

Policy Statement:

The Town of Whitchurch-Stouffville (“Town”) promotes and recognizes that Community Groups (“CG”) provide recreational, sport, heritage and leisure programs, events and services to Town residents on a volunteer, charitable or not-for-profit basis. The Town encourages active living, social and special interest activities that enhance the well-being, health and quality of life to residents and acknowledges that CG are our partners.

Process:

1. Interested groups must complete and sign the application form ensuring that all required information is submitted. Incomplete applications will not be processed and will be returned to the applicant.
2. Submit completed application and all information to the Town of Whitchurch-Stouffville (facilitybooking@townofws.ca).

CG Group Category:

Please select one. See policy for complete descriptions.

- General Community Group (includes but not limited to cultural, charitable and special interest groups)
- Children & Youth (Minor Groups)
- Religious Organization
- Social Services Organizations

Eligibility Criteria:

In order to be eligible as a CG, groups must:

| | <i>Please initial</i> |
|--|-----------------------|
| Have a membership open to all Town of Stouffville residents that does not exclude participation on the grounds of race, religion or political affiliation and abide by the Human Rights Code | |
| Have a minimum of 75% residents | |
| Be a not-for-profit, volunteer-based and run by an elected and volunteer board of directors | |
| Demonstrate that your group exists for the exclusive benefit of Stouffville residents to enhance existing services | |

CG Status Application:

| | |
|--|--|
| Organization: | |
| Name of Organization*: | |
| Organization Website*: | |
| Organization Email*: | |
| Phone*: | How long has the organization existed? |
| Mailing Address: | |
| City: | Postal Code: |
| Charitable Organization#: | Not-for-profit #: |
| <i>*This information may be posted to the Town of Whitchurch-Stouffville website and in the Leisure & Community Services Playbook and will be made available to the public upon request.</i> | |

Executive Members:

| | |
|----------------|---------------|
| Name: | Position: |
| Address: | Postal Code: |
| | Home Phone #: |
| Email Address: | Cell Phone#: |
| Name: | Position: |
| Address: | Postal Code: |
| | Home Phone #: |
| Email Address: | Cell Phone#: |
| Name: | Position: |
| Address: | Postal Code: |
| | Home Phone #: |
| Email Address: | Cell Phone#: |

Organization Statement of Purpose / Written Constitution & By-Laws:

Description of Activities:

Reason for CG Request:

Membership / Registration Fee:

Participation & Membership Numbers:

| Participation & Membership | Last year | Current Year | Next Year Proposed | Administration | Last Year | Current Year | Next Year Proposed |
|----------------------------|-----------|--------------|--------------------|------------------------|-----------|--------------|--------------------|
| Preschool (0-5 years) | | | | Administration Staff | | | |
| Children (6-12 years) | | | | Program Staff/ Coaches | | | |
| Youth (13-17 years) | | | | Volunteers | | | |
| Adult (18-54 years) | | | | Other | | | |
| Older Adult (55 years+) | | | | | | | |
| Total | | | | Total | | | |

Other Information:

| |
|---|
| <p>May we contact you to recruit volunteers from your membership for Town Events and/or community fairs/festivals? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|

Required Attachments:

- Current year's financial statements Next year's proposed budget Minutes from last AGM
- Current membership list with Full address, postal code and birth dates for youth members
- Proof of not-for-profit / charitable organization status

Important Information:

- Groups applying for CG status intending to offer similar/duplicate services to an existing one will not be approved if the existing group is successfully meeting the overall demand of the community
- Given that new groups have the potential of reducing the number of hours available to existing users, new groups will only be considered in the cases where a program provides a service to underserved segments of the population or where a new program is being introduced that is not available through existing organizations
- Groups requiring additional inventory/time for new programs or increases in membership must receive approval for supplementary inventory/times prior to the development of the program. Waitlists must be taken by groups wishing to expand their membership
- Children and Youth (minor) CGs offering sport programs with representative teams must be affiliated with a regional or provincial sports body
- Existing CGs (excluding Social Service Organizations) are required to file for re-application every two (2) years with the Town of Whitchurch-Stouffville, Leisure & Community Services Department.
- The Town does not recognize an affiliation between youth groups and adult groups within the same organization. A youth group and an adult group can develop a working policy or agreement, provided the adult group has its own budget and executive, books all facilities necessary for its operation directly with the department and pays the applicable rate
- Recognized Social Services Organizations include all Registered Charitable Organizations (i.e., Canadian Cancer Society, Red Cross Society, etc.) and will be granted CG status after they provide a letter on letterhead stating the purpose of their request and the benefit, they will provide to Stouffville residents and community
- Contact and website information may be posted to the Town's website and Leisure & Community Services Playbook
- Facility rental permits will be granted in a fair, equitable, transparent and consistent manner based on the priority schedule as defined within the Facility Allocation Policy and in accordance with the Leisure & Community Services User Fee Schedule rates
- The Town reserves the right to request additional information at any time, may be present at Annual General Meetings and allocate facilities and/or equipment and resources in accordance with the Facility Allocation Policy

CG Application Requirements:

Where applicable, copied of the documents notes in chart must accompany your CG application.

**Mandatory documents required*

| General CG | Children & Youth (incl. minor sports) | Religious Organizations | Social Service Organizations |
|---|---|---|---|
| <input type="checkbox"/> AGM Minutes* | <input type="checkbox"/> AGM Minutes* | <input type="checkbox"/> AGM Minutes* | <input type="checkbox"/> AGM Minutes* |
| <input type="checkbox"/> Executive Representatives* | <input type="checkbox"/> Executive Representatives* | <input type="checkbox"/> Executive Representatives* | <input type="checkbox"/> Executive Representatives* |
| <input type="checkbox"/> Financial Statements* | <input type="checkbox"/> Financial Statements* | <input type="checkbox"/> Financial Statements* | <input type="checkbox"/> Financial Statements* |
| <input type="checkbox"/> Insurance* | <input type="checkbox"/> Insurance* | <input type="checkbox"/> Insurance* | <input type="checkbox"/> Insurance* |
| <input type="checkbox"/> Membership/Player List* | <input type="checkbox"/> Membership/Player List* | <input type="checkbox"/> Membership/Player List* | <input type="checkbox"/> Not-for-profit/Registered Charity Number Verification* |
| <input type="checkbox"/> Membership/registration fees* | <input type="checkbox"/> Membership/registration fees* | <input type="checkbox"/> Membership/registration fees* | <input type="checkbox"/> Proposed budgets* |
| <input type="checkbox"/> Not-for-profit/Registered Charity Number Verification* | <input type="checkbox"/> Not-for-profit/Registered Charity Number Verification* | <input type="checkbox"/> Not-for-profit/Registered Charity Number Verification* | <input type="checkbox"/> Purpose of CG status* |
| <input type="checkbox"/> Proposed budgets* | <input type="checkbox"/> Proposed budgets* | <input type="checkbox"/> Proposed budgets* | <input type="checkbox"/> Social Service Organization Verification* |
| <input type="checkbox"/> Purpose of CG status* | <input type="checkbox"/> Purpose of CG status* | <input type="checkbox"/> Purpose of CG status* | <input type="checkbox"/> Written Consiitution/ by-laws or purpose statement* |
| <input type="checkbox"/> Written Consiitution/ by-laws or purpose statement* | <input type="checkbox"/> Regional or Provincial Sport Body Affiliation* | <input type="checkbox"/> Written Consiitution/ by-laws or purpose statement* | <input type="checkbox"/> Code of Conduct |
| <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Seasonal schedules* | <input type="checkbox"/> AGM Minutes | <input type="checkbox"/> Dispute Resolution Process |
| <input type="checkbox"/> Dispute Resolution Process | <input type="checkbox"/> Written Consiitution/ by-laws or purpose statement* | <input type="checkbox"/> Code of Conduct | |
| <input type="checkbox"/> Residency Requirement of 75%* | <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Dispute Resolution Process | |
| | <input type="checkbox"/> Dispute Resolution Process | <input type="checkbox"/> Residency Requirement of 75%* | |
| | <input type="checkbox"/> Residency Requirement of 75%* | | |

I, _____, acting as the _____ of the _____ read, understand and agree to comply with the application requirements. I agree that if approved as a CG, 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 CG status. This Community Group Application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. Personal information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c.25, as amended. This information will be used by the Town of Whitchurch-Stouffville for the purpose of administering the CSO program and will become a part of the Leisure & Community Services Department's files, where applicable. Questions regarding this collection may be directed to the Director of Leisure & Community Services, Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville ON, L4A 0Z8, 905-640-1900. Contact and website information may be posted on the Town of Whitchurch-Stouffville website and in the Leisure & Community Services Playbook and will be made available to the public on request.