Next Level Centre Reaccreditation

Unit 2 – Governance

Centre Questions:

1. Have you made any changes to your incorporation in the last three years? If yes, please explain.
2. Does your centre continue to be a registered charity under the authority of Income Tax Act? Yes/No
3. Have there been any changes to the charitable head(s) that granted your charitable status? (Education, Advancement of Religion, Relief of Poverty or Other Purposes Determined to Be Charitable by the CRA) Yes/No
4. Have you lost your charitable status with the CRA or been in non-compliance with any of your granted Objects and Activities in the last three years?
	1. Please explain any non-compliance and include relevant communication between your agency and the CRA.
5. Have you changed the original CRA incorporating documents in the last three years? (By adding a new program or making substantial changes to your original Objects and Activities). If yes, please describe the process through which you initiated the changes and received an updated government approval from Canada Revenue Agency.
	1. In case of provincially incorporated charities, did you the update the objects and activities filed with CRA and the provincial office? \*Please upload your record of changes in Activity 2.5. Include the documentation from the CRA and any communication from your centre requesting the change.
6. Where are the incorporating documents for your agency stored?

* 1. Are you maintaining an updated inventory of key organizational documents? (Including official minute books, letters patent, supplementary letters patent, mission/vision statements, bylaws, special resolutions. along with a record of any changes made and dates of CRA approval where applicable).
1. How does your centre monitor changes made in CRA policies which may be relevant to your organizational operations?
2. Since accreditation, have there been any changes to what your bylaws state regarding the required number of directors on your board and the board term limits? \*If so, please upload the relevant bylaw in Activity 2.8.
3. Since accreditation, have there been any changes to who comprises the membership of your corporation? \*If so, please upload the bylaw or constitution that defines your membership in Activity 2.9.
4. What ongoing governance education and training are provided for board members? Please be specific.
5. Please describe your bylaw and policy review process to ensure they accurately reflect your current operations, including who is involved in the process and the frequency of the review process.
6. Are the bylaw amendment procedures consistent with corporate legislation? (Please describe the process of updating bylaws in your province?)
7. \*Please upload any changes made to your bylaws since accreditation in Activity 2.13. If you have not made any changes, please comment.
8. How do you declare a conflict at your committee meetings? \*Please upload a recent committee meeting agenda that identifies conflict of interest declaration as an agenda item in Activity 2.14.
9. Is the centre aware of the importance of proper use of corporate name and operating names? Describe the difference between corporate and operating names.
10. Did you submit your annual PCC affiliation application and fee by February 28th?
11. What was the date of your last Annual General Meeting?