

# Club Info Session

March 4, 2025



ENGAGE – INSPIRE – EMPOWER

## Topics:

1. Understanding the Ontario Not-For-Profit Corporations Act, specifically financial reporting and obligations
  - Steve Indig
2. Grassroots Development Opportunities
  - Heather Bruce
3. Importance of Professional Development (Coach, Staff, BoD)
  - Naomi Paterson
4. General Updates



ENGAGE – INSPIRE – EMPOWER

# Understanding the Ontario Not-For-Profit Corporations Act

**Financial Reporting and Obligations.**



**ENGAGE – INSPIRE – EMPOWER**

# Ontario Not-for-Profit Corporations Act

- Ontario NFP Act received Royal Assent on October 25, 2010, and came into force October 19, 2021.
- Existing not-for-profit corporations:
  - Had **three years** to comply with the new Act by updating articles and amending by-laws
  - At the end of the three years, these documents will be **deemed to be amended** to conform with the requirements of the new Act
- New Corporations subject to Default Bylaws
  - If Corporation does not pass an organizational by-law within 60 days after the date of incorporation.

# Ontario Business Registry

- The Ontario Business Registry (OBR) was also launched on October 19, 2021.
- The OBR will enable not-for-profit corporations (together with for-profit corporations) that are registered, incorporated or licensed to do business in Ontario to complete over 90 transactions online:
  - Registering a new business
  - Dissolving
  - Annual Filings
- You will be required to register and ascertain a corporate key and login from the OBR to access records.
- Register at [Ontario.ca/BusinessRegistry](https://www.ontario.ca/page/ontario-business-registry)
  - <https://www.ontario.ca/page/ontario-business-registry>

# Changes introduced under ONCA

- **Membership structures and voting rights** must be outlined in the corporation's **Articles**
- **Dissolution** clause must be outlined in the corporation's **Articles**
- Allows **minimum** number of directors and **maximum** terms for directors
- Directors must be elected – no acclamation
- Distinction between **public benefit corporations** and other not-for-profit corporations
- Greater **financial reporting**

# Types of Ontario NFP Corporations

- Charitable Public Benefit Corporation, incl. religious (Charitable PBC)
- Non-Charitable Public Benefit Corporations (“Non-Charitable PBC”) – receive >10k/year from public resources
  - Government grants (federal or provincial), and
  - Donations from non-members, directors, officers or employees)
- Non-Public Benefit Corporations (“Non-PBC”) –everyone else

# Audit Requirements

Type of Corporation	Amount of Revenue	Requirements for an Auditor	Audit/Review Engagement
Public Benefit Corporation	\$ 100,000 or less	May dispense with auditor with an extraordinary resolution	May dispense with both an audit and review engagement by extraordinary resolution
	More than \$100,000 but less than \$500,000	May dispense with an auditor or have someone else conduct a review engagement. Dispensation requires an extraordinary resolution	May elect to have a review engagement instead of an audit by extraordinary resolution
	\$500,000 or more	Auditor must be appointed	Audit is required
Non-Public Benefit Corporation	\$500,000 or less	May dispense with auditor with an extraordinary resolution	May dispense with both an audit and review engagement by extraordinary resolution
	More than \$500,000	May dispense with an auditor or have someone else conduct a review engagement. Dispensation requires an extraordinary resolution	May elect to have a review engagement instead of an audit by extraordinary resolution

\*Approval to waive an audit or to waive both an audit and review engagement requires an extraordinary resolution.



# Special Resolutions

**103** (1) A special resolution of the members is required to make any amendment to the articles of a corporation to,

- (a) change the corporation's name;
- (b) add, remove or change any restriction upon the activity or activities that the corporation may carry on or upon the powers that the corporation may exercise;
- (c) create a new class or group of members;
- (d) change a condition required for being a member;
- (e) change the designation of any class or group of members or add, change or remove any rights or conditions of any such class or group;
- (f) divide any class or group of members into two or more classes or groups and fix the rights and conditions of each class or group;
- (g) add, change or remove a provision respecting the transfer of a membership;
- (h) subject to section 30, increase or decrease the number of, or the minimum or maximum number of, directors fixed by the articles;
- (i) change the purposes of the corporation;
- (j) change to whom the property remaining on liquidation after the discharge of any liabilities of the corporation is to be distributed;
- (k) change the manner of giving notice to members entitled to vote at a meeting of members;
- (l) change the method of voting by members not in attendance at a meeting of the members; o
- (m) add, change or remove any other provision that is permitted by this Act to be set out in the articles. 2010, c. 15, s. 103 (1).

# Preliminary Steps

- Gather and review current governance documents, structures and practices
- Review key features of ONCA, determine what type of corporation you are and what rules apply
- Update your By-laws to comply with ONCA and have members approve
- File Articles of Amendment through the business registry including membership classes, voting rights and dissolution clause

# Coach Education/NCCP Reminders

- As part of their registration requirements, ALL coaches must complete either the Safe Sport module in the Locker or the Respect in Sport Activity Leader module
- There must be a certified coach on deck at all times during training (minimum Fundamental Certified). If there is no certified coach available, practice cannot take place even if there is a lifeguard.
- In order to be on deck at competitions, coaches must be on the compliance list. These coaches are all registered, and meet the certification requirements
  - First Year Coaches - Fundamentals in Training (have completed Swimming 101 pre course module, and Swimming 101 course)
  - Returning Coaches - Fundamentals Certified or higher (have completed Fundamentals Portfolio and MED Online Evaluation)



ENGAGE – INSPIRE – EMPOWER

# Coach Registration Reminders

- Coaches are not fully registered until they have an Active status in REMS. Coaches with outstanding items have been emailed repeatedly what they are missing in the Approvals process, but many have not completed their outstanding items.
- If you have any questions about what your coach is missing, please look in their profile Under Approval History for a brief description, or contact Lindsay ([lindsay@swimontario.com](mailto:lindsay@swimontario.com))

Approval History

Association	Season	Status	Member Approval Rule	Comments	Last Updated	Updated By
Swim Ontario	2024-2025	Awaiting Approval	Coach PSO Approval	CSCA Screening & Safe Sport	04/02/2025 09:19	lindsaytaylor - Swim Ontario
CSCA	2024-2025	Awaiting Approval	2024-25 CSCA Approval		30/01/2025 13:28	



ENGAGE – INSPIRE – EMPOWER

# Grassroots Leadership Training

Empowering the Next Generation of Swim Coaches

Heather Bruce

Grassroots Development Coordinator

Naomi Patterson

Collingwood Clippers



# When & Where?

Richmond Hill April 2024

Brampton October 2024

Sudbury October 2024

Fort Frances October 2024

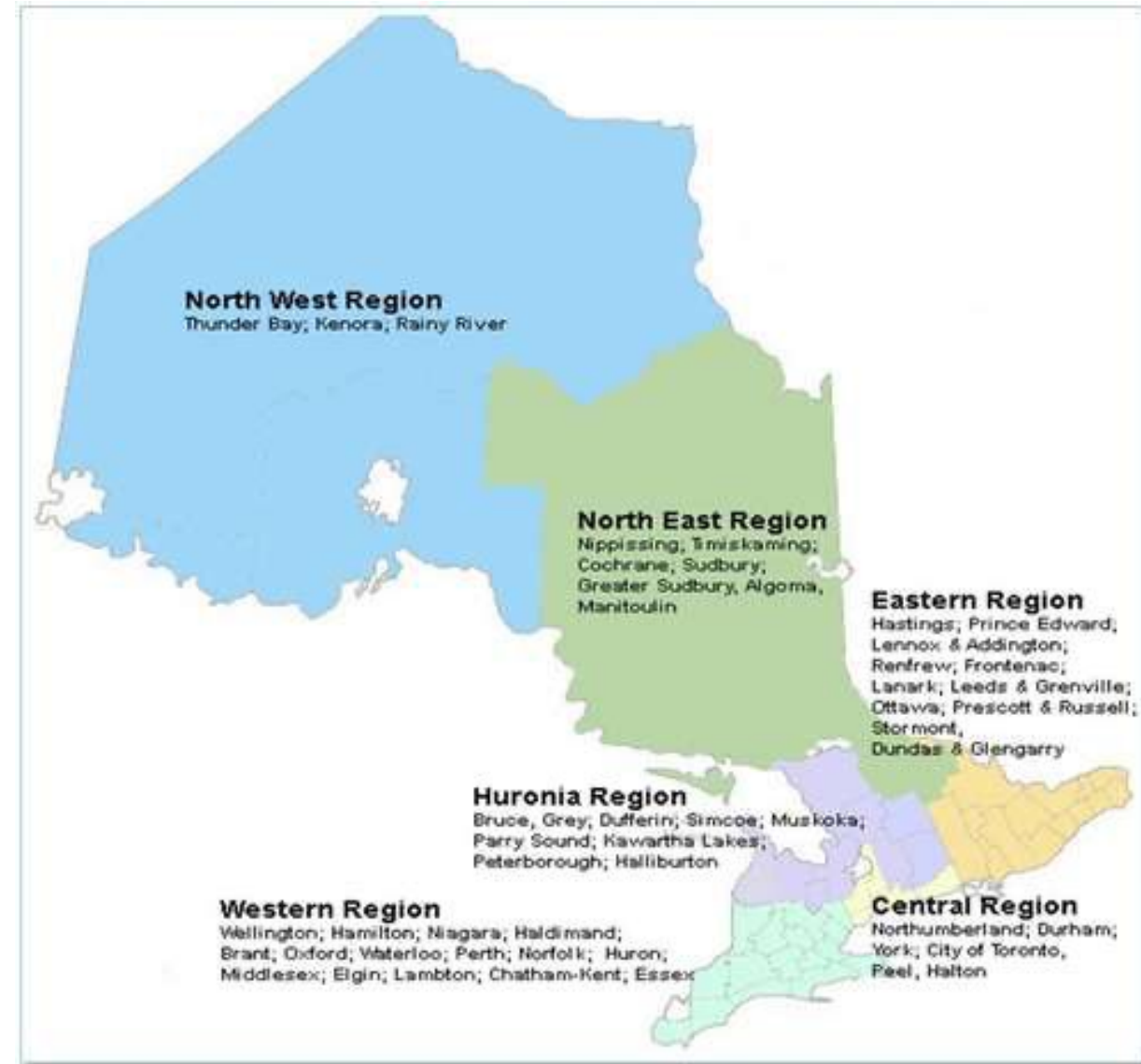
Burlington November 2024

Uxbridge November 2024

Collingwood January 2025

Milton January 2025

**Brockville March 29, 2025 \*register now!**





# What is Grassroots Leadership Training?

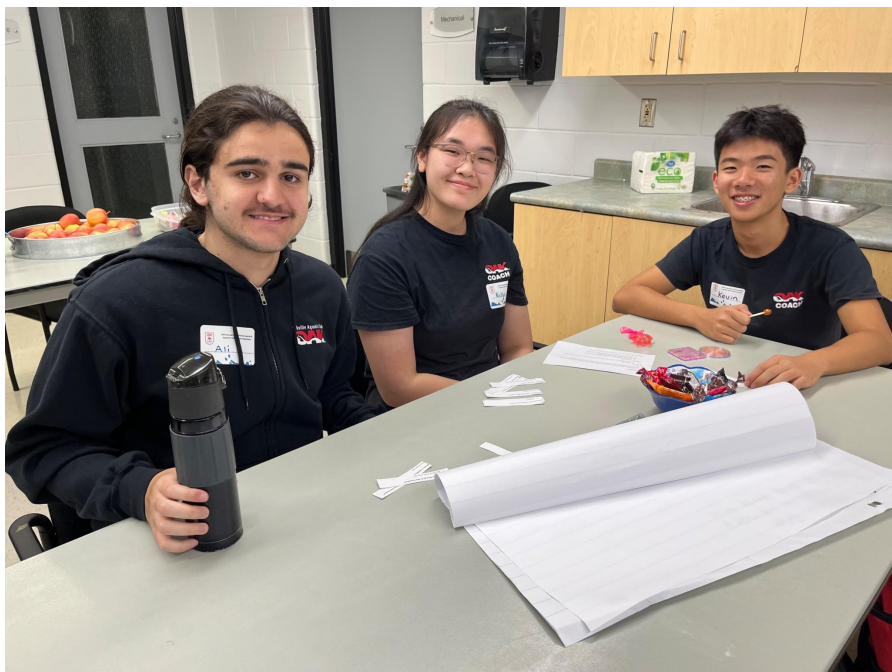
A day dedicated to emerging coaches to gain active, hands-on learning experiences encouraging critical thinking skills, problem solving and collaboration with others.





# Why is this training important?

- Empowerment
- Skill Development
- Team Impact
- Succession Planning





# What does a day of GLT look like?

- Active learning
- Engaging sessions
- Customized for Regional/Community Needs





# Empowering Our Facilitators

- Stepping Out of the Comfort Zone
- Empowerment & Pride
- Inspiring the Community

**This is community learning at its very best—a dynamic cycle of growth, empowerment, and shared success."**





# GLT Feedback

Re-Engagement

Renewed Energy & Purpose

What the Feedback Tells Us:

- Swag Bags & Free Lunch
- Meaningful Connections
- Preference for In-Person





## GLT Success!



This was beneficial for coaches and the board. Being on the board and learning how the coaches feel and more training opportunities was very beneficial.

Creating community, working with different types of people and parents and how to deal with them

Having fun is very important for keeping young swimmers and athletes engaged.

Importance of having fun for engagement and a purpose

Breaking down everything to focus on one small bite at a time

That In tricky scenarios I should leverage the code of conduct

Para swimming in general and how to make swimming for fun

Enthusiasm, Culture, Visibility of on deck theatre

Fun is a Great tool

I really enjoyed the event and this will definitely positively impact the way I coach.

I learn how to be a better coach, and engage with the kids better

The importance of drills, fun and good body language

All the different ideas for making practice more fun and purposeful

To make swimming fun for both the swimmers and myself



**These sessions are vital for the ongoing development of our coaches,  
the key is getting them in the room to experience them first hand.....**