

**Corporate Secretary**  
Richard R Bailey

**AM Report 2022-2023**

As Corporate Secretary my efforts have included

**Advising the Board re:**

- Not-For-Profit (Federal and Provincial) legislation. The legislation under which we are incorporated is the ONTARIO NOT-FOR-PROFIT CORPORATIONS ACT (ONCA).
- Fulfilling our responsibilities as it relates to our incorporation, By-Laws and governance policies
- The requirement of Directors including ONCA, privacy and conflict of interest.

**Actions Taken**

- Secured the Corporate 'KEY' and filed the 2022 Government Return for Not-For-Profits. We are now listed as 'active' by the Government. The Corporate Records for 2020,2021 and 2022 are now retained digitally and in hard copy.
- Developed an ONCA compliant (including 2021 requirements for November 2024) new By-law #5 and a new Policies and Procedures Manual with the assistance of the Vice President and Treasurer. These documents were approved by the Board and By-law # 5 will be presented, for approval, at the 2023 Annual Meeting.
- Developed a Directors 'Consent Form' required to be signed by all elected and appointed Directors. This includes ONCA, Privacy and Conflict of Interest requirements

- The Certified Public Accountant of Ontario site for issues related LUES.
- Nonprofit Law Ontario. I attended the ONCA workshop.
- Carter's Law Firm. I continue to read their monthly publications.. This firm specializes in charitable and Not-For-Profit law.

### **Work to be done**

- Filing the required Government forms for 2023
- Retrieving the Corporate Records for 2015, 2016, 2017, 2018 and 2019. The Board of Directors have relieved the Corporate Secretary of this responsibility and assumed the task themselves.
- Complete the process of receiving bank statements in order to assure the Board the actions taken are within our policies and procedures. It is anticipated this will be accomplished prior to the AM.