

Policy N°: SL-P-2019-03

Subject: Recognition and Support of Organizations Policy

Department: Recreation and Tourism

Date: June 24, 2019

## **POLICY STATEMENT**

The Town of Hawkesbury believes that the strength of a community can be measured by the health and wellness of the members within it. The Town of Hawkesbury recognizes the importance of the community-based activities carried out by all organizations with its territory and offers support to those organizations. Therefore, an organization that obtains recognition allows them to be admissible to services offered by the Town such as material, technical and/or professional support.

## **POLICY PURPOSE**

- To recognize the contribution organizations make to offer services to citizens
- To encourage the equitable and appropriate use of public funds
- To create or strengthen its links with organizations in order to support them in their actions
- To set-out the admission and evaluation criteria for requests for recognition
- To outline the conditions to access the support offered to recognized organizations

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Adopted on: June 24, 2019  
Replaces: DG-P-2015-02

Resolution N°  
By-law N°

Subject of policy: Recognition and Support of Organizations  
Revised on: N/A

## RECOGNITION ELIGIBILITY REQUIREMENTS

In order for the Town of Hawkesbury to recognize an organization, the organization must:

- Offer humanitarian, educational, recreational, community, cultural or sports offers to the Town of Hawkesbury
- Have an open membership, namely, that any person may become a member or participate in the organization's activities in a manner consistent with its mission
- Not duplicate or offer competing services already offered by existing organizations that are recognized by the Town
- Operate within the Town of Hawkesbury
- Be led by a Board of Directors made up of volunteer members, elected democratically
- Ensure that the majority of their Board of Directors, members and clientele be citizens of the Town of Hawkesbury
- Respect the current policies and procedures of the Town
- Be prepared to submit activity and financial reports after obtaining the support of the Town

### Organizational Categories Eligible for Recognition

In order to establish clear benchmarks regarding the type of organizations that may be recognized, the Town has established the following categories:

1. **Cultural Organizations:** organizations that aim to promote the arts and offer activities in the following key areas: literary arts, performing arts, visual arts, media arts, museology and heritage.

2. **Social Development Organizations:** organizations that mainly offer services, activities or initiatives aimed at improving the welfare of the population.
3. **Recreational Organizations:** organizations that mainly offer the practice of a leisure activity for entertainment, recreation or pleasure.
4. **Sports Organizations:** organizations that offer the practice of a sport or a physical activity involving physical and technical skills that require specific equipment and facilities.
5. **Elementary and Secondary Schools:** local elementary and secondary schools play an important role in the areas of community, cultural, social and recreational activities. Therefore, the support offered to organizations is also available to the elementary and secondary schools in the region.

### **Exclusions**

The following types of organizations are not eligible for recognition:

- For-profit organizations, businesses and industries
- Organizations or activities of a political nature
- Religious organizations or those whose role is uniquely the promotion of religious beliefs or that celebrate religious services and rituals.
- Individuals.

\*Compliance with the conditions listed does not guarantee recognition.

### **PROCEDURES – REQUEST FOR RECOGNITION**

In order to be recognized, all organizations must respect the following procedure

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### **Step 1: Application**

Any organization wishing to obtain recognition and support from the Town of Hawkesbury must complete the recognition application form (Annex B) and submit it to the Department of Recreation and Tourism accompanied by the following documents prior to June 30 of the current year:

- Copy of the charter or by-laws
- List of the Board of Directors
- List of the members of the organization (name, town of residence, phone number, email)
- Proof of liability insurance (if applicable)
- Financial statements for the previous year
- Activities program
- Activities report (if applicable)
- Copy of the resolution from the Board of Directors supporting the request for recognition

### **Step 2: Review of the Requests**

Upon receipt of a request, an acknowledgement of receipt will be sent to the organization, and, if necessary, the organization may be required to provide additional information.

Subsequently, the committee will evaluate the requests based on the criteria listed in this policy and will forward its recommendations to Municipal Council who will make the final decision.

### **Step 3: Confirmation and Refusal**

If the request is accepted, an agreement between the Town and the organization confirming the services to be rendered and the terms of use will be prepared and signed.

If the request is refused, a letter explaining the reasons for the refusal will be sent to the organization.

### **Continuance of Status**

Recognition is maintained automatically as long as the organization complies with the admissibility criteria.

### **Termination**

An organization, at any time, can voluntarily request the termination of its recognition by sending a signed letter accompanied by a resolution from their board of directors confirming the request for termination.

The Town can also terminate the recognition of an organization in the following circumstances:

- A change in the organization that induces non-compliance of the admissibility criteria
- Evidence that the service offering or the quality of the services rendered is compromised or that ethical conflicts within the organization

### **New Request**

In the case of a refusal, the organization may submit a new request every five (5) years.

If the organization wishes to submit a new request less than five (5) years after the refusal, it must demonstrate that an important change has been put in place regarding the elements that led to the refusal.

## **DESCRIPTION OF SUPPORT AVAILABLE**

Organizations recognized by the Town of Hawkesbury may obtain the following support:

- Physical Support
- Administrative Support
- Promotional Support
- Financial Support

The Recreation and Tourism Department will present an annual report outlining the requests for support from each organization, including the associated costs.

### **Physical Support**

Physical support includes room or field rental as well as storage areas for organizations that require equipment for their activities. The room or field rental request must be made sixty (60) days prior to the event.

### **Facilities Rental**

The Recreation and Tourism Department provides recreational facilities at preferential rates to organizations for their activities.

### **Storage**

Recognized organizations that offer activities that require equipment may be given a dedicated space for the storage of their equipment. Due to the limited availability of storage areas, the Town of Hawkesbury reserves the right to limit or take back the space if necessary.

### **Equipment Lending**

Recognized organizations may borrow basic equipment such as tables, chairs, barricades, etc.

Council delegates the authority to accept In-Kind Donation Requests when the monetary value are less than \$1,000.00 to Service department heads.

### **Administrative Support**

#### Photocopies

The Town can provide a limited amount of photocopies free of charge. The maximum number of photocopies per year is 500.

\*Please allow for three (3) business days (from the time the document is remitted to the Department of Recreation and Tourism) to obtain the requested copies.

#### Insurance

An insurance policy is mandatory; however, the Town can offer insurance coverage. The organization is responsible for payment of the coverage as well as the deductible.

### **Promotional Support**

The Town of Hawkesbury offers many promotional tools to recognized organizations, such as:

- Listing in the Recreation Guide
- Listing of the organization and its activities in the directory on the Town's website
- Information displayed on the bulleting boards in municipal buildings
- Listing on the electronic message board at the Robert Hartley Sports Complex (corner Cartier Blvd. and Higginson Street) for a period of seven (7) days
- Temporary banner installation twice yearly. The organizations must provide the banner(s).

\*Priority is given to recognized organizations. One-time, non-recurrent support may be given to an organization without recognition after analysis and the resources available.

## **Financial Support**

The Town of Hawkesbury also offers financial support to recognized organizations through an annual budgetary envelope. The requests for financial support must be made prior to September 30. This budgetary envelope is available according to the following support categories:

### **Special Events Support**

The purpose of this program is to support major events for the general public that take place in the Hawkesbury area.

### **Operational Support**

The purpose of this program is to support certain organizations mandated by the Town of Hawkesbury to handle intervention priorities. Self-financing of regular activities is encouraged; an organization cannot benefit from financial assistance to support their regular activities. However, certain organizations have important operational costs with no membership or registration fees, therefore, are admissible for municipal financial support.

### **Support for the Establishment of New Organizations**

The purpose of this program is to facilitate the start-up of new organizations in Town of Hawkesbury by providing them with financial assistance, which will allow them to cover a portion of expenses related to implementation and operations during their first year.

\*Organizations may only apply for financial support once per calendar year.



## **PROCEDURES FOR REQUESTS FOR SUPPORT**

### **Procedures – Requests for physical, administrative and promotional support**

Any organization that has received official recognition from the Town may submit a request for support by filling out the following forms and sending them to the Recreation and Tourism Department:

#### **Annex C – Room Rental and Equipment Loan Form**

This form must be completed by organizations requesting room rentals and/or to borrow equipment.

#### **Annex D – Promotional Display Request Form**

This form must be completed by organizations requesting temporary promotional messaging.

#### **Annex E – Storage Request Form**

This form must be completed by organizations requesting storage area(s) for their equipment.

### **Procedures – Request for financial assistance**

Any organization that has received official recognition from the Town may submit a request for support by filling out the following forms and sending them to the Finance Department prior to **September 30**:

#### **Annex F – Financial Assistance Form – Special Events Support**

This form must be completed by organizations requesting financial assistance for a one-time event.

#### **Annex G – Financial Assistance Form – Operational Support**

This form must be completed by organizations requesting financial assistance in order to support their routine operations.

## **Annex H – Financial Assistance Form – Support for the Establishment of New Organizations**

This form must be completed by organizations requesting financial assistance in order to facilitate the start-up of a new organization.

The financial assistance form must be accompanied by the following documents in order to be reviewed by the committee:

- Copy of charter or by-laws
- List of the members of the Board of Directors
- List of the members of the organization (name, town of residence, phone, email)
- Proof of liability insurance (if applicable)
- Prior year financial statements (if applicable)
- Prior year and current year activities report
- Copy of the Board of Directors resolution supporting the request for financial support

## **EVALUATION CRITERIA FOR REQUESTS FOR RECOGNITION**

### **Evaluation Criteria**

Requests from organizations are analyzed according to the following criteria:

- The relationship between the project that is submitted and the organization's mission
- The project responds to a need that has been expressed or in the best interest of the community
- The mission as well as the planned activities do not duplicate those offered by a recognized organization
- The originality of the project proposed by the organization
- The collaboration of other organizations within the community
- The diversity of the sources of financing for the project

- The energy and commitment of the organization within the community
- The economic and social benefits of the project
- The consideration of accessibility for persons with reduced mobility
- The ability for the project to become viable
- The capacity of the organization to finance the balance of the project
- The correlation between municipal policies and the documentation submitted

### **Composition of the Evaluation Committee**

The evaluation committee is comprised of one (1) representative of the Finance Department, one (1) representative of the Recreation and Tourism Department, and three (3) members of municipal Council.

The evaluation committee is mandate by the Municipal Council of the Town of Hawkesbury to receive, treat and analyze all requests presented within the framework of the Recognition and Support of Organizations in order to present recommendations to Municipal Council for approval.

#### **General Conditions**

The Town has limited funding available and must make choices among competing projects. In certain cases, although the organization may be admissible, support may not be offered.

Support offered by the Town of Hawkesbury will vary according to the nature and scale of the project.

Financial support granted under the conditions of this policy will be payable in full as soon as possible after the request has been approved.

The amounts received are a one-time, non-recurrent grant offered by the Town of Hawkesbury.

All promotions or advertising by the organization must make mention of the financial support by the Town of Hawkesbury.

### **POLICY REVIEW**

The Recognition and Support of Organizations Policy shall undergo a regular review based on changes within the industry standards and shall be updated as required.

The Town of Hawkesbury reserves the right to make discretionary changes to Recognition and Support of Organizations Policy at any time, and will advise the Event Organizer and/or designate of any such changes prior to the event.

## **ANNEX A – RECOGNIZED ORGANIZATIONS**

Following is the list of organizations recognized by the Town of Hawkesbury:

Minor Baseball Association	Orca Swim Club
Pro 17 Soccer Association	Club de pétanque de Hawkesbury
Fusion Minor Hockey Association	Club vélo Hawkesbury Bike Club
Titans Minor Basketball Association	Communities that Care by Valoris
Hawkesbury Food Bank	Chorale la voix du chœur
Le Chenail Cultural Centre	Comité de parents du parc Old Mill
Centre de ressources Oasis	Maison de la famille de Hawkesbury
Hawkesbury Figure Skating Club	Hawkesbury Dog Park
Hawkesbury Bridge Club	Ultimate Frisbee de Hawkesbury
Hawkesbury Badminton Club	Club d'âge d'or 50 + Hawkesbury
Club Auto Hawkesbury	