

**CITY OF VAUGHAN  
POLICY MANUAL**

<b>SECTION: LEGAL AND ADMINISTRATIVE SERVICES</b>	<b>POLICY NO.:06.1.01</b>
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CNL: 86.02.03(32)  
AMENDED CNL: 95.05.08(1)  
AMENDED CNL: 98.09.14  
AMENDED CNL: 04.06.14 (51/14)

<b>DEPARTMENT:</b> CLERK'S	<b>SUBJECT:</b> REGISTERED RATEPAYER/COMMUNITY ASSOCIATION POLICY (RECOGNITION OF RATEPAYERS ASSOCIATIONS-RECEIPT OF AGENDAS AND MINUTES)
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Every member of the public has the right to address Council on his/her own behalf (or in the case of an agent, on behalf of his/her principal) at Committee of the Whole meetings and with unanimous consent at Council meetings, however duly elected representatives of groups of citizens registered with the City of Vaughan as Ratepayer or Community Associations may address Council as spokespersons on behalf of such associations.

- 1) That upon initial formation of the Association, the following be submitted to the City Clerk:
  - a) A completed Ratepayer/Community Associations Registration Form;
  - b) A list of the Association's membership showing a minimum of 25 members in an urban area and 10 in a rural area and that the list include names, addresses and signatures;
  - c) A statement of purpose and a copy of the Association's Constitution and/or By-laws; and
  - d) The boundaries of the area that the Association represents;
- 2) That all Ratepayer/Community Associations register on an annual basis and at that time any changes in Executive Officers be provided;
- 3) That the City Clerk be notified within 30 calendar days of any changes to the contact information provided on the Registration Form (name of contact person/address/phone numbers);
- 4) That the Association's Executive Officers be duly elected at a General Meeting in accordance with the respective Association's Constitution, but no less than once every three (3) years, and that all executive officers reside within their Association's boundaries;
- 5) That minutes of the General Meeting at which the Executive Officers have been elected be filed with the City Clerk;
- 6) That notification of the General Meeting to elect Executive Officers be provided in accordance with the Association's respective Constitution;
- 7) That once a year, if required, at the discretion of the Ratepayers' Association, and for the purpose of holding an annual General Meeting, that they be permitted to use a City/Library facility at no cost to the Association;
- 8) That the City will not recognize groups wishing to form a new Registered Association within the boundaries of an existing Association that is in good standing;
- 9) That Association's who have requested the Agenda/Minute delivery service and do not pick-up the documents for three (3) consecutive weeks will have this service suspended without further notice and the service will only be resumed upon written request to the City Clerk;
- 10) That the City Clerk shall be authorized to delete from the City of Vaughan's Official Registry of Ratepayer/Community Associations those Associations that do not comply with the Policy outlined in this report; and
- 11) That this Policy replace the current policy effective immediately.

*The City of Vaughan recognizes and supports Registered Ratepayer / Community Associations by the provision of various services.*

The benefits of being recognized as a Registered Ratepayer / Community Association in the City of Vaughan, are as follows:

- 1) Consultation and Notice of various issues within the boundaries being represented by the Ratepayer / Community Association (e.g. land use, traffic, parks, planning, etc.)
- 2) Qualification as a Community Service Organization (C.S.O.) under the category "Ratepayers Association" with resulting services-in-kind opportunities.
- 3) Ability to use City and Library public meeting rooms at the C.S.O. preferred rate.
- 4) Deputation status before Council as an Association rather than an individual or group of individuals.
- 5) Hard copies of Agendas / Minutes free of charge for pick-up at a Library or Community Centre if a written request is received by the City Clerk.