

City of Elliot Lake
AFFILIATION GUIDELINES
FOR
COMMUNITY GROUPS AND ORGANIZATIONS
November 16, 2007

What is the purpose of Affiliation?

Affiliation is a co-operative arrangement between the City of Elliot Lake and eligible community groups, organizations and associations. The Parks and Recreation Department will liaise with, and provide support services to groups whose primary goal is to improve the quality of life in the City of Elliot Lake. The ultimate goal of the Affiliation Guidelines is to support Community Associations, while encouraging self sufficiency in offering leisure opportunities.

What do the guidelines entail?

The Department will evaluate and respond to all requests for assistance from City of Elliot Lake groups and organizations. Assistance may be given through financial, material or human resources ie: availability of resource staff to assist in the development of your group, photocopying on a limited basis, and/or advertising assistance.

Who can become affiliated?

- A) Affiliation is available to community groups and associations within the City of Elliot Lake who offer programs which are leisure/community oriented and those aims and objectives are compatible to those of the Department. In special cases where a community group is not specifically leisure oriented in nature, and does not have another umbrella organization to support it, the Parks and Recreation Department staff will use their discretion as to whether or not they are eligible for affiliation.
- B) The association must be a non-profit volunteer organization.
- C) The membership to the association must be open to ratepayers of the City of Elliot Lake.
- D) The association must have a constitution with aims and objectives clearly stated.

- E) The association must have a Board of Governors/Directors and/or an Executive.
- F) The association must show evidence of community support by showing volunteer involvement.

Aims and objectives of community groups and organizations?

- A) To promote community activities within the City of Elliot Lake with the objective of encouraging participation by all residents of all ages.
- B) To encourage the best use of present Municipal facilities.
- C) To promote new activities where a need has been identified.
- D) To work in co-operation with the City of Elliot Lake Parks and Recreation Department in providing community services.
- E) To create a friendly community spirit by means of educating and promoting the benefits of recreation, leisure, and the community services.

Responsibilities of community groups and organizations:

- A) Responsible for the design and content of the programs being offered through their association.
- B) Responsible for the scheduling of time, dates, course duration, and fees of the programs they offer.
- C) Responsible for the supervision and evaluation of volunteers/staff and programs under their jurisdiction.
- D) Responsible for advertising of their programs and activities.
- E) To act as a disciplinary body for participants under the jurisdiction.
- F) To schedule activities at their respective buildings (neighbourhood association) providing they notify the Parks and Recreation Department of all bookings.
- G) To submit names, addresses, and phone numbers of their executive to the Parks and Recreation Department by March of each year.
- H) To keep all facilities in their use clean and presentable at all times. Garbage should be put out on the appropriate day for pick up by the Parks Department.
- I) Report any damage to Municipal equipment and/or facilities to the Parks and Recreation Department. After hours please call
- J) Supply the Parks and Recreation Department with a key copy of any private locks installed on Municipal property.
- K) To keep accurate records relating to the business and procedures of the association.

L) To establish a bank account on behalf of the association and collect, record, and deposit all monies collected on the organizations' behalf through registrations, donations, fundraising, events, etc.

Responsibilities of the City of Elliot Lake Parks and Recreation Department:

A) To provide resource staff to act in an advisory capacity, to facilitate the group's operation towards independence where feasible, and to assist in leadership development when necessary. A liaison co-ordinator will be appointed who will attend executive meetings upon request.

B) Assist in obtaining facilities through the Municipality and the Boards of Education.

C) Approve printing assistance within the following guidelines:

i) Only material pertaining to the organizations' activities and development will be printed.

ii) Material requiring duplicating must be set up in the proper format.

iii) Where duplicating of materials is large in quantities or affects the local commercial printer, the group will be encouraged to take their printing to a commercial establishment.

iv) At least five working days notice must be given to book printing equipment. All duplicating will be done by a staff member unless otherwise authorized by a supervisor.

v) Material pertaining to City business will supersede all other requests, therefore extending the above deadline in some cases.

vi) The Department, when necessary, will condense printed material for economic reasons. The association must, at all times, attempt to get as much information as possible on each piece of paper. Two-sided copying will be encouraged.

vii) The group receiving the printing assistance will collate and staple their own material.

viii) The Department reserves the right to limit quantities.

D) Standardize procedures for maintaining regular contact with volunteer organizations.

E) Offer training programs to improve the effectiveness of voluntary sector activities.

F) Recognize the efforts of volunteers who serve the community through an annual Event.

G) Encourage other sectors of the community to support volunteers.

H) Provide assistance to volunteer groups.

I) Provide assistance through the City of Elliot Lake's Grants/Subsidy policy. All of the services of the Parks and Recreation Department to be provided hereunder are subject to the necessary budget funds. The Parks and Recreation Department may curtail, suspend, or terminate the provision of services hereunder in its entire discretion at any time and from time to time. Nothing in this policy shall obligate the City of Elliot Lake Parks and Recreation Department to provide any service described herein.

Disposal of Assets:

The community association acts on behalf of the City in the operation of a Municipal service and provides community activities for the residents of the City. Should the association cease to operate or dissolve, the assets of the said association would become the property of the Municipality to do with as they see fit and without limiting the foregoing, such assets shall include the following:

- A) monies raised on behalf of and for the uses of the said association
- B) building furnishings including, electrical appliances, tables, chairs, benches, sound systems, etc. that were required through public funding
- C) play and sports equipment
- D) outdoor rink equipment including: boards, braces, bolts, goalie frames and nets, snow blowers, shovels, scrapers, brooms, etc.
- E) team uniforms
- F) any other items associated with the operation of the business of the association and related programs

How do you become affiliated?

A) *Original Submission:*

When an association applies for affiliation, the following information shall be submitted in written form:

I) A copy of the association's constitution and by-laws, or for those associations not having a constitution, the following information:

- I). name of organization
- 2. who is eligible for membership
- 3. purpose of the association and an explanation of present - proposed programs to achieve their objectives
- 4. responsibilities of officers and how often they are elected
- 5. membership fees.

II) name, address, and telephone numbers of executive members

III) evidence of community support interest in the organization

B) Annual Submission:

I) any changes to the constitution or for those groups without a constitution, any changes to their original submission

II) update of names, addresses, and telephone numbers of officers when changes occur

III) each association will be subject to an annual review of their current status as a community group/association

C) Regular Basis:

I) groups will forward pertinent information to the Department for information purposes

II) copies of all association meeting minutes

D) Finances:

I) groups designate the use of their monies which they raise themselves

II) the Parks and Recreation Department will have input into the use of the monies given to the association by the Department

III) financial records are subject to perusal upon request

City of Elliot Lake Request for Affiliation

Date: _____

Name of group: _____

Address:

Contact person:

Address:

Executive Name and Addresses:

President: _____ Phone: (h): _____

_____ (w): _____

Vice-President: _____ Phone: (h): _____

_____ (w): _____

Secretary: _____ Phone: (h): _____

_____ (w): _____

Treasurer: _____ Phone: (h): _____

_____ (w): _____

Scheduler: _____ Phone: (h): _____

_____ (w): _____

Other: _____ Phone: (h): _____

_____ (w): _____

Who is eligible for membership into your organization: _____

Purpose of the organization (describe programs' activities):

Membership Fees: \$ _____

Is your group incorporated?: _____

By-laws Constitution attached (including duties of officers): _____

Please list the types of assistance you may require:

Signed: _____ Dated: _____

Office Use Only

Date Received: _____

Reviewed: _____

Affiliation Accepted: _____

File Number: _____

Signed: _____

Dated: _____