

Policy on Recognition of and Support for NPOs

RECOGNITION APPLICATION FORM

INSTRUCTIONS

To file a request for recognition, you must comply with all of the criteria listed in the Pierrefonds-Roxboro *Policy on Recognition of and Support for NPOs*, which is available on the Borough website. <https://montreal.ca/en/pierrefonds-roxboro>

ELIGIBILITY OF THE ORGANIZATION

Check Yes or No if your organization:	Yes	No
1. Is a non-profit organization duly constituted under one of the following legal structures: Provincial <i>Companies Act</i> (Part III) or <i>Amusement Clubs Act</i> , Federal <i>Canada Corporations Act</i> (Part II), Provincial <i>Cooperatives Act</i> , or grouping of organizations listed in the Québec Enterprise Register.		
2. Complies with the laws and regulations in force concerning the governance and democratic functioning of NPOs.		
3. Carries out activities on the territory of the Borough or intends to do so with a specific project.		
4. Has as its local economic development, community, cultural or social development, or has as its purpose the organization and promotion of physical or cultural activity.		
5. Conducts activities consistent with its mission as an NPO.		
6. Has existed legally for at least 18 months or is able to demonstrate its ability to carry out its mission.		
7. Exhibits sound and transparent financial management.		
8. Has a public and inclusive program.		
9. Offers services that complement existing activities on the Borough territory (complementary clientele, service offering or geographic sector).?		

EXCLUSIONS

<p>The Pierrefonds-Roxboro <i>Policy on Recognition of and Support for NPOs</i> does not cover public institutions with which specific agreements may exist, such as:</p> <ul style="list-style-type: none"> – School boards; – Local employment centres; – Integrated university health and social services centres (centres intégrés universitaires de santé et de services sociaux, or CIUSSS); – Private teaching institutions. <p>Certain organizations whose actions are not consistent with the mission of the Culture, Sports, Recreation and Social Development Department (Direction Culture, Sports, Loisirs et Développement social, or DCSLDS) are excluded; i.e., the following:</p> <ul style="list-style-type: none"> – 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.

If you have checked “Yes” next to every criterion and are not an organization excluded from the recognition process, please fill in the form to complete your request for recognized status.

If you have checked “No” next to one or more criteria or you have doubts about your organization’s eligibility, please contact the DCSLDS for more information **BEFORE filling out the form.**

RECOGNITION APPLICATION FORM

INSTRUCTIONS

Complete, sign and submit the form along with all required documents to the **Culture, Sports, Recreation and Social Development Department (DCSLDS) of the borough of Pierrefonds-Roxboro** at:

dcslsds-pr@montreal.ca

or

DCSLDS – Demande de reconnaissance:

13 555 boul. Pierrefonds, Pierrefonds-Roxboro (Qc), H9A 1A61A6

Submit all documents before April 30 or October 31 of each year.

Incomplete applications will not be processed.

IDENTIFICATION OF REQUESTING ORGANIZATION

Name of organization in full (as it appears on your charter)	
Address in full	
Phone	
E-mail	
Website, if applicable	
Charity number, if applicable	
Affiliated federation or association, if applicable	
Tax registration nos. (GST and TVQ)	

Under which legal status is the NPO registered?

Constituted under the Provincial <i>Companies Act</i> (Part III) or <i>Amusement Clubs Act</i>	
Constituted under the Federal <i>Canada Corporations Act</i> (Part II) or <i>Canada Not-for-Profit Corporations Act</i>	
Non-profit solidarity cooperative established under the provincial <i>Cooperatives Act</i>	
Grouping of organizations listed in the Québec Enterprise Register (issue table or “table de concertation”)	
Registration no.	Date of incorporation

Does the organization have one of the following City of Montréal recognitions?

PANAM recognition (Montréal-wide)	Yes	No
<i>Programme de soutien aux associations sportives régionales</i>	Yes	No

REPRESENTATIVE APPOINTED BY THE ORGANIZATION

Full name	
Role	
Phone	
E-mail	

MISSION AND VISION OF THE ORGANIZATION (per letters patent)

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GOVERNANCE AND DEMOCRACY

Date of most recent Annual General Meeting (AGM):			
Does the organization have processes for involving members and/or volunteers in the decision-making process?	Yes		No
If Yes, what are they? <i>(E.g., votes at Annual General Meeting (AGM), participation in Board of Directors, consultation mechanisms, other powers of members as described in the general by-laws)</i>			

ACTIVITIES OF THE ORGANIZATION

What need(s) on the Borough territory does the organization seek to address through its activities/services/actions? <i>(E.g., foster healthy lifestyle habits, promote physical activity, child development, support at-risk families.)</i>																											
What is the organization's area of action?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Baie d'Urfé</td><td></td></tr> <tr><td>Beaconsfield</td><td></td></tr> <tr><td>Dollard-des-Ormeaux</td><td></td></tr> <tr><td>Dorval</td><td></td></tr> <tr><td>Kirkland</td><td></td></tr> <tr><td>L'Île-Bizard–Sainte-Geneviève</td><td></td></tr> <tr><td>Pierrefonds-Roxboro</td><td></td></tr> <tr><td>Pointe-Claire</td><td></td></tr> <tr><td>Sainte-Anne-de-Bellevue</td><td></td></tr> <tr><td>Senneville</td><td></td></tr> <tr><td>Montreal</td><td></td></tr> <tr><td>Québec</td><td></td></tr> <tr><td>Other (Specify)</td><td></td></tr> </table>	Baie d'Urfé		Beaconsfield		Dollard-des-Ormeaux		Dorval		Kirkland		L'Île-Bizard–Sainte-Geneviève		Pierrefonds-Roxboro		Pointe-Claire		Sainte-Anne-de-Bellevue		Senneville		Montreal		Québec		Other (Specify)	
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State in which location(s) within Pierrefonds-Roxboro the organization undertakes or intends to undertake its activities. <i>(E.g., name of facility, sports field, sector.)</i>																											

If applicable, name the other organizations with activities/services in Pierrefonds-Roxboro that are similar to yours and explain what differentiates your activities/services from theirs (in terms of clientele, services offered or geographical area).

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How does the organization publicize the services it offers to its target population?

Social media platforms (state which ones):	
Newspapers (state which ones):	
Organization's website	
Radio/television	
Posting	
Promotion in schools	
Borough's communications tools (digital displays, municipal bulletin)	
Other (specify):	

POPULATION SERVED

Considering all of the organization's services and activities, indicate the number and percent (%) breakdown of your clientele for the most recent year of operations.

Place of residence	Number of participants	%
Borough of Pierrefonds-Roxboro		
Other Montréal boroughs (e.g., Île-Bizard–Ste-Geneviève, Lachine)		
Linked cities (Dollard-des-Ormeaux, Pointe-Claire, Kirkland, Dorval, Baie-D'Urfé, Sainte-Anne-de-Bellevue)		
Off the island of Montréal (e.g., Île-Perrot, Vaudreuil, Laval)		
Total		100%

Which among the following clienteles does the organization primarily serve? Please check all that apply.

Pre-school ages 0–5	<input type="checkbox"/>	Partner organizations	<input type="checkbox"/>
Children ages 6–12	<input type="checkbox"/>	Persons experiencing poverty or exclusion	<input type="checkbox"/>
Teens ages 13–17	<input type="checkbox"/>	Persons with functional limitations	<input type="checkbox"/>
Young adults ages 18–24	<input type="checkbox"/>	Persons experiencing mental health challenges	<input type="checkbox"/>
Adults ages 25–55	<input type="checkbox"/>	Persons living with an intellectual disability	<input type="checkbox"/>
Seniors ages 55 and up	<input type="checkbox"/>	Cultural communities	<input type="checkbox"/>
Families	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

In what way does the organization ensure a public and inclusive program of activities/services? (E.g., strategies, policies, practices.)

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HUMAN RESOURCES

Number of full-time salaried employees:	Number of part-time salaried employees:
Number of volunteers:	Number of volunteer hours per year:

REMINDER:

You must append the following documents to your application:

- Copy of the organization's charter and any additional letters patent
- Proof of the most recent declaration to the Québec Enterprise Register
- General by-laws
- List of the members of the Board of Directors and their full contact information
- Annual report of activities for the previous year
- Updated list of members and the number of Pierrefonds-Roxboro residents served
- Financial statements for the most recent fiscal year
- Minutes of the most recent AGM
- Proof of insurance that meets the requirements of the City of Montréal and confirms civil liability insurance compliant with the requirements (see Appendix B)
- Table of rates charged for activities (as applicable)
- Copy of the certificate from the sports federation or regional association certifying that the organization is a member (if applicable)

- 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 (see Appendix A)

COMMITMENT BY APPOINTED REPRESENTATIVE – DECLARATION

Full name			
I hereby declare that I have read the terms and conditions of this application and confirm that the organization I represent is in good standing and in compliance with the requirements of the <i>Policy on Recognition of and Support for NPOs</i> , as described in this form and in the Policy. I declare that the information provided in this form is accurate, complete and consistent with the organization's records.			
Signature		Date	

APPENDIX A – SAMPLE BOARD OF DIRECTORS RESOLUTION

Name of organization:

Certified True Extract of Minutes – Resolution
Meeting held on _____ at _____ .

Resolution no.:

WHEREAS the Borough of Pierrefonds-Roxboro has a Policy on Recognition of and Support for Non-Profit Organizations;

WHEREAS the organization fulfils the eligibility criteria stipulated in said Policy;

Upon a motion duly made by:

And seconded by:

IT IS RESOLVED

THAT:

- 1) _____ is hereby appointed to proceed with an application
- 2) _____ shall complete and provide all documents required for said application on behalf of _____ and undertakes to comply with all municipal policies and by-laws in effect, as well as with the initial conditions for eligibility stated in the Policy on Recognition of and Support for Non-Profit Organizations; and
- 3) _____ is hereby appointed as the organization's representative for any and all subsequent applications to the Borough.

Name of Secretary:

Signature of Secretary (mandatory):

APPENDIX B – INSURANCE POLICY ENDORSEMENT

After recognition is approved, the organization must purchase civil liability insurance that meets the requirements of the City of Montréal.

To be compliant, the organization's insurance policy must:

- 1) Be in force;
- 2) Include civil liability coverage of at least \$2 million;
- 3) Name City of Montréal – Borough of Pierrefonds-Roxboro as coinsured;
- 4) Contain a promise from the insurer to provide the City of Montréal – Pierrefonds-Roxboro Borough with 30 day's prior notice of any amendment, termination or non-renewal, accompanied by a copy of the endorsement in question.

*If the organization enters into a contract for services with the City of Montréal, the insurance policy must be compliant with the articles of that contract.