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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 Sport Provider

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|  | 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 |
| |  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 |
| |  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 |

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|  | Incorporation Check |
| |  Registered Groups, 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/ National Not for-Profit. |
| |  We have a copy of our NFP Incorporation Number or Letters Patent, if applicable |
|  | Finance Check |
| | <p>*All outstanding debts to the City have been paid in full or an agreement reached</p>  For Community Sport Providers with an annual operating budget under \$10,000 an On-line form 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> |
| |  For Community Sport Providers 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, <u>signed</u> by two authorized Signing officers |
| |  For Community Sport Providers 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/AGM Check |
| |  We have our group's website/webpage address and email contact. Facebook and other social media platforms are acceptable. |
| |  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... |

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| |  We have a copy of the minutes from our previous Annual General Meeting |
|  | <h3>Voting Members Check</h3> |
| | <p>We have a minimum of <u>25</u> voting members (<i>includes 5 board Members</i>)</p> <p>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</p> |
| | <p>We have checked that our group/organization meets the residency requirements for voting Members for the Community Sport Providers category:</p> <ul style="list-style-type: none"> ○ <i>80% of the group's Members must be Mississauga Residents or for approved Regional Groups, 55% Mississauga Residents</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> |
|  | <h3>Registered Participants Check</h3> |
| | <p>We have information on our group's activities/programs for the previous year</p> |
| | <p> We have checked that our group meets the residency requirements for Registered Participants for the Community Sport Providers category:</p> <ul style="list-style-type: none"> ○ <i>80% of the group's Registered Participants must be Mississauga Residents or for approved Regional Groups, 55% Mississauga Residents</i> ○ <i>Must have a minimum of 50 Registered Participants annually</i> |