

LASALLE'S POLICY ON THE RECOGNITION AND SUPPORT OF **NPOs** - SUMMARY

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INTRODUCTION

For the residents' benefit

The Borough of LaSalle is committed to providing a pleasant, vibrant living environment, where all residents can find a wide range of activities and services. In its daily work, it is supported by several dozen non-profit organizations (NPOs).

Each of these organizations has obtained official recognition from the Borough, thereby giving it access to financial, material and technical resources that help it better reach and serve its members and clientele.

LaSalle's Policy on the Recognition and Support of NPOs sets out the principles, objectives and criteria that guide the Borough in the recognition of an organization. This policy also specifies the rules that these organizations must follow to obtain and maintain this recognition. Lastly, it summarizes the types of support available to recognized organizations.

BASIC PRINCIPLES

The Borough of LaSalle bases its policy on five principles:

- Equity
- Clarity
- Transparency
- Austerity
- Political and religious neutrality

AREAS OF ACTIVITY CONCERNED

With this policy, the Borough is assuring its leadership in areas of activity that fall directly under its responsibility:

- Culture
- Sports
- Recreational and leisure activities
- Social development

More specifically, it supports the NPOs in LaSalle that operate in these areas of activity to serve the public.

OBJECTIVES

This policy has the following objectives:

- To facilitate the management of activities by local NPOs
- To promote communication with these organizations
- To prompt NPOs to develop an effective organizational structure
- To encourage consultation and dialogue between the various recognized NPOs
- To support volunteer work within NPOs
- To improve residents' access to cultural, sports, leisure and community activities
- To soundly and equitably manage municipal public funds intended to support local NPOs

CATEGORIES

To define its relations with NPOs, the Borough has established four categories, explained below. In this way, the organization that is granted recognition may receive certain forms of support depending on the category in which it falls (see the section «Types of Support» on page 14).

ASSOCIATED ORGANIZATIONS

Associated organizations are mandated by the Borough to provide the population with cultural, sports, recreational, leisure or social development activities and/or services. This mandate is made official by the signing of a memorandum of understanding. The mission of the associated organization is in accordance with that of the Borough.

PARTNER ORGANIZATIONS

Partner organizations provide the population with cultural, sporting, recreational, leisure or social development activities or services. Without being mandated by the Borough, they contribute to maintaining and improving residents' quality of life.

COLLABORATING ORGANIZATIONS

Collaborating organizations operate in areas of activity that do not fall directly under municipal responsibilities. They carry out their mission independently. This category includes organizations that provide community services regulated by the provincial government, under an agreement or legislation (for example, youth employment centres, early childhood centres).

CONSENSUS-BUILDING ORGANIZATIONS

Consensus-building organizations bring together various local stakeholders who seek consensus on a common issue in order to develop and implement solutions (for example, social strategies, economic policies). Consensus-building mandates can be broad or specific; commitments can be relatively flexible.



QUALIFYING CRITERIA

To be recognized by the Borough, an organization must meet a number of criteria, which vary slightly from one category to another. This section first presents all the criteria. Then a table lists them according to each category.

LEGAL STATUS

1. Be a non-profit organization (NPO), incorporated under the *Companies Act*, Part III (R.S.Q., c. C-38)
2. Maintain its status as an active NPO in the Enterprise Register (*Registraire des entreprises*)
3. Comply with federal and provincial laws, policies and regulations as well as the policies and bylaws of Ville de Montréal

ADMINISTRATIVE OPERATIONS

4. Have its headquarters in LaSalle
5. Manage in a transparent manner:
 - Have up-to-date general by-laws
 - Report to its members or to the community it serves as well as to the Borough, on an annual basis. Such reporting includes:
 - a) an activity report
 - b) financial statements prepared in accordance with generally accepted accounting principles - for operating budgets over \$100,000/year: financial statements audited by an accounting firm
6. Have a democratic structure, in other words:
 - Select members of the Board of Directors or decision-making structure who are volunteers and who are not paid by the organization
 - Manage its organization in accordance with the recognized principles defined in the *Companies Act*, Part III; this includes, but is not limited to, holding an Annual General Meeting of members to democratically elect the directors
 - Have open membership conditions that comply with federated or government rules
7. Bring together or serve at least 20 members (participants)
8. Have 50% or more LaSalle residents among its members (participants)
OR
Have 50% or more LaSalle residents on its Board of Directors



SERVICES AND ACTIVITIES

9. Have a mission that is in keeping with the Borough's mission and that meets the needs of LaSalle residents in terms of culture, recreation, leisure, sports and community life
10. Serve mainly the LaSalle community, on the territory of LaSalle
11. Provide services or activities that are consistent with the purposes set out in the letters patent
12. Offer services or activities that differ from those already existing in the Borough—criteria that may be applied differently depending on the area of activity, with a final decision by the Borough
13. Aim its services or activities at the entire community and announce them publicly
14. Demonstrate its ability to take charge of and self-finance services and activities
15. Be able to ensure the safety and security of the residents who benefit from its services or activities
16. Be covered by sufficient and adequate liability insurance for the activities and services offered:
 - For a federated organization associated with a group of organizations: Provide proof that its activities are covered by liability insurance from its federation or group of organizations
 - For any other organization: Provide proof of third-party liability insurance of at least \$2 million, where the Borough of LaSalle is designated as an additional insured by means of a rider

CRITERIA FOR RECOGNITION BY CATEGORY

NO	RECOGNITION CRITERIA	ASSOCIATES	PARTNERS	COLLABORATORS	CONSENSUS
LEGAL STATUS					
1	Incorporated NPO	✓	✓	✓	✓
2	Active status in Enterprise Register (<i>Registraire des entreprises</i>)	✓	✓	✓	✓
3	Compliance with laws, policies and bylaws Administrative operations	✓	✓	✓	✓
4	Headquarters or service location in LaSalle	✓	✓	✓	✓
5	Transparent management: by-laws and reporting, to the Borough in particular	✓	✓	✓	✓
6	Democratic structure; volunteer members of the Board of Directors, Annual General Meeting, open membership	✓	✓	✓	✓
7	20 members or over	✓	✓	✓	✓
8	50% or more of its members are LaSalle residents or 50% or more of the members of its Board of Directors are LaSalle residents	✓	✓	✓	—
SERVICES AND ACTIVITIES – CULTURE, SPORTS, RECREATIONAL, LEISURE AND COMMUNITY LIFE					
9	Mission in keeping with that of the Borough and meeting real needs	✓	✓	✓	✓
10	NPO mainly active in LaSalle	✓	✓	✓	✓
11	Services and activities consistent with letters patent	✓	✓	✓	✓
12	Different services and activities	✓	✓	—	✓
13	Services and activities for the whole community	✓	✓	✓	✓
14	Ability to take charge of and self-finance	✓	✓	✓	✓
15	Safety and security of the public guaranteed	✓	✓	✓	—
16	Adequate liability insurance	✓	✓	✓	—

AUTOMATIC EXCLUSIONS

The following organizations are excluded from any form of recognition:

- Organizations and groups whose services are available only to their own members
- Public institutions as well as public and para-public organizations
- Organizations whose main mission is to promote and practice a religion, or organizations that engage in related activities
- Organizations working exclusively in the areas of activity of health and education networks
- Political and union organizations

It should be noted that no recognition is granted to a political, religious or union organization out of concern for neutrality and compliance with the fundamental freedoms set out in the *Québec Charter of Human Rights and Freedoms*.



RECOGNITION PROCEDURE

An organization seeking recognition from the Borough submits an official application, which is then processed according to a well-established procedure.

SUBMITTING THE APPLICATION

To apply for recognition, an organization must:

A) Obtain the special form at one of the following locations:

Borough Hall:

55, avenue Dupras,
LaSalle (Québec) H8R 4A8

On the website:

ville.montreal.qc.ca/lasalle

By email:

cslds.lasalle@ville.montreal.qc.ca

B) Fill out the form and attach the following documents:

- A copy of the organization's letters patent and general by-laws
- A copy of its latest annual return
- An updated list and full contact details of the members of the Board of Directors or the decision-making structure
- A copy of the activity report
- An updated list and full contact details of members (participants)
- A financial statement and/or budget forecasts
- Minutes of the most recent Annual General Meeting
- Proof of liability insurance

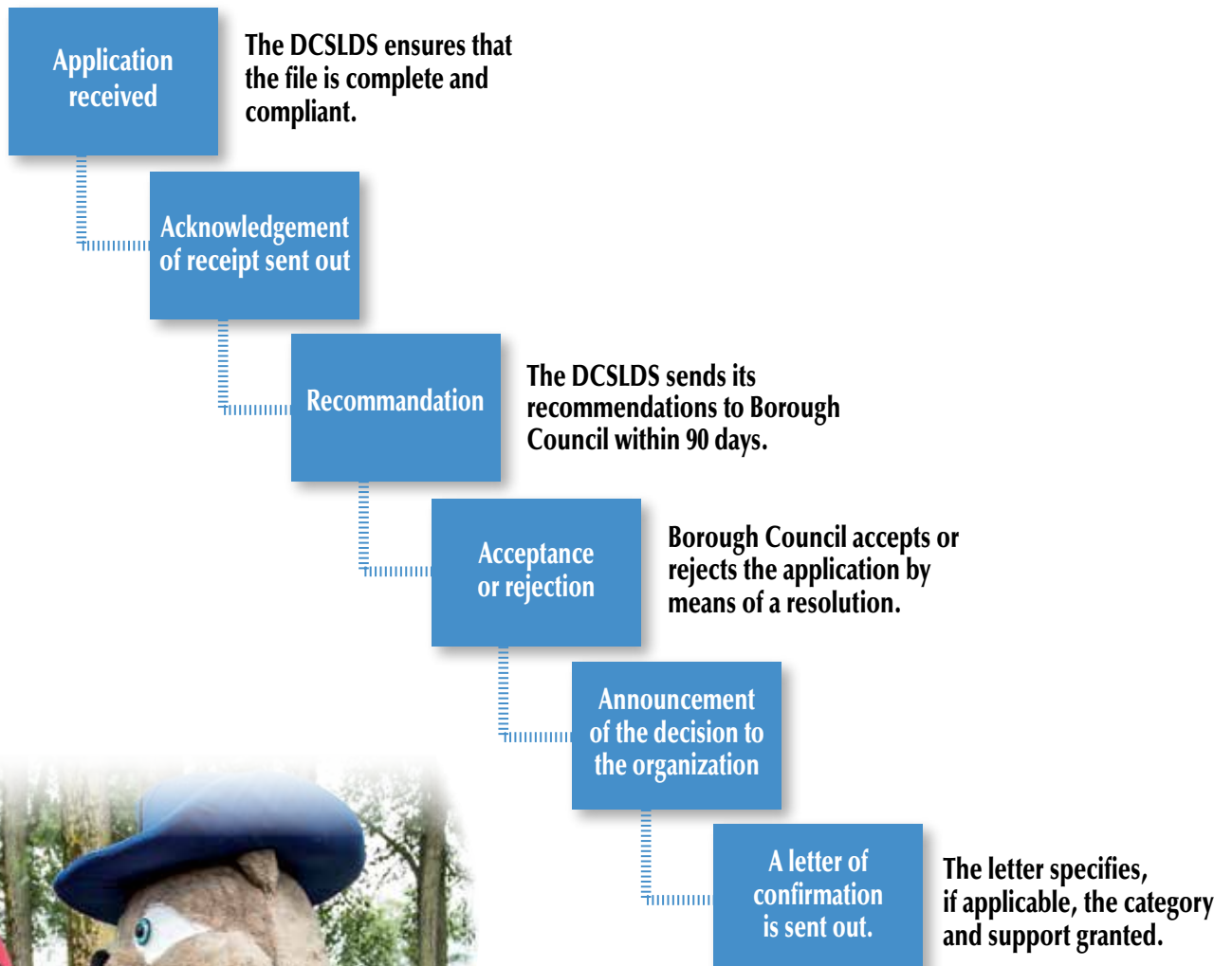
C) Send its official application to the address below:

Direction de la culture, des sports, des loisirs et du développement social:

55, avenue Dupras
LaSalle (Québec) H8R 4A8

EXAMINATION OF THE APPLICATION

Once received, the application is reviewed, then accepted or rejected, according to the following steps:



***DCSLDS:**

Direction de la culture, des sports, des loisirs et du développement social.

MAINTAINING RECOGNITION

Recognition is granted for a period of three years. The organization may then automatically renew it for another three years, provided that it meets the following requirements:

- Continue to meet all criteria associated with its category
- Submit the following documents, **no later than December 1 of the year preceding the renewal:**

DOCUMENTS REQUIRED TO RENEW RECOGNITION	ASSOCIATES	PARTNERS	COLLABORATORS	CONSENSUS
Copy of the annual update declaration submitted to the Enterprise Register (<i>Registraire des entreprises</i>)	✓	✓	✓	✓
Full list and contact details of Board members, including any changes within the Board or decision-making structure	✓	✓	✓	✓
Amendments to the general by-laws, with date of adoption, if applicable	✓	✓	✓	✓
Full list and contact details of active members during the last completed fiscal year	✓	✓	✓	✓
Copy of the activity report	✓	✓	✓	✓
Financial statements for the most recently completed fiscal year, budget estimates and any other accounting documents requested	✓	✓	✓	✓
Proof of liability insurance	✓	✓	✓	—
Minutes of the most recent Annual General Meeting	✓	✓	✓	✓

PLEASE NOTE : If the organization does not submit the required documents by the deadline, it will no longer be considered to be recognized by the Borough. As a result, all services to which it was entitled will be discontinued as of January 1 of the following year.

TERMINATION OF RECOGNITION

In addition to not sending the documents required to renew recognition, recognition may be terminated for two reasons:

- **Cessation of activities:** The Borough withdraws its recognition when it finds that an organization has ceased its activities 12 months ago or more.
- **Voluntary withdrawal:** At any time, an organization may inform the Borough that it no longer wishes to be recognized. Recognition will be withdrawn upon receipt of the request. This request may be sent to one of the following addresses:

Direction de la culture, des sports, des loisirs et du
développement social

55, avenue Dupras
LaSalle (Québec) H8R 4A8

Email:

cslds.lasalle@ville.montreal.qc.ca



BOROUGH SUPPORT

The Borough of LaSalle offers several types of support to recognized NPOs, depending on the category to which they belong. Here are the main details:

PROFESSIONAL SUPPORT

Professional support takes the following forms:

- Consulting with regard to governance, administration and democratic life
- Assistance in the management and organization of activities and events
- Support and training of volunteers
- Annual event to recognize volunteers

TECHNICAL AND ADMINISTRATIVE SUPPORT

The Borough offers the following technical and administrative services:

- Annual photocopying credit
- Posting on bulletin boards in municipal buildings
- Posting on street signs
- Publication of information on activities in the Loisirs Culture directory, on the Borough's website and on the *Loisirs Montréal* site (loisirs.montreal.ca);
- Authorization to solicit for fund-raising activities
- Bus transportation (special fares) - youth sports organizations and those organizing day camps benefit from additional services

MATERIAL SUPPORT

The Borough supports the organizations by providing them with the following services:

- Loan of premises for activities and meetings (permanent, seasonal or occasional)
- Loan of sports grounds and facilities for activities
- Loan or rental of equipment for activities or events, including the transportation of heavy equipment

FINANCIAL SUPPORT

Depending on its resources, the Borough provides financial assistance for the following purposes:

- Operations of organizations for 18-year-olds and under, 50-year-olds and over or the disabled
- Start-up of new projects
- Food services for social and charitable organizations
- Participation in events on a province-wide, country-wide or worldwide scale

TYPES OF SUPPORT BY CATEGORY

PROFESSIONAL SUPPORT	ASSOCIATES	PARTNERS	COLLABORATORS	CONSENSUS
Administration and democratic life	✓	✓	—	✓
Management and organization – activities and events	✓	✓	✓	✓
Support and training for volunteers	✓	✓	—	—
Recognition activity	✓	✓	✓	✓
ADMINISTRATIVE AND TECHNICAL SUPPORT	ASSOCIATES	PARTNERS	COLLABORATORS	CONSENSUS
Photocopying credit	1 500	1 000	—	500
Posting on bulletin boards	✓	✓	—	—
<i>Loisirs Culture</i> , website and <i>Loisirs Montréal</i>	✓	✓	✓	—
Solicitation authorization	✓	✓	✓	✓
Bus transportation (additional services for youth sports and day camps)	5 trips/yr	3 trips/yr	1 trip/yr	1 trip/yr
MATERIAL SUPPORT	ASSOCIATES	PARTNERS	COLLABORATORS	CONSENSUS
Premises, grounds and facilities: - <i>Periodic and permanent reservation</i>	✓	✓	—	—
Premises, grounds and facilities: - <i>Occasional reservation</i>	✓	✓	✓	✓
Equipment	✓	✓	✓	✓
FINANCIAL SUPPORT	ASSOCIATES	PARTNERS	COLLABORATORS	CONSENSUS
Operations	✓	—	—	—
New projects	✓	✓	—	—
Social or charitable organizations – food services	✓	✓	—	—
Participation in large-scale events	✓	✓	✓	✓

NOTE – For details of these types of support, the terms and conditions for their implementation and to consult the full version of the policy, please contact the *Direction de la culture, des sports, des loisirs et du Développement social* at cslds.lasalle@ville.montreal.qc.ca

