



COMMUNITY GROUP AFFILIATION POLICY

What is the Community Group Affiliation Policy?

We envision a King Township in which every citizen is engaged in meaningful, accessible recreation experiences that foster individual, community, and environmental well-being.

King Township recognizes the need to support local community groups whose mandate is to provide recreational, art, cultural, heritage, social, environmental and/or sports programs and services that benefit King residents by providing a variety of tools and resources such as the allocation of discounted municipal space and access to funding relevant to their mandate. The Community Services Department sets out to standardize the allocation of municipal resources in a fair and equitable manner for both new and established organizations.

Guiding principles:

- To support local community groups who are eligible at an affordable rate.
- To support community groups that provide opportunities that expand and diversify programs and services available to the community.
- To allocate municipal resources and subsidies to community groups who support populations such as low-income households, children and youth, seniors, and special populations.
- To allocate municipal space and resources in a fair, objective, and equitable manner.
- To support Affiliated Community Groups through access to municipal facilities at reduced rates and by providing a variety of tools.
- To ensure Affiliated Community Groups have membership open to all King Township residents and may not exclude participation on the grounds of national origin, race, colour, religious or political affiliation, sexual orientation, and gender.

Policy Criteria

The Community Group Affiliation Policy applies to King Township based registered not-for-profit or charitable organizations servicing Township residents who:



1
Have a primary mandate to provide recreation, cultural, heritage, social, environmental and/or sport programs and services that meet community needs.



2
The group's membership meets a minimum of 60% King Township residents.



3
Services and programs must be offered and available in King Township.



4
Must be a designated not-for-profit or charitable organization.



5
Registration or participation in the group must be open to all King Township residents.

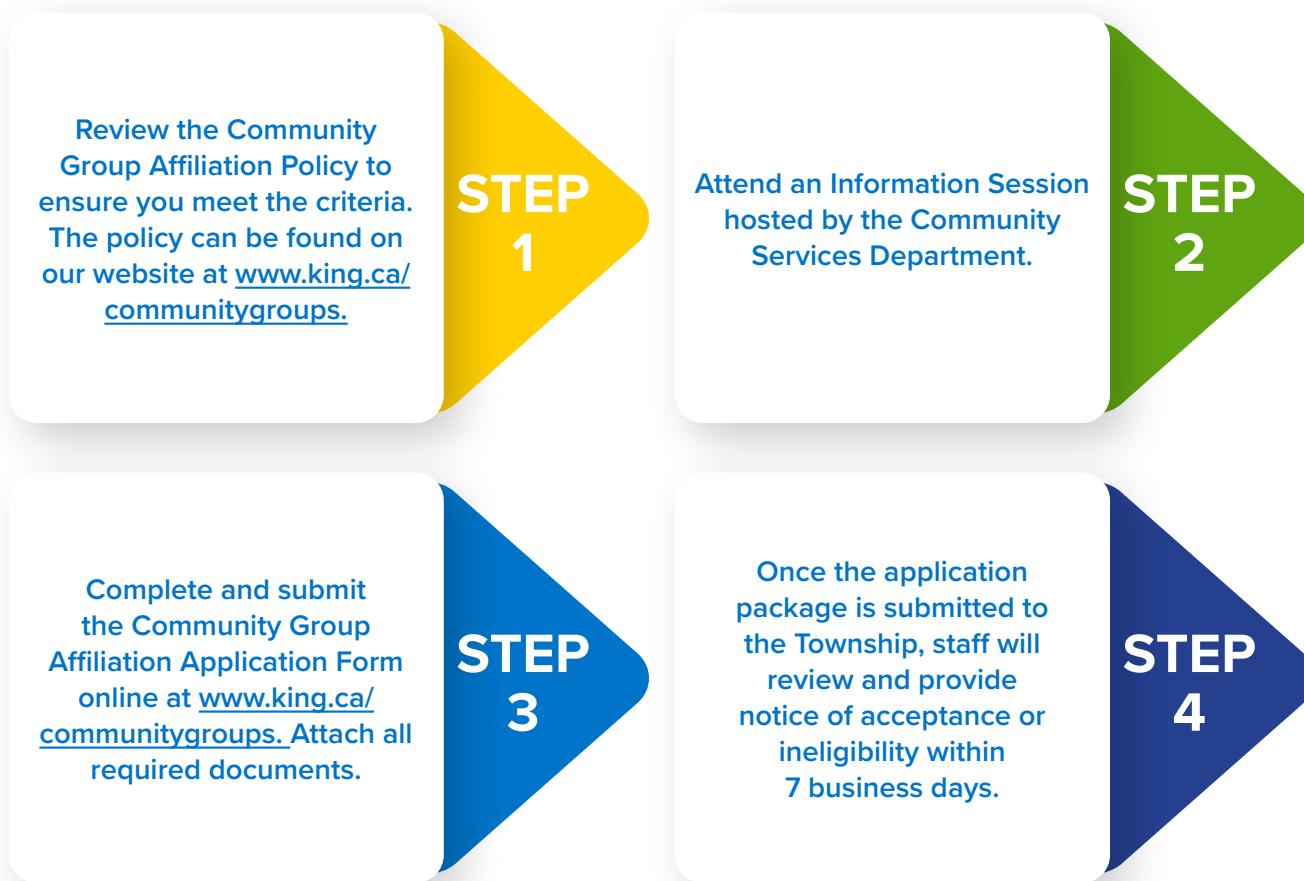
Benefits to Affiliated Community Groups

King Township understands the importance of ensuring municipal resources are made available to Affiliated Community Groups to support the group's sustainability and to help build their capacity to fulfill its mission. A range of resources and support is available through the Community Services Department. The availability of resources is dependent on facility space, staff, and funds.

How becoming an Affiliated Community Group will benefit organizations:

- Subsidized rates for use of indoor and/or outdoor municipally owned facilities, as approved by Council. *Only relevant facility space for the purpose of fulfilling the Community Group's mandate will be subsidized.
- Facility allocation priority according to the Ice Allocation Policy and Outdoor Sports Facility Allocation Policy.
- Use of designated community centre spaces for registration.
- Access to municipal grants and funding opportunities.
- Support from Township staff in an advisory capacity.
- Organization listing and contact information posted on the Township website.
- Marketing opportunities.
- Workshop and/or training opportunities.
- One free meeting space a month to accommodate planning meetings, executive meetings and/or, Annual General Meetings.
- Affiliated Community Group designation granted for 2 years from approval.

How to Apply



Application Deadlines

To receive subsidized rates or take advantage of municipal resources, the Affiliated Community Group designation must be obtained prior to your upcoming event or activity. Community groups will only be required to apply once every two years. Please ensure new applications or renewals are received as per the below deadlines.

General Facility Allocation

Season	Season Date Range	ACG Application Deadline	Rental Schedule Submission Deadline	Rental Confirmation
Year Long Contracts	Year Round	November 15	December 15	January 15
One off Rentals & Special Events	Year Round	Applications will be accepted year-round	Booking requests will be accepted year-round	Year Round

Ice Allocation

Season	Season Date Range	ACG Application Deadline	Rental Schedule Submission Deadline	Rental Confirmation
Spring/Summer – Hockey & Figure Skating	April 1 to August 31	November 15	December 15	February 15
Fall/Winter – Hockey & Figure Skating	September 1 to March 31	April 15	May 15	July 2
Fall/Winter – Curling	September 24 to April 1	July 2	August 1	August 15
Tournaments & Special Events	Year Round	December 5	January 5	January 30

Outdoor Sports Facility Allocation

Booking Type	ACG Application Deadline	Rental Schedule Submission Deadline	Rental Confirmation
Seasonal Requests (May 1 to August 31)	February 15	March 15	April 15
Tournaments & Special Events	May 1	June 1	July 1

ACG – Affiliated Community Group

Frequently Asked Questions

- 1. What are the subsidization rates for Affiliated Community Groups?**
 - a. Subsidization rates can be found in the User Fee & Subsidization Policy located on our website at www.king.ca/communitygroups.
- 2. Where do I find prices for Township facility rentals and services?**
 - a. A copy of Council approved Fees & Charges can be found on our website at www.king.ca/your-local-government/budget-and-finances/fees-charges.
- 3. What is the Facility Priority Ranking System?**
 - a. The Facility Priority Ranking System can be found in the Ice Allocation Policy or Outdoor Sports Facility Allocation Policy. A copy of both policies can be found online at www.king.ca/bookaspac.
 - b. The Township of King will allocate indoor and outdoor facility space utilizing the following priority ranking system:
 1. Township of King Recreation Programs (operated by the municipality)
 2. Tournaments and Special Events (primarily hosted by local youth leagues and local adult groups)
 3. Affiliated local youth groups
 4. Affiliated local adult leagues
 5. Local adult seasonal clients
 6. Board of Education school teams (non-prime time only)
 7. Commercial and non-resident users
- 4. How long does the status of Affiliated Community Group Designation last?**
 - a. The status of Affiliated Community Group will be granted for a maximum of two (2) years from the date of approval. After this term, Community Groups will be required to re-apply to renew their status. Approval is not guaranteed in subsequent years.
- 5. How does an organization obtain Not-for-Profit status?**
 - a. Associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. An organization that obtains an Ontario Corporation Number issued by the Ministry of Consumer and Business Services. A guide to the Not-for-Profit Corporations Act can be found online at: www.ontario.ca/page/guide-not-profit-corporations-act-2010. A link to the application process can be found at forms.mgcs.gov.on.ca/en/dataset/on00206.
- 6. How long do organizations have to meet the eligibility criteria?**
 - a. Existing Community Groups will have a grace period of 1 year from September 2023 ending December 2024 to obtain all required documentation and meet eligibility requirements. The grace period will only be provided in the first year of this policy being introduced. Otherwise, groups must meet requirements before they apply for the program.
- 7. What is required to apply?**

A list of all requirements can be found on the Community Group Application form located online at www.king.ca/communitygroups. Requirements, including insurance requirements, can also be found in the Community Group Affiliation Policy.

Frequently Asked Questions

8. What groups are ineligible to apply?

- a. Groups whose primary purpose, goals and objectives directly oppose or conflict with those of the Township of King based on published mission statements, decisions, actions, plans, policies, procedures and programs.
- b. Non-resident, For-Profit, or Commercial Groups.
- c. Political parties and other groups with a political mandate designed to persuade the public to adopt a particular view.
- d. National or Provincial Groups that do not have a recreational, cultural, heritage, social, environmental and/or sport programs mandate or are not offering a service for the residents of King Township.
- e. Groups whose primary mandate is educational, including tutoring groups, daycare, nursery schools and for-profit after school programs.
- f. Groups providing church or religious services.
- g. A group may be deemed ineligible or have their ACG status revoked if the group's King Township residency membership falls below the required 60%.
- h. The group should not duplicate the programs or services of other community groups or the Township of King, unless it can be shown that an existing affiliated group cannot meet the community needs, and that additional services are required, and facilities are available.

9. What happens if my organization has many Township residents, but we don't quite meet the 60% residency threshold?

- a. Community Groups that are unable to meet the 60% residency rate but provides a service not met by any other community group in the Township, and meets all other criteria outlined in this policy, may be considered for eligibility.

10. What happens if my organization doesn't meet the criteria to become a King Township Affiliated Community Group?

- a. Community Groups that don't qualify for the Affiliated Community Group Designation are welcome to continue to use Township services and facilities at Council approved fees. To get a full list of fees, go to www.king.ca/your-local-government/budget-and-finances/fees-charges. Further funding opportunities may be available through the Community Grant Program. More information can be found online at www.king.ca/communitygrants.