Community Group Registry Program Checklist

This Checklist outlines all of the requirements of the City of Mississauga’s Community Group Registry Program that you will need to meet by the end of your one year transition period. If your group needs assistance please contact your Category Reviewer.

**Arts & Culture Provider & Clubs**

<table>
<thead>
<tr>
<th>New Requirements under the Policy</th>
</tr>
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<tbody>
<tr>
<td><strong>Constitution &amp; By-Laws Check</strong></td>
</tr>
<tr>
<td><em>AGM means Annual General Meeting</em></td>
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<tr>
<td><em>Member/Membership means individuals who have voting rights</em></td>
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<tr>
<td>We have a copy of our group’s Constitution and bylaws (or Operating Guidelines if our annual gross operating budget is less than $10,000)</td>
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<tr>
<td>Voting Membership in our constitution is defined</td>
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<tr>
<td>Our group holds an AGM, as defined in our constitution</td>
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<tr>
<td>A quorum is identified for our AGM and meetings of the Membership</td>
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<tr>
<td><strong>NEW</strong> We have a Membership Application form</td>
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<td><strong>NEW</strong> Conflict of Interest is identified in our by-laws/operating guidelines</td>
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<tr>
<td><strong>NEW</strong> We have a code of conduct for our Membership which includes confidentiality and privacy clauses</td>
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<tr>
<td><strong>NEW</strong> We have a Mechanism for Resolution of Complaints for our Membership and where necessary for our programs/services in our by-laws/policies/operating guidelines</td>
</tr>
<tr>
<td><strong>NEW</strong> We give Members 21 days’ notice of our AGM date and this is in our by-laws</td>
</tr>
<tr>
<td><strong>NEW</strong> We give the City of Mississauga 21 days’ notice of our AGM date by emailing our Category Reviewer or <a href="mailto:community.groups@mississauga.ca">community.groups@mississauga.ca</a></td>
</tr>
</tbody>
</table>
### Incorporation Check

**NEW** Arts & Culture Provider & Clubs, with a gross annual Operating Budget of $10,000 or more, must be incorporated as a Not-for-Profit or be a charter member of a Provincial or National Not for-Profit

**NEW** We have a copy of our NFP Incorporation Number or Letters Patent, if applicable

### Finance Check

*All outstanding debts to the City have been paid in full or an agreement reached for renewing groups*

**NEW** For Arts & Culture Provider & Clubs with an annual operating budget under $10,000 an on-line form to be completed with the following questions, where applicable:

- What is the size of your operating budget?
- What is the total revenue for the previous year’s budget?
- What are the total expenditures for the previous year’s budget?
- What are your total liabilities? What are your total net assets?

**NEW** For Arts & Culture Provider & Clubs, with an annual operating budget of $10,000 up to $249,999, inclusive: Financial statements of the previous operating year’s expenditures and gross revenues that were provided for approval at the AGM, signed by two authorized Signing officers.

**NEW** For Arts & Culture Provider & Clubs, with an annual operating budget of $250,000 or more: Audited financial statements prepared by an independent, third party auditor permitted to do so under the Public Accounting Act, 2004, as amended.

### Website and AGM Check

**NEW** We have our group’s website/webpage address and email contact. Facebook and other social media platforms are acceptable. *Clubs may be approved for a Newsletter as an alternative*

**NEW** Our group’s AGM report, excluding financial statements and any confidential or personal information for which consent to disclose has not been obtained, is posted on our website 90 days following our AGM
Any in-kind City support is acknowledged and disclosed in our AGM report, i.e. benefits received under the Community Group Registry Program, such as Facility Rental Benefits, Staff Liaison, City Grants...

We have a copy of the minutes from our previous Annual General meeting (AGM)

**Voting Members Check**

We have a minimum of 25 voting members (*includes 5 board Members*)

**Note:** Groups may be approved for *Special Membership Status*, as defined by the policy, for groups operating with a closed board. Your group must have a minimum of 7-12 board members be incorporated as a Not For Profit organization and meet policy eligibility criteria

We have checked that our group/organization meets the residency requirements for voting Members for the Arts & Culture Provider & Clubs category:

- 80% of the group’s Members must be Mississauga Residents
- Approved Regional Groups must meet a 30% Mississauga Residency requirement
- Arts & Culture Clubs cannot have Regional Group status

We have information on the number, names of and addresses of our current Board of Directors and how many are Mississauga residents

Our current President or Vice President is a Mississauga resident

**Registered Participants Check**

*Registered Participants are for any programs offered and not special events or performances i.e. tourism is recognized*

We have information on our group’s activities/programs/events/performances from the previous operating year

We have checked that our group meets the residency requirements for Registered Participants for the Arts & Culture Provider & Clubs category:

- 80% of the group’s Registered Participants must be Mississauga Residents
- Approved Regional Groups must meet a 30% Mississauga Residency requirement
- Arts & Culture Clubs cannot have Regional Group status