

## Community Group Registration – RENEWAL

**Required Documentation:** (please submit attachments with this form)

- Current copy of the organization’s constitution and by-laws; if applicable
- Current year’s financial statement
- Next years proposed budget, including applicable membership fees
- Minutes from last AGM
- A list of the organization’s current board/executive including positions, names, addresses and home/business phone numbers, e-mails, etc.
- Current membership/team roster list with full addresses and postal codes<sup>1</sup>; birth dates required for youth members
- Directors/Executive Liability Insurance; if applicable

### Organization Information

Name of Organization: \_\_\_\_\_

Website Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Charitable Organization #: \_\_\_\_\_ Not For Profit #: \_\_\_\_\_

Phone #: \_\_\_\_\_ How long has this organization existed? \_\_\_\_\_

Town of Halton Hills collects the following data to assist in planning for future facilities, services and/or programs. **Please indicate the total number of participants for each category:**

| Age Group     | Last Year Resident | Last Year Non-Resident | Current Year Resident | Current Year Non-Resident | Next Proposed Year Resident | Next Proposed Year Non-Resident |
|---------------|--------------------|------------------------|-----------------------|---------------------------|-----------------------------|---------------------------------|
| Preschool 0-5 |                    |                        |                       |                           |                             |                                 |
| Children 6-12 |                    |                        |                       |                           |                             |                                 |
| Youth 13-18   |                    |                        |                       |                           |                             |                                 |
| Adult 19-54   |                    |                        |                       |                           |                             |                                 |
| Senior 55+    |                    |                        |                       |                           |                             |                                 |
| TOTAL:        |                    |                        |                       |                           |                             |                                 |

### Organization’s Statement of Purpose

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<sup>1</sup> The roster is collected in order to establish the 85% residency rate for registered status. All information collected remains in the possession of the Town of Halton Hills until its destruction and will not be shared or used for solicitation purposes. The roster is destroyed upon review as part of our retention policy.

**Recreation and Parks requires that all organizations requesting services and/or facilities designate one representative to serve as the Recreation and Parks contact person.**

**Responsibilities:**

This individual will need to be available in person and/or by e-mail during office hours (Monday to Friday 8:30am-4:30pm). An individual with email and/or an individual with email and/or a telephone contact would be beneficial. In the event Recreation and Parks is unable to reach this person, a back-up person is to be designated by the organization.

Ensure all submissions are forwarded to Recreation and Parks by the date(s) required.

Has authority to deal with facility permits, other required documents and be responsible for the organization’s compliance of all conditions, regulations, policies and procedures as specified therein. An approved designate (i.e. Executive Member) may be assigned the signing authority on behalf of the organization.

To attend all Recreation and Parks “User Group” meetings and distribute departmental information (including correspondence) to their members; i.e. permit changes, cancellations, maintenance request forms, upcoming special events, etc.

To notify Recreation and Parks immediately of any changes regarding the organization’s contact person; i.e. name, phone numbers, addresses, email, schedule changes, maintenance and/or special request or any other pertinent information on behalf of the organization within the required time frame.

Contact and website information may be posted on the Town of Halton Hills website and in the Town Guide.

As the contact person for your organization you’ll play a very important role in assisting our department to provide timely services to your members. Your support is sincerely appreciated.

I, \_\_\_\_\_ acting as the \_\_\_\_\_ of the \_\_\_\_\_ read, understand, and agree to comply with the application requirements. I agree that if approved as a Registered Community Group within the Town of Halton Hills, 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 Registered Community Group status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, 2001, as amended. The information is used for the purpose of processing this application and administering the program. Questions regarding the collection of this information should be directed to Recreation and Parks, 905-873-2600, ext. 2262.