
Subject: Ratepayer Association Policy
Staff Report No. CPS-011-24
Commission: Corporate Services (Clerk's)
Date: June 5, 2024

Recommendation:

- 1) That Council approve the amended Registered Ratepayer Association Policy (AP No. 93), as contained in Attachment No. 1.

1. Purpose:

The purpose of this report is to provide an updated Registered Ratepayer Association Policy ("AP No. 93") for Council's consideration.

2. Executive Summary:

In 2022, the Town adopted a Registered Ratepayer Association Policy. Updates are required to the policy to ensure it is meeting the needs of the community.

3. Background:

At the March 2, 2022 meeting Council passed the following resolution:

Ratepayers Association Policy

WHEREAS the community is developing with a new provincial focus under the More Homes, More Choice Act, 2019; and

WHEREAS residents have been more engaged with how the new developments are being reviewed and approved; and

WHEREAS time has changed regarding public focus on processes and access requests; and

WHEREAS a ratepayers' group has been formed as a result of public interest to be more involved; and

WHEREAS the Town is committed to supporting civic engagement.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to develop a policy to recognize ratepayer associations of the Town of Whitchurch-Stouffville; and

THAT Council direct Staff to publish a registry of the recognized ratepayer associations of the Town.

On April 20, 2022, Council enacted the Registered Ratepayer Association Policy. The Town presently has two (2) Ratepayer Associations. Following the implementation of the Policy, the existing Ratepayer Associations raised various enquiries that were not addressed in the current policy.

4. Analysis and Options:

Staff have reviewed ratepayer association policies from neighbouring municipalities for best practices to develop amendments to the Town's current policy to ensure the policy is meeting the needs of the community and Town as a whole.

There are a number of recommend changes staff are proposing to the existing Ratepayers Associations policy.

The following amendments are proposed to be made to the current Registered Ratepayer Association Policy:

4.1 Definitions

To add the definitions of "Clerk", "Employee", and "Executive Officer".

4.2 Geographical Boundaries

To add clarification surrounding the geographical boundaries of Ratepayers Associations.

The Town allows for the formation of multiple Ratepayers Associations within its jurisdiction. Nevertheless, each Association is required to delineate its geographical boundaries and ensure that no overlap occurs with other established Associations within the Town. The Town will prepare a map to show the boundaries of each approved ratepayer's association.

4.3 Requirements

The policy will include the following requirements for Ratepayer Associations:

- a) Elect a formal Executive team;
- b) Designate a representative who shall be the sole authorized individual to speak on behalf of the Association before Town Employees, Council, or other municipal authorities regarding matters of policy, concerns, requests, or any other enquiry. The representative should be listed in the completed Ratepayers Association Registration Form; and
- c) Represent not less than 10 in a rural area and 20 in an urban area. The Town's Comprehensive Zoning By-law 2010-001-ZO as amended from time to time will be used as a reference document to assist in determining if an area is urban or rural.

The following requirements for the establishment of a Ratepayer Association have been removed:

- a) Attaching a copy of the constitution/by-law for the Association;
- b) That notification of the General Meeting to elect Executive Officers be provided in accordance with the Association's respective Constitution.

The policy will include the following requirements for Renewing Ratepayers Associations:

- a) Submit a completed Ratepayers Association Renewal Form to the Clerk;
- b) Submit required materials to the Clerk including,
 - a. Minutes of the General Meeting held in the preceding 12-month period
 - b. An updated membership list
 - i. Membership list must represent not less than 10 in a rural area and 20 in an urban area. The Town's Comprehensive Zoning By-law 2010-001-ZO as amended from time to time will be used as a reference document to assist in determining if an area is urban or rural.
- c) Have held one meeting in the preceding 12-month period;
- d) Elect a formal Executive team;
- e) Designate a representative who shall be the sole authorized individual to speak on behalf of the Association before Town Employees, Council, or other municipal authorities regarding matters of policy, concerns, requests, or any other enquiry. The representative should be listed in the completed Ratepayers Association Renewal Form; and
- f) File annual renewal no later than March 31 of each year.

4.4 Responsibilities

The Clerk or designate will have the following responsibilities:

- a) Reviewing and approving Ratepayers Association applications.
- b) Enforcing this policy and any related procedures.

5. Financial Implications:

There are no financial implications associated with this report.

6. Alignment with Strategic Plan:

An Engaging Town

Organizational Effectiveness

Good Governance

7. Attachments:

- 1. Registered Ratepayers Association Policy (AP No. 93)

8. Related Reports:

CS-007-22

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