
City of Kelowna

MEMORANDUM

DATE: April 4, 2003
FILE: 0240-20

TO: City Manager

FROM: Community Planning Manager

RE: Council Policy 305, "Guidelines for Communication & Cooperation
Between the City and Residents Associations"

REPORT PREPARED BY: Theresa Eichler

RECOMMENDATION:

THAT Council approve the addition of the following clause to Section I of Council Policy 305 – Guidelines for Communication and Cooperation Between the City and Residents Associations:

- e) In order for the City to retain contact information for an Association on the published list, referred to above, the Association must submit a copy of the minutes of its most recent annual general meeting by May 31st of each calendar year. Any Association that does not provide this information will be removed from the contact list.

PURPOSE:

To amend Council Policy 305 to add a requirement that Residents Associations must submit a copy of the minutes of their Annual General Meeting, in order to remain on the contact list for Residents' Associations that is published by the City.

REPORT:

In May of 2002, Council approved Policy 305, "Guidelines for Communication & Cooperation Between the City and Residents Associations". This policy was to help clarify lines of communication and procedures between the City and Residents Associations. A copy of the full policy is available on the web page (www.city.kelowna.bc.ca) under, Council, Policies. The wording of the policy was developed in cooperation with representatives of Residents Associations and City staff.

Section I of the policy, quoted below, identifies the criteria for publishing contact information for these groups on the City web page and in the Recreation Guide:

I. PUBLICATION OF CONTACT INFORMATION

Publication of contact information for Residents Associations, by the City on the City Web Page, www.city.kelowna.bc.ca, under Community Information, and within its quarterly Recreation Guide, depends on the following information being submitted, in writing, to the Community Planning Manager:

- a) The defined boundaries of the area to be served by the Association, as defined by the Association;*
- b) The level of representation to the neighbourhood provided by the Association (this information will not be published);*
- c) Whether or not the Association is a Non-profit Society registered under the Society Act for B.C.;*
- d) Contact information including, at minimum, a name and mailing address. Phone number, fax number and/or email may also be provided (if applicable).*

For the last few years, the list published by the City has included addresses for Associations that are not receiving mail. All mail is returned from these addresses and no new information has been provided by any representative of the Association. The associations have not been deleted from the contact list, as it has been the position of the City that contact information is not changed without written notice from the association. While City staff does not wish to presume that these associations no longer exist, it is misleading to publish contact information that is no longer valid.

As a means of addressing this issue, staff is recommending that a new clause be added to Section I of Policy 305, as follows:

- e) In order for the City to retain contact information for an Association on the published list, referred to above, the Association must submit a copy of the minutes of its most recent annual general meeting by May 31st of each calendar year. Any Association that does not provide this information will be removed from the contact list.

Minutes of the annual general meeting (AGM) will provide the necessary information to ensure that the agency is still active. May 31st is the suggested cut-off date in order to enable the City to update the existing list prior to the end of 2003, and remove inactive associations from the list. Provided the AGM was held no more than 12 months before a copy of the minutes is submitted to the City, staff will accept the minutes as evidence the Association continues to be active. The onus remains on the Associations to ensure that the contact information remains current.

Should Council approve the recommendation of this report, staff will immediately notify Residents Associations of the change, in writing.

SUMMARY

Council approved Policy 305 last year to help clarify communications between the City and Residents Associations. For several years, the City has provided the service of publishing contact information for residents associations in its Recreation Guide, and more recently, on the City web page (www.city.kelowna.bc.ca under Community Information). There are a few names and addresses on the list that mail is being returned from. Up to now, the onus has been on the Associations to bring new information to the City, including whether or not an Association continues to be active.

Re: Council Policy 305, "Guidelines for Communication & Cooperation Between the City and Residents Associations"

The Communication Policy did not change this, but simply clarified the existing procedure. It is misleading for the City to continue to publish the list when some of the information is not valid (mail is being returned). In order to resolve this problem, it is recommended that Council amend Policy 305 to add a requirement for annual submission of a copy of the minutes of the most recent annual general meeting (AGM) of the Association for contact information to remain on the list.

Theresa Eichler, MCIP
Community Planning Manager

Approved for Inclusion

R.L. (Ron) Mattiussi, ACP, MCIP
Director of Planning & Development Services

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