

## **Corporate Secretaries AGM Report 2021-2022**

Richard R Bailey

### ***Governance Report*** - Corporate Secretary

As Corporate Secretary my efforts have included

#### **Advising the Board re:**

- Not-For-Profit (Federally and Provincially) legislation
- Responsibilities as it relates to our incorporation and By-Laws
- Privacy issues and responsibilities
- The requirement of Directors

#### **Monitoring**

- The Provincial Government requirement to re-register as a Not-For-Profit Corporation as detailed in the Not-For-Profit Act (ONCA) approved November 2021. The re-registration must be completed by November 2024.
- The Certified Public Accountant of Ontario site for issues related L.U.E.
- Carter's Law Firm. I attended an online seminary related to charities and Not-For-Profits and continue to read their pub monthly publications.. This firm specializes in charitable and Not-For-Profit law.
- Other senior learning websites for: program offerings, fees charged extra offerings ( in-person, coffee etc).

#### **Work to be done**

1. Retrieving and digitalizing our 'corporate records'.
2. Review of the By-Laws
3. Review of our Policy Statement
4. Filing the required Governments forms
5. Developing/proposing and submitting the required Government of Ontario new registration documents - ONCA.

