

DIRECTOR'S DECLARATION, CONSENT, AND UNDERTAKING

TO: Lakeview School, operated under the business name of Lakeview Montessori School, ("the Corporation")

WHEREAS:

- A. Subsection 149.1(1) of the Canada *Income Tax Act* requires that a Director not be an "ineligible person" as defined therein.
- B. Section 286 of the Ontario *Corporations Act* requires that each Director:
 - (a) Be or become a member of the Corporation within ten days after his/her appointment as a director;
 - (b) Be eighteen years of age or more; and
 - (c) Not be an undischarged bankrupt.
- C. Section 4.3 of By-law of the Corporation additionally requires that each Director:
 - (a) Not be an employee or spouse, former spouse, or common-law spouse of an employee of the Corporation or a child of a serving Director;
 - (b) Not be under contract with the Corporation;
 - (c) Not have a criminal record;
 - (d) Not be a person who has been found under the Ontario Substitute Decisions Act, 1992 or under the Ontario Mental Health Act to be incapable of managing property;
 - (e) Not be a person who has been found to be incapable by any court in Canada or elsewhere; and
 - (f) Not have served beyond the applicable term limits.

NOW THEREFORE:

1. Declaration

The undersigned declares as follows (please initial each statement below to indicate acknowledgement):

_____ I am not an "ineligible person" within the meaning of the Canada *Income Tax Act*.

_____ I am, as of the below noted date or in the event of election, I will become within ten days after election, a Member of the Corporation and will thereafter remain throughout my term of office, a Member of the Corporation¹.

_____ I am at least eighteen years of age, with my date of birth: _____
↑Insert DOB

¹ By-law subsection 2.1(a) makes membership for anyone elected to the Board automatic.

_____ I am not an undischarged bankrupt.

_____ I am not an employee or spouse, former spouse, or common-law spouse of an employee of the Corporation or a child of a serving Director.

_____ I am not under contract with the Corporation.

_____ I do not have a criminal record.

_____ I am not a person who has been found under the Ontario *Substitute Decisions Act*, 1992 or under the Ontario *Mental Health Act* to be incapable of managing property.

_____ I am not a person who has been found to be incapable by any court in Canada or elsewhere.

_____ I have not served beyond the applicable term limits.

My full legal name is (include any middle names): _____

My residential address is: _____

My address for service, if different than my residential address, is: _____

The telephone numbers where I can be reached and where messages can be left are:

The email address to which communications can be sent is: _____

My occupation is: _____

2. **Verification**

The undersigned consents and undertakes as follows (please initial each statement below to indicate acknowledgement):

_____ To cooperate in all reasonable efforts of the Corporation to verify any declaration or other information provided by me in connection with this Declaration, Consent

and Undertaking, understanding that this may include the requirement to complete third-party documents, such as for example to secure a criminal record check.

_____ To the collection, use, and disclosure of my personal information as reasonably necessary for the above described verification activities.

3. **Consent**

The undersigned, in the event of election as a Director of the Corporation, consents as follows (please initial each statement below to indicate acknowledgement):

_____ To act as a Director of the Corporation. This consent shall continue in effect from year to year if and so long as I am elected to the Board. This consent shall cease to have effect from the effective date of vacation of office.

_____ Pursuant to the provisions of subsection 5.9(b) of the By-law of the Corporation, to the holding of meetings of the Board or of any committee of the Board by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

_____ To the collection, use, and disclosure of my personal information as reasonably necessary for the proper administration of my relationship with the Corporation.

4. **Undertaking**

I confirm that I have reviewed and understand the Corporation's Board Manual and if elected as a Director of the Corporation undertake as follows (please initial each statement below to indicate acknowledgement):

_____ To support the objects, vision, mission, and values of the Corporation as outlined in the Board Manual.

_____ To fulfill the duties of a Director including those as outlined in section 4.9 of the By-law of the Corporation and in Part B, Board Structure and Composition, in the Board Manual.

_____ To advise the Corporation in writing of any change to the items declared herein by the undersigned.

5. **Remuneration**

I understand that if elected as a Director of the Corporation, I will not be compensated for my services as a Director (as required by charity law), although I may be reimbursed for approved out-of-pocket expenses, subject to applicable policy as outlined in the Board Manual.

6. Competencies Matrix Profile

I understand that the Corporation wishes to ensure that its Board reflects the necessary skills and experience, behavioural competencies, and representation attributes necessary to provide effective governance. To assist the Corporation in establishing a Board that meets that objective, I provide the following information:

SKILLS AND EXPERIENCE

Category	Definition	Level		
		High	Medium	Low
Governance	Experience with governance principles and practices including strategic planning and risk management.			
Communications	Demonstrated experience with communications and marketing.			
Financial Literacy	Understanding of the financial position of the Corporation as presented in its financial statements as may be evidenced by accreditation as a financial professional (e.g. CA, CMA, CGA, etc.).			
Legal Understanding	Understanding of the Corporation's legal framework and laws relevant to its operations as may be evidenced by accreditation as a legal professional (e.g. lawyer).			
Government Funding Relationships	Understanding of the principles and process of government funding and the administration of such funding relationships.			
Education	Experience with the education industry			
	and knowledge of the:			
	- Ontario curriculum, - Montessori pedagogy, and - International Baccalaureate programs.			
Performance Management	Experience with performance management systems including evidence-based decision making.			
Capital Planning and Project Management	Understanding of how to develop capital plans and experience with managing capital projects.			
Research	Understanding of the design and implementation of research projects.			
Property and Building Management	Experience with and/or knowledge of property management and development and building maintenance.			
Social Services	Direct experience (recent or present) with and commitment to social service organizations relevant to the Corporation.			

BEHAVIOURAL COMPETENCIES

Attribute	Definition	Level		
		High	Medium	Low
Creative	Able to discern and propose responses or approaches to issues that are different from those already identified.			
Integrity	Ability to act consistently in accordance with a value system.			
Leader/Motivator	Experience enabling a group to meet its objectives.			
Positive Relationship Builder	Ability to work well with others - able to: provide constructive feedback in a respectful manner; listen, including to those whose opinions differ from one's own; and act appropriately with people from different perspectives, backgrounds, sectors, education levels, etc.			
Sound Judgement	Analytical ability applied appropriately in a variety of situations.			
Open Minded	Receptive to new and different ideas and opinions without bias or pre-judging.			

Print Full Name

Signature

Date

Identity Verification. (to be completed by President/designate)

By my signature below I confirm that I viewed government issued picture identification of the within candidate Director and am satisfied as to the identity of the candidate Director as reflected in this Declaration, Consent, and Undertaking form.

President/designate (Print Name)

Signature of President/designate

Date