









## Community Group Registry Program Pre- Application Checklist

This Checklist outlines all of the requirements of the City of Mississauga's Community Group Registry Program for **NEW** applications. If your group needs assistance please contact the Program Administrator at: [community.group@mississauga.ca](mailto:community.group@mississauga.ca) or call 905-615-3200 ext. 5329

What if I don't meet all of the requirements on the Checklist? Applicants may be approved for **Developing Group Status** if they have a minimum of 3-5 Members; have established an interim Board; provide a written statement of purpose and have a planned date for an inaugural AGM

	<b>Constitution &amp; By-Laws Check</b> *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 has held 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

	<b>Incorporation Check</b>
	Groups/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
	<b>Finance Check</b>
	All outstanding debts to the City have been paid in full or an agreement reached, for example Facility Rental Contracts/Park Permits
	Registered Groups, within the Community Service Organization category and all other Groups with an annual operating budget under \$10,000, an On-line form is to be completed with the following questions, <u>where applicable</u> : <ul style="list-style-type: none"> <li>○ <i>What is the size of your operating budget?</i></li> <li>○ <i>What is the total revenue for the previous year's budget?</i></li> <li>○ <i>What are the total expenditures for the previous year's budget?</i></li> <li>○ <i>What are your total liabilities? What are your total net assets?</i></li> </ul>
	For Registered Groups, 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 Registered Groups, 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
	<b>Website/Webpage Check</b>
	We have our group's website/webpage address and email contact *Clubs may be approved for a Newsletter
	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 ( <i>This requirement is to be met once approved</i> )

	<b>Voting Members Check</b>
	<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 <b><i>Special Membership Status</i></b>, as defined by the policy, for groups operating with a closed board. Your group must have a minimum of 7-12 board members and be incorporated as a Not For Profit organization</p>
	<p>We have reviewed the residency requirements for voting Members in Appendix A of the Community Group Registry Program policy for the Registered Group category that is <u>most</u> applicable to our group. (<i>The City will assign us our new Registered Group category upon approval</i>)</p>
	<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>
	<b>Registered Participants Check</b> <i>*Registered Participants are for any programs offered by your group and not special events or performances,</i>
	<p>We have information on our group's activities/programs/events/performances for the previous operating year</p>
	<p>We have reviewed the residency requirements for Registered Participants in Appendix A of the Community Group Registry program policy for the Registered Group category that is <u>most</u> applicable to our group. (<i>The City will assign us our new Registered Group category upon approval</i>)</p>