

Policy N°: SL-P-2021-01

Title: Organization Recognition Policy

Subject: SL-P-2021-01 (along with SL-P-2021-02) to replace SL-P-2019-03

Department: Recreation and Tourism

Date: November 8<sup>th</sup>, 2021

## **POLICY STATEMENT**

The Town of Hawkesbury believes that the strength of a community lies in the health and well-being of its members. Recognition is an action taken by the Town of Hawkesbury to formalize a relationship with an organization offering services to citizens. The Town of Hawkesbury provides support to organizations that offer their services. Obtaining recognition makes organizations eligible for services offered by the Town such as material, technical and/or professional support.

## **POLICY OBJECTIVES**

The objectives of the policy are:

- Create or strengthen ties between the Town and its organizations in order to support them in their actions;
- Recognize the contribution of organizations to the service offered to citizens;
- Present the eligibility and analysis criteria for processing recognition requests;
- Describe the conditions of access to the support offered to recognized organizations;
- Promote fair and appropriate use of public funds;
- Provide a procedure and structure to ensure adequate follow-up and support;
- Have a clear process to follow if an organization is excluded from our list of recognized organizations.

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The Organization Recognition Policy will need to be reviewed regularly according to industry standards and will be updated as required. The Corporation of the Town of Hawkesbury reserves the right to make discretionary changes to the Organization Recognition Policy at any time and will notify event organizers and/or designated contacts of changes prior to the event or activity.

## **VARIOUS SUPPORTS AVAILABLE TO RECOGNIZED ORGANIZATIONS**

Organizations recognized by the Town of Hawkesbury can access the following forms of support:

- Administrative support
- Financial support
- Physical support

A more detailed description of these types of services offered and available to organizations recognized by the Town is described in the Support Application Policy.

The Recreation and Tourism Department will submit an annual report to Council listing the requests for support by organizations and the associated costs in their application for support, if applicable.

## **ELIGIBILITY CRITERIA FOR RECOGNITION**

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

- Provide community, cultural, educational, environmental, humanitarian, recreational, or sports services in the Town of Hawkesbury;
- Work on the territory of the Town of Hawkesbury;
- Have a majority participation of town citizens on the board of directors, members and clientele;
- Be governed by a board of directors composed of volunteer, democratically elected members and provide an update of these members upon request;
- Have an open membership, in other words, anyone can become a member or participate in the activities of the organization in accordance with its mission;
- Community activities and projects must be accessible, inclusive, and respect the Municipality's mission, vision and values;
- The organization must meet the standards set by the Ontario Human Rights Commission with respect to discrimination;
- The organization carrying out the project must be not-for-profit and willing to provide a copy of their provincial charter, when requested;
- Not to act in duality or duplicate the services of existing and recognized organizations at the town level;

- Be able to submit an activity report with a real budget following the holding of the planned activity thanks to the support of the Town;
- Be able to submit the organization's financial report, upon request;
- Comply with applicable Town policies, procedures and by-laws;
- Comply with the laws of the Province of Ontario and Canada currently in force.

## **CATEGORIES OF ORGANIZATIONS ELIGIBLE FOR RECOGNITION**

In order to establish clear guidelines for the type of organizations that can be recognized, the Town has identified the following categories and set up evaluation criteria to facilitate recognition.

1. **Cultural organizations** – an organization whose primary objective is to promote arts and provide activities in the following sectors of intervention: literary arts, performing arts, visual arts, public arts, media arts, museology and heritage.
2. **Social development organizations** – an organization that primarily provides services, activities or initiatives to the public and that helps break isolation: meeting groups and various groups.
3. **Recreational organizations** – an organization that primarily engages in leisure activities for the purpose of entertaining, relaxing or providing pleasure: book clubs, meditation centers and boards of directors.
4. **Sports organizations** – an organization that offers the practice of a sport of physical activity requiring physical and technical skills along with abilities requiring specific equipment and facilities: soccer clubs and tennis leagues.
5. **Elementary and secondary schools** – elementary and secondary schools are important players in the community, cultural, social and recreational areas of its territory. Therefore, the Town recognizes their presence and contribution and wishes to offer support to the region's elementary and secondary schools, when available: with a focus on hockey and swimming.

***Compliance with the conditions does not guarantee recognition,  
only subsequent analysis will determine this.***

## **EXCLUSIONS**

The following types of organizations **are not eligible** for recognition:

- Profit organizations, businesses and industries;
- Organizations or activities of political nature;
- Religious organizations whose sole mission is to promote religious beliefs or who perform religious services and rites;
- Individuals.

## **CANCELLATION**

Organizations that do not meet the above conditions for obtaining and maintaining the status of organizations eligible for recognition will lose their privilege:

- When a change within the organization results in non-compliance with the eligibility criteria;
- When there is evidence that the offer or quality of the services provided is compromised;
- When ethical conflicts are present within the organization and/or with the community;
- When additional information to be submitted is requested, but not submitted to the Town;
- When the required reports following the planned activity are not submitted to the Town;
- When funds for a cancelled project are not returned to the Town;
- When the contingency plan for extraordinary circumstances is not submitted to the Town.

## **TERMINATION**

An organization may, on its own initiative and at any time, request the termination of its recognition by sending the Town a signed letter and a resolution of their board of directors attesting to this request.

## **NEW APPLICATION**

In the event of a refusal, the organization will have the opportunity to reapply for recognition and must be able to demonstrate that a significant change was applied in respect of one or more items for which recognition had been denied.

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## PROCEDURES - APPLICATION FOR RECOGNITION

To be recognized, an organization must comply with the following procedure:

### Step 1: Forwarding request

Any organization wishing to obtain recognition from the Town of Hawkesbury must first complete the application form for recognition (*Appendix A*) and send it to the Recreation and Tourism Department along with the following documents **for the current year** (when applicable):

- Valid Canada Revenue Agency number or a copy of incorporation with the non-profit organization number or other documents that attest to the charitable nature of the organization;
- Brief description of the organization, its mandate and mission statement;
- Copy of the charter or general regulations;
- List of members of the organization's board of directors, management team and/or committee;
- List of the organization's members, including their name, town of residence, telephone number and email address;
- Certificate of civil liability insurance;
- Financial statements for the past year;
- List of the organization's projects, programs, services and regular activities;
- Copy of the Board of Directors' resolution supporting the application for recognition.

Applications dropped off at Town Hall or sent by mail should be addressed as follows:

**Department of Recreation and Tourism**

Town of Hawkesbury  
425, Cartier Blvd  
Hawkesbury, ON K6A 2M2

Applications may also be sent by email to the following address:

[info@hawkesbury.ca](mailto:info@hawkesbury.ca)

## **Step 2: Review of Applications**

The Municipality accepts applications for recognition throughout the year. Once applications have been received, an acknowledgment of receipt is sent to the organization. Any organization may be asked to provide additional information, as required.

## **Step 3: Assessment of Applications**

Once the application is received, the Selection Committee, with the assistance of the Department of Recreation and Tourism and the Treasurer, evaluates the applications according to the criteria listed in this policy and forwards its recommendations to Council for the final decision.

## **Step 4: Confirmation**

If the application is accepted, a letter of agreement confirming all the conditions developed must be signed between the Town and the recognized organization. It will serve as a tool to ensure the continuity of collaborations and mutual understanding between the Town and the organization.

## **Step 5: Modification and denial**

If the application is refused, a message will be sent to the organization explaining the reasons for refusing recognition. The organization is encouraged to contact a representative from the Recreation and Tourism Department for assistance in facilitating future support.

## **MAINTAINING STATUS**

Recognition is maintained automatically as long as the organization meets the eligibility requirements.



# Corporation of the Town of Hawkesbury

## Organization Recognition Application Form

**Please note:**

1. Only applications that have been completed correctly and legibly will be accepted;
2. Organization recognition application can be submitted throughout the year;
3. Only organizations that have completed the requirements and submitted documents required by the Organization Recognition Policy will be able to apply for financial from november 1<sup>st</sup> onward, until funds are exhausted.

**SECTION A - Contact details**

Name of organization	_____
Mailing address	_____
Contact name	_____
Telephone number	_____
Contact email	_____
Organization telephone number	_____
CRA number of the organization	_____

**SECTION B - Summary of the organization, its mandate and its mission statement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Our staff is here to help you!**

Please check with the Recreation and Tourism Department to complete and submit required documents for recognition of organizations.

**SECTION C - Description of the groups served by your organization**

**1. Describe your activities:**

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**2. Indicate the target group(s) (check all that apply):**

- |                                       |                                       |   |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Babies       | <input type="checkbox"/> Ungendered   | <input type="checkbox"/> First Nations, Inuits or Métis |
| <input type="checkbox"/> Children     | <input type="checkbox"/> Women        | <input type="checkbox"/> Low-income status              |
| <input type="checkbox"/> Teenagers    | <input type="checkbox"/> Mothers      | <input type="checkbox"/> People with reduced mobility   |
| <input type="checkbox"/> Young adults | <input type="checkbox"/> Men          | <input type="checkbox"/> Members of LGBTQ2+             |
| <input type="checkbox"/> Adults       | <input type="checkbox"/> Fathers      | <input type="checkbox"/> Newcomers (immigrants)         |
| <input type="checkbox"/> Elderlies    | <input type="checkbox"/> Families     | <input type="checkbox"/> Visible and ethnic minorities  |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Grandparents | <input type="checkbox"/> Mental health support          |

**3. List any community partners or businesses with whom you collaborate to serve the community.**

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**4. Have you ever worked in collaboration with the Town and its Recreation and Tourism Department? If so, please describe when and how:**

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**5. The activities you organize meet which of the following general objectives? (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Raise awareness                       | <input type="checkbox"/> Encourage community involvement       |
| <input type="checkbox"/> Bring citizens together               | <input type="checkbox"/> Serve a diverse community             |
| <input type="checkbox"/> Meet a municipal mandate              | <input type="checkbox"/> Create a sense of belonging           |
| <input type="checkbox"/> Ensure the viability of organizations | <input type="checkbox"/> Help make a project a reality         |
| <input type="checkbox"/> Stimulate economic activity           | <input type="checkbox"/> Stimulate cultural and artistic scene |
| <input type="checkbox"/> Support ecological efforts            |  |



**SECTION D – Financial statements and/or annual budget projections:**

You can submit your financial statements or complete the following table.

<b>REVENUES</b> (actual or projected)	<b>Financing</b>	<b>In-kind support services</b>
a) Government grants		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising campaign (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and service support)	\$	\$
d) Admission or participation fees	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
<b>TOTAL REVENUES</b> (actual or projected)	\$	\$
<b>EXPENDITURES</b> (actual or projected)	<b>Expenditures</b>	<b>In-kind support services</b>
a) Salaries and benefits	\$	\$
b) Location	\$	\$
c) Equipment and furniture	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Publicity	\$	\$
g) Translation and interpretation	\$	\$
h) Other expenditures (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
<b>TOTAL EXPENDITURES</b> (actual or projected)	\$	\$
<b>ACTUAL OR PROJECTED SURPLUS OR (DEFICIT)</b>	\$	\$

## SECTION E – Declaration and signatures

**ATTENTION:** The organization and its members agree to notify the Recreation and Tourism Department of any change in the information provided above.

**I hereby certify that the information contained in this form is as accurate as possible, to the best of my knowledge, and I am authorized to act on behalf of the organization applying to the Town for recognition as an organization.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTE:** All information contained in this application is subject to the *Freedom of Information and Protection of Privacy Act*.

## SECTION F - Checklist

Documents to include so your application is complete. Please check (✓) the boxes below to avoid omissions.

- Sections A to E of the application are duly completed and a brief list of the organization's activities, programs and services is provided;
- Letters patent (only if it's an initial application);
- List of members of the Board of Directors, Executive Committee or members of the Organization and Coordinating Committee;
- List of members of the organization (for associations with members, include name, town of residence, telephone number and email address);
- Copy of charter or regulations;
- Copy of municipal facility rental contract(s) (if applicable to your request);
  
- Proof of liability insurance (if applicable);
- Financial statements for the last year;
- Copy of Board of Director's resolution supporting application for recognition.

Please note that after your application has been reviewed, you may be asked to provide a letter of recommendation or support (letters must be signed by an authorized agent of the association) or any other documents deemed necessary.

**NOTE:** Lack of documents could delay approval of your application.