



CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: REGISTERED RATEPAYER ASSOCIATION POLICY

POLICY NO.: Policy number to be assigned by Policy Coordinator.

Section:	Council & Committees		
Effective Date:	Click or tap to enter a date.	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Administrative Services & City Solicitor		

POLICY STATEMENT

1. The City of Vaughan recognizes the value of Ratepayer Associations in facilitating the exchange of information and ideas in the community.
2. The City supports Registered Ratepayer Associations by the provision of various services.
3. The City does not prohibit or regulate the formation of Ratepayer Associations that do not register with the City.
4. Every member of the public has equal rights to address Council as individuals or as a group at Committee/ Council meetings in accordance with the City's Procedure By-law.

PURPOSE

1. To define a framework for the administration of Registered Ratepayer Associations in the City of Vaughan in order to maintain a record of active Registered Ratepayer Associations for public and corporate use.
2. To provide a platform for the public to access information relating to the City's Registered Ratepayer Associations and to encourage neighbourhood engagement and involvement.

SCOPE

This policy applies to the Registered Ratepayer Associations in the City of Vaughan, and City Staff involved in the administration of Ratepayer Associations.

LEGISLATIVE REQUIREMENTS

None.

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DEFINITIONS

1. "City Clerk" means the City Clerk of the City of Vaughan or the Deputy City Clerk or designate.
2. "Community Service Organization (C.S.O.)" is a City approved Vaughan-based, not for profit community organization run by an elected and volunteer board of directors whose prime purpose is to provide recreation, cultural, leisure or community services to the residents of Vaughan, in accordance with the City's Community Service Organization Policy.
3. "Concession Block" means a block divided and numbered by the City of Vaughan as identified in the Ratepayer Association Map in the application package.
4. "Executive Officers" mean the President, Vice-President, Secretary and Treasurer elected at a Registered Ratepayer Association's General Meeting. All Executive Officers must reside within their Association's boundaries.
5. "Member" means a person, resident and/or landowners who reside or own properties within a geographically bound area that come together to address issues affecting their neighborhood.
6. "Registered Ratepayer Association" means a group formed by Vaughan residents and/or landowners within a geographically bound area dedicated to addressing issues affecting their neighbourhood, which are recognized by the City of Vaughan.

POLICY

1. Registration and Renewal Requirements of Ratepayer Associations

- 1.1 Upon initial registration, a completed Registered Ratepayer Association Registration Form must be submitted to the City Clerk with the following information:
 - a) A list of the Association's Executive Officers duly elected;
 - b) A statement of purpose and/or the Association's Constitution;
 - c) A list of the Association's membership showing a minimum of 25 members within each Concession Block covered by the Association's boundary as identified on the City's map, and that the list include names, addresses and signatures; and
 - d) The boundaries of the area that the Association represents. The proposed boundaries shall not overlap with existing registered ratepayer associations that are in good standing.
- 1.2 All renewing Registered Ratepayer Associations must:
 - a) have held one (1) meeting in the preceding 12-month period; and
 - b) renew their registration annually by submitting a completed renewal form no later than March 31 of each year, confirming all requirements have been met.
- 1.3 Registered Ratepayer Associations are responsible for notifying the City Clerk regarding any changes to the Association's Executive Officers, statement of purpose, membership, and the boundaries.

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1.4 Registration with the City does not provide special status for the purposes of Local Planning Appeal Tribunal (LPAT) appeals made under the *Planning Act*. Registered Ratepayer Associations should seek their own advice on LPAT appeals or other matters related to incorporation.

2. Rights of Registered Ratepayer Associations

- 2.1 Recognized status before Council as an Association rather than an individual or group of individuals.
- 2.2 Formal listing on the City of Vaughan’s Official Registry of Ratepayer Associations with the Office of the City of Clerk and inclusion on the Registered Ratepayers Association map on the City’s Website.
- 2.3 Consultation and Notice of various issues within the boundaries being represented by the Registered Ratepayer Association (e.g. land use, traffic, parks, planning, etc.)
- 2.4 On a “space available” basis and in accordance with the City’s policy, provision of meeting room space at a City/ Library facility for two (2) meetings per year at no cost to the Association.
- 2.5 Qualification as a Community Service Organization (C.S.O.) under the category “Ratepayers Association” with resulting services-in-kind opportunities, including the ability to use City and Library public meeting rooms at the C.S.O. preferred rate.

3. Authority of the City Clerk

- 3.1 The City Clerk shall be authorized to:
 - a) Review and approve Ratepayers Association applications and renewals; and
 - b) Remove from the City of Vaughan’s Official Registry of Ratepayer Associations those associations that do not comply with this policy.

4. Policy Implementation

- 4.1 This Policy is effective immediately for new associations, upon Council adoption. Former policy will continue to govern existing Registered Ratepayer Associations that are in good standing.
- 4.2 All Registered Ratepayer Associations must comply with the provisions of this policy by March 31, 2021.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	SELECT If other, specify here	Next Review Date:	Click or tap to enter a date.
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Related Policy(ies):	Community Service Organization Policy
Related By-Law(s):	N/A
Procedural Document:	
Revision History	
Date:	Description:
Click or tap to enter a date.	
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