



# DISTRICT OF WEST KELOWNA

## COUNCIL POLICY MANUAL

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Approval Date: 2011-FEB-15

<b>SECTION: ADMINISTRATION</b> <b>SUBJECT: RESIDENTS' ASSOCIATIONS</b>
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### **Policy Statement:**

The District of West Kelowna (DWK) acknowledges the significant value of residents' (neighborhood, community, etc.) associations to the well-being of the community and seeks to encourage a relationship of cooperation and regular communication with these groups. Essential to this goal is the development and maintenance of a partnership between the associations and the DWK based on trust and mutual respect and one that values the roles that each party plays in the quality of life for all of the residents of the District of West Kelowna.

### **Purpose:**

The Residents' Associations (RA's) Policy is intended to support the role played by residents' associations as advocates for their neighborhoods and champions of local causes as well as valuable partners of the District in enhancing communications, fostering co-operation, and establishing two-way dialogue between the DWK and the various community groups that represent neighborhood views.

### **The Role of the District:**

1. Meeting Space – Upon request, and wherever possible, the DWK will assist associations with the provision of meeting space (for both regular and annual general meetings) in District facilities at nominal or no cost.
2. Information Flow – The DWK will promote the flow of open communication and provide information to the RA'S subject to any restrictions of privacy/confidentiality legislation.
3. Consultation – The DWK will strive to involve the associations in consultation for major issues relevant to their neighborhoods or to the community at large. The DWK will focus on doing so early on in the decision-making process particularly on issues that directly impacts a specific neighborhood.
4. Notification – The DWK will provide all associations with a schedule of regular Council meetings and access to agendas. The DWK will advise all associations in a timely fashion of upcoming open meetings concerning neighborhood issues. The District will also notify all associations whenever possible of major operational activities, which will have neighborhood impacts.

5. Access to DWK Staff – Without restricting the current access RA's have to DWK staff, the DWK will make staff available whenever possible and requested to attend association meetings as well as to assist in the provision of relevant information in support of an association's initiatives. Requests for DWK staff support are to be directed to the Corporate Services Department.
6. Access to Council – The DWK will provide opportunities for representatives of Residents' Associations to meet directly with Council, at least annually, to provide updates on association activities and to discuss issues of mutual interest or concern. As well, associations may appear on other occasions as a delegation to Council through the established "Delegation Request" procedure available to all citizens' and groups.
7. Financial Support – The DWK will consider financial support of associations as part of the annual "grant-in-aid" budget deliberations. Associations seeking financial support must qualify under the DWK "Grant-in-Aid Policy" and must submit an application in the manner provided for in that policy.
8. Acknowledgement – The DWK will take advantage of opportunities to provide official public recognition for the contribution of the members of a Residents' Association to their community.

### **The Role of the Residents' Associations:**

In order to have a consistent structure; the DWK encourages Residents' Associations to work within the following guidelines:

1. Mandate – To work towards improving the quality of life in their neighborhood and the community as a whole by enhancing communication between the DWK and its residents and maintaining an advocacy role for its members.
2. Membership – Open to any person residing in or owning residential property within the boundaries of the association and representative of the diverse segments of its neighborhood's populace and subject to the association's bylaws.
3. Boundaries – Establish clearly delineated boundaries, which may overlap with the boundaries of other associations.
4. Bylaws – A Residents' Association is to be registered under the Society Act and guided by a written mandate and bylaws. It is recommended they address the following items:-
  - A membership registration process
  - A general meeting process and notification
  - An election process for Directors and Officers
  - A requirement of majority vote by quorum
  - A requirement to keep records
5. Directors and Officers – Elect Directors and Officers at an Annual General Meeting.
6. Location of Meetings – Hold Annual General Meetings in a public place.
7. Notify DWK of General Meetings – Notify the DWK of time, date and place of **all** general meetings, and agenda if possible.
8. Liaison with DWK – RA'S will provide the Corporate Services Department of the DWK with the current contact information for designated contacts and officers of the association. Unless otherwise notified, the President of the RA will be the representative/contact of the RA.

9. Communication with Council – Make submissions to Council via a liaison person designated by the RA, invite members of Council to association meetings and forward copies of association newsletters, bulletins, etc. to Council.