facility Allocation Policy.

Application for Community Group Affiliation Designation

To be considered for Community Group Affiliation, all applications must be submitted with the following information:

- 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 Board of Directors and/or Executive Committee including names addresses and telephone numbers;
- A contact telephone number/website for public inquiries;
- A current membership/participant list which includes names, address and phone numbers
- Certificate of insurance on the Town's Certificate of Insurance Form (where required);
- A schedule of programs, services and/or events that the group currently provides or is planning;
- Letter(s) of Agreement(s) documents(s) confirming the right to operate the program from a Provincial or National Governing body (as applicable)
- 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.
- A copy of the banking arrangements where no less than 2 signatures are required to sign off on all financial transactions of the Group, and;
- Other information as required by the Community Services Department.

The Town of Lincoln reserves the right to review financial records and other documentation at any time. Groups are to comply within five business days in order to maintain Community Group.

Approval of Affiliation Status

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

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 Town must be paid in full or agreement regarding retirement of the debt must be in place.

The types and level of services provided to affiliated organizations by the Town are dependent on the needs of the organization and the resources available at the time of application. Approval for affiliated status does not guarantee access to space or funding. The level of support received as an affiliated organization can vary annually.

Priority Status for Facility Allocation

Booking priority for facility allocation is as follows;

1. Town of Lincoln programs and services
2. Affiliated youth groups
3. Affiliated adult groups
4. Boards of Education
5. Residents/Private Bookings
6. Non-Affiliated, Commercial and non-resident groups

Non-affiliated applications for facility space will only be considered after Town programs and affiliated group requests have been accommodated.

Responsibilities

Affiliated Group Responsibilities

- Strictly adhere to the guidelines outlined in the Policy;
- Ensures all members/participants adhere to the Town's policies and procedures outlined in the permit Terms & Conditions;
- Provide immediate notice to the Community Services Department staff liaison of any changes in the group's executive/board or constitution;
- Maintain up-to-date membership lists;
- Provide the Town with an updated insurance certificate on the Town's insurance form prior to the policy expiry date, where applicable;
- comply with the booking and cancellation requirements of facility booking policies;

- Submit an application to renew affiliation every two years.

Town Responsibilities

The Town of Lincoln reserves the right to request additional information at any time, act as a liaison for the group, be present at Annual General Meetings and allocate facilities according to the Municipal Facilities Policy.

The Town of Lincoln's relationship with volunteer community groups receiving assistance under the Policy is one of support and guidance. The Town is not responsible for the decisions and/or actions of any group or its members. Accordingly, the Town 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).

Applications are assessed in accordance with the criteria established by this Policy. Notification of acceptance or ineligibility will be sent in writing. The Town will review application and respond to the applicant group within 15 business days of receiving the complete application.

Termination of Status

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

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

The Community Services Department reserves the right to review documents including but not limited to financial records, participant/membership lists, meeting minutes, promotional material, policies and procedures at any time. Failure to provide requested documentation may result in the Community Group Affiliation status being revoked.

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 the group's executive members.

Effective Date

This policy shall take effect on May 1, 2019, pending approval by Council.

Appendix C – Community Group Affiliation Application Package



Community Group Affiliation Application

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 Town of Lincoln, c/o Community Services Department:
Email: bookings@lincoln.ca
Mail: Town of Lincoln, 4800 South Service Road, Beamsville, ON, L0R 1B0
In person: Town Hall (4800 South Service Road, Beamsville or Fleming Centre (5020 Serena Drive, Beamsville))
3. Please allow 15 business days for processing.

GROUP CATEGORY *(Please select one):*

Youth Adult Senior

ELIGIBILITY CRITERIA *(Please initial all boxes):*

To receive community group affiliation through the Town of Lincoln, a group must meet all of the following criteria:

Primary mandate is to provide programs and services that meet community needs not being met or fully met by an existing community group affiliate with membership/participation open to all Lincoln residents.

Group must be open to all residents or ratepayers of the Town of Lincoln.

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.

A governance structure of either a volunteer board of directors and/or executive committee.

Financial records are maintained and where practical, annual financial statements audited by a professional accountant are available.

Have a written Constitution and By-Laws and/or operating procedures establishing the framework within which the group will operate. 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.

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 stated in the Town's facility permit Terms & Conditions.

Groups must adhere to the Ontario Human Rights Code.

The service is not a similar or duplicate service of an existing affiliated group.

ELIGIBILITY CRITERIA CON'T *(Please initial all boxes):*

The volunteer Board of Directors and/or Executive committee must be made up of 75% Lincoln residents.

A minimum 75% of eligible community group's membership must be Lincoln residents.

Social service organizations must have a minimum of 51% Lincoln residents.

Groups must be based in Lincoln.

ORGANIZATION INFORMATION:

Name of organization:

Website address:

Phone #:

Age of organization:

Mailing address:

City/Town:

Postal Code:

Charitable Organization #:

EXECUTIVE MEMBERS:

Name:

Position/Title:

Address:

City/Town:

Postal Code:

Phone #

Email:

Name:

Position/Title:

Address:

City/Town:

Postal Code:

Phone #

Email:

Name:

Position/Title:

Address:

City/Town:

Postal Code:

Phone #

Email:

Name:

Position/Title:

Address:

City/Town:

Postal Code:

Phone #

Email:

INSURANCE:

Does your organization have liability insurance coverage (min. \$2,000,000):

Yes

No

TREASURER'S INFORMATION *(Two signatures are required to sign off on all financial transactions):*

Name:	Position/Title:	
Address:	City/Town:	Postal Code:
Phone #	Email:	

CO-SIGNER INFORMATION:

Name:	Position/Title:	
Address:	City/Town:	Postal Code:
Phone #	Email:	

REQUIRED REGISTRATION INFORMATION:

Total # of Executive Members that are Lincoln residents:	% of Executive Members that are Lincoln residents:
Total # of Lincoln residents:	% of Lincoln residents:
Total # of non-residents:	% of non-Lincoln residents:
Membership/Registration Fee:	

Organization Statement of Purpose:**Detailed Description of Activities:****Reason for Community Group Affiliation Request:****Purpose of Facility/Rental: (Check all that apply)**

Meetings	AGM	Educational	Clubs	Sports	Social
Other (Specify): _____					

MANDATORY REQUIREMENTS *(Attach to application):*

1. Mission Statement and/or mandate of the organization
2. Articles of Incorporation or Charter Membership and/or confirmation of Registration Letter verifying charitable or non-profit status
3. List of Board of Directors and/or Executive committee including names, addresses, email addresses and telephone numbers showing proof of 75% Lincoln residency
4. Constitution and by-laws and/or operating procedures
5. Current membership/participant list including names and addresses showing proof of 75% Lincoln Residency (51% residency requirement for Social Service Organizations)
6. Certificate of Insurance naming Town of Lincoln as an additional insured.
7. Schedule of programs, services and/or events that the group currently provides or is planning
8. Letter(s) of Agreement(s) document(s) confirming the right to operate the program from a Provincial or National Governing Body (as applicable)
9. Last year's audited financial statement detailing expenditures and revenues signed by two authorized officers
10. Proposed Budget for the operating year signed by two authorized officers
11. Minutes from Annual General Meeting
12. A copy of the banking arrangements where no less than 2 signatures are required to sign off on all financial transactions of the group
13. A contact telephone number/website for public inquiries
14. Proof of that the organization is Lincoln based

STATEMENT OF PRIVACY:

I, _____, acting as the _____ of the _____ 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 town policy or procedure including terms and conditions as noted on the application form and rental contract 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 Office of the Clerk.

Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Date Received: _____ Package Complete: Yes No

Director Approval: _____ Group Notified: Yes No