



**Town of Whitchurch-Stouffville  
Ratepayer Association Registration Package**

Includes:

1. Registered Ratepayer Association Policy
2. Ratepayer Association Registration Form
3. Membership Listing

## Registered Ratepayers Association Policy

Revision Date:	June 5, 2024	Supersedes:	April 20, 2022
Effective:	June 5, 2024	Authority:	Clerk <i>Betsy Jamieson</i>

### 1.0 Overview

The Town of Whitchurch-Stouffville recognizes that Ratepayers Associations have been formed as a result of public interest to be more involved. The Town 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 outline the responsibilities and rights of Ratepayers Associations registered with the Town.

### 3.0 Scope

This policy applies to all Town Employees involved in the administration of Ratepayers Associations and all Ratepayers Associations within the Town.

### 4.0 Definitions

**“Clerk”** means the Town Clerk, or anyone designated by the Clerk to perform his or her duties relating to the administration of Ratepayers Associations;

**“Council Appointed Committee Meeting”** means an Accessibility Advisory Committee, Appeals Committee, Committee of Adjustment, Heritage Advisory Committee, or Joint Compliance Audit Committee Meeting;

**“Council Meeting”** means a Regular, Public Planning, Budget, Special, or Emergency Meeting;

**“Employee”** means any Person employed by the Town on a temporary, contract or permanent basis;

**“Executive Officer”** means the President, Vice President, Secretary and Treasurer elected at a Ratepayer Association’s annual meeting;

**“Ratepayers Association”** means an organization formed by a group of residents, in a defined area, that come together to address issues affecting their neighbourhood;

**“Town”** means the Corporation of the Town of Whitchurch-Stouffville.

## 5.0 Policy

### 5.1 Geographical Boundaries

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.

### 5.2 Requirements

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

- a) Submit a completed Ratepayers Association Registration Form to the Clerk;
- b) Submit required materials to the Clerk including,
  - i. Minutes of the General Meeting
  - ii. Membership List
  - iii. Mandate of the Ratepayer’s Association
- c) Elect a formal Executive team;
- d) Provide the Town a main point of contact for the association. Should any special working groups be formed, the association will be asked to designate representative(s) on behalf of the association; and
- e) Represent not less than 10 individuals in a rural area and 20 individuals 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.

Renewing Ratepayers Associations are required to:

- f) Submit a completed Ratepayers Association Renewal Form to the Clerk;
- g) 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 individuals in a rural area and 20 individuals 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;
- h) Have held one meeting in the preceding 12-month period;
- i) Elect a formal Executive team;
- j) Provide the Town a main point of contact for the association. Should any special working groups be formed, the association will be asked to designate representative(s) on behalf of the association; and
- k) File annual renewal no later than March 31 of each year.

### **5.3 Responsibilities**

Registered Ratepayers Associations have the following responsibilities:

- a) Notify the Clerk within 30 calendar days of any changes to the contact information provided on the Registration Form (name of contact person/address/phone numbers);
- b) Register on an annual basis and at that time any changes in Executive Officers be provided via the minutes of the General Meeting;
- c) That the Association's Executive Officers be duly elected at a General Meeting no less than once every three (3) years;
- d) That notification of the General Meeting to elect Executive Officers be provided;
- e) Adhering to this Town policy.

The Clerk has the following responsibilities:

- f) Reviewing and approving Ratepayers Association applications;
- g) Enforcing this policy and any related procedures.

### **5.4 Rights**

Registered Ratepayers Associations have the following rights:

- a) That the Clerk or Clerk's staff shall provide a link to upcoming Council Meetings and Council Appointed Committee Meeting Agendas;
- b) That the Association has deputation status before Council, rather than an individual or group of individuals;
- c) That Incorporated Associations have status at the Ontario Land Tribunal. Associations, such as Ratepayers Associations, that have incorporated status, are considered "persons" for the purposes of the *Planning Act*;

- d) That once a year, if required, at the discretion of the Ratepayers' Association, and for the purpose of holding an annual General Meeting, they be permitted to use a Town meeting room at no cost to the Association, subject to availability; and
- e) That Employees shall publish the Town's Official Registry of Ratepayers Associations by providing a new webpage on the Town website. The Town webpage will include the following details:
  - a. Contact Person
  - b. Email Link
  - c. Website Link
  - d. Boundaries

The Clerk has the following rights:

- f) Authorization to delete from the Town's Official Registry of Ratepayers Associations those that do not comply with this policy.

## **6.0 References**

- Ratepayers Association Registration Form
- Ratepayers Association Renewal Form

Available in alternative format upon request.

### Ratepayer Association Registration Form

Submit this completed form along with any required materials to [clerks@townofws.ca](mailto:clerks@townofws.ca)

<b>Name of Ratepayer Association</b>	
<b>Name and Position of Point of Contact &amp; Back-Up Point of Contact</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Website:</b>	
<b>Statement of Purpose</b>	
<b>Boundaries of Area Represented</b>	
<b>Date of General Meeting</b> <i>(Note: As per AP No. 93 a General Meeting is to be held annually)</i>	

<b>Executive Officers</b>				
<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Telephone #</b>	<b>Email</b>
<b>Confirm required materials are attached:</b>				
Minutes of the General Meeting Membership List – <i>Minimum 10 individuals in a rural area and 20 individuals in an urban area (must include name, address, and signature)</i>				

## Membership Listing

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(Name of Association)

	Name	Address	Signature
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