
























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.

Community Service Organizations

	New Requirements under the Policy
	Constitution & By-Laws Check *AGM means Annual General Meeting *Member/Membership means individuals who have voting rights
	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)
	Voting Membership in our constitution is defined
	Our group holds an AGM, as defined in our constitution
	A quorum is identified for our AGM and meetings of the Membership
	We have a Membership Application form
	Conflict of Interest is identified in our by- laws/operating guidelines
	We have a code of conduct for our Membership which includes confidentiality and privacy clauses
	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
	We give Members 21 days’ notice of our AGM date and this is in our by-laws
	We give the City of Mississauga 21 days’ notice of our AGM date by emailing our Category Reviewer or community.groups@mississauga.ca

	Incorporation Check
	 Community Service Organizations, 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.
	 We have a copy of our NFP Incorporation Number or Letters Patent, if applicable
	Finance Check
	<p><i>*All outstanding debts to the City have been paid in full or an agreement reached for renewing groups</i></p>  For Community Service Organizations, an On-line form is to be completed with the following questions, <u>where applicable</u> : <ul style="list-style-type: none"> ○ <i>What is the size of your operating budget?</i> ○ <i>What is the total revenue for the previous year's budget?</i> ○ <i>What are the total expenditures for the previous year's budget?</i> ○ <i>What are your total liabilities? What are your total net assets?</i>
	Website/AGM Check
	 We have our group's website/webpage address and email contact. Facebook and other social media platforms are acceptable. *For Clubs an approved newsletter as an alternative
	 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
	<p>We have a minimum of <u>25</u> voting members (<i>includes <u>5</u> board Members</i>)</p> <p><u>Note:</u> Groups may be approved for Special Membership Status, as defined by the</p>

	<p>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</p>
	<p>We have checked that our group/organization meets the residency requirements for voting Members for the Community Service Organization category:</p> <ul style="list-style-type: none"> ○ <i>70% of the group's Members must be Mississauga Residents</i> ○ <i>Approved Regional Groups must meet a 30% Mississauga Residency requirement</i>
	<p>We have information on the number, names of and addresses of our current Board of Directors and how many are Mississauga residents</p>
	<p>Our current President or Vice President is a Mississauga resident</p>
	<p>Registered Participants Check</p> <p><i>*Registered Participants are for any programs offered and not special events, i.e. tourism is recognized</i></p>
	<p>We have information on our group's activities/programs/events for the previous year</p>
	<p> We have checked that our group meets the residency requirements for Registered Participants for the Community Service Organization category:</p> <ul style="list-style-type: none"> ○ <i>70% of the group's Registered Participants must be Mississauga Residents</i> ○ <i>Approved Regional Groups must meet a 30% Mississauga Residency requirement</i>