
Funded and Community Partners Procedure

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Authority:	CAO
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Purpose statement

To provide practical guidance regarding effective governance practices to support the success of organizations to which the Town of Oakville (town) provides resources.

Scope

This statement applies to local boards and other community groups (hereinafter referred to as 'groups') that rely on town resources/support to operate.

The list of groups subject to this procedure is attached as Appendix 1. This list may not be all inclusive and will be updated as required. Within Appendix 1 are two different types of groups: (a) Local Boards with statutory ties to the town and (b) Autonomous Legal Entities with contractual relationships with the town.

Procedure

The Town of Oakville provides support to various groups. In order to establish a viable community service relationship, the town requires that all groups comply with any applicable legislation and that at a minimum, the group have written foundational documents. These would normally consist of one or more of the following:

- a. Articles of Incorporation or Letters Patent;
- b. Constitution and/or general by-law; and
- c. Such policies and procedures as the group may consider appropriate.

These documents should clearly establish how the group operates, including: defining membership; establishing procedures and quorums for meetings of members and directors; providing for the election or appointment of directors and officers; and establishing the roles and responsibilities of officers.

In the case of Autonomous Legal Entities, confirmation that the group has such foundational documents, together with a certificate of insurance is all that the town requires. The town does not review foundational documents. It is up to the organization to determine what specific provisions are appropriate in its foundational documents.

In the case of Local Boards, the town plays a greater role in reviewing and assessing the appropriateness of the foundational documents. [However, it](#) is up to the organization to determine what specific provisions are appropriate in its foundational documents. In the case where the town has a concern with the Local Board's foundational documents, the town will work with the Local Board to achieve mutually satisfactory changes to the foundational documents.

Local boards may also be covered by their own legislation with which they must also comply. These include, but are not limited to, the [Business Improvement Associations \(BIAs\)](#) through the Municipal Act and the Library through the Public Libraries Act.

As a test to evaluate the health of the supported organization, a group may choose to do a review of the Board of Directors, Board of Directors and Management, Founding documents, Financial Control, and Service Agreement, by utilizing the self-assessment tool attached as Appendix 2.

References and related documents

Municipal Act (sections 202,203 & 204 on BIAs, section on Libraries)

Libraries Act

Municipal Capital Facilities By-laws (by-laws approved by council that exempts various properties from taxes)

BIA (Bronte, Kerr Village, Downtown) Memorandum of Understanding (MOU)

BIA (Bronte, Kerr Village, Downtown) Financial Control Policy

Definitions

Autonomous Legal Entity means a corporation incorporated under the laws of a province or the laws of the federal government of Canada or an unincorporated entity existing under the laws of Ontario.

Local Board means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority, or as defined in the *Municipal Act*.

Board of Directors means a body of elected or appointed members who jointly oversee the activities of an entity-company-or-organization. Other names include board of governors, board of managers, board of regents, board of trustees, and board of visitors. It may also be called "the executive board" and is often simply referred to as "the board".

Responsibilities

It is the responsibility of the funded agency to create its own policies. In the case of a Local Board, these policies shall be to the satisfaction of town official (Commissioner of Corporate Services).

Commissioner of Corporate Services is responsible for ensuring the groups have the required documents and that the documents are satisfactory to the town, where applicable (as in the case with Local Boards). Review to be completed upon renewal or as required. Commissioner to be responsible for bringing forward any new agreements or renewals to Council for consideration.

Appendices

Appendix A – List of groups

Appendix B – Suggested Self-Assessment

Appendix A

Funded and Community Partners Procedure: List of Groups

Name	Address	Type	Comments (<i>see further explanation in procedure</i>)	Why would we support them?	Type of Agreement	Term of Agreement
<u>Local Boards</u>						
BIA (Bronte, Kerr Village, Downtown)	various	Local Boards	Ensure they have satisfactory documents	Legislative	MOU	-
Oakville Public Library	various	"Local Board"	Ensure they have satisfactory documents	Legislative	Not applicable	-
<u>Autonomous Legal Entity</u>						
Bronte Community Tennis Club	2310 Bridge Road	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Lease	12/31/2016
Bronte Harbour Yacht Club	2514 Lakeshore Rd W	"Autonomous Legal Entity"	Ensure they have the documents	Club runs a sailing school, accessibility benefit	Licence	12/31/2063
Bronte Historical Society	7 West River Street	"Autonomous Legal Entity"	Ensure they have the documents	Cultural Service provided	Lease	12/31/2012
Burloak Canoe Club	150 Water Street (part Lot)	"Autonomous Legal Entity"	Ensure they have the documents	Club runs a canoeing school, elite programs offered, youth oriented	Lease	7/31/2013
Canadian Caribbean Association of Halton	unknown	"Autonomous Legal Entity"	Ensure they have the documents	Cultural Service provided		
Crusaders Rugby Club	2214 Ninth Line	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Lease	12/31/2026
Lawson Park Community Tennis Club	148 Morrison Rd.	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Agreement	year to year
Oakville Arts Council	2302 Bridge Road	"Autonomous Legal Entity"	Ensure they have the documents	Service for the Town, grants administered	Agreement	Feb-17
Oakville Galleries	1306 Lakeshore Rd E	"Autonomous Legal Entity"	Ensure they have the documents	Cultural Service provided	Service Agreement	6/1/2021
	1415 Third Line – Glen					
Oakville Gymnastics Club	Abbey Rec. Centre	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Funding Agreement	8/31/2027
Oakville Historical Society	110 King Street	"Autonomous Legal Entity"	Ensure they have the documents	Cultural Service provided	Service Agreement	12/31/2033
Oakville Lawn Bowling Club	111 King St. / 44 Navy St.	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Lease	12/31/2016
Oakville Little League Baseball	425 Cornwall Rd.	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Licence	3/31/2025
						30/9/2028 (right to renew until 30/9/2048)
Oakville Soccer Club	1520 Pine Glenn Rd.	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Licence	
Oakville Yacht Squadron	97 Forsythe Street	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Lease	7/31/2015
Power Boat Club	150 Water Street	"Autonomous Legal Entity"	Ensure they have the documents	Recreational opportunities provided	Licence	12/31/2065
Trafalgar Township Historical Society	2431 Dundas Street	"Autonomous Legal Entity"	Ensure they have the documents	Cultural Service provided	Lease	12/31/2017
Wallace Park Community Tennis Club	223 Reynolds Street	"Autonomous Legal Entity"	Ensure they have the documents	Recreational service provided	Loan Agreement	4/30/2019
					Lease/Consultation	
Wellspring Cancer Centre	2545 Sixth Line	"Autonomous Legal Entity"	Ensure they have the documents	To be determined	Agreement	12/31/2019

****The above list may not be all inclusive and will be updated as required.***

Suggested Self-Assessment

**This document serves only a tool to assist the group in its own self-assessment. The Town makes no representation that compliance with the checklist is sufficient or appropriate in the circumstances of any particular organization. Each organization is responsible for its own governance procedures and its own self-assessment of the effectiveness and appropriateness of its governance procedures.*

Board of Directors	a. Does it meet regularly with quorum?	<input type="checkbox"/>
	b. Are agendas for the meetings published in advance?	<input type="checkbox"/>
	c. Is there a record of the meeting with recorded votes and decisions?	<input type="checkbox"/>
	d. Are there measures in place to guide recruitment of new members?	<input type="checkbox"/>
	e. Does the board receive regular training regarding their role?	<input type="checkbox"/>
	f. Does the board formally evaluate itself?	<input type="checkbox"/>
	g. Does the Board have a formal organizational review process in place?	<input type="checkbox"/>
Board of Directors and Management	a. Do the senior officer(s) have a written job description?	<input type="checkbox"/>
	b. Does the board give clear written direction/expectations to senior officer(s)?	<input type="checkbox"/>
	c. Is the division of duties clear: board on policy and planning, senior officer(s) on management?	<input type="checkbox"/>
	d. Does the board have a formal management evaluation system in place?	<input type="checkbox"/>
Founding documents	a. Is there a suitable constitution or charter that is compliant with relevant legislation?	<input type="checkbox"/>
	b. Are the Board and the senior officer(s) familiar with it?	<input type="checkbox"/>
	c. Is it used to guide the business of the organization?	<input type="checkbox"/>
	d. Is there a systematic way to update the founding documents?	<input type="checkbox"/>
	e. Does the purpose of the agency benefit the community?	<input type="checkbox"/>
Financial Control	a. Is there a suitable financial control policy in place?	<input type="checkbox"/>
	b. Are financial practices and procedures compliant with it?	<input type="checkbox"/>
Service Agreement	a. Is there a formal agreement to define the exchange of services between the Town and the agency?	<input type="checkbox"/>
	b. Is it used on a regular basis?	<input type="checkbox"/>