

**SPECIAL COMMITTEE OF THE WHOLE – MARCH 29, 2004**

**REGISTERED RATEPAYERS/COMMUNITY ASSOCIATION POLICY**

Council, at its meeting of June 23, 2003, adopted the following:

- 1) That this matter be referred to an evening meeting in January 2004; and
- 2) That the following written submissions be received:
  - a) Ms. Clara Astolfo, Vaughanwood Ratepayers Association, 15 Francis Street, Woodbridge, L4L 1P7, dated June 10, 2003; and
  - b) Ms. Joanne Mauti, Woodbridge Core Ratepayers Association, 128 Wallace Street, Woodbridge, L4L 2P4, dated June 10, 2003.

Report of the City Clerk dated June 10, 2003

**Recommendation**

The City Clerk recommends:

- 1) That the attached Registered Ratepayers/Community Association Policy (Attachment 1) replace the current policy;
- 2) That Ratepayer Associations may choose one of the following options in order to comply with the requirement of providing proper public notification through their areas of representation:

**OPTION 1**

- a) The Ratepayer Association submit a written request to the City Clerk to publish the Annual General Meeting Notice in the Vaughan Citizen/Liberal "City Page", and to post the Notice on the City's website;
- b) That when, as may be the case with new subdivisions, the newspaper coverage does not reach the area of representation, the Clerk's office will post the Notice on the City's website only; and
- c) That the City Clerk's office provide the Mayor and Members of Council a copy of the said notification.

OR

**OPTION 2**

The Ratepayer Associations be responsible for providing their Annual General Meeting Notice to all residents within their area of representation and that a copy of the notification be filed with the City Clerk's office for distribution to the Mayor and Members of Council.

- 3) That the City Clerk's office send out the Registration/Application Form package to all Ratepayer Associations on or before January 15<sup>th</sup> and that the Ratepayer Associations return the completed forms to the office of the City Clerk on or before February 15<sup>th</sup> in order to be included in the Registry of Community & Ratepayer Associations for that year; and

- 4) That this Policy be effective immediately for all new Ratepayer Associations registering and that for those Ratepayer Associations currently listed on the City of Vaughan's Registry of Community and Ratepayer Associations for 2003, the Policy become effective January 1, 2004.

### **Purpose**

Council, at its meeting of February 24, 2003, directed staff to revisit the current City of Vaughan policy that governs Ratepayers Associations and report to a future Committee of the Whole meeting with a proposed revision.

### **Background - Analysis and Options**

In accordance with Council's direction, attached is a revised Registered Ratepayers/Community Association Policy and Registration/Application Form package (Attachment 1). Attachment 2 is the current Policy and Registration Form.

Further, Council directed staff to provide a report regarding policies of area municipalities and address any legal issues on this matter.

#### Area Municipalities Policies

Several municipalities in the 905 area were contacted and the following responses were received:

- |                     |   |   |
|---------------------|---|---|
| Town of Newmarket   | - | register on an annual basis   |
|                     | - | conduct an annual meeting at which Executive Officers are elected                             |
|                     | - | provide a list of the Executive Officers on an annual basis                                   |
| Town of Aurora      | - | register on an annual basis   |
|                     | - | hold a general meeting at least every 12 months   |
|                     | - | be duly constituted by annually electing a formal executive team                              |
| Town of Markham     | - | register on an annual basis   |
|                     | - | hold a general meeting at least once every 12 months  |
|                     | - | be duly constituted by annually electing a formal executive team                              |
| City of Mississauga | - | register on an annual basis   |
|                     | - | hold a regular meeting at which the board of directors is elected from the general membership |

#### Legal Issues and Benefits of being recognized as a Registered Ratepayer/Community Association

There are no legal issues with respect to this matter. In response to the question that was raised at Committee as to whether the requirement to register with the City was legislated and provided for under the Municipal Act, this requirement is a City policy that provides for recognition as a registered Ratepayer/Community Association with the following benefits:

1. Consultation and Notice of various issues within the boundaries being represented by the Ratepayers/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.

The following is an excerpt of Councillor Jackson's recommendation of February 17, 2003 (Attachment 3):

"That the revision to the current policy incorporates the following regulations:

- All executives of Ratepayer Associations be required to sign off on registration forms, minutes of Annual General Meetings, and Minutes of Bi-Annual Election Meetings,
- A list of Ratepayer Executive members be provided to the Clerk's Department on an annual basis,
- That Annual General Meetings be a requirement of registered Ratepayers Associations with proper public notification through their areas of representation and that these notifications be filed with the Clerk's Department for distribution to the Mayor and Members of Council".

Councillor Jackson's recommendations have been incorporated in the new Registered Ratepayers/Community Association Policy. The following is a comparison of the provisions under the current Policy and the new Policy:

<b>CURRENT POLICY</b>	<b>NEW POLICY</b>
Register on an annual basis.	Register on an annual basis.
Provide a copy of the organization's membership list showing a minimum of twenty-five (25) members in an urban area, ten (10) in a rural area.	Provide a copy of the Association's membership showing a minimum of twenty-five (25) members in an urban area and ten (10) in a rural area, including the names, addresses and signatures of the members.
The confirmation of a bi-annual general meeting being held at which executive officers have been duly elected.	Hold an Annual General Meeting at which the Executive Officers are duly elected and provide a list of the names, addresses and telephone numbers of the Executive Officers.
No requirement in the current policy to provide minutes of meeting.	Provide a signed copy of the Minutes of the Annual General Meeting held, state number of attendees and list names on a separate sheet.
No requirement in the current policy for notification of Annual General Meetings.	Provide proper public notification of Annual General Meetings through their areas of representation and that these notifications be filed with the Clerk's Department for distribution to the Mayor and Members of Council.

### Notification of Annual General Meetings

Notification of Annual General Meetings has been included in the new Policy as a requirement. Staff are proposing two options to address this requirement. Should the Ratepayer Association choose Option 1, it would be the responsibility of the Ratepayer Association to ensure the Annual General Meeting notification is received in the office of the City Clerk in sufficient time to meet the Vaughan Citizen/Liberal "City Page" publication deadlines. It should also be noted that when, as may be the case with new subdivisions, the newspaper coverage does not reach the area of representation, the Clerk's office will post the Notice on the City's website only.

### Changes made to the Registration/Application Form

The following changes have been made to the Registration/Application Form:

- 1) Confirmation that an Annual General Meeting has been held, the date of the meeting, the number of attendees and a list of attendees; and
- 2) Signature of the President.

When this matter was before Committee of the Whole on February 17, 2003, Mr. Paul DeBuono made a deputation and the following summarizes his comments:

- City pay for advertising particulars of the annual general meeting. City be responsible for sending out notification of annual general meeting.
- City provide space for the annual general meeting.
- Executive officers and members of the association must reside in the area.
- Presidents (co-Presidents) not be permitted to serve for more than one term (the current policy provides for biennial meetings) unless no interest is expressed by another member.

Attachment 4 are the comments received from the Ratepayers Associations in response to Councillor Jackson's communication sent in February 2003 to all Ratepayer Associations requesting any comments, questions or suggestions regarding the Policy be forwarded to the Clerk's Department.

Copies of policies received from the Town of Aurora, Town of Markham, Town of Newmarket and City of Mississauga will be provided for the information of the Mayor and Members of Council under separate cover.

### Conclusion

The revised Registered Ratepayers/Community Association Policy should facilitate in ensuring fair representation of all residents and up-to-date information in the City's Registry of Community & Ratepayer Associations.

### Attachments

- |              |  |
|--------------|--|
| Attachment 1 | Revised Registered Ratepayers/Community Association Policy and Registration/Application Form package |
| Attachment 2 | Current Policy and Registration Form   |
| Attachment 3 | Council Extract February 24, 2003, Item 1, CW Report No. 17  |
| Attachment 4 | Comments from the Ratepayers Associations  |

**Report prepared by:**

John D. Leach, City Clerk

1.6



ATTACHMENT 1  
(NEW POLICY AND REGISTRATION  
/APPLICATION PACKAGE)

**CITY OF VAUGHAN**

**REGISTERED RATEPAYERS /  
COMMUNITY ASSOCIATION POLICY**

**AND**

**REGISTRATION FORM / APPLICATION  
FORM**

## **REGISTERED RATEPAYERS / COMMUNITY ASSOCIATION 1.7 POLICY**

1. In order to qualify as a registered Ratepayers/Community Association and be included in the City of Vaughan's official registry, groups must:
  - a) register on an annual basis with the City of Vaughan (registration in one year does not provide for or guarantee registration in subsequent years);
  - b) provide immediate notice to the City of Vaughan of any changes to the Executive Officers and/or contact information;
  - c) provide a copy of the Association's membership showing a minimum of twenty-five (25) members in an urban area and ten (10) in a rural area, including the names, addresses and signatures of the members;
  - d) hold an Annual General Meeting at which the Executive Officers are duly elected and provide a list of the names, addresses and telephone numbers of the Executive Officers;
  - e) provide a signed copy of the Minutes of the Annual General Meeting held; state number of attendees and list names on a separate sheet;
  - f) provide proper public notification of Annual General Meetings through their areas of representation and that these notifications be filed with the Clerk's Department for distribution to the Mayor and Members of Council; and
  - f) provide a statement of purpose and a copy of the Association's constitution and/or by-laws.
2. Associations not complying with the above criteria will not be included in the City of Vaughan's official Registry.
3. The City Clerk shall be authorized to delete from the City of Vaughan's official Registry those Associations that do not meet the above-mentioned criteria.

### **BENEFITS OF BEING RECOGNIZED AS A REGISTERED RATEPAYERS/COMMUNITY ASSOCIATION**

1. Consultation and Notice of various issues within the boundaries being represented by the Ratepayers/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.

**RATEPAYER / COMMUNITY ASSOCIATIONS  
REGISTRATION FORM / APPLICATION FORM**

1.	Name of Ratepayer /Community Association: PLEASE PRINT																																								
2.	Name of Contact Person: _____ Position _____ PLEASE PRINT Address: _____ PLEASE PRINT City: _____ Postal Code: _____  Telephone Numbers Residence: ( ) _____ Business: ( ) _____ Fax: ( ) _____  E-Mail Address: _____																																								
3.	I, _____ confirm that an Annual General Meeting was held on: _____, attended by _____ (state number of attendees and list names on a separate sheet) at which the following Executive Officers were elected:  Executive Officers (PLEASE PRINT):																																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Position</th> <th style="width: 40%;">Address</th> <th style="width: 10%;">Tel. No. Res. &amp; Bus.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Position	Address	Tel. No. Res. & Bus.																																				
Name	Position	Address	Tel. No. Res. & Bus.																																						
	Minutes of Annual General Meeting of _____ attached YES NO																																								



1.9

4.	Please state the purpose of this Association:	
5.	Constitution / Bylaw Attached	YES NO
<small>((Sample attached – refer to page 6))</small>		
6.	Membership list Attached	YES NO
<small>* Note: minimum of twenty-five (25) members in an urban area and ten (10) in a rural area. Name, address and signature of member required.</small>		
7.	Please list the boundaries of the area the Association represents: (Attach a map)	
	North:	South:
	East:	West:
<b>For further information please contact:</b> Sybil Fernandes, City of Vaughan, Clerk's Department 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 Tel: (905) 832-8585 Ext. 8628, Fax: (905) 832-8535		
<small>This personal information is collected under the legal authority of the <i>Municipal Act, R.S.O. 1990 and c.M.45, as amended</i>. This information is provided upon request to members of the public who are community minded individuals. This information is used by City Staff for circulation purposes. Questions about this collection can be addressed to the Freedom of Information and Protection of Privacy Co-ordinator, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 Tel: (905) 832-2281.</small>		

\_\_\_\_\_ (Signature of President)

\_\_\_\_\_ (Date)

**RATEPAYERS / COMMUNITY ASSOCIATIONS**  
**MEMBERSHIP LISTING**

	NAME	ADDRESS	SIGNATURE
1.			
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25.			

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*Ratepayers Policy & Registration/Application Form*

**RATEPAYERS / COMMUNITY ASSOCIATIONS  
ATTENDANCE AT ANNUAL GENERAL MEETING**

MEMBERS	
1.	
2.	
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*Ratepayers Policy & Registration/Application Form*

1.12

**- SAMPLE ONLY -**  
**CONSTITUTION FOR THE ABC RATEPAYERS ASSOCIATION**

**Article 1 – Name**

The Name of this organization shall be "The ABC Ratepayers Association".

**Article 2 – Object**

The object of this organization shall be to promote, protect and represent the general interests of those who reside in the area as defined in Article 3.

**Article 3 – ABC Area Defined**

The ABC area is that area bounded on the north by Street A, on the west by Street B, on the south by Street C and on the east by Street D.

**Article 4 – Officers**

- 4.1 The members of the association shall elect a Board of Directors, which shall be comprised of: President, Vice-President, Secretary, Treasurer and up to 8 Directors.
- 4.2 All Members of the Board shall be elected for 1 year and may stand for re-election.
- 4.3 Members of the Board of Directors shall be elected at Annual General Meeting held in November by simple majority of members in good standing present. Proxy votes shall be written and tendered consistent with such procedures and be duly witnessed.

**Article 5 – Quorum**

- 5.1 A quorum consists of a simple majority of active members of the Board of Directors, with the President, or Vice-President present, or a designated Director to preside over the meeting.
- 5.2 Any Member of the Board of Directors who is absent from 3 consecutive meetings, without a valid excuse, or who submits his/her resignation, shall be deemed to have vacated his/her position.
- 5.3 The Board of Directors is empowered to appoint new Directors to fill any vacancy, until the next election of the Board.

**Article 6 – Duties of Directors**

- 6.1 The President shall call and preside over all meetings and generally supervise the association's activities and shall give a report at the general meetings.
- 6.2 The Vice-President shall perform the duties of the President, in the latter's absence or request.
- 6.3 The Secretary shall keep all minutes and records except financial and shall attend to clerical work.
- 6.4 The Treasurer shall have charge of all finances and assets of the association, under the direction of the Board of Directors. He/she shall pay all bills approved by the President and/or the Vice-President and/or the Secretary and shall maintain records of all assets, liabilities, receipts and disbursements and present reports at all meetings. All cheques shall be countersigned by the designated Director.

**Article 7 - Members**

- 7.1 All Members of the Association shall be residents or homeowners in the area as set out in Article 3.
- 7.2 Members of the Association shall be those who properly satisfy above requirements and have paid their annual dues of \$10, which amount may be revised from time to time by the Board of Directors.

**Article 8 - Meetings**

- 8.1 The annual general meeting shall be held in November.
- 8.2 Meetings of the Board of Directors shall be held every second month, or as needed.
- 8.3 Other meetings shall be held as required.
- 8.4 Notice of Members' meetings shall be distributed at least 7 days in advance.
- 8.5 The Association's fiscal year is from December 1<sup>st</sup> to November 30<sup>th</sup>.

**Article 9 - Amendments**

- 9.1 Motions for amendments to the constitution must be given in writing to the Board of Directors at least 14 days before the annual meeting.
- 9.2 Constitutional amendments must be approved by two thirds of the members in good standing present at the annual meeting.

**Article 10 - Procedures and Arbitration**

Since the ABC Association is registered with the Province under the Corporation Act, as a non-profit organization, all its by-laws and meeting procedures are governed under legislation of this act. This includes the holding of meetings under parliamentary procedures.

1.14

Attachment 2  
(Current Policy + Registration  
Form)

POLICY WITH RESPECT TO THE RECOGNITION OF  
RATEPAYERS ASSOCIATIONS WITHIN THE CITY OF VAUGHAN

1. a) An official registry of Ratepayer/Community Associations shall be kept by the Clerk's Department and in order to be recognized as a Ratepayer Association and be included in the City's official registry, associations shall be required to submit on an annual basis, a "Ratepayer/Community Association Registration Form" which would outline the following:
    - i) the confirmation of a bi-annual\* general meeting being held at which executive officers have been duly elected;
    - ii) a list of the names, addresses and telephone numbers of the executive officers;
    - iii) a statement of purpose and a copy of the organization's constitution and/or by-laws;
    - iv) a copy of the organization's membership list showing a minimum of twenty-five (25) members in an urban area, ten (10) in a rural area;
    - v) the boundaries of the area that the association represents; and
    - vi) whether the association wishes to receive the agenda/minute delivery service at no cost at a library/community centre closest to the area from which the organization draws its membership.
  - b) In the event that the agenda/minute delivery service has been requested and if they are not collected by the respective organization(s) for three (3) consecutive weeks, future deliveries will be suspended without further notice to the Association and only resumed after a request in writing for same has been received by the City Clerk;
2. The City Clerk shall notify all the current ratepayers/community associations of this policy and request compliance to the requirements within three (3) month's time; and
  3. The City Clerk shall be authorized to delete those associations that do not meet the above-mentioned criteria from the City of Vaughan's official registry.

\* - Amended by Council on September 14, 1998



1.15

RATEPAYER / COMMUNITY ASSOCIATIONS  
2003 REGISTRATION FORM

TO REMAIN ON THE CURRENT RATEPAYERS' REGISTRY, PLEASE COMPLETE AND  
RETURN BY MARCH 31, 2003 TO:

The City of Vaughan, Attention: Mrs. Sybil Fernandes, Clerk's Department, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1  
or by Fax: (905) 832-8535. For further information contact Mrs. Sybil Fernandes (905) 832-8585 ext. 8428.

1. Name of Ratepayer / Community Association:  
(PLEASE PRINT)

2. Name of Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
(PLEASE PRINT)  
(For notification purposes, please provide mailing address of contact person.)  
Address: \_\_\_\_\_  
(PLEASE PRINT)  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Numbers:  
Residence: ( ) Business: ( ) Fax No: ( )  
E-Mail Address: \_\_\_\_\_

3. Date of Bi-Annual General Meeting (between March 1, 2001 and March 31, 2003): \_\_\_\_\_  
Minutes Attached YES NO

4. Executive Officers (PLEASE PRINT):

Name	Position	Address	Tel. No. Res. & Bus.

Complete Sections 5 to 8 ONLY if any of this information has changed since your last submission.

5. Please state the purpose of this Association:

6. Constitution / Bylaw Attached YES NO (A sample can be obtained from the Clerk's Dept.)

7. Membership list Attached YES NO  
\* Note: minimum of twenty-five (25) members in an urban area and ten (10) in a rural area. Name, address and signature of member required

8. Please list the boundaries of the area which the Association represents: (Attach a map)  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_

NOTE: Agendas/Minutes are posted on the City's Web Site. Hard copies will only be provided free of charge for pick up at a library or community centre close to your Association if a written request is received by the City Clerk. If Agendas/Minutes are not collected by the respective organization(s) for three (3) consecutive weeks, future deliveries will be suspended without notice and only resumed upon receipt of a written request addressed to the City Clerk.  
This personal information is collected under the legal authority of the Policy with Respect to the Registration of Ratepayer Associations within the City of Vaughan. This information will be used to establish and maintain an official registry of Ratepayer / Community Associations. This information is provided upon request to members of the public who are community minded individuals. This information is used by City Staff for discussion purposes. Questions about this collection can be addressed to the Freedom of Information and Protection of Privacy Coordinator, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 Tel: (905) 832-2281

PLEASE COMPLETE THE CONSENT ON THE REVERSE OF THIS FORM

1.16

**- SAMPLE ONLY -**

**CONSTITUTION FOR THE ABC RATEPAYERS' ASSOCIATION**

Article 1 - Name

The Name of this organization shall be "The ABC Ratepayers' Association".

Article 2 - Object

The object of this Association shall be to promote, protect and represent the general interests of those who reside in the area as defined in Article 3.

Article 3 - ABC Area Defined

The ABC area is that area bounded on the north by Street A on the west by Street B on the south by Street C and on east by Street D.

Article 4 - Officers

- 4.1 The members of the association shall elect a Board of Directors, which shall be comprised of: President, Vice-President, Secretary, Treasurer and up to 8 Directors.
- 4.2 All Members of the Board shall be elected for 1 year and may stand for re-election.
- 4.3 Members of the Board of Directors shall be elected at bi-annual general meetings held in November by simple majority of members in good standing present. Proxy votes shall be written and tendered consistent with such procedures and be duly witnessed.

Article 5 - Quorum

- 5.1 A quorum consists of a simple majority of active members of the Board of Directors, with the President, or Vice- President present, or a designated Director to preside over the meeting.
- 5.2 Any Member of the Board of Directors who is absent from 3 consecutive meetings, without a valid excuse, or who submits his/her resignation, shall be deemed to have vacated his/her position.
- 5.3 The Board of Directors is empowered to appoint new Directors to fill any vacancy, until the next election of the Board.

Article 6 - Duties of Directors

- 6.1 The President shall call and preside over all meetings and generally supervise the association's activities and shall give a report at the general meetings.
- 6.2 The Vice-President shall perform the duties of the President, in the latter's absence or request.
- 6.3 The Secretary shall keep all minutes and records except financial and shall attend to clerical work.



- SAMPLE ONLY -

CONSTITUTION FOR THE ABC RATEPAYERS' ASSOCIATION

- 6.4 The Treasurer shall have charge of all finances and assets of the association, under the direction of the Board of Directors. He/she shall pay all bills approved by the President and/or the Vice-President and/or the Secretary and shall maintain records of all assets, liabilities, receipts and disbursements and present reports at all meetings. All cheques shall be countersigned by a designated director.

Article 7 - Members

- 7.1 All Members of the Association shall be residents or homeowners in the area as set out in Article 3.
- 7.2 Members of the Association shall be those who properly satisfy above requirements and have paid their annual dues of \$10, which amount may be revised from time to time by the Board of Directors.

Article 8 - Meetings

- 8.1 The annual general meeting shall be held in November.
- 8.2 Meetings of the Board of Directors shall be held every second month, or as needed.
- 8.3 Other meetings shall be held as required.
- 8.4 Notice of all Members' meetings shall be distributed at least 7 days in advance.
- 8.5 The Association's fiscal year is from December 1st to November 30.

Article 9 - Amendments

- 9.1 Motions for amendments to the constitution must be given in writing to the Board of Directors at least 14 days before the annual meeting.
- 9.2 Constitutional amendments must be approved by two thirds of the members in good standing present at the annual meeting.

Article 10 - Procedures and Arbitration

Since the ABC Association is registered with the Province under the Corporation Act, as a non-profit organization, all its by-laws and meeting procedures are governed under legislation of this act. This includes the holding of meetings under parliamentary procedures.

## CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 24, 2003

Item 1, Report No. 17, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 24, 2003.

1 **PROPOSED REVISIONS TO THE CITY OF VAUGHAN POLICY**  
**RATEPAYER GROUPS**

The Committee of the Whole recommends:

- 1) That the recommendation contained in the following report of Councillor Jackson, dated February 17, 2003, be approved;
- 2) That comments from the ratepayers' associations and Members of Council be referred to staff for consideration in the review of the policy;
- 3) That staff provide a report regarding the respective policies of area municipalities, and address any legal issues;
- 4) That the deputation of Mr. Paul DeBuono, Vellore Village Ratepayers Association, 1 George Gale Road, Woodbridge, L4H 2S7, be received; and
- 5) That the written submission from Ms. Diane Rembacz, North Maple Ratepayers' Association, 208 America Avenue, Maple, L6A 3E8, be received.

**Recommendation**

Councillor Linda D. Jackson recommends:

THAT staff be directed to revisit the current City of Vaughan policy that governs Ratepayer Associations and report to a future Committee of the Whole meeting with a proposed revision, and

THAT the revision to the current policy incorporates the following regulations:

- All executives of Ratepayer Associations be required to sign off on registration forms, minutes of Annual General Meetings, and Minutes of Bi-Annual Election Meetings,
- A list of Ratepayer Executive members be provided to the Clerks Department on an annual basis,
- That Annual General Meetings be a requirement of registered Ratepayers Associations with proper public notification through their areas of representation and that these notifications be filed with the Clerks Department for distribution to the Mayor and Members of Council.

**Purpose**

To ensure a fair and consistent representation of residents throughout the City of Vaughan by their respective Ratepayers Association.

**Background - Analysis and Options**

The current City of Vaughan policy, which governs the operation of Ratepayer Associations, has invited Ratepayers Associations to conduct business without the knowledge or input of area residents and the City of Vaughan does not always have up-to-date information regarding executive members.

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 24, 2003

Item 1, CW Report No. 17 – Page 2

Conclusion

Implementing the regulations outlined above will place members above suspicion while ensuring fair representation of all our residents.

Attachments

None

Report prepared by:

Mirella Compagno, Council Administrative Assistant



1.20

ATTACHMENT 4

COMMENTS FROM THE RATEPAYERS ASSOCIATIONS

**WOODBIDGE CORE RATEPAYERS' ASSOCIATION**

128 Wallace Street  
Woodbridge ON L4L 2P4  
905 851 2808

April 3, 2003

Councillor Linda Jackson                      905 832 8538  
Clerks Department. Sybil Fernandes        905 832 8535

RE: Vaughan Policy – Ratepayer Groups

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**ELECTIONS:**

The key factor with elections is that they be held and this must be mandatory. However the timing of the elections should be at the discretion of each group and according to their Constitution. Perhaps a suggested timing would be every 3 years to coincide with the City elections. Associations cannot be forced to have a bi-annual election if their Constitution says differently.

**SIGNATURES OF EXECUTIVE MEMBERS:**

The **majority** of executive members could be required to sign off on minutes of Annual meetings, not all members, as most executives make decisions by majority. Perhaps the list of executive members provided on the registration form to the Clerk's Dept. annually could have **all** the members sign, if a long enough time is given in case some members are away.

**ANNUAL MEETINGS:**

Annual meetings should be a requirement of ratepayer associations. However who and how people are notified would vary depending upon the individual associations. Each Association is an individual group with their individual Constitution and rules. There are many ways Annual meetings could be done. They could be open to all residents within the boundary, with notices posted in the library and/or Vaughan Citizen; or mailed to every individual within the boundaries; or mailed to only the members, but all are welcome; or the meeting could be for only the members, depending on what the group chooses to do. Individual notices to everyone within the boundaries is an horrendous endeavour. After all this is a volunteer group.

1.22

In our opinion, individual notices to only the members makes sense because again according to some association rules, only members can vote. However the final decision of how Annual Meetings are done should belong to the Association and according to their rules.

Membership should be open to all residents within the boundary. Efforts should be made to encourage people to join, but then again the method depends on the Association. People can be informed about the Association by word of mouth, presentations, mass mail outs etc. Perhaps the City could run an advertisement in the local newspaper encouraging people to join their local ratepayer associations, with a list of all the names of associations and contact persons. It would be a waste of paper and time to notify everyone individually within the boundaries of an Annual Meeting if they were not interested in joining the association in the first place.

When community meetings are initiated by the City then the City sends out the notices to all residents according to City rules, or if the developer is asked by Council to have a community meeting for his application, then the onus is on him to send out notices to ALL residents in the area and usually this goes beyond the boundaries of one Association. These are the meetings that are packed because people are interested in that particular subject, and maybe nothing else for the next 10 years, certainly not an Annual Meeting.

In conclusion, we think that some rules are necessary, but that the individual Associations must be allowed to run their associations as they see fit and according to their individual constitutions.

Yours truly

*Joann Mauts*

1.23

**FACSIMILE COVER PAGE**

DATE: APR 4 / 03 TIME: \_\_\_\_\_

**TO:** COMPANY: CLERK'S DEPT  
ATTENTION: Sybil Fernandes  
FAX NUMBER: 905 832 8535

**FROM:** COMPANY: WOODBRIDGE COLLEGE EMPLOYERS' ASS  
CONTACT: JUANNIS MAUTI

NUMBER OF PAGES being sent, including this cover page: 3

If total number of pages are not received/received poorly, please telephone (905) 851-2808 and ask for the facsimile operator.

**COMMENTS:**

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Fernandes, Sybil

1.24

**From:** Maril Rich [marilric@yahoo.com]  
**Sent:** Thursday, March 20, 2003 9:13 PM  
**To:** sybil.fernandes@city.vaughan.on.ca  
**Cc:** susan.kadis@city.vaughan.on.ca  
**Subject:** ratepayer groups

March 20, 2003

Here are comments on rules for ratepayer groups from Crestwood, Springfarm, Yorkhill Residents' Association (CSYRA). Marilyn Richmond, President

1. General meetings to remain as they are now as once every two years. (Not to be changed to once a year.)
2. Each Executive member does not have to sign at meeting. If City wants to confirm that a person is on the Executive of a Ratepayer group, City can contact each Executive member listed.
3. Minutes of meetings and Membership lists sent to City once every two years instead of once a year.
4. A ratepayer group is to consist of ten or more households that are located in the area that that ratepayer group represents. (Change from the current requirement of 25 members.)
5. A flat sum be given to each ratepayer group, as was done years ago, to use for expenses. Also, flyers, advertisements, meeting room rental, postage, paper to be paid for by City. Each ratepayer group will have authorization to use a City meeting room in their area as they choose with no rental fee and to use copy facilities, etc. at a City office near their area, i.e. the closest Community Center, with no fee.
6. Relatives of City employees and relatives of elected officials may not hold any Executive position of a ratepayer group.

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Do you Yahoo!?  
Yahoo! Platinum - Watch CBS' NCAA March Madness, live on your desktop!  
<http://platinum.yahoo.com>



1.25

**Fernandes, Sybil**

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**From:** Compagno, Mirella  
**Sent:** Tuesday, March 11, 2003 11:28 AM  
**To:** Fernandes, Sybil  
**Cc:** Jackson, Linda  
**Subject:** FW: [SPAM] New President: Mimi Badali

Hi Sybil,

I will be forwarding to you any correspondence and/or voice communications we receive which may relate to the new Ratepayer Associations Policy.

For your records:

The email below outlines one groups constitution but aludes to some guidelines which you may want to consider.

In addition to this email I received phone calls and suggestions as follows:

Joanne Mauti - could notices of ratepayer meeting be accommodated on the City's web site and/or the City Page of the Vaughan Citizen? If this is not an option, can the City administrate the distribution of the notices?

Marilyn Richmond - AGM should be every 2 years, NOT each year, officers should not be required to "sign off", and the associations should be provided with funding from the City.

**Mirella Compagno**  
**Administrative Assistant**  
**Office of Councillor Linda D. Jackson**  
**(905) 832-8585**  
**Ext. 8837**

-----Original Message-----

**From:** Paul De Buono [mailto:vvra@pdb.ca]  
**Sent:** Sunday, March 02, 2003 10:43 PM  
**To:** City of Vaughan - Council  
**Subject:** [SPAM] New President: Mimi Badali

Dear Members of Vaughan City Council:

It was a pleasure meeting you and working with you during the past year in my role as President of the Vellore Village Residents Association.

Some of you had asked for the Association's endorsement for your candidacy for this year's municipal election. Unfortunately, such an endorsement is prohibited by the Association's Constitution which, among other things, states the following:

- Members and Executive are limited to residents and property owners within the boundaries of Vellore

3/11/2003

Village:

- The Executive are mandated to seek as much input as possible from the community for the purposes of administration and decision-making of the Association;
- The Annual General Meeting must be held annually in the winter, and must be scheduled and published under guidelines which encourage widespread awareness of the date;
- All Executive positions are to be elected annually;
- The President cannot be President for more than two years consecutively;
- The Association and/or its Executive cannot endorse a person elected or intending to be elected on City Council (besides other levels of government).i

I believe that some of the above are reflections of your recent Committee of the Whole discussion on how resident associations can be improved.

**New President:**

I am pleased to announce that effective today, the Vellore Village Residents Association has a new President. Her name is Mimi Badali. I trust that you will afford her and the other new members of the Executive as much kindness as you afforded me.

Sincerely,

Paul De Buono, former President  
Vellore Village Residents Association

3/11/2003

1.27

**Fernandes, Sybil**

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**From:** Compagno, Mirella  
**Sent:** Tuesday, March 11, 2003 11:30 AM  
**To:** Fernandes, Sybil  
**Cc:** Jackson, Linda  
**Subject:** FW: Ratepayers

Sorry Sybil,

here are more comments from Joanne Mauti:

- do notices go out to all members only or to all residents within boundaries for AGMs?
- who pays for notice mailings?
- who votes - registered members only?
- fee for members?
- membership restricted to boundary residents?

**Mirella**

1.28

Jackson, Linda

**From:** di [Diane.Rembacz@Sympatico.ca]  
**Sent:** Tuesday, February 18, 2003 10:40 AM  
**To:** linda.jackson@city.vaughan.on.ca  
**Subject:** [SPAM] Ratepayer Associations - Guidelines  
**Importance:** High

ITEM # 1  
ADDITIONAL  
INFORMATION  
CW Feb 17/03

Dear Linda,

I am in favour of enforcing the guidelines and rules of operation for ratepayer organizations. It allows the ratepayer organizations to function on an equitable and honest platform. Without having an Annual General Meeting once a year there is no way to have the residents come forward with their opinions. It allows for discussion to take place between the organizations leadership and the residents even if the discussion is not in the leaderships favour. It forces the leadership to address issues effecting their neighbourhood. Participation of the residents is a challenge but it is essential to have their participation in the meetings to allow for public input. There is a great responsibility involved in representing a large group of people and that responsibility should not be taken lightly. The ratepayer organization should be able to draw the people together through the Annal General Meetings.

Please let me know if I can be of any further assistance in this matter. I can be reached at (905) 832-5949 or at the above e-mail address.

Sincerely,

Diane Rembacz  
President  
North Maple Ratepayers' Association

2/17/2003