



**RATEPAYER / COMMUNITY ASSOCIATIONS  
REGISTRATION FORM**

Attention: Ms. Isabel Leung, Deputy City Clerk  
2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1  
Email: Isabel.Leung@vaughan.ca

(Please Print)

1 Name of Ratepayer/Community Association: \_\_\_\_\_

2 Name of Primary Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

E-Mail Address: : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Website: \_\_\_\_\_

3 Date of \*General Meeting: \_\_\_\_\_

*\* Per Policy a General Meeting to be held once every three (3) years for the purpose of electing the Association's Executive Officers.*

Are the Minutes of the General Meeting attached:  YES  NO

4 **Executive Officers**

Name	Position	Address	Telephone #	Email

5 *The following information is ONLY required with the initial registration or if the information changes:*

Please state the purpose of this Association: \_\_\_\_\_  
\_\_\_\_\_

6 Is the Constitution / Bylaw attached:  YES  NO

7 A map outlining the boundaries of the area which the Association represents:

Is the Map attached:  YES  NO

8 *The following information is ONLY required with the initial registration.*

Is the Membership List attached:  YES  NO

**Notice of Collection of Personal Information**

Personal information on this form is collected under the authority of the Municipal Act, 2001. The information will be used to compile and maintain an official Registry of Ratepayer/Community Associations. The Registry will be provided to members of the public on the City's website at [www.vaughan.ca](http://www.vaughan.ca).

Questions about this collection can be addressed to the City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 Tel: 905-832-8585.

**CITY OF VAUGHAN  
POLICY MANUAL**

**SECTION: LEGAL AND ADMINISTRATIVE  
SERVICES**

**POLICY NO.:06.1.01**

CNL: 86.02.03(32)  
AMENDED CNL: 95.05.08(1)  
AMENDED CNL: 98.09.14  
AMENDED CNL: 04.06.14 (51/14)

**DEPARTMENT:  
CLERK'S**

**SUBJECT:  
REGISTERED RATEPAYER/COMMUNITY  
ASSOCIATION POLICY  
(RECOGNITION OF RATEPAYERS ASSOCIATIONS-RECEIPT OF AGENDAS  
AND MINUTES)**

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.

**- 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 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 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 meeting and generally supervise the association's activities and shall give a report at me 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 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 \$ \_\_\_\_ 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 City of Vaughan.
- 8.2 Meetings of the Board of Directors shall be held every \_\_\_\_\_, 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 \_\_\_\_\_ to \_\_\_\_\_.

**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 \_\_\_\_\_ 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.