



# Town of Hudson Policy for the Recognition and Support of Non-Profit Organizations

## 1. Background

The Town of Hudson recognizes the importance of the community-based activities carried out by all the non-profit organizations with its territory. The recognition of these organizations comes primarily from the community they serve. However, in order to better support its residents, the Town of Hudson has adopted this **Policy for the Recognition and Support of Non-Profit Organizations** which will enable the Town to support organizations whose activities are linked to the Town's responsibilities to provide services to the public. To this end, this policy is aligned with the Town's other policies and action plans, including the Strategic Plan, all of which aim to improve the living conditions of all residents of Hudson.

This policy is intended to be a tool easily applicable to each organization, all the while respecting each individual group's mission, service offerings and clientele. The policy allows for a case-by-case evaluation of each application for recognition and support to determine the link between the mission of the organization and the objectives of the Town of Hudson.

The strength of this link determines the recognition status of the organization, the support it will receive and the level of accountability required of it. Recognition allows organizations to obtain support from the Town of Hudson in order to offer their services to the public, thereby making organizations accountable to the public for their use of these public resources. Therefore, in the interests of transparency and equity, this **Policy for the Recognition and Support of Non-Profit Organizations** also sets out the obligations to which organizations must comply.

## 2. Policy Objectives:

### 2.1 Objectives:

By implementing this policy, the objectives of the Town of Hudson are to:

- a. Continue developing a positive, effective working relationship with representatives of the various organizations working in Hudson in order to promote a diverse range of services and activities offered to the residents of the Town of Hudson;
- b. Help to promote networking between community and cultural organizations;
- c. Encourage consultation and collaboration between the various organizations involved;
- d. Support and encourage the efforts of volunteers;
- e. Encourage the participation and involvement of residents in the development, organization and support of activities taking place in Hudson;
- f. Clarify the criteria which determine the type of support the Town can offer to non-profit organizations.

## **2.2 Operational objectives of the policy:**

This policy aims to:

- a. Define the terms of the partnership between the Town of Hudson and the various organizations operating within the municipality;
- b. Define the categories of organizations that can be recognized by the Town of Hudson;
- c. Define the identification and eligibility criteria for the recognition of organizations;
- d. Define and clearly establish the support provided by the Town of Hudson to eligible organizations;
- e. Determine administrative procedures related to the recognition of organizations;
- f. Provide organizations with tools to assist them in the accomplishment of their respective missions.

## **3. Recognition and classification of organizations**

### **3.1 Eligibility requirements**

Eligibility criteria are used to determine if an organization qualifies for recognition. An organization that does not comply with one of the criteria will not be recognized by the Town of Hudson. Compliance with the criteria does not guarantee recognition; only the analysis carried out upon receipt of the required documents will determine whether or not an organization receives recognition.

The control of the recognition criteria allows the Town of Hudson to guarantee to its residents that the organizations that are provided support from the Town are democratic, transparent, offer services that are consistent with their missions and ensure the safety of their members and the public during their events.

This policy is intended for non-profit organizations in Hudson and excludes institutional partners or those with whom the Town has developed special agreements, such as school boards.

### **3.2 Criteria for eligibility for recognition**

In order to be eligible for recognition and to determine the type and nature of support available to the organization, the organization must:

- a. Be an organization whose operation or funding is non-profit;
- b. Be headquartered in Hudson;
- c. Be governed by a Board of Directors open to all members, but at least 70% of the directors and participants of which are residents of Hudson;
- d. Respond to a collective need and have a mission that is in line with the guiding principles of the Town of Hudson;
- e. Serve and prioritize Hudson residents;
- f. Have a minimum of 15 participants per event;
- g. Promote its activities in both official languages;
- h. Conduct all of its activities in Hudson, except on an occasional basis when required;
- i. Avoid duplication of activities, services or objectives that may be offered by the Town or other recognized organizations in Hudson;
- j. Not look to the Town of Hudson as the primary source of funding for the organization;
- k. Submit a completed application along with all required documents.

### 3.3 Service offering:

The service offering must be public, that is to say:

- a. Participation is inclusive and not reserved for a specific group (ex: company retiree association, profession, country of origin, etc.);
- b. It is not aimed primarily at professionals or workers in a sector of activity;
- c. There is on-going renewal of membership or addition of members;
- d. The organization communicates its service offering to the public through its own communication tools (ex: website, pamphlets, posters, etc.) or other public communication tools (ex.: newspapers, radio, directories, etc.).

### 3.4 Exclusions:

The following types of organizations are not eligible for recognition:

- a. Institutional organizations, whether public or para-public;
- b. Religious organizations whose sole mission is the promotion of religious beliefs or celebrating religious services and rites;
- c. Professional associations and unions whose sole mission is to support, govern or protect the interests of professionals, business, labour, or its own members;
- d. Political organizations that promote partisan political action (linked to a political party or cause);
- e. Foundations and philanthropic organizations whose sole mission is to collect and redistribute funds;
- f. Organizations whose sole mission is:
  - i. employability and integration into the workplace;
  - ii. supporting or accompanying sick, addicted, or incarcerated individuals.

## 4. Procedures to Apply for Recognition

### 4.1 Initial Application

An organization wishing to file an initial application for recognition with the Town of Hudson must send the completed application form (Annex B) with all required documentation as indicated in section 4.2.

Depending on the level of recognition assigned, certain documents must be provided on an obligatory basis or upon request. Please refer to the complete list in section 4.2.

The completed application must be received by the Town of Hudson by **September 30** of the current year.

### 4.2 Documents Required for an Initial Application

- a. Completed application form (Annex B);
- b. A resolution of the organization's Board of Directors requesting recognition by the Town of Hudson in accordance with the **Policy for the Recognition and Support of Non-Profit Organizations**;
- c. An up-to-date list of the organization's Board members (name, position on the committee and complete contact information including e-mail address). Specify the contact person for information to the public;

- d. A copy of the instrument of incorporation (letters patent), if the organization is registered with the Office of the Registrar of Companies of Québec;
- e. An up-to-date copy of its general by-laws, if any.
- f. Copy of the minutes of the last general meeting (AGM), or its equivalent;
- g. A copy of the last annual activity report or a provisional document;
- h. Planning of proposed activities for the coming year, including an approximate cost estimate;
- i. A copy of the financial statement for the last fiscal year;
  - I. for organizations with an annual budget of \$ 9,999 or less, provide at minimum a statement of revenues and expenses signed by a Director and filed at the annual general meeting;
  - II. for organizations with annual budgets between \$ 10,000 and \$ 19,999, provide at minimum a review engagement; and
  - III. for organizations with an annual budget of \$ 20,000 or more, provide at minimum an audit engagement;

Note: If the organization receives a grant of \$ 5,000 or more from the Town of Hudson, it is required to submit financial statements to the Town Treasurer.

## **5. Administrative Process for Processing Applications for Recognition**

The following is an overview of the administrative process related to the receipt and processing of each application.

### **5.1 Receipt of the application for recognition, evaluation, and opening of the file**

Upon receipt of the application, the Parks, Recreation, Culture and Tourism Department will perform a summary analysis of the application to ensure its completeness. If all required documents / information have been submitted, a file will be opened and an acknowledgment sent to the organization.

If the file is not complete, the organization will receive a notice requesting to complete the application within a specific deadline and before **September 30** of the current year.

### **5.2 Evaluation of the Application**

Each duly completed application for recognition will be evaluated using an evaluation grid where each element will correspond to a pre-established points system. The score obtained will determine the level at which the organism is classified and recognized.

### **5.3 Official response to the request**

An organization officially receives municipal recognition, along with its classification, when the application has been processed and approved. Confirmation of recognition will be sent from the Parks, Recreation, Culture and Tourism Department to the organization.

### **5.4 Unfavorable response**

An organization that receives an unfavorable response may challenge the decision by making a written request to review the file, along with an explanation of why it believes the decision should be reviewed. This written request for a revision must be received before **September 30** of the current year.

## **6. Duration, renewal and changes in municipal recognition status**

### **6.1 Duration**

When granted, municipal recognition is valid until December 31<sup>st</sup> of the following year.

### **6.2 Renewal of status**

In order to maintain its status of recognition and support, the organization must:

- a. Continue to meet the requirements of its status;
- b. Fulfill its obligations;
- c. Submit renewal documents by September 30 of each year.

It should be noted that the level of municipal support may vary from year to year, depending on the resources granted and adopted by Town Council. Where appropriate, the organization will be notified of changes in support during the renewal process.

### **6.3 Documents to be submitted for renewal of recognition status**

- a. An up-to-date list of the organization's board members, complete addresses, phone numbers and email;
- b. A copy of any amendments made to by-laws or letters patent;
- c. A copy of the minutes of the last annual general meeting;
- d. The balance sheet, or the document provided for this purpose in the last year, to be submitted within 90 days of the end of the organization's fiscal year. Depending on the level of recognition, some additional documentation may be required.

### **6.4 Updates**

As long as an organization has municipal recognition status, it is required to send any updated information (ex: change in members of the Board of Directors, etc.) by September 30 of each year to the Parks, Recreation, Culture and Tourism Department.

The organization that fails to fulfill this obligation will receive a notice of non-compliance and will have a maximum period of 30 days to update its file in order to retain its status and the support and benefits associated with it.

### **6.5 Subcategory change**

The Town of Hudson reserves the right to change the recognition category of an organization based on any changes it makes to its orientation in the recreational, sports, cultural and community sectors.

The Town shall notify the organization concerned in writing of the change in its subcategory, which will have been established following the information provided by the organization.

The Parks, Recreation, Culture and Tourism Department will determine arrangements (if any) to be made to facilitate the transition of the organization into its new subcategory.

## **6.6 Termination of activities**

In the event of the organization terminating its activities, recognition and support shall be suspended until a final written notice from the organization concerned has given notice to the Parks, Recreation, Culture and Tourism Department that it has either permanently stopped or has resumed its activities. After a period of one year of inactivity, recognition and support will automatically be withdrawn from the organization.

## **6.7 Withdrawal**

An organization that no longer wishes to be recognized by the Town of Hudson must send a written notice to the Parks, Recreation, Culture and Tourism Department.

## **6.8 Revocation of recognition**

Any organization that does not meet the requirements for recognition or does not fulfill its obligations will have its status of municipal recognition revoked. The organization will also be deprived of all the services it would have received from the Town of Hudson.

# **7. Obligations related to the status of municipal recognition**

The adoption of the **Policy for the Recognition and Support of Non-Profit Organizations** is of critical importance in defining relations between the Town and the organizations in Hudson. Both organizations and the Town must comply with the requirements of municipal, provincial and federal laws, policies and regulations governing the Town of Hudson.

## **7.1 Accountability**

The responsibility of the Town for the management of public funds is of utmost importance. Not-for-profit organizations that receive services have an obligation to be accountable to the community and the municipal government that supports them. In this respect, organizations must ensure the transmission of information, including financial statements, to evaluate their service offering and the sound management of public resources.

## **7.2 Obligations specific to visual communications and promotion**

Organizations are required to fulfill the following communication-related obligations:

- a. Respect the graphic standards of the municipal logo that will be made available to them;
- b. Provide the logo of their organization in a format requested; (Usually .EPS or JPEG - high resolution) and accompanied with the right of use for promotion;
- c. Indicate or mention the participation and support of the Town of Hudson in promoting the organization or its activities or events (press releases, press articles, interviews, presentations, speeches, registration sessions ...);
- d. Insert the logo of the Town of Hudson in the promotional tools of the activities offered by the organization (pamphlets, banners, posters ....);
- e. Insert the Town of Hudson's logo on the organization's annual report.

## **8. Exceptional cases**

### **General provision**

The Town reserves the right to negotiate a specific agreement with certain organizations, based on existing gaps in service offerings identified by the Town.

### **8.1 Temporary recognition**

The Town of Hudson may, when exceptional cases arise, temporarily recognize an organization, even if all criteria are not met.

### **8.2 Special partnership and collaboration agreement**

When exceptional cases arise, the Town of Hudson may negotiate and sign a special partnership or collaborative agreement with an organization, regardless of the category and level normally assigned to it by the **Policy for the Recognition and Support of Non-Profit Organizations**, if the Town considers that the latter can contribute to the achievement of Town objectives. The two parties will identify common objectives, responsibilities and reciprocal contributions (service to citizens, commitment of volunteers and employees of the organization, and municipal support).

A Memorandum of Understanding will then be drawn up and drafted to be endorsed by the Town Council as well as the board of directors of the organization concerned.

## **9. Effective date of this policy**

This **Policy for the Recognition and Support of Non-Profit Organizations** is effective September 5, 2017.

## **ANNEX A**

### **MUNICIPAL SUPPORT**

#### **Municipal support for groups that have received municipal recognition**

##### **1. General types of support**

Support for organizations recognized by the Town is determined by the Town's priorities, the category of the organization, the stated needs of the organization and the resources available.

Support is provided in two ways:

- a. Technical support
- b. Financial support

The Town reserves the right to abolish or modify one or several types of support and, in this case, the recognized organizations will be notified in advance.

##### **2. Description of the different categories of support**

###### **2.1 Loan of municipal premises**

The possibility of using premises, land and municipal parks is influenced by several factors, the first of which is the availability of these resources. Moreover, it is necessary and obligatory to request the reservation of premises, grounds or parks with the Hudson Parks and Recreation, Culture and Tourism Department.

###### **2.2 Loan of municipal materials and equipment (this category includes the loan of premises)**

The Town may make available certain materials and equipment to organizations in order to facilitate the carrying out of their activities, depending on the availability of these resources.

Pick-up, short-term storage (if required) and delivery of these resources are the sole responsibility of the organization.

###### **2.3 Financial support**

When evaluating all available resources, material support will be given priority over financial support.

It is important to note that the Town will take into account any agreements already signed with 3<sup>rd</sup> party organizations.



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Signature

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Date

## 2. Information about your organization

Yes      No

2.1	Is your organization a registered not-for-profit?		
2.2	Is your organization headquartered in Hudson?		
2.3	Is your organization managed by a Board of Directors, of which 70% of the members of the Board, as well as participants to your activities are residents of Hudson?		
2.4	Does your organization serve and prioritize residents of Hudson?		
2.5	Does your organization attract a minimum of 15 participants to your activities on a regular basis?		
2.6	Do you promote your activities in French, or in both French and English?		
2.7	Do you hold your activities in Hudson, except on rare occasions?		
2.8	Do you avoid duplication of services or activities that may be offered by the municipality or other recognized organizations in Hudson?		
2.9	Do you have one or more primary sources of financing other than the Town of Hudson?		
2.10	Are you a cultural and/or tourism organization?		
2.11	What is your organization's mission?		
	_____		
	_____		
	_____		

### 3. Evaluation Criteria

3.1	During how many months over the course of a 12-month period does your organization organize activities open to the public?	
3.2	Approximately how many participants and/or members does your group consist of? (Note: 'participants' and 'members' are those who physically attend activities and/or pay a membership fee, if applicable).	
3.3	Approximately what percentage of these participants and/or members of your organization reside in Hudson?	
3.4	What percentage of your membership / participants are under 18 years old?	
3.5	What percentage of your revenues are due to sources other than the municipality :	75% and more
		50 to 74%
		30 to 49%
		Less than 30%
3.6	What is / are the major source (s) of your group's financing? Please indicate their importance by indicating a number from 1 to 8 (1 being the most significant source of financing, 8 being the least significant)  Town contribution Membership fees Receipts from your activities Fundraising Subsidies Donation(s) Sponsorship (s)  Other(s): specify:	
3.7	How many volunteers are actively involved in your organization?	
3.8	Does your organization accept new members?	
3.9	Does your organization have a list of bylaws or other forms of rules governing its operation?	
3.10	How often does your organization meet with its membership (BoD, AGM...)?	More than once a month
		Once a month
		Once a quarter
		Once a season
		Once a year
	Less than once a year	
3.11	What is your annual budget?	Less than 1000\$
		Between 1000\$ and 5000\$
		Between 5000\$ and 10 000\$
		Between 10 000\$ and 20 000\$
		Between 20 000\$ and 50 000\$
		Between 50 000\$ and 100 000\$ More than 100 000\$ specify :