

CITY OF WELLAND

POLICY

Policy Title: Parks and Recreation Affiliation Policy	
Date of Approval: February 3, 2004	Policy Number: SER-015-0006
Lead Role: Parks & Recreation Department	Support Role: Gen. Mgr. Parks & Rec.
Cross Reference:	Next Review Date:
Council File Number: 03-19	Revision Date:

Policy Statement:

CITY of WELLAND
Parks & Recreation Affiliation Policy

PURPOSE

Affiliation is a cooperative agreement between the City of Welland and local community groups and organizations whose primary purpose is to provide recreational and/or cultural services for the citizens of Welland.

The aim of affiliation is to provide a vehicle by which the Recreation and Parks Department can offer services to eligible organizations.

Any organization wishing to become affiliated with the Parks and Recreation Department must meet the established criteria.

BENEFITS OF AFFILIATION

- Booking services for sport/playing fields and recreation facilities including provision of schedules and permits.
- Free use of a City-owned or controlled meeting room for an annual general meeting where an election of officers is taking place.
- Priority advertisement space in the seasonal Parks & Recreation Leisure Guide.
- Listing in the Community Contact List at no charge.
- Assistance from Parks & Recreation Staff in a resource and advisory capacity.
- Assistance in the provision of volunteer leadership training and recognition.
- Provision of up-to-date information on federal and provincial grants and funding for recreation and cultural organizations.
- Potential for reduced/subsidized fees for use of City facilities.

CRITERIA

- The primary purpose or activity of the organization must be recreational or cultural in nature with aims and objects compatible to those of the Parks & Recreation Department.
- The organization must be a non-profit organization and operate under the authority of volunteer board or committee.

Parks and Recreation Affiliation Policy SER-015-0006

- The organization will ensure that volunteers who work with children and youth will undergo a “Criminal Record Check” conducted by the Niagara Regional Police Service.
- The organization may be required to obtain liability insurance in the amount of \$2,000,000 with the City of Welland named insured.
- The organization must be operated in an open and democratic manner through the holding of annual membership meetings and elections of an executive/board from the membership to carry out the wishes of the general membership.
- The organization's base of operation must be in the City of Welland.
- The organization must demonstrate that residents of the City of Welland receive priority access to membership or registration privileges.
- The organization must not duplicate another affiliated organization which fulfills the same purpose unless the existing group is in agreement or it cannot meet the demand for its service.
- The organization’s financial account with the City of Welland must be in good standing.

PROCESS

Qualifying organizations must complete and submit an application form and additional information to the City of Welland - Parks & Recreation Department. The application will be reviewed and if approved, the group will be assigned an affiliation number. Affiliation status must be renewed annually following the organization's annual meeting.

All applications must include the following information:

- A statement of the organization’s purposes, goals, and objectives.
- A proposed schedule of the events, programs, and services that the organization intends to provide during the year.
- A copy of the organization’s liability insurance certificate if required.
- Names, addresses, and telephone numbers of the organization’s board of directors and contact person.
- A proposed budget for the upcoming year and a financial statement for the previous year of operation. The City of Welland reserves the right to request financial statements prepared by a professional accountant.

ROLE OF THE CONTACT PERSON

All affiliate organizations must be represented by a Contact Person. This individual must be available in person and/or by phone during regular office hours Monday to Friday, 8:30 a.m. to 4:30 p.m.

- The Contact Person is responsible for submitting the following information to the Parks & Recreation Department by a specified date:
 - a) Application form and required documents.
 - b) All requests for facility use and services.
- The Contact Person is required to address all financial matters and ensure that the organization complies with policies, procedures, and rules established by the City of Welland.
- The Contact Person is responsible to communicate any schedule changes, maintenance and/or special requests, or any other pertinent information on behalf of the organization. It is also the responsibility of the Contact Person to communicate to their organization the

Parks and Recreation Affiliation Policy SER-015-0006

necessary Departmental information i.e. permit changes, maintenance request forms, upcoming special events, etc.

- In the event that the Parks & Recreation Department is unable to reach the contact person, it may be necessary for staff to contact an executive member of the organization.
- The Parks & Recreation Department must be notified if information about the Contact Person changes. This will ensure that effective communication is maintained.

TERMINATION OF AFFILIATE STATUS

Affiliate status may be rescinded and future applications denied if the organization:

- Fails to meet any of its responsibilities as stated in this policy.
- Fails to operate in a financially responsible manner.
- Revokes its constitution.
- Acts in contravention of this policy.
- Abuses the services and privileges provided.
- Violates any provincial or federal legislation or municipal by-law with respect to the activities of the organization.
- Violates any provisions of the Ontario Human Rights Code.