

Policy for the recognition and support to community-based organizations

Municipality of Pontiac

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Policy for the recognition and support to community-based organizations

1) Policy objectives

The main objective of this policy is to enable the Municipality of Pontiac to acquire a management tool allowing it to define the assistance given to organizations working within the municipality in a more transparent and fair manner.

This management will be dependent on the budget adopted by the municipal Council, varying from one year to another.

This policy will also take into account the municipality's role and range of jurisdiction, as well as the key directions emanating from the municipal programs and social policies that have been adopted (MADA, Family policy, PALSIS).



This policy shows the municipality's will to offer its residents a greater accessibility to quality services and activities to meet their needs. And also, to promote the development and enhancement of the quality of Pontiac's living environment and to foster a dynamic and vibrant community.

Finally, this policy aims to promote the participation and involvement of citizens in civil society in terms of the development, organization and maintenance of activities that take place within its territory.

The goal is to take advantage of municipal resources in complement of local resources.

2) Strategic orientations :

This municipal action strategy relies on previously conducted consultations (Age-friendly municipality, family policy, PALSIS, etc.). The main activity areas that are recognized are:

- Housing;
- Homecare;
- Community life;
- Healthy lifestyles and well-being;
- Food security;
- Transportation;
- Culture.



3) Categories for recognized organizations :

- *Sports and recreation;*
- *Culture;*
- *Social-community*



4) Eligibility criteria :

This policy is intended for non-profit organizations working within the Municipality of Pontiac and excludes institutional partners.

The criteria for recognition will enable the Municipality to ensure that the organizations being supported demonstrate sound management, good governance and accountability.

Eligibility criteria :

- Be registered as a legally constituted non-profit organization (with the Quebec Businesses Registrar);
- Obligation of transparency: keep general regulations up to date, keep activity reports of the organization, keep financial statements in accordance with accepted accounting standards;
- Ensure sound management in accordance with generally recognized principles, one of which is to have a valid civil responsibility insurance policy;
- To be governed by a democratically elected Board of directors and by general regulations;
- The organization's head office must be situated within the Municipality of Pontiac or either within the MRC des Collines or MRC Pontiac and devote a minimum of 14% of the organization's mission within the Municipality. An organization that does not meet one criteria or another may obtain support through a special agreement with the municipality.
- Have a mission or a project that corresponds to one of the Municipality's strategic orientations, in terms of recognition (PALSIS, MADA, Family policy).
- Must have submitted a duly completed request, accompanied by all documents required.

**** Excluded are any requests relating to :*

- financing campaigns, contests;
- activities of a charitable, religious, spiritual or political nature;
- property acquisitions, including indoor or outdoor facilities and the rental or purchase of a vehicle;
- the reimbursement of fees or debts incurred prior to filing the request with the Municipality.

5) Requirements relating to the recognition status:

- Provide a current copy of form letters and general regulations;
- Provide a current annual activity report;
- Provide current financial statements;
- Accept that a representative of the Municipality assist as an observer at the organization's general annual meeting
- Provide an updated list of the Board of Directors' members;
- Have a civil responsibility insurance policy according to the nature of activities;
- Have adequately filled out the Municipality's support request form.

6) Forms of support available:

Support given the recognized organizations is determined is established according to municipal priorities, the organization's real needs and what resources are available.

6.1) Professional;

Professional support and training: advice, assistance in the organization and achievement of democratic life, advice for the planning or achievement of a project, legal aspects (incorporation, roles and responsibilities of a Board of Directors, drafting of legal documents, etc.).

6.2) Administrative;

Communication and promotion of activities through the Municipality's Web site, Facebook page, Municipal Bulletin, etc..

6.3) Technical ;

Loan of premises, material and equipment, transportation and installation of material and equipment (during regular municipal office hours).

Processing photocopies (black-and-white).

6.4) Financial ;

The recognition of an organization by the Municipality does not necessarily guarantee financial support. This type of support depends on the available resources and is not recurring; the organization must submit a new request each year.

Each request for recognition and support will be assessed on a “case-by-case” basis. The request for support could fall under either of the following elements:

1) Support to the organization’s mission and operations:

The operational support is assigned in order to allow the organization to acquire the minimum organization needed to reach its goals, within the Municipality. Furthermore, it is complementary to the contribution of the community: the organization must have recourse to other sources of support (financial or other), thus testifying to its settlement in the community.

2) Support for special projects or events :

Allows the organization to carry out a project or an event within the territory of the Municipality that is ad hoc in nature, in connection with one or another of the Municipality’s orientations, in terms of recognition.

This work document was inspired by the “Policy for the recognition of municipal organizations” of the following municipalities: Chelsea; Cantley; Contrecoeur; Gatineau.

Document produced by Meghan Lewis. Community development officer for the Municipality of Pontiac. January 2016