

Policy on Recognition of and Support for Non-Profit Organizations (NPOs)



Culture, Sports, Recreation and Social Development department
Borough of Pierrefonds-Roxboro
Montréal

Adopted by Borough Council on January 11, 2021





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FOREWORD

In establishing this Policy, the Borough seeks to ensure:

- The sustainability of local organizations and groups through enhanced support for their missions;
- Improved citizen access to events, activities and services provided in Pierrefonds-Roxboro.

The Culture, Sports, Recreation and Social Development department (known by its French abbreviation, DCSLDS, for *Direction Culture, Sports, Loisirs et Développement social*) contributes to the development and improvement of Borough residents' quality of life through an offer of services that is accessible, diversified and of good quality, in co-operation with the community.

The Borough of Pierrefonds-Roxboro recognizes the essential contribution of groups and organizations to improving citizens' quality of life. With this policy, the DCSLDS seeks to improve support for partner organizations by helping them carry out activities in keeping with their mission, and by making those activities more accessible to the public.



FOREWORD (CONTINUATION)

General objectives of the Policy

The objectives of this Policy on recognition of and support for non-profit organizations are as follows:

- Outline the legal framework, mission and priorities of the DCSLDS so that organizations can better adapt to them;
- Define the recognition process and support available to organizations;
- Encourage fair and optimum use of available public resources;
- Facilitate access to cultural, sports, recreational and social development activities for Borough residents;
- Recognize groups and organizations and the work they do for Borough residents;
- Support the missions of organizations that provide services to residents of Pierrefonds-Roxboro.

Elements of the Policy

The Policy comprises the following elements:



The framework for the Policy



How groups and organizations are categorized



The procedure for DCSLDS recognition of non-profit organizations



The various kinds of support available depending on an organization's category

01

LEGAL FRAMEWORK

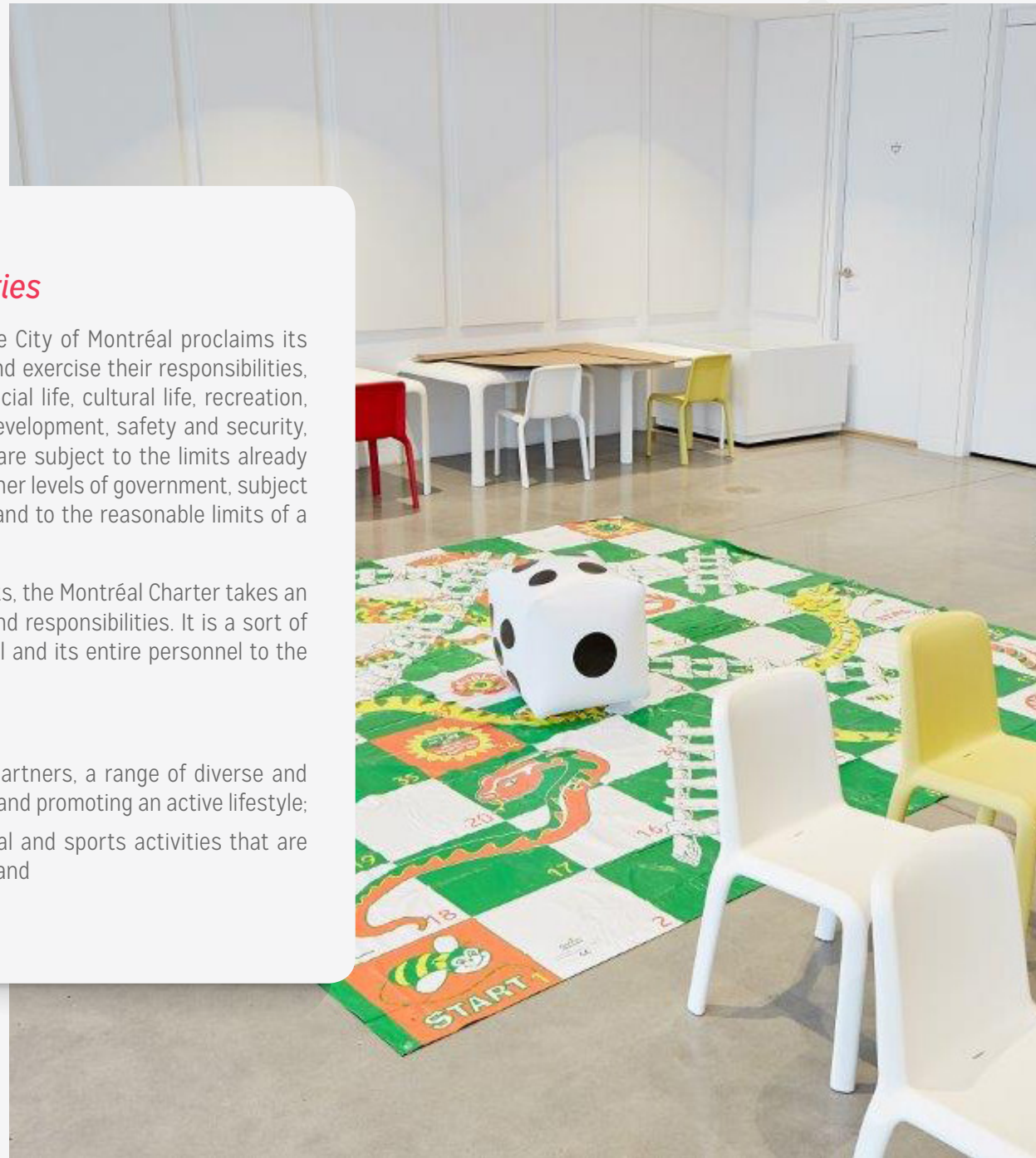
1.1 Montréal Charter of Rights and Responsibilities

Through the *Montréal Charter of Rights and Responsibilities*, the City of Montréal proclaims its commitment to working with its citizens to build on their rights and exercise their responsibilities, and to ensuring their application to democracy, economic and social life, cultural life, recreation, physical activities and sports, the environment and sustainable development, safety and security, and municipal services. The commitments set out in the Charter are subject to the limits already imposed on Montréal's authority and the authority it shares with other levels of government, subject to the limits inherent in the general financial resources available, and to the reasonable limits of a free and democratic society.

Designed by and for citizens with contributions from several experts, the Montréal Charter takes an innovative approach in establishing the principles of both rights and responsibilities. It is a sort of social contract that calls for the concrete commitment of Montréal and its entire personnel to the ongoing improvement of public services.

In Article 22 of the Charter, Montréal commits to:

- Supporting and publicizing, with the support of community partners, a range of diverse and complementary services that meet the public's evolving needs, and promoting an active lifestyle;
- Developing high-quality parks and facilities for leisure, physical and sports activities that are fairly apportioned in view of the community's evolving needs; and
- Promoting access to community activities and facilities.



1.2 Responsibility of the Borough Council

The Pierrefonds-Roxboro Borough Council is responsible for ensuring that its services meet the needs of the community. It may, pursuant to established rules, support organizations whose goal is to organize and promote development of the quality of life of its community in its areas of action.

EXCERPTS FROM
THE CHARTER OF VILLE DE MONTRÉAL.
METROPOLIS OF QUÉBEC

Article 130

“The Borough Council has, for the borough and to the extent provided by this Act or by the order of the Government made under Section 9, jurisdiction, powers and obligations in the following fields:

- 1° Urban planning;
- 2° Exceptions to the prohibition from converting immovables to divided co-ownership;
- 3° Fire safety and civil protection;
- 4° The environment;
- 5° Local economic, community, cultural and social development;
- 6° Culture, recreation and borough parks; and
- 7° Local roads.”

Article 137

“Notwithstanding the Municipal Aid Prohibition Act (Chapter I-15), the Borough Council may provide financial support to a **body carrying on its activities in the borough and whose mission is local economic, community, cultural or social development.**”

Article 141

“The Borough Council shall exercise the jurisdiction of the city in respect of the parks and the cultural, sports and recreational facilities situated in the borough, except those identified in Schedule D or in a decision made under the second paragraph of Section 94.

“The Borough Council is also responsible for the organization of recreational sports and sociocultural activities. It may for that purpose provide financial support to **bodies whose goal is to organize and foster physical or cultural activity.**”

02

SCOPE OF ACTION

2.1 Foundations of the *Policy on Recognition of and Support for NPOs*

The *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for Non-Profit Organizations (NPOs)* is aligned with the mission of the Borough, as well as the vision and priorities adopted by the Culture, Sports, Recreation and Social Development department (DCSLDS) with respect to culture, sports, recreation and social development.

2.1.1 Mission of the Borough of Pierrefonds-Roxboro

Provide citizens with quality local services and appropriate infrastructures that meet their needs and ensure a healthy, safe, inclusive and dynamic living environment in the areas in which the Borough has jurisdiction and obligations. The Borough intends to fulfil its mission from a perspective of sustainability, showing efficiency and effectiveness in its management methods and in implementing its projects and activities.

2.1.2 Vision of the DCSLDS

Always attentive to trends and in constant dialogue with residents, the DCSLDS makes a difference in citizens' quality of life by providing them with memorable experiences that foster their development and fulfilment.

2.1.3 Priorities

The DCSLDS has adopted four major plans that identify the most innovative strategic orientations and actions that it has prioritized for the years to come:



Master Plan for Parks and Waterfront Development



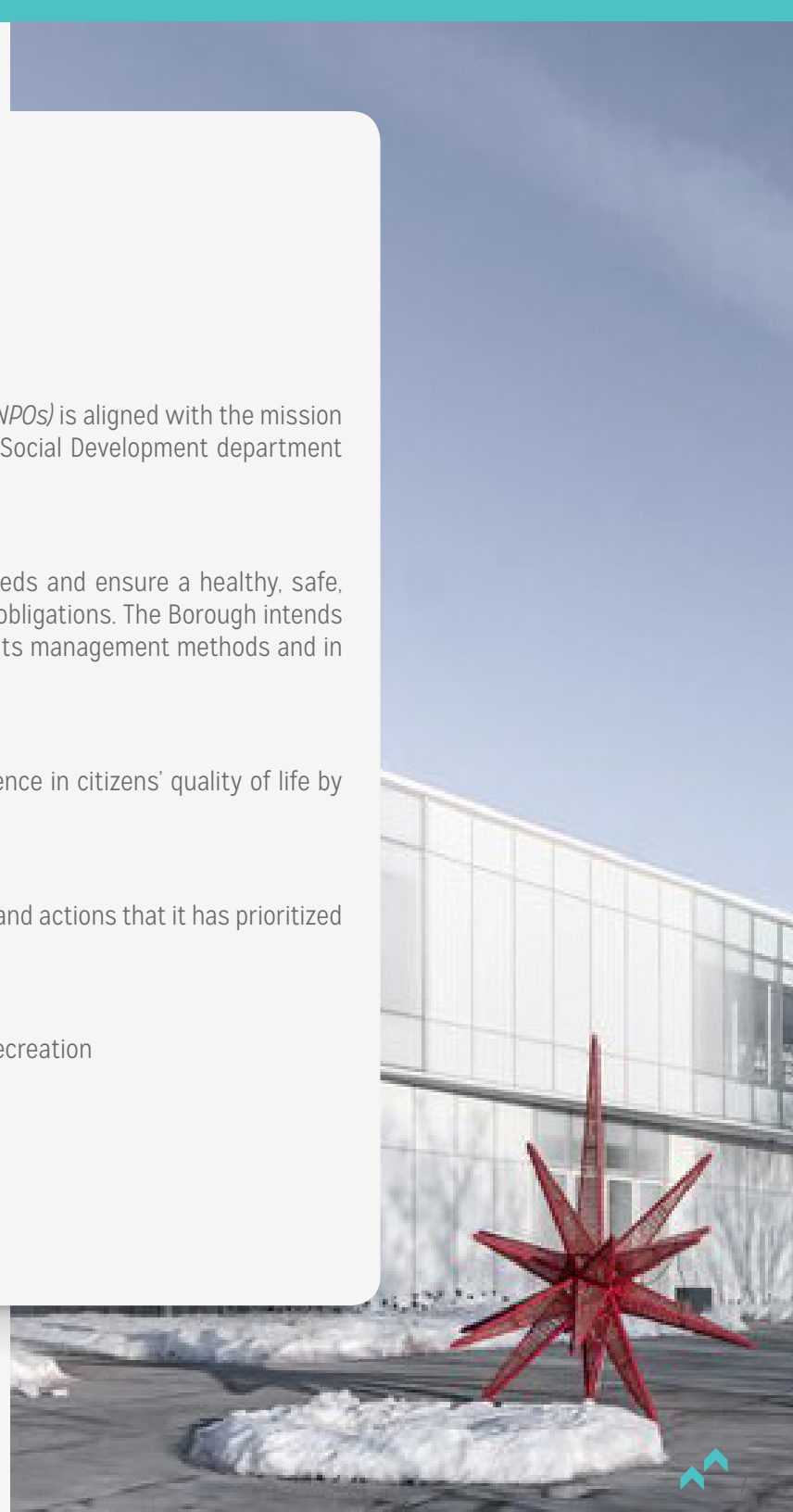
Local Sports and Recreation Development Plan



Local Social Development Action Plan



Local Cultural Development Plan



2.2 Principles of the Policy

Development of this Policy is guided by the values and guiding principles that underlie all of the DCSLDS's actions.

2.2.1 Values

RESPECT
TRANSPARENCY
EQUITY RIGOUR



2.2.2 Guiding Principles

➤ INCLUSION OF EVERYONE

A commitment to social and economic inclusion of everyone is at the core of decisions made to ensure that all Pierrefonds-Roxboro residents have equal opportunities and can develop to their full potential. Inclusion is founded on the recognition and valuing of differences among people so as to enrich planning, decision-making and quality of life for each individual.¹ By its actions, the Borough promotes harmonious coexistence across its entire territory.

➤ COLLABORATION AND CONSULTATION

Collaboration is evidenced by the quality of the relationships and interactions established between the Borough and organizations. The Borough prioritizes actions and interventions carried out in consultation, based on a vision of complementarity and synergy between one and the other, while recognizing the diversity of organizations and their practices.

➤ UNIVERSAL DESIGN AND GBA+

Universal design (sometimes referred to as “accessibility”) is manifest when any person can access services that are advertised as being for the entire population. The Borough seeks to ensure that services offered are responsive to and evolve along with citizens’ needs. To keep pace with trends, the Borough, in partnership with the organizations active on its territory, develops new services, incorporating facilities and equipment where required. That service offering also incorporates, consequently, universal design principles, considers diversity, and ensures fulfilment of individuals and communities.

Moreover, Montréal aims to make gender-differentiated analysis part of all its programs, policies and services so as to prevent various forms of systemic discrimination. Gender-based Analysis Plus (GBA+) is an analytical tool that guides decision-making. It allows for implementation of programs that are more accessible, safer and more inclusive. The Borough encourages its partners to apply GBA+ in designing and implementing activities, projects and other initiatives, by taking into consideration the needs of people that are specific to their gender identity, social class, physical ability, age, ethnic origin and sexual orientation. This approach aims at acknowledging and acting on exclusionary factors that can come into play in a given situation.

➤ CITIZEN PARTICIPATION

Pierrefonds-Roxboro seeks to encourage the participation as well as the active and voluntary involvement of citizens so as to contribute to the improvement of our community’s quality and vitality. To that end, the Borough provides a range of opportunities and means for everyone to actively participate in developing our community and implements strategies that promote creation of mutual aid and support structures between people.

¹. Excerpted from City of Montréal (2017), *Politique de développement social: Montréal de tous les possibles!* SDSS, p. 14 [freely translated]

2.3 Goals of the Policy

The *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for NPOs* provides for the institution of a formal process for recognizing and supporting non-profit organizations (NPOs) active on its territory. The Borough acknowledges the contributions and expertise of its local NPOs. The ultimate goal of the Policy is to ensure proper fulfilment of citizens' needs in terms of service offerings in the areas of action for which the Borough has responsibility.

More specifically, the Policy aims to:

1

Acknowledge Pierrefonds-Roxboro culture, sports, recreation and social development organizations as collaborators.

2

Establish a structure-enhancing partnership with these organizations.

3

Provide support and guidance, encouragement and support to organizations whose activities complement, to varying degrees, the mission of the Borough.

4

Streamline support in a fair and transparent manner.

5

Encourage fair and optimum use of municipal resources.

6

Encourage diversification of events, activities and services made available to the public, taking their needs into account.

03

AREAS OF ACTION

In keeping with the foundations and guiding principles of the DCSLDS, the areas of action of the *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for NPOs* are as follows.



Culture

The field of culture encompasses promotion and presentation of events and activities (music, theatre, dance, heritage, history, performing arts, visual and digital arts) in the form of performances and exhibitions. It also covers educational actions targeting promotion (reading, literature), mediation (social, school and cultural support) and creation (accessibility, literary and digital creation and entertainment) that are conducive to exchanges.



Sports

A sport is defined as a regulated physical activity, organized as a physical interaction between participants or between participants and the environment, with or without a means of locomotion, and with the goal of determining a winner in keeping with rules of ethics and fairness. Most sports are governed by a sport federation responsible for setting the rules and procedures for safe and fair learning by all participants².



Leisure/recreation

Leisure is an individual or group activity, varied in nature, in which a person voluntarily engages during their free time³. The City defines five categories of leisure activities⁴:

1. **Social leisure** refers to activities with social or learning objectives conducted in a public or community setting, based on the needs of various groups of citizens.
2. **Cultural leisure** promotes personal development, training, creativity and amateur practices. It includes activities like learning music, art, literacy, cooking, and so on.

3. **Outdoor leisure** is primarily based on the desire to connect with nature in order to understand it, admire it or meet challenges that it presents.
4. **Science leisure** includes a variety of activities aimed at acquiring scientific knowledge, such as appreciating the quality of the environment and developing the commitment to preserve it, as well as new technologies.
5. **Active leisure** involves the independent exercise and development of healthy lifestyle habits through sports and physical activities, in a spirit of enjoyment.



Social development

Social development refers to establishing and strengthening the conditions required to enable:

- Every individual to fully develop their potential, actively participate in social life, and derive their fair share of community enrichment; and
- The community to progress socially, culturally and economically in a setting in which economic growth is directed toward sustainable development and that is mindful of social justice⁵.

2. City of Montréal, *Soutenir l'art de vivre à Montréal / projet. Politique montréalaise du sport et du loisir*. Ville de Montréal, April 2004, p. 18.

3. Definition used by the Conseil Québécois du Loisir.

4. Inspired by the *Politique montréalaise du sport et du loisir*.

5. Excerpted from City of Montréal (2017), *Politique de développement social: Montréal de tous les possibles!* SDSS, p. 13. This definition was proposed during the Regional Social Development Forum for the Island of Montréal and adopted at the Biennale sur le développement social in June 2015.

04

CONDITIONS OF AND PROCESS FOR RECOGNITION



4.1 Administrative Criteria

The administrative criteria are **the first step in the recognition process**; they serve to assess whether the organization is eligible for recognition. An organization that does not fulfil any of the administrative or eligibility criteria will not receive recognition from the Borough. Fulfilment of the criteria does not guarantee that recognition will be awarded; this will be determined solely by the ensuing analysis by the DCSLDS.

1 Be a non-profit organization (NPO), duly constituted under one of the following legal structures:

- Provincial *Companies Act* (Part III) or *Amusement Clubs Act*;
- Federal Canada *Corporations Act* (Part II) or *Canada Not-for-Profit Corporations Act*;
- So-called solidarity co-operative established under the provincial *Co-operatives Act*.

Or

Be a grouping of organizations (issue table or “*table de concertation*”) listed in the Québec Enterprise Register;

2 Comply with the laws and regulations in force concerning the governance and democratic functioning of non-profit organizations, including the requirement to hold an annual general meeting (AGM) and to have a board of directors consisting of officers elected democratically at an AGM;

3 Carry out activities for residents and be active on the territory of the Borough of Pierrefonds-Roxboro;

4 Have as its mission local economic development, community, cultural or social development, or have as its purpose the organization and promotion of physical or cultural activity (in connection with the responsibilities of the Borough, as set out in the legal framework in Section 1.2);

5 Conduct activities consistent with its mission as an NPO.

4.2 Eligibility Criteria

The eligibility criteria are **the second step in the recognition process**. To be eligible, the organization must:

- 1 Have existed legally for at least 18 months be able to demonstrate its ability to carry out its mission;
- 2 Exhibit sound and transparent financial management;
- 3 Have a public and inclusive program;
- 4 Offer services that complement existing activities on the Borough territory (complementary clientele, service offering or geographic sector).

NOTE

In the three cases described below, the organization must demonstrate that the activity or service serves Borough residents. A supra-local or regional organization or association may not replace a local NPO that is recognized under the Policy and fills the same needs (if they are satisfactorily fulfilled).

In adopting the Declaration on Regional Sports, Montréal and its 19 boroughs committed to recognizing regional sports as integral parts of their service offerings. In keeping with that commitment, regional associations that receive financial support through the *Programme de soutien aux associations sportives régionales* are automatically eligible for recognition in Category C.

Any organization whose area of operation is regional is automatically eligible for Category C recognition.

An organization that provides services to a clientele with functional limitations and that has received PANAM⁶ recognition from the City of Montréal is automatically eligible for Category C recognition.

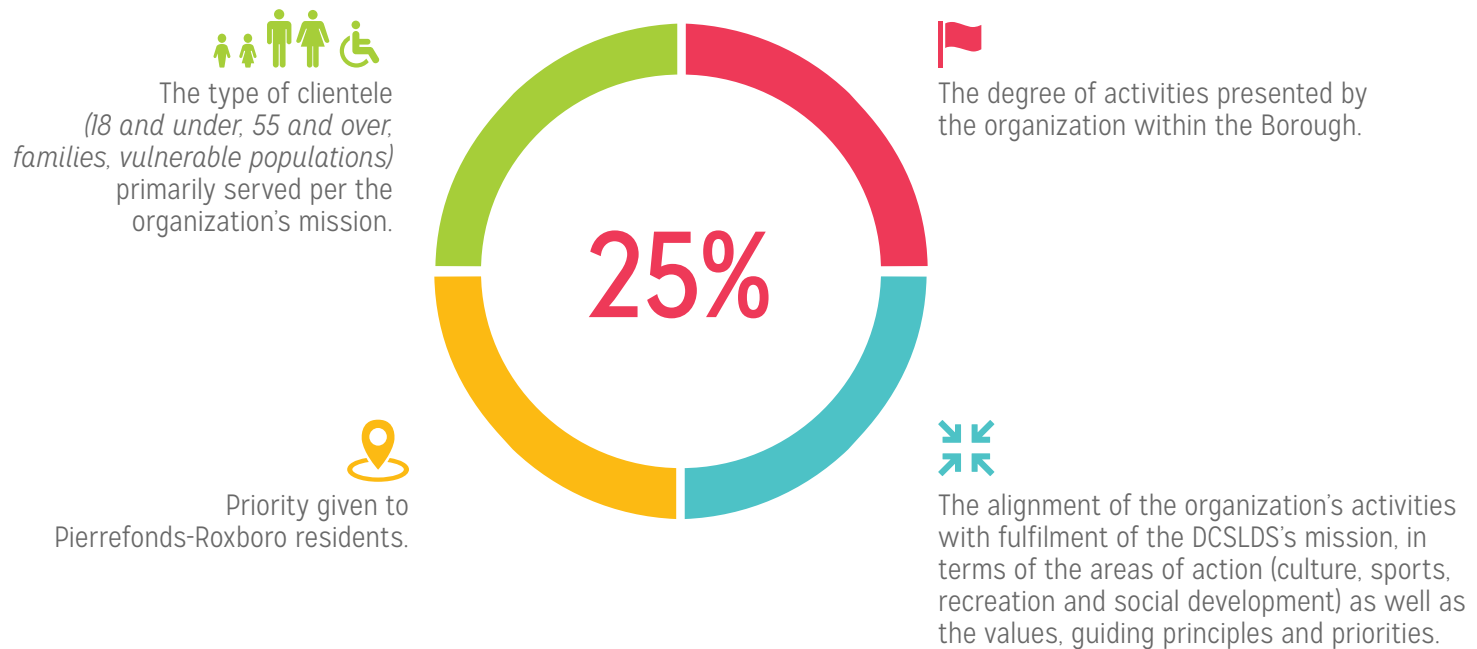


6. A PANAM organization is a sports or leisure NPO that serves residents with functional limitations who live in several Montréal boroughs.

4.3 Review of Criteria for Recognition

Once the organization has met all administrative and eligibility criteria, it moves on to the recognition review stage.

Recognition review is **the final step in the recognition process**. The DCSLDS awards the organization a classification specific to its status. Awarding of recognition in a category is determined based on the following criteria:



Even if an organization meets all of the criteria, this will not necessarily entitle it to funding or other resources, nor does it commit the DCSLDS to providing support, as it is also subject to a number of considerations, including the availability of resources in the Borough.

4.4 Categorization

Following the recognition review, an area of action and category are assigned for the organization.

AREAS OF ACTION
RELATED TO THE NATURE
OF THE ORGANIZATION'S
MISSION



Culture



Sport



Leisure

Cultural | Social | Outdoor
Science | Active



Social development

DETAILED BREAKDOWN OF CATEGORY ASSIGNMENT

CATEGORY A

- The organization provides a **significant** degree of services (frequency, intensity and quality of activities, based on the organization's mission) on the Borough territory;
- There is **strong alignment** of the organization's service delivery with fulfilment of the DCSLDS's mission in its four areas of action (culture, sport, leisure and social development);
- The organization acts in accordance with the values and guiding principles of the DCSLDS;
- For its service delivery, the organization places **high priority** on people from Pierrefonds-Roxboro.

CATEGORY B

- The organization provides a **moderate** degree of services on the Borough territory;
- There is **alignment** of the organization's service delivery with fulfilment of the DCSLDS's mission in its four areas of action;
- The organization acts in accordance with the values and guiding principles of the DCSLDS;
- For its service delivery, the organization places **priority** on people from Pierrefonds-Roxboro.

CATEGORY C

- The organization provides a **low** degree of services or **intermittent** services on the Borough territory;
- The organization works in areas of activity **not directly related** to the responsibilities of the Borough;
- The organization acts in accordance with the values and guiding principles of the DCSLDS;
- For its service delivery, the organization **does not necessarily** place priority on people from Pierrefonds-Roxboro.

TARGETED AGREEMENT CATEGORY
(known by the French abbreviation
EC, for *Entente cadrée*)

The organization has an agreement binding it to the Borough, such as a contract for services or specific agreement framing the terms and conditions for support.

05

EXCLUSIONS

The following are excluded from the recognition process:

- ✗ Organizations that do not fall within the Borough's areas of expertise;
- ✗ Institutional, public or parapublic organizations;
- ✗ Professional orders and labour-union organizations whose primary mission is to support, govern or defend the interests of the professional, business or labour community, or those of their own members;
- ✗ Political organizations that promote partisan political action (affiliated with a political party or cause);
- ✗ Organizations whose sole mission is the promotion and observance of a religion;
- ✗ Foundations and philanthropic organizations whose primary mission is the raising and allocation of funds;
- ✗ Organizations working primarily in the areas of expertise of the health and education systems.

NOTE FOR ORGANIZATIONS THAT ARE NOT ELIGIBLE FOR RECOGNITION

Non-recognized organizations wishing to benefit from material or technical support for the presentation of a special event open to the public and compliant with the mission of the Culture, Sports, Recreation and Social Development department may submit a request pursuant to the *Policy on Support for Special Events*, provided that they comply with the eligibility conditions. That policy is available via the Borough website: montreal.ca/pierrefonds-roxboro.



06

BASKET OF SERVICES AVAILABLE TO RECOGNIZED ORGANIZATIONS

Subject to the resources at its disposal and depending on availability, the Borough can provide a range of support services. Conditions apply, to ensure that as many organizations as possible can benefit from this support equitably while allowing the Borough to maintain the budget for this purpose at a reasonable level. Support made available to recognized organizations will be allocated on a priority basis according to the category assigned to each organization. For example, organizations in the EC and A categories have priority for requests for use of premises. A detailed description of the support as well as the conditions and procedures for applying are provided in the Appendices.

	A	B	C	EC
FINANCIAL				
<i>Soutien à la mission</i> financial support program	✓	✓	✓	Per agreement
Borough development program	✓	✓		
City of Montréal programs	✓	✓	✓	
PROFESSIONAL				
Administration and Democratic Life: Notices and advice	✓	✓	✓	Per agreement
Administration and Democratic Life: Support and guidance	✓			
Support for development	✓			
Assistance for events organization	✓	✓		
ADMINISTRATIVE AND COMMUNICATIONS				
Mailbox	✓	✓	✓	Per agreement
Postings on digital displays	✓	✓	✓	
Distribution of contact information / programming in the municipal bulletin	✓	✓	✓	
Access to tickets to shows presented as part of the Borough's arts & culture programming for distribution to members	✓	✓		

06

BASKET OF SERVICES AVAILABLE TO RECOGNIZED ORGANIZATIONS (CONTINUATION)

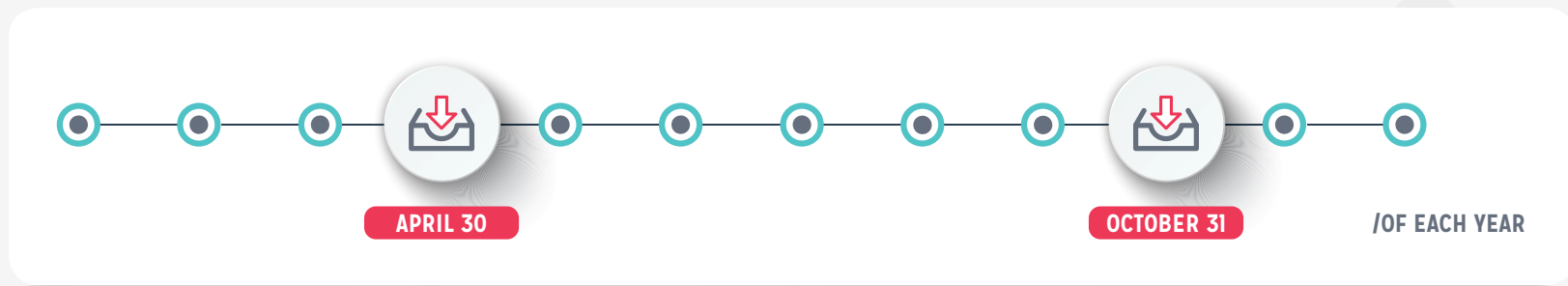
		A	B	C	EC
TECHNICAL AND MATERIAL					
Use of premises	Periodic reservations for program of regular activities	✓	✓	\$ preferential rate	Per agreement
	One-time reservation	Maximum 5 times per year	Maximum 3 times per year	Maximum once per year	
	For Annual General Meeting (AGM)	Once/year	Once/year	Once/year	
	For meetings of the Board of Directors	Per request	Per request	Per request	
Indoor sports facility (based on organization's mission)		✓	✓	\$ preferential rate	
Outdoor sports facility (based on organization's mission)		✓	✓	✓	
Special event: In a municipal building, public space or sports facility		Once/year	Once/year	Once/year	
Equipment loans		✓	✓	✓	
Transportation and installation of equipment		✓	✓	✓	

07

PROCEDURE FOR OBTAINING RECOGNITION

7.1 Submitting an Application for Recognition

The Borough examines new applications for recognition twice a year, verifying the forms received and the documents provided by the applicant organizations. All of the documents listed below must be submitted no later than:



1

STEP 1

After verifying that it is eligible, the organization submits an official application to the Culture, Sports, Recreation and Social Development department (DCSLDS) using the form designed for that purpose:

AVAILABLE ON THE BOROUGH WEBSITE
[Application for Recognition](#)

OR BY CONTACTING THE DCSLDS DIRECTLY
dcslds-pr@montreal.ca

2

STEP 2

Submit the completed application form along with the documents listed below:

- a) Copy of the organization's charter and any additional letters patent;
- b) Proof of the most recent declaration to the Québec Enterprise Register;
- c) General bylaws;
- d) Updated list of the members of the board of directors and their full contact information;
- e) Activity report for the previous fiscal year;
- f) Updated list of participants or members and the number of Pierrefonds-Roxboro residents served (for sports and recreation organizations, the list must be in the following format: First name, date of birth, postal code, gender);
- g) Financial statements for the most recent fiscal year;
- h) Minutes of the most recent annual general meeting;
- i) Proof of liability insurance that meets the requirements of the City of Montréal and the City of Montréal-specific endorsement duly completed by the insurer;
- j) Table of rates charged for activities (as applicable);
- k) Copy of the certificate from the sports federation or regional association certifying that the organization is a member (if applicable);
- l) Completed and signed *Application for Recognition form* along with an original copy of the board of directors resolution certifying that the organization intends to submit an application and pledges to comply with the requirements relating to recognition (Appendix A of the *Application for Recognition form*).

BY E-MAIL

dcslds-pr@montreal.ca

BY MAIL

DCSLDS – Application for Recognition
13 555, boul. de Pierrefonds
Pierrefonds Qc H9A 1A6

7. After recognition is approved, the organization must purchase civil liability insurance that meets the requirements of the City of Montréal. The organization is responsible for having its insurer sign the City of Montréal-specific endorsement. The requirements and the endorsement are available as appendices to the Application for Recognition form or upon request by writing to dcslds-pr@montreal.ca.

3 STEP 3

An acknowledgement of receipt is sent to the organization. The DCSLDS studies the eligibility of the request.

IF THE ORGANIZATION IS NOT ELIGIBLE

The DCSLDS informs the organization of the reasons why.

IF THE ORGANIZATION IS ELIGIBLE

The DCSLDS proceeds with review of the organization's application.

4 STEP 4

Following its review, the DCSLDS issues a recommendation to Borough Council, which rules on whether to recognize the organization.

5 STEP 5

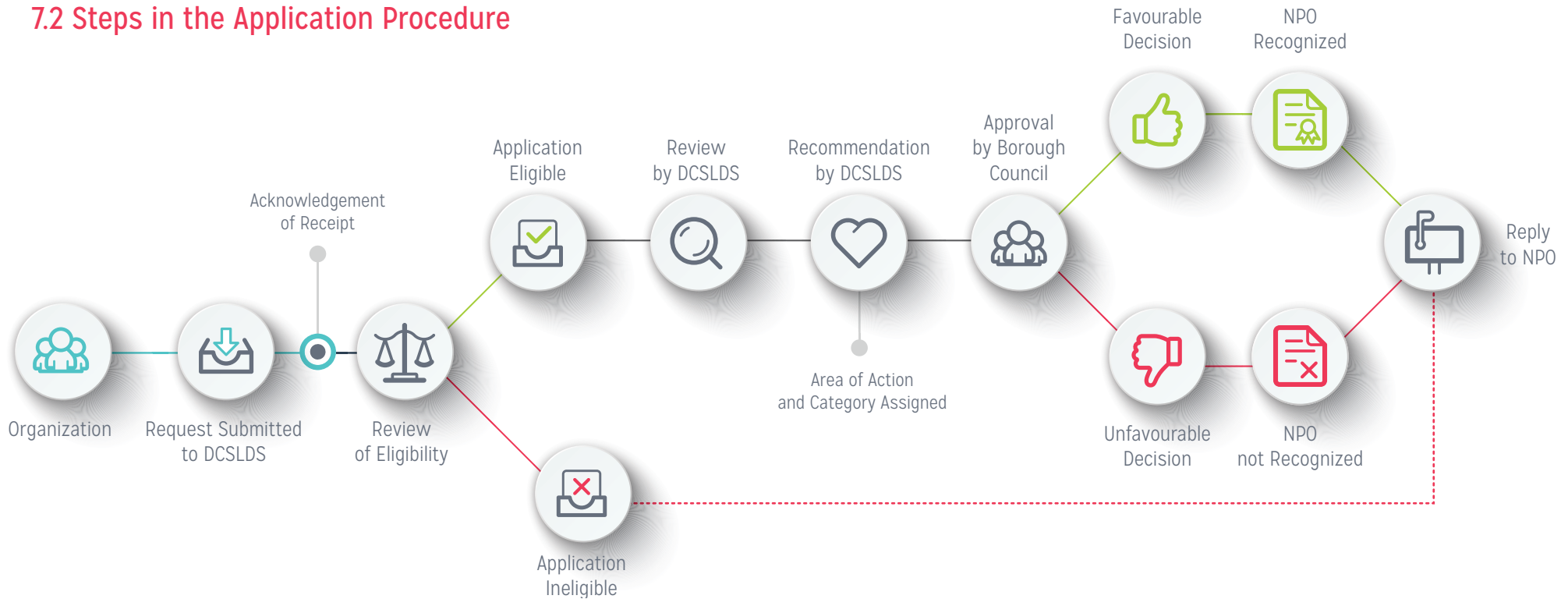
IF THE DECISION IS FAVOURABLE

The DCSLDS sends confirmation of recognition to the organization recognized by the Borough, stating the area of action and the category assigned for the organization and the name of its assigned contact at the DCSLDS. A memorandum of understanding is then signed, stating the obligations of the parties.

IF THE DECISION IS UNFAVOURABLE

The DCSLDS informs the organization of the reasons why.

7.2 Steps in the Application Procedure



7.3 New Application

If the application is rejected, the organization will have the opportunity to reapply starting one year following the date of refusal. If the organization wishes to reapply, it must be able to demonstrate a change with respect to the original reasons for refusal.

08

CONDITIONS FOR RETAINING RECOGNIZED STATUS

The Borough is committed to supporting any organization that provides services to its community, and is also committed to transparency toward its members. This obligation is reflected in its management of public funds, which allow the recognized organization to carry out its mission, as well as in respect for the mission itself.

Consequently, non-profit organizations receiving support are responsible for providing the Borough, their community and the people they serve with all of the information required to assess the services they provide. Certain reporting requirements have previously been identified in the criteria for recognition. They concern all recognized organizations and aim, among other things, at maintenance of recognition status.



8.1 Maintenance of Recognized Status and Annual Reporting Requirements

Recognized status **remains valid upon fulfilment of the criteria and requirements** related thereto. To retain their status as a recognized organization, under penalty of losing their recognized status and the privileges associated with it, **all organizations recognized by the Borough have the following obligations:**

- Remain compliant with the initial conditions for eligibility;
- Notify their contact at the DCSLDS of any change pertaining to their governance;
- Hold an annual general meeting of members, which a representative of the DCSLDS may attend;
- Submit to the DCSLDS, **once per year** and within **30 days following the annual general meeting**, the following documents:
 - a) Signed form regarding reporting requirements (available on the website or from the assigned DCSLDS contact);
 - b) Proof of active status in the Québec Enterprise Register;
 - c) Activity report;
 - d) Financial statements approved by the board of directors and tabled at the annual general meeting (audited per current standards) and budget forecast;

- e) List of the members of the board of directors and their full contact information;
- f) Agenda and minutes of the most recent annual general meeting;
- g) Liability insurance that meets the requirements of the City of Montréal⁸ **and** the City of Montréal-specific endorsement duly completed by the insurer⁹;
- h) For sports and recreation organizations, an updated list of all members/ participants and the number of Pierrefonds-Roxboro residents served (first name, date of birth, postal code, gender, etc.);
- i) Proof of affiliation with a federation (as applicable);
- j) Table of rates charged for activities (as applicable);
- k) Letters patent and general by-laws, if amended.

The Borough will send a reminder to that effect to all recognized organizations. Following receipt of these documents, the DCSLDS will conduct its annual review of the organization to confirm that its recognized status is to be maintained.



IMPORTANT: If the organization receives a total annual subsidy in excess of \$100,000 from the City of Montréal, it is required to submit its audited financial statements to the Inspector General of the City of Montréal.

8. After recognition is approved, the organization must purchase civil liability insurance that meets the requirements of the City of Montréal. The organization is responsible for having its insurer sign the City of Montréal-specific endorsement. The requirements and the endorsement are available as appendices to the *Application for Recognition* form or upon request by writing to dcslds-pr@montreal.ca.

9. The requirements and the endorsement are available as appendices to the *Application for Recognition* form or upon request by writing to the assigned contact.

8.2 Reviews

At any time, the Borough may review a recognized organization's category if it finds that its relationship to the organization has changed or that the organization no longer meets the criteria for its category.

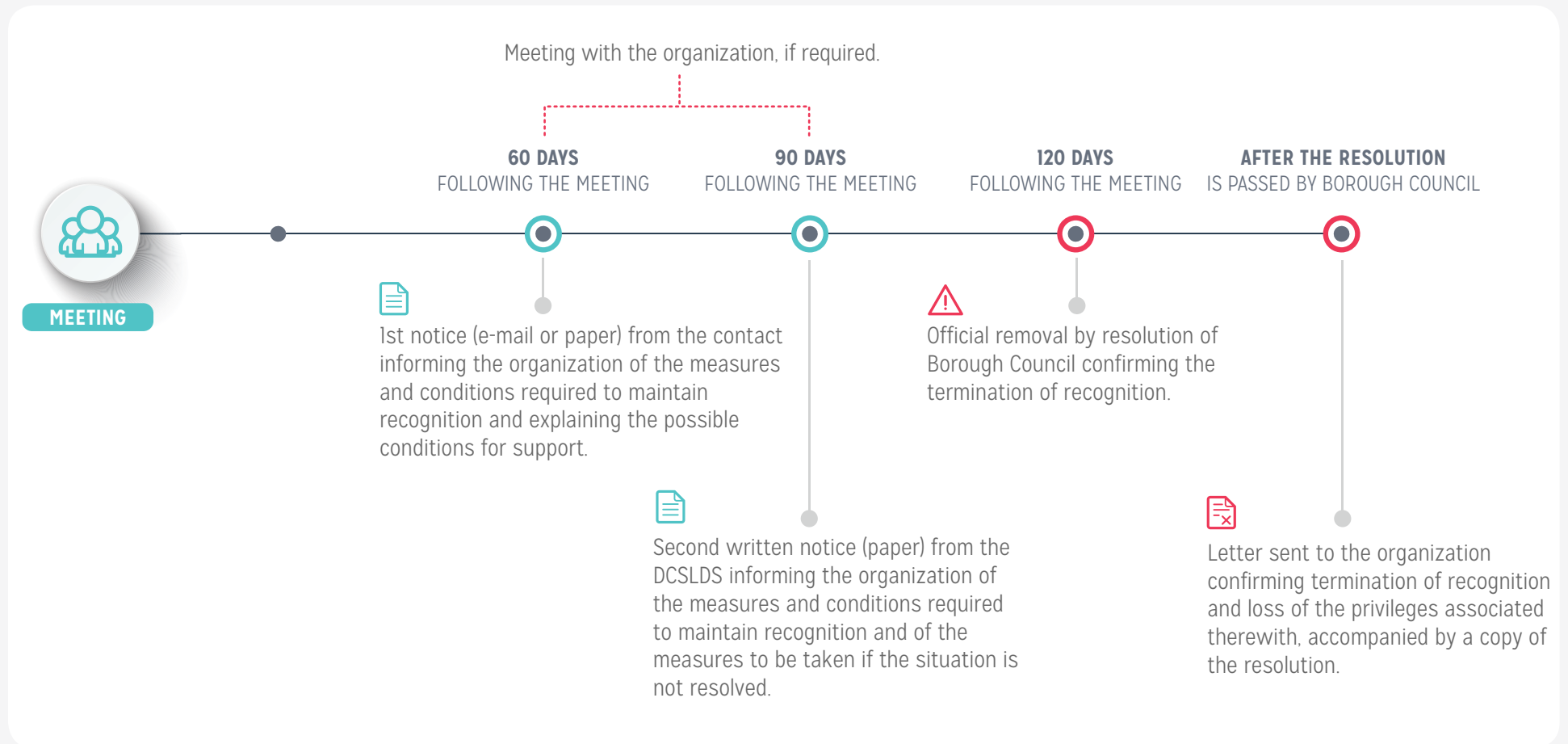
An organization may also request a review of its recognition category if it is able to demonstrate that its relationship to the Borough has changed or that, at the time of its request, the recognition category assigned to it does not reflect its relationship to the Borough. Only one request for review for the same reason is permitted per year. The organization must submit the request to its contact at the DCSLDS.



8.3 Revocation of Recognized Status

An organization that no longer meets the criteria and conditions for recognition will have its recognized status revoked, along with all the services to which it was entitled. Revocation will be confirmed by the Borough Council following a recommendation from the DCSLDS.

As applicable, this procedure will begin 60 days following the organization's annual general meeting:





8.4 Discontinued Operations

In the event of discontinued operations, recognition is suspended until such time as the organization has given written notice to the DCSLDS of its plans to irrevocably cease or resume operations.

8.5 Termination

At any time and on its own initiative, an organization may request termination of its recognized status by sending a letter signed by its designated representative to the DCSLDS along with an original copy of the Board of Directors resolution certifying the request. In the event of dissolution, the organization must send DCSLDS a memorandum of dissolution.



09 INFORMATION

9.1 Updating and Monitoring of the Policy

The Borough will conduct a five-year review, as needed, of its policy and the related documents with the aim of improving its support process for organizations, taking into account the needs of clientele, new trends, the evolving context of ministerial programs and agreements, the resources available, and its own policy orientations.

9.2 Transitional Period for Updating of the Policy

To mitigate the potential impacts on organizations, the Borough has planned a transitional period from **January 2021 to October 2021** to allow organizations to make the necessary adjustments to comply with the administrative criteria (4.1) and eligibility criteria (4.2).

Support services to which they had access will be maintained during this period. Thereafter, access to services will be based on an organization's new status.

During the transitional period, DCSLDS professional resources will be available to provide support and guidance to organizations as needed.

CONTACT

📍 Borough of Pierrefonds-Roxboro
**Culture, Sports, Recreation and Social Development
Department (DCSLDS)**

13 555, boulevard de Pierrefonds
Pierrefonds, Québec H9A 1A6

☎ Culture and Social Development: 514 626-0681

☎ Sports and Recreation: 514 626-1833

✉ dcslds-pr@montreal.ca

🌐 <https://montreal.ca/pierrefonds-roxboro>

f <https://www.facebook.com/pfds.rox/>



GLOSSARY OF TERMS

In this document, the terms below consistently have the following meanings.

Accessibility / universal design	The set of physical, economic, social, administrative, organizational, geographic, etc. conditions enabling residents to access and participate in public or private services.
Action plan	Document describing the actions to be taken and the means necessary to achieve the quantitative and qualitative objectives of a work unit, according to a budget and a defined timeframe.
Activity report	Document a few pages in length describing the mission of an organization, profiling its team (organization chart), explaining its action strategies (planning), the characteristics of the people it serves (statistical portrait) and its achievements during the past year, and outlining its future plans.
Agreement	Commitment, verbal or in writing, to principles, actions, goods or services to be shared between individuals or organizations according to shared objectives or interests.
Association	Group or assembly of persons, united by similar purposes or interests, and pooling certain resources for those purposes.
Borough	The Borough of Pierrefonds-Roxboro.
Citizen	A person who lives in the Borough of Pierrefonds-Roxboro. (<i>Resident</i> also used on occasion.)
City	The City of Montréal.
Club	Free assembly or association of people who devote their leisure time to activities of common interest, using a meeting place adapted to the pursuit of their activities or interests.
Collaboration	The organization must demonstrate its capacity to collaborate with the various borough authorities both in the design, planning, implementation and evaluation of activities offered to the public and in the interactions that develop between people.
Community activity	Set of activities initiated by residents, associations or independent companies in relation to public institutions that, with the participation and commitment of residents, aim to transform living conditions and social relations, deliver services to the public or defend and promote rights. Organizations whose primary mission is to plan, organize and program such activities are considered community-based organizations or community groups. Such organizations are not cultural, sports or recreational organizations, nor are they foundations, associations or professional, labour, partisan or religious bodies.
Complementary	The quality of a service offering aimed at residents that adds value to the existing offering, whether in terms of the client groups served, the services offered or the geographic area.
Consultation	Process based on the sharing of ideas, exchange of information and pooling of resources toward collective action in solidarity to resolve common issues and challenges or implement development projects (in French, <i>concertation</i>).
Contract for services	Memorandum of understanding between the City and an NPO under which the latter's services are retained, according to the terms of the agreement, to carry out a specific mandate.
DCSLDS	The Culture, Sports, Recreation and Social Development department of the Borough of Pierrefonds-Roxboro (in French, <i>Direction Culture, Sports, Loisirs et Développement social</i>).

Diversity	<p>The term has a twofold meaning.</p> <p>First, it means that the organization is involved in one or more areas of activity, such as culture, sports, recreation and certain areas of social development, and offers services and activities through a distinctive approach that differentiates it from others.</p> <p>It can also mean that the organization serves one or more categories of clientele that refer to a diversity of individual profiles in terms of geographic origin, socio-professional category, culture, religion, custom, age, gender, level of education, sexual orientation, physical appearance, etc.</p>
Eligibility	The activities and services provided by the organization are assessed against various criteria prioritized by the DCSLDS.
Facilities	Refers to equipment such as indoor or outdoor recreational and sports grounds—soccer pitches, baseball diamonds, basketball courts, pétanque courts, skating rinks, swimming pools, gymnasiums—buildings or premises occupied on a temporary, periodic or permanent basis, exhibition halls, rehearsal studios, performance halls or any other facility owned, leased or loaned to the Borough by a third party for the purpose of carrying out activities under the Borough's authority or by organizations recognized under the Policy.
Family	The concept of family implies interaction between two generations as well as the care by an adult of a child ranging in age from birth to 18 years. This definition includes couples of the same or different genders, regardless of marital status, and all types of families: traditional, single-parent, blended and foster families, as well as grandparents caring for one or more grandchildren.
Family clientele	Client group made up exclusively of families. See <i>Family</i> .
Foundation	NPO whose sole mission is the raising and allocation of funds.
General meeting	A meeting of the members in good standing of a duly established organization, with democratic equality of members entitled to speak and vote, and exercising the powers statutorily vested in it by its mission and by-laws.
Inclusive	Inclusion is based on the recognition and valuing of differences among people as a way to enrich planning, decision-making and quality of life for everyone.
Institution	Public or parapublic organization constituted under the laws of Québec or Canada.
Members	Members are those persons who elect the directors at the annual general meeting of the organization. For the purposes of recognition, citizens, residents or users may be considered members if they are defined as such in the organization's by-laws.
NPO Non-profit organization	Legal entity, consisting of three or more members, formed and operated exclusively for non-profit purposes and whose sole purpose is to further the objectives of the organization.
Organization	Refers to an NPO of any size or type that provides programs and services to clients in a formal or informal capacity, regardless of whether staff are paid or volunteer.
PANAM organization	In Montréal, 80% of sports and recreation events and activities are provided to the public thanks to significant contributions from the community sector; there are more than 1,800 organizations that collaborate with one or more Montréal boroughs. Added to these are some forty specialized organizations providing sports and recreation events and activities adapted to the specific needs of Montrealers living with disabilities. These pan-Montréal organizations are identified under the designation PANAM because they provide services to residents of all boroughs. With the limited number of people living with the same functional limitation in each borough, the boroughs cannot provide them with services adapted to their specific needs. As a result, these Montrealers often travel outside their borough to a recreation centre operated by a PANAM organization offering activities adapted to their needs. The majority are residents using services outside their borough.
Participants	Refers to the people benefiting from the services offered by the organization as defined in its by-laws.

Policy	The <i>Pierrefonds-Roxboro Borough Policy on Recognition of and Support for Non-Profit Organizations</i> .
Premises	Spaces for administrative purposes, receptions, meetings and regular or occasional activities. (<i>Space</i> also used on occasion.)
Regular activity	Event or activity organized by an organization every year pursuant to its mission and mandate.
Resident	A person who lives in the Borough of Pierrefonds-Roxboro. (<i>Citizen</i> also used on occasion.)
Solidarity co-operative	<p>A solidarity co-operative is characterized by diversification of its members and openness to partnership. Per the provisions of Chapter VII, Title II.1 of the Co-operatives Act, a solidarity co-operative can be described as one that consists of at least two of the following categories of member:</p> <p>“(1) User members, that is, persons or partnerships that are users of the services provided by the co-operative as producers or consumers; (2) Worker members, that is, natural persons who are workers of the co-operative; (3) Supporting members, that is, any other person or partnership that has an economic, social or cultural interest in the pursuit of the objects of the co-operative. (1997, c. 17, s. 2; 2003, c. 18, s. 128.)”</p> <p>A solidarity co-operative therefore offers people with common interests and diversified needs the opportunity to group together in a single co-operative. This new form of co-operative is aimed at all activities supported by the community, especially those within the social economy sector.</p>
Special activity	An activity that is continuous with an organization’s mandate, but is exceptional and non-recurring in nature.
Sports facility	A playing surface specific to a sport. An arena is a venue for ice sports (e.g., hockey, figure skating, speed skating). A gymnasium is a facility for indoor sports (e.g., basketball, volleyball, badminton) A swimming pool is a venue for aquatic sports. An outdoor sports field is a facility for sports including baseball, soccer, cricket, etc.
Support/Assistance	Any form of assistance (e.g., financial, material, property, human) that helps achieve explicitly agreed-upon objectives.
Sustainable development/ Sustainability	Refers to “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”
Targeted agreement	Memorandum of understanding between the Borough and an NPO for a specific service or support.
Volunteer	Refers to an individual who decides of their own free will to provide a service or perform an activity, without being forced or feeling any obligation to do so. The individual performs the service or activity to help a person, an organization or the community and is not paid for it.
Vulnerable person	A person who, because of age (under 18 or over 65), disability or functional limitation, or circumstances, whether temporary or permanent, finds it difficult or impossible to protect themselves and is therefore at greater risk of abuse or aggression. This definition includes children, youth, seniors, persons living with a physical, social, emotional or other challenges, as well as victims of crime or misdeeds.

APPENDIX 1

Financial Assistance Programs for Recognized Organizations

There are several municipal programs that provide support to organizations active in the priority areas identified by the Borough.

1. Financial Assistance in Support of the Organization's Mission

1.1. General Conditions

Once recognition is obtained, depending on the organization's mission and type of clientele served, the organization may qualify for funding in support of its mission under one of the streams listed below. Note that an organization's eligibility is linked to its categorization, as assigned by the DCSLDS: A, B, C, EC or culture, sports, recreation, social development.

Without limitation to Article 137 of the Charter of the City of Montréal, when funding is to be drawn from a Borough-administered budget, the Borough Council makes the decision as to whether to provide support. These decisions are final and without appeal. No financial support is granted without the approval of the Borough Council.

The *Programme d'aide financière en soutien à la mission* (program for funding in support of the organization's mission) has four streams:

1. Sport and Active Leisure, Outdoor Social and Science
2. Social Development: for social and community organizations
3. Culture and Cultural Leisure: for organizations providing activities in the area of arts & culture
4. Senior Leisure: activities for residents aged 50 and older

Application of all streams of the *Programme d'aide financière en soutien à la mission* is the responsibility of DCSLDS staff. The following rules apply¹⁰:

- Organizations have access to the Program the year following their recognition.
- The amount awarded cannot exceed 50% of the organization's annual revenues.
- The funding will be awarded following analysis and recommendation.
- The share of funding awarded to the organization is for a duration of one year.
- All communications by the organization must mention the funding provided by the Borough.

1.2. Commitment by Organizations Receiving Assistance

Organizations receiving financial assistance under this stream agree, among other things, to:

- Sign the financial contribution agreement with the City of Montréal and comply with all of its provisions;
- Provide all documents required annually by the Borough for maintenance of recognized status, including the City of Montréal endorsement providing proof of liability insurance; and
- Complete the reporting form explaining how the financial contribution was used.

Sections 1.3, 1.4, 1.5 and 1.6 specify the organizations covered, the nature of assistance and the specific conditions for each stream.

¹⁰. Even if an organization qualifies, this will not necessarily entitle it to funding or other resources, nor does it commit the DCSLDS to providing support, as it is also subject to a number of considerations, including the availability of resources in the Borough.

1.3. Sport and Active Leisure, Outdoor Social and Science

Organizations Covered

This funding is for organizations that are recognized under the *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for NPOs in the Sport and Active Leisure, Outdoor Social and Science (including day camps)* areas of action and that provide activities aimed primarily at young people under 18 years of age.

Organizations providing activities for adults (ages 18 to 50) can only be recognized in Category C without financial assistance.

Nature of Assistance

The financial assistance provided to the organization allows it to support implementation of its activities and helps reduce its operating expenses (salaries, supervision, volunteer training) so that it can charge residents affordable rates. It also helps defray expenses related to the organization's involvement and outreach in the borough (representation) as well as those related to community life.

The assistance from the Borough consists in an annual subsidy per participating Pierrefonds-Roxboro resident registered for the activity in question. MAXIMUM amounts payable are as follows:

- \$12,000 to an organization recognized in Category A;
- \$5,000 to an organization recognized in Category B;
- \$300 to an organization recognized in Category C aimed at youth aged 18 or under;
- This program is not available to organizations recognized under EC; see the agreement

This funding also takes the following factors into account:

- The credits available for this program;
- The DCSLDS's evaluation of the organization's prior-year activities (criteria available upon the organization's request).

1.4. Social Development Stream: For Community Groups

Organizations Covered

This funding is for organizations that are recognized under the *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for NPOs in the Social Development* area of action.

Nature of Assistance

The financial assistance provided to the organization allows it to support implementation of its activities and helps reduce its operating expenses (salaries, supervision, volunteer training) so that it can assure accessibility of its services to citizens. It also helps defray expenses related to the organization's involvement and outreach in the borough (representation, consultation, mobilization) as well as those related to community life.

The assistance from the Borough consists in an annual subsidy. MAXIMUM amounts payable are as follows:

- \$8,000 to an organization recognized in Category A;
- \$3,000 to an organization recognized in Category B;
- \$300 to an organization recognized in Category C and that provides its activities free of charge;
- This program is not available to organizations recognized under EC; see the agreement..

This funding also takes the following factors into account:

- The credits available for this program;
- The number and percentage of Pierrefonds-Roxboro residents who use the organization's services;
- Other funding received by the organization;
- The DCSLDS's evaluation of the organization's prior-year activities (criteria available upon the organization's request).

1.5. Culture and Arts & Culture Leisure Stream: For Arts & Culture Groups

Organizations Covered

This funding is for organizations that are recognized under the *Pierrefonds-Roxboro Borough Policy on Recognition of and Support for NPOs* in the Culture and Cultural Leisure area of action and that provide activities aimed primarily at young people under 18 years of age.

Organizations providing activities for adults (ages 18 to 50) can only be recognized in Category C.

Nature of Assistance

The financial assistance provided to the organization allows it to support implementation of its activities and helps reduce its operating expenses (salaries, supervision, volunteer training) so that it can charge residents affordable rates. It also helps defray expenses related to the organization's involvement and outreach in the borough (representation) as well as those related to community life.

The assistance from the Borough consists in an annual subsidy per participating Pierrefonds-Roxboro resident registered for the activity in question. MAXIMUM amounts payable are as follows:

- \$5,000 to an organization recognized in Category A;
- \$2,000 to an organization recognized in Category B;
- \$300 to an organization recognized in Category C;
- This program is not available to organizations recognized under EC; see the agreement.

This funding also takes the following factors into account:

- The credits available for this program;
- The DCSLDS's evaluation of the organization's prior-year activities (criteria available upon the organization's request).

1.6. Senior Leisure Stream: Activities for Residents Aged 50 and Older

Organizations Covered

This funding is for organizations that are recognized under the *la Pierrefonds-Roxboro Borough Policy on Recognition of and Support for NPOs* in the Leisure area of action (all categories) and that provide activities for people aged 50 and older.

Nature of Assistance

The financial assistance provided to the organization allows it to support implementation of its activities and helps reduce its operating expenses (salaries, supervision, volunteer training) so that it can charge residents affordable rates. It also helps defray expenses related to the organization's involvement and outreach in the borough (representation) as well as those related to community life.

The assistance from the Borough consists in an annual subsidy per participating Pierrefonds-Roxboro resident aged 50 or older registered for the activity in question. MAXIMUM amounts payable are as follows:

- \$5,000 to an organization recognized in Category A;
- \$2,000 to an organization recognized in Category B;
- \$300 to an organization recognized in Category C;
- This program is not available to organizations recognized under Category EC; see the agreement.

This funding also takes the following factors into account:

- The credits available for this program;
- The DCSLDS's evaluation of the organization's prior-year activities (criteria available upon the organization's request).

2. Borough Development Program

2.1. General Conditions

The *Programme de développement de l'Arrondissement* (Borough Development Program) was created to promote development of the community and provide innovative alternatives to meet citizens' constantly evolving needs.

The *Programme de développement de l'Arrondissement* has three streams:

1. Culture
2. Sports and Leisure
3. Social Development

2.2. Arts & Culture Stream

Priorities are established in the Local Cultural Development Plan and the Master Plan for Parks and Waterfront Development.

2.3. Sports and Recreation Stream

Priorities are established in the Master Plan for Parks and Waterfront Development and the Local Sports and Recreation Development Plan.

2.4. Social Development Stream

Priorities are established in the Local Social Development Action Plan.

3. City of Montréal Programs

This type of grant can be awarded to recognized organizations based on availability of funds and the terms and conditions of access to those funds as determined by the City, the Montréal Agglomeration Council or the agreements between the City and government bodies.

Based on the sources of funding and in accordance with the programs in force, the borough is required to set the criteria for the allocation of grants and the amounts to be awarded, to give advice on the relevance of projects funded, or to help evaluate those projects.

Organizations seeking this type of grant must submit projects that are consistent with the orientations, objectives and conditions established by the programs, policies or agreements managed by the City. Depending on the rules applicable in each case, grants awarded under this program are still likely to be governed by an agreement between the recipient organization and the Borough.

These programs are, among others:

- The Montréal Children's Policy
- The *Fonds administratif d'initiatives sociales dans le cadre des alliances pour la solidarité* (City-MTESS 2018-2023)
- Montréal Support Program for the Citizen Action on Public Security - TANDEM (funds managed by the Urban Security Table of the Borough of Pierrefonds-Roxboro)
- *Programme de prévention de la violence commise et subie chez les jeunes*
- *Programme intervention de milieu pour les jeunes de 12 à 30 ans* (PIMJ)
- Programs with the Montréal Newcomers Integration Office (BINAM)
- *La pratique artistique amateur: vers une citoyenneté culturelle dans les quartiers* program

APPENDIX 2

Professional, administrative and communications support

Description and Procedure

Subject to the resources at its disposal and depending on availability, the Borough can provide a range of support services.

Support made available to recognized organizations will be allocated on a priority basis according to the category assigned to each organization.

1. Professional Support

ELIGIBILITY	A	B	C	EC
Administration and Democratic Life: Notices and advice	✓	✓	✓	Per agreement
Administration and Democratic Life: Support and guidance	✓			
Support for development	✓			
Assistance for events organization	✓	✓		

Professional support is provided by the Culture, Sports, Recreation and Social Development Department. Each organization is assigned a unique contact who can assist with management and organization of its activities, whether in matters of governance, programming or event planning.

2. Administrative and Communications Support

ELIGIBILITY	A	B	C	EC
Mailbox	✓	✓	✓	Per agreement
Postings on digital displays	✓	✓	✓	
Distribution in the municipal bulletin	✓	✓	✓	
Access to tickets to shows presented as part of the Borough's arts & culture programming for distribution to members	✓	✓		

2.1. Mailbox

The Borough has mailboxes available at the Pierrefonds Cultural Centre for organizations and associations who request one to receive mail. Organizations wishing to avail themselves of this service must send a request to their designated contact. The order of priority for allocation of mailboxes is EC, A, B, C.

2.2. Postings on Outdoor Digital Displays

There are digital displays at strategic intersections in the Borough. Recognized organizations are eligible to use this service to invite members of the public to special events that are open to the public, accessible to everyone and inclusive.

2.2.1. Types of Message and Content

The digital displays are not used for personal, political, religious, propaganda or advertising purposes. Messages must be in the public interest. Their purpose is to invite members of the public to take part in a particular event organized by a group, association or institution or to provide safety advice, emergency instructions, reminders of municipal by-laws or promote economic and residential development. Messages other than emergency messages may not be directed exclusively to a distinct group of people; e.g., members of an association, students of an art teacher or volunteers with an organization.

Messages are displayed alternately in English and French. All signs display the same message unless there is an emergency in a neighbourhood requiring display of a specific message (e.g., water main break, water shut-off, street closing).

2.2.2. Procedure to Follow

Requests for use of these message spaces must be submitted in writing to the organization's dedicated contact at least 10 working days prior to the event date. Messages are displayed for a maximum of 10 days.

2.3. Distribution via the Municipal Bulletin

The Borough publishes the *Life in Pierrefonds-Roxboro / Vivre à Pierrefonds-Roxboro* newsletter three times per year.

- Organizations that offer services or hold special events in collaboration with the Borough may promote them in the municipal bulletin.
- Recognized organizations are invited to publish their contact information in the bulletin.

Organizations must submit their request by e-mail to their dedicated DCSLDS contact. Information that is not submitted before the deadline unfortunately cannot be published.

APPENDIX 3

Technical and Material Support

Description and Procedure

Subject to the resources at its disposal and depending on availability, the Borough can provide a range of support services.

Conditions apply, to ensure that as many organizations as possible can benefit from this support equitably while allowing the Borough to maintain the budget for this purpose at a reasonable level.

Support made available to recognized organizations will be allocated on a priority basis according to the category assigned to each organization.

1. Use of Premises

The Borough makes spaces available in facilities that it owns for organizations to hold meetings or events, free or charge or at a preferential rate.

List of municipal buildings

- Pierrefonds Cultural Centre (PCC)
- Gerry Robertson Community Centre (GRCC)
- Marcel Morin Community Centre (MMCC)
- West Community Centre (WCC)
- Roxboro Park Chalet

1.1. Reservations for Specific Periods, for a Season or for Regularly Scheduled Activities

ELIGIBILITY	A	B	C	EC
Periodic reservations for program of regular activities	✓	✓	\$ Preferential rate	Per agreement

Recognized organizations are asked to submit their space requirements for their activity season. Reservation requests must be submitted to their designated contact no later than:

- March 1, for the summer season;
- June 1, for the fall, winter and spring seasons.

Requests will be reviewed by the DCSLDS based on the availability of facilities, the nature of the activity, the organization's category, the type of activity and the alignment between the organization's mission and the facilities' functions.

An acknowledgement of receipt will be sent to the organization. Processing times are 30 days for organizations recognized under categories EC and A and 45 days for organizations recognized under categories B and C FOLLOWING the request submission date. Confirmation will be sent by e-mail.

1.2. Reservations for Occasional Activities, Annual General meetings and Board Meetings

ELIGIBILITY	A	B	C	EC
One-time reservation	Subject to availability	Subject to availability	Subject to availability	Per agreement
Democratic Life: annual general meeting	Once/year	Once/year	Once/year	
Democratic Life: board of board of directors meeting	Per agreement if organization has no administrative spaces	Per agreement if organization has no administrative spaces	Per agreement if organization has no administrative spaces	

All recognized organizations may request a space for temporary use (e.g., lecture/talk, meeting, special activity, information session, training), to hold their annual general meeting or to hold meetings of their board of directors (if the organization has no administrative spaces).

Organizations are asked to submit their space requirements to their designated DCSLDS contact no later than:

- March 1, for the summer season;
- June 1, for the fall, winter and spring seasons.

An acknowledgement of receipt will be sent to the organization. Requests will be reviewed by the DCSLDS based on the availability of facilities, the nature of the activity, the organization's category, the type of activity and the alignment between the organization's mission and the facilities' functions.

Recognized organizations may also submit requests during the year for unplanned needs. In such cases, the request must be submitted to the designated contact at least 20 working days in advance. Space will be awarded on a first-come, first-served basis, in the order in which reservation requests are received.

In the event of conflicting space reservation requests, the space will be awarded based on the following order of priority:

- First, Borough programming;
- Second, organization recognized under the EC category;
- Third, organization recognized under Category A;
- Fourth, organization recognized under Category B;
- Fifth, organization recognized under Category C.
- Sixth, non-recognized organization or Pierrefonds-Roxboro resident.

1.3. Special Events: In a Municipal Building, on a Public Site or at a Sports Facility

ELIGIBILITY	A	B	C	EC
Special event	1 request/year	1 request/year	1 request/year	Per agreement

All organizations recognized under the Policy may submit one request per year to the DCSLDS to hold a special event (e.g., themed party, fundraiser, employee party) in a municipal building, in a public space or at a sports facility.

Public space includes streets, alleyways, sidewalks, parks, public places and squares, waterfront spaces, community and public gardens, trails, medians, municipal parking lots and other exterior properties belonging to the City of Montréal. Use of public property for purposes other than those normally intended is a privilege accompanied by responsibilities, not a right.

Organizations are asked to submit their special-event requirements to their designated DCSLDS contact no later than:

- March 1, for the summer season;
- June 1, for the fall, winter and spring seasons.

An acknowledgement of receipt will be sent to the organization. Requests will be reviewed by the DCSLDS based on the availability of facilities, the nature of the activity, the organization's category, the site's functions and all requests received.

1.4. Conditions for Use of Premises

Recognized organizations that use Borough facilities must sign a loan agreement and promise to comply with the reservation and rental conditions.

1.5. Cancellation Policy

- The Borough has the right to demand that users vacate a space at any time. The Borough also reserves the right to bar access to a building for any justifiable reason, without compensation.
- Any change to the type of activity specified on the reservation request, if not authorized by the Borough, may result in the loan of the space being cancelled.
- An organization that fails to comply with the end time of the activity indicated on its permit and in so doing exceeds the normal working hours of maintenance or surveillance personnel will be required to bear the costs thereof.
- An organization that fails to provide the DCSLDS with at least 24 hours' notice of cancellation of an activity will be assessed the penalty set out in the current fee schedule. For events held on weekends, the deadline is Friday before noon. The organization must notify its designated sponsor of the cancellation of the reservation by leaving a message in their voice mail or notifying them by e-mail. The message must state the location of the reservation, the date, the time period and the reason for the cancellation.

2. Planning and Reservations for Sports Facilities

The Borough makes sports facilities available to organizations that require them for activities related to their mission. A reservation and use planning service for these facilities is in place to ensure optimum, co-ordinated use.

Types of Facility

Indoor

- The Borough's gymnasiums are available to organizations whose mission is to organize physical activities and sports normally done in a gym.
- The Borough's indoor skating rinks are available at a preferential rate exclusively to associated organizations whose mission is to organize ice sports.

Outdoor

- The Borough's sports fields are available to organizations whose mission is to organize physical activities and sports normally done on such fields.
- The Borough's outdoor skating rinks are available exclusively to associated organizations whose mission is to organize ice sports.

2.1. Reservations for Specific Periods or a Season

ELIGIBILITY	A	B	C	EC
Indoor sports facility (based on organization's mission)	✓	✓	\$ Preferential rate	Per agreement
Outdoor sports facility (based on organization's mission)	✓	✓	✓	

Organizations are asked to submit their sports-facility requirements ahead of their activity season. Reservation requests must be made to the designated contact no later than:

- March 1, for the summer season;
- June 1, for the fall, winter and spring seasons.

Requests will be reviewed by the DCSLDS based on the availability of facilities, the nature of the activity, the organization's category, the type of activity and the alignment between the organization's mission and the facilities' functions.

An acknowledgement of receipt will be sent to the organization. Processing times are 30 days for organizations recognized under categories EC and A and 45 days for organizations recognized under categories B and C FOLLOWING the request submission date. Confirmation will be sent by e-mail.

3. Equipment Loans, Transportation and Installation

3.1. Equipment Loans

The Borough can assist in the organization of activities or events by lending certain equipment, provided it is available. Equipment can be reserved as follows:

- The loan or rental request must be submitted in writing to the organization's dedicated contact.
- Requests concerning major events presented between May and September must be submitted to the dedicated contact no later than March 1 of each year.
- Requests are submitted by e-mail at least 20 working days before the scheduled event/activity date.
- The organization's representative undertakes to immediately inform the person in charge at the Borough of any loss or damage to the property entrusted to them.
- The organization is responsible for the equipment loaned by the Borough. The organization shall reimburse the Borough for equipment made available to it that is lost, stolen or returned in poor condition.

Note : These deadlines apply only to events that do not involve the lending of spaces or the reservation of sports facilities. For any equipment loan request linked to a request for space or a sports facility, the equipment request must be submitted at the same time.

3.2. Transportation and Installation of Equipment

If requested by the organization, the equipment loaned by the Borough can be delivered to the site of the activity or event. Availability is subject to the Borough's operational priorities (e.g., snow removal has priority over transportation of equipment for an organization).

This service is available only within the territory of the Borough of Pierrefonds-Roxboro.