

## Governance Review: Not-for-profit operators

## **Not-for-profit Child Care Review Form**

1.	The board has established Letters Patent.						
	☐ Yes	□ No					
2.		The incorporation papers are on file with The Regional Municipality of Durham, Children's Services Division.  ☐ Yes ☐ No					
3.	The by-law ☐ Yes	s for the not-for	-profit corporation	are accessible	e at each s	site.	
4.	The organization's written policies and/or procedures incorporate the following criterion ☐ Interactions between management, staff and board of directors. ☐ Yes ☐ No						
		-	at adhere to Ontarion members and con		•	ions Act (ONCA)	
			at states board me t for reasonable ex □ No			nuneration	
			must not receive as a result of their po ☐ No	•	oney, disco	ounts or	
G	eneral Me	mbership					
5.	Rules on g	eneral members	ship, as defined in	the by-laws, ir	nclude the	following:	
		criteria for memb	pers' qualification;		☐ Yes	□ No	
		guidelines for m	embers' suspensio	n/termination	□ Yes	□ No	
	□r	members' votino	nower		□Yes	$\square$ No	

## **Board of Directors**

6.	The board composition rules and member names are available in publicly accessible areas.			
		☐ Yes	□ No	
7.	procedure	es that in at least	clude the	de by procedures as defined in the organizational by-laws and e following: ctors that meet the legal qualifications of a director  No
		·	loyees of ] Yes	f the corporation or their relatives can be directors $\Box$ No
		_	es for bo	eard members' suspension/termination
		respons		nce for the Board of Directors specify, roles, authority and
		officers	take plad	cludes: when and how the election, appointment and removal of $\Box$ No
				embers' voting power
				$\square$ No es are defined (minimum of two, one of which is a board
			] Yes	□ No
	Dard mee The gene quarterly.	ral meml	bership d	can easily access meeting dates. Meeting occur at least
		Ε	] Yes	□ No
9.	Meeting r		are acces	ssible to the general membership
10	. Meeting a	attendand	ce is suff	icient for quorum
	J		] Yes	□ No

## **Annual (General) meetings** 11. Members receive notice of the date, time and location of the meeting not less than 10 days before the meeting. $\square$ No ☐ Yes 12. Annual General meeting is held in accordance with the by-laws and all legislation necessary for not-for-profit incorporations. ☐ Yes □ No **Established board of practices** 13. The board holds board orientation for new board members. ☐ Yes □ No 14. Board training opportunities are shared at board meetings and noted in the minutes. ☐ Yes □ No 15. The Board of Director's liability insurance policy is reviewed at least annually. ☐ Yes □ No Two signatures of official signing authorities are required on this form. By signing below, I attest that the information provided above is true and accurate. Owner/Operator - Signature Owner/Operator Name Date (Please print) Owner/Operator - Signature Owner/Operator Name Date (Please print) Children's Services Division Use Only

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Comments:				
Items enclosed:				
Date received:	Reviewed By:			