



Administrative Policies & Procedures

Policy No. GOV-10 – Ratepayers Association Policy

Topic:	Ratepayers Association Policy	Affects:	All Staff
Section:	Gov	Replaces:	Ratepayers/Community Associations Policy
Original Policy Date:	2014	Revision Date:	June 2019
Effective Date:	June 1, 2019	Proposed Revision Date:	June 2023
Prepared By:	Legislative Services	Approval Authority:	Council

1.0 Policy Statement

The Town of Aurora is committed to supporting civic engagement through the registration of Ratepayers Associations. This policy defines the framework for the administration of Ratepayers Associations in order to maintain a record of active Ratepayers Associations in the Town.

2.0 Purpose

The purpose of this policy is to provide guidance to staff and external stakeholders who are currently part of or plan to start a Ratepayers Association.

3.0 Scope

This Policy applies to the Ratepayers Associations in the Town of Aurora, and Town staff involved in the administration of Ratepayers Associations.

4.0 Definitions

Executive means the President, Vice President, Secretary and Treasurer elected at a Ratepayer Association’s annual meeting.

Member means a person, resident and/or land owners residing in the geographically bounded area of a Ratepayers Association who has submitted their name as part of the group’s membership.

Ratepayers Association is a group of residents and/or land owners within a geographically bounded area that come together to address issues affecting their

Policy No. GOV-10 – Ratepayers Association Policy

neighbourhood.

Town Clerk means the “Town Clerk” as defined in the *Municipal Act, 2001*; or his or her designate.

5.0 Requirements and Procedure

Requirements

In order to register as a Ratepayers Association, groups must:

- Elect a formal executive team;
- Represent not less than 10 households, or contain a membership of at least 20 persons; and
- Submit completed “Town of Aurora Ratepayers Association Registration Application” including a list of all members and a map outlining the boundaries of the Ratepayers Association to the Town of Aurora.

Renewing Ratepayers Associations are required to:

- Have held one meeting in the preceding 12 month period;
- Elect a formal executive team;
- Represent not less than 10 households, or contain a membership of at least 20 persons; and
- Submit completed “Town of Aurora Ratepayers Association Renewal Form” confirming requirements have been met; and
- Submit an updated membership list, upon request, to the Town of Aurora.

Any new or existing Associations that fail to comply with Town requirements will not be considered a registered Ratepayers Association.

Guidelines

The Town Clerk has discretion over the registration of Ratepayers Associations, including geographical boundaries and name of the Ratepayers Association. As a guideline, it is suggested that:

- Catchment area does not exceed one concession block in size; and
- The name is reflective of the area or concern being represented.

Policy No. GOV-10 – Ratepayers Association Policy

Entitlements

Once the application has been approved, the Ratepayers Association is entitled to the following benefits:

- Recognition as a Ratepayer Association to speak on behalf of their membership at Council and Committee meetings;
- Listing in the Town Resident's Guide, Town website and any other Town material containing Ratepayers information; and
- Based on availability, and in accordance with the Town Room-Hall Permitting Policy and/or any other applicable policies, provision of meeting room space for one meeting per year at no cost.

6.0 Responsibilities

Staff:

- Providing Ratepayers Association information to Council, staff and the public
- Maintaining a list of registered Ratepayers Associations
- Notifying registered Ratepayers Associations of upcoming Planning applications in their area, in accordance with the *Planning Act*
- Coordinating annual room booking with registered Ratepayers Associations
- Complying with this Policy and related procedures

Town Clerk:

- Reviewing and approving of Ratepayers Association applications
- Enforcing this Policy and related procedures

Registered Ratepayers Associations:

- Holding a general meeting at least once every 12 months
- Maintaining status through registration with the Town
- Managing all functions of the Ratepayers Association, including membership, meetings, and other administrative duties that may occur
- Notifying the Town if executive changes or Ratepayers Association dissolves
- Complying with this Policy and related procedures

Policy No. GOV-10 – Ratepayers Association Policy

7.0 Regulatory/References/Codes/Standards

The *Planning Act* provides that appeals to the Local Planning Appeal Tribunal (LPAT) may be filed by “persons”. Groups or associations, such as residents or ratepayer groups that are not incorporated, may not be considered “persons” for purposes of the *Act*. The Town does not provide any advice on LPAT appeals or anything related to incorporation.