



DATE: September 27, 2018

TO: Mayor and Members of Council

FROM: Todd Coles, City Clerk

RE: **DEPUTATION – MS. ELVIRA CARIA**
REVIEW OF RATEPAYERS ASSOCIATION POLICY

Background

At the Committee of the Whole meeting of September 17, 2018 the Committee approved, in part, the following recommendation:

- “1) That the deputation by Ms. Elvira Caria and Communication C8, submitted at the meeting, be received and referred to staff for review and a report be provided to the Council meeting of September 27, 2018”.

The purpose of this memorandum is to respond to that recommendation and to provide information regarding the Registered Ratepayer/Community Association Policy (Policy No. CCO-010).

Registered Ratepayer/Community Association Policy

The Registered Ratepayer/Community Association Policy (RRCA) first received Council approval February 2nd, 1986. The original policy was limited in scope and focused on the requirement for groups to be registered with the City in order to receive hard copy agenda and minutes. Over the years, the policy has been amended to include additional registration requirements as part of an annual registration process. The last time the policy was amended was in 2004.

Policy CCO-010: Registered Ratepayer/Community Association Policy

A copy of the current Registered Ratepayer/Community Association Policy is included as Attachment “1” to this memorandum. The main elements of the current policy are outlined below.

1. Geographic Exclusivity
 - a. The current policy is based on geographic exclusivity. The City will not recognize groups wishing to form a new Registered Association within the boundaries of an existing association if it is in good standing.

2. Registration Requirements

- a. Upon initial formation of the Association, the following information must be submitted to the City Clerk:
 - i. Completed registration form;
 - ii. List of the Association's membership – a minimum of 25 members in an urban area and 10 in a rural area, and that the list include names, addresses and signatures;
 - iii. A statement of purpose and a copy of the Association's Constitution and/or By-laws;
 - iv. The boundaries of the area that the Association represents

3. Annual Registration

- a. Ratepayer/Community Associations are required to register on an annual basis and at that time provide any changes in Executive Officers. The City Clerk is to 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. Election of Executive Officers

- a. The Association's Executive Officers are to be elected at a General Meeting in accordance with the respective Association's Constitution, but no less than once every three (3) years. All Executive Officers must reside within their Association's boundaries.
- b. The minutes of the General Meeting at which Executive Officers have been elected must be filed with the City Clerk.
- c. The notification of the General Meeting to elect Executive Officers is to be provided in accordance with the Association's respective Constitution. There is no requirement to file this notice with the City Clerk.

Review of RRCA Policy

At the November 2012 Committee of the Whole meeting, Committee received a deputation from representatives of the Weston Downs Community Association regarding the Registered Ratepayer/Community Association policy. The deputation and committee's deliberations highlighted a number of concerns with the current policy.

Committee of the Whole recommended "that the City Clerk in consultation with interested parties, review and report on the City of Vaughan Registered Ratepayer/Community Association

Policy.” This recommendation was subsequently adopted by Council at its meeting held on December 11, 2012 (Committee of the Whole Report No. 48, Item 38).

At its meeting of June 17, 2013, Committee of the Whole (Working Session) considered a report of the City Clerk which recommended receipt of a staff report analyzing the registered ratepayer/community association policy.

In lieu of the recommendations set out in the report, Committee of the Whole (Working Session) recommended that consideration of the matter be deferred to a meeting of the Committee of the Whole (Working Session) to allow for additional input from all interested parties. On January 26, 2014, a report titled ‘Report to Council on the Outcome of the Ratepayer Policy Review Taskforce’ was transmitted to the City Clerk by Anthony Francescucci on behalf of the interested parties.

Further meetings were held on February 25, 2014, where the Committee of the Whole considered a report of the City Clerk respecting the ‘Report to Council on the Outcome of the Ratepayer Policy Review Taskforce’. Council at its meeting of March 18, 2014 adopted the Committee of the Whole recommendations regarding the receipt of a Ratepayer Policy Review Taskforce report and directed that the City Clerk and the Director of Recreation & Culture review the Taskforce’s report.

Finally, at its meeting of May 27, 2014 Council considered the report of the City Clerk. This report included a response to the Taskforce recommendations. The review has proceeded no further than this point.

Greater Woodbridge Ratepayers Association

The deputant at the September 17th, 2018 Committee of the Whole meeting indicated that she believed that the Greater Woodbridge Ratepayers Association (GWRA) was not in compliance with the Registered Ratepayer/ Community Association Policy (RRCA). In particular, she believed that the Executive Officers of the GWRA were not actively involved with the Association. A review of the GWRA registration was undertaken by staff of the Office of the City Clerk, and the findings are summarized below:

1. Completed registration form
 - a. A completed registration form (including contact information, list of executive officers) was first submitted on May 29, 2017. A renewal form was received on March 7, 2018. At this time the list Executive Officers was revised. This requirement is **SATISFIED**.

2. List of the Association's membership
 - a. At the time of the initial registration a listing of 33 names was provided. This requirement is **SATISFIED**.
3. A statement of purpose and a copy of the Association's Constitution and/or By-laws
 - a. At the time of the initial registration a statement of purpose and constitution was provided. This requirement is **SATISFIED**.
4. The boundaries of the area that the Association represent
 - a. At the time of the initial registration the boundaries of the GWRA was provided. This requirement is **SATISFIED**.
5. That all Ratepayer/Community Associations register on an annual basis and at that time any changes in Executive Officers be provided
 - a. A renewal form for 2018 was received on March 7, 2018. At this time the list Executive Officers was revised. This requirement is **SATISFIED**.
6. 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
 - a. At the time of the initial registration the general meeting minutes at which the executive was appointed was provided. As this has occurred within the past three years there is no requirement for a further general meeting. Addresses of the current executive have been confirmed as being within the boundaries of the GWRA. This requirement is **SATISFIED**.
7. That minutes of the General Meeting at which the Executive Officers have been elected be filed with the City Clerk
 - a. At the time of the initial registration the general meeting minutes at which the executive was appointed was provided. This requirement is **SATISFIED**.

In reviewing the materials submitted by the deputant it was apparent that her information about the executive was from the 2017 initial registration for the Greater Woodbridge Ratepayers Association. Updated information was provided to the Office of the City Clerk earlier this year, through the renewal process. Staff have confirmed that the executive, as provided on March 7th, 2018, are the current executive and there have been no recent changes. At this time the Greater Woodbridge Ratepayers Association is a ratepayer association in good standing.

Conclusion

Upon review of the materials submitted by the deputant, it has been determined that the Greater Woodbridge Ratepayers Association is in compliance with the Registered Ratepayer/Community Association Policy. No further action is recommended.

Respectfully submitted by:



Todd Coles,
City Clerk

Attachments

Attachment 1 - Registered Ratepayer/Community Association Policy (Policy No. CCO-010)

Policy No:	CCO – 010
Department:	CITY CLERK'S OFFICE
Subject:	REGISTERED RATEPAYER / COMMUNITY ASSOCIATION POLICY

REGISTERED RATEPAYER / COMMUNITY ASSOCIATIONS POLICY

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;

Council Approval:	1986/02/03	Amended:	1995/05/08
Report No/Item:	32	Report No/Item:	1
Cross Reference:	Policy No. 06.1.01	Amended:	1998/09/14
		Report No/Item:	N/A
		* Amended:	2004/06/14
		Report No/Item:	51/14

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- 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.

REGISTERED RATEPAYER / COMMUNITY ASSOCIATIONS POLICY

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.

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