

Memo



Date: July 20, 2010
0240-20

To: City Manager

From: Theresa Eichler, Community Planning Manager

Subject: Proposed Belgo Black Mountain Residents Association

Recommendation:

THAT the request for start-up funding by the proposed Belgo Black Mountain Residents Association in the amount of up to \$500 be authorized, in accordance with Council Policy No. 305, subject to the following:

1. Registration by the proposed Association as a non-profit society;
2. The boundaries of the area served by the proposed Belgo Black Mountain Residents Association will be consistent with the boundaries of census tract 4 established by Statistics Canada for the Census of Canada;
3. Executive members of the Association will be identified and this information will be provided to the City;
4. Contact information for publishing will be provided by Association;
5. Receipts for expenses to the Association must be provided to the City.

AND THAT Council authorize Council Contingency to be used as the source of funding for the \$500 start-up assistance to the Belgo Black Mountain Residents Association.

Purpose:

The purpose of this report is to consider a request for start-up assistance for a Belgo Black Mountain Residents Association.

Background:

Council Policy No. 305, Guidelines for Communications and Cooperation between the City and Residents Associations (attached), provides for start-up assistance to a maximum of \$500 under section II. The \$500 amount was based on informal past commitments to provide minor assistance and recognize residents associations.

The requirements indicate that there must not have been City assistance to initiate a group for the same area before. There are no records to indicate that the former Black Mountain Residents Association received start-up assistance from the City. The previous Association folded an estimated ten or more years ago. Most of the Residents Associations in the City were initiated with the help of provincial funding for Healthy Communities in the early 1990s. Some have continued to be active since that time, while others were discontinued. A few others have started since and very few have received start-up assistance from the City. The North End Residents Association is one example.

A handwritten signature in blue ink, located in the bottom right corner of the page.

The requirements for start-up assistance are as follows:

- a) Start-up assistance has not been previously provided by the City;
- b) Boundaries of the area to be served by the Association have been approved by the City;
- c) Contact information is provided in writing, by the Association;
- d) Executive members of the Association are identified (e.g. president, treasurer, secretary);
- e) The number of members of the Association is identified;
- f) Receipts for start-up expenses are provided to the City by the Association;
- g) The Association shall register as a non-profit society.

Boundaries are recommended by City staff to be consistent with census tracts or sector plan boundaries. The boundaries of census tract four (see below), are proposed by the applicants for the Belgo Black Mountain Residents Association. This is consistent with planning boundaries used by the City and will enable the City to provide the Association with accurate, up-to-date information about this neighbourhood.

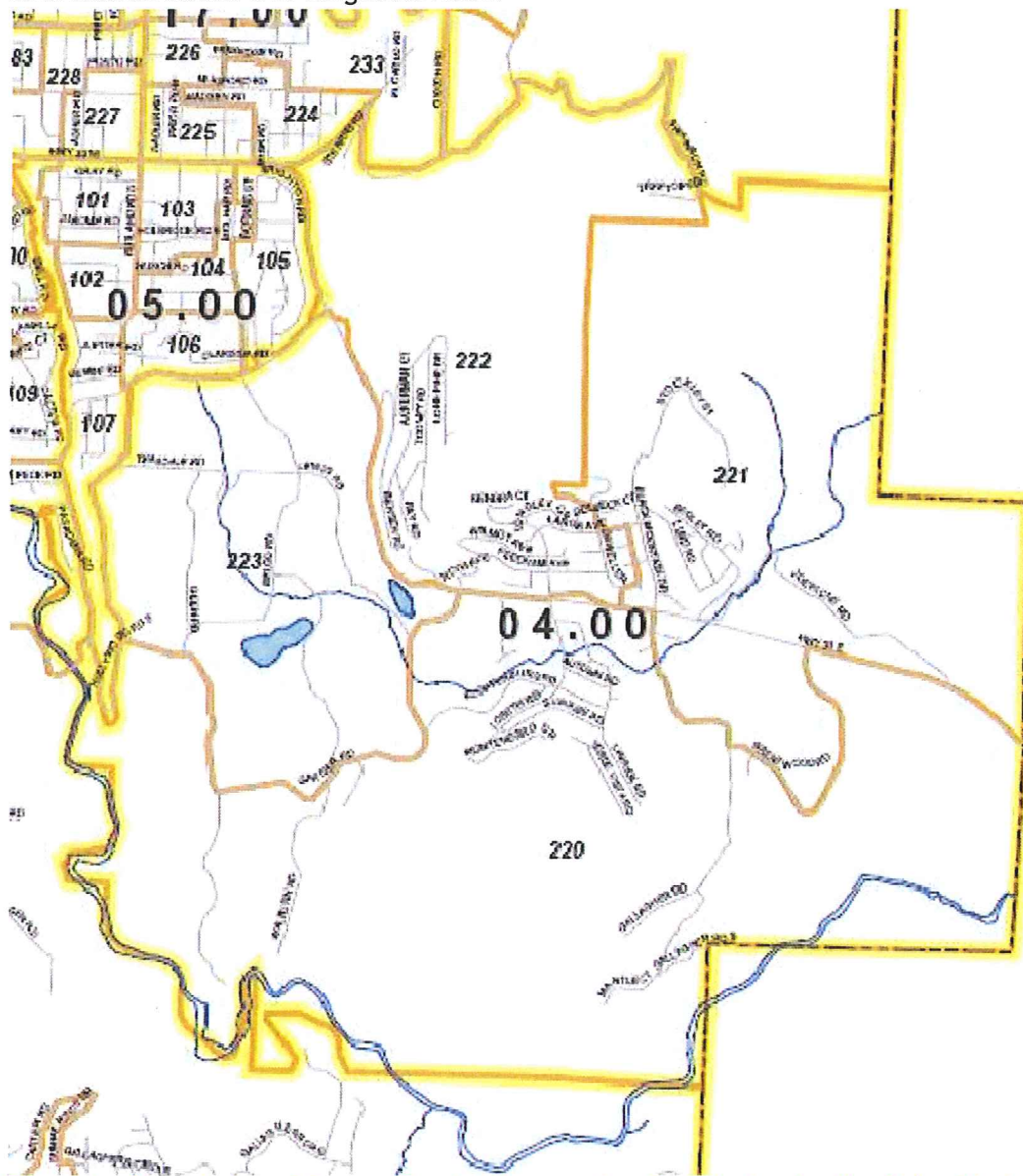


Figure 1 - Boundaries of Census Tract 4 Proposed as Boundaries for the Belgo Black Mountain Residents Association.

The proposed Association has described these boundaries as follows:

“The boundaries are defined as: city limits, Swainson, Mckenzie rd, Hwy 33, Springfield, Teasdale, Mission creek on the map provided to us it is section 04.00”

The demographics for this area from the 2006 Census include:

Population 3,155

Households 1395

1,245 owner

150 tenant

1260 census families

Staff is in support of this request as it is consistent with City directions to work at a neighbourhood level. The proposed boundaries match City Policy and Planning needs and data availability and the efforts of this group can be encouraged by the City. Since it is at the start-up stage, building membership has only just begun. Recommended funding should be subject to meeting all the requirements for start-up assistance, in particular, registration as a non-profit society. The latter will enable the members to apply for other funding opportunities aside from City assistance. The following link provides the information required to register a non-profit society: <http://www.fin.gov.bc.ca/registries/corppg/forms/reg20.pdf>

Internal Circulation:

Director of Finance

City Clerk

Director of Communications and Media Relations

Legal/Statutory Procedural Requirements:

Council Policy 305 Guidelines for Communications and Cooperation between the City and Residents Associations (attached).

Existing Policy:

Strategic Plan

Goal 3; Objective 8: Provide meaningful opportunities for a broader range of input from residents and agencies on major directions taken by the City.

Official Community Plan

Community Development: Policies: 17.3.5, 17.3.6, & 17.3.18

Crime Prevention: Policies: 17.4.3 & 17.4.5;

Financial/Budgetary Considerations:

Council Policy 305 does not identify a funding source. It is therefore recommended that Council use Council Contingency for the \$500 grant.

Personnel Implications:

City departments seek to work with Residents Associations in the delivery of a wide range of City services from policy development to recreation and environmental programs; park services; crime prevention; and infrastructure planning. The addition of a recognized association is consistent with the City's policies and practices.

Considerations not applicable to this report:

Legal/Statutory Authority:

External Agency/Public Comments:

**Alternate Recommendation:
Community & Media Relations (CMR) Comments:**

Submitted by:



T. Eichler, Community Planning

Approved for inclusion:



SB

Signe Bagh, Director, Planning and Policy

cc:

Carla Stephens, Director, Community and Media Relations
Keith Grayston, Director, Financial Services
Stephen Fleming, City Clerk

Attachments:

Electronic communications regarding the establishment of the Belgo-Black Mountain Residents Association.

Minutes from June 25, 2010 meeting of the proposed Beglo Black Mountain Residents Association.

Council Policy 305 Guidelines for Communications and Cooperation between the City and Residents Associations

From: Julee-ann Attwood
Sent: June 21, 2010 10:53 PM
To: Theresa Eichler
Subject: RE: From Marjorie Blake

Hi Theresa,

I would like to formally request start up assistance from the city, to form the Black Mountain Belgo Residents Association.

Thank you
Julee Attwood

From: Larry Blake
Sent: Friday, June 11, 2010 9:41 PM

I herein confirm that I was the Treasurer of the Black Mountain Resident's Association, that the organization was dissolved and all monies disbursed.

I trust this is the information that you require .

Marjorie Blake

Belgo Black Mountain Resident's Association

^{June JA}
Minutes from Friday ~~July~~ 25, 2010 Meeting:

- 1) Our name is *Belgo Black Mountain Resident's Association* as referred to in the 2006 federal census.

We have applied to the city for funding to become a non-profit society. No word back from city yet.

- 2) Website to be set up by Cherise Myers. We will need money for a domain name.
- 3) Resident's Meeting planned at Black Mountain Elementary School's gym for October 2010 to get public awareness and involvement in the association.
- 4) Our Mission: 4 points (need to get from Tracey)

Next Meeting: **Wednesday, July 21, 2010, 7:30 pm** at Julee Richmond's house.

To be discussed:

- 1) Website content
- 2) Planning for October Meeting



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Guidelines for Communications & Cooperation Between the City and Residents Associations

APPROVED May 13, 2002

RESOLUTION: R375/10/04/26
REPLACING: R1039/08/11/24; R315/03/04/07; R444/02/05/13
DATE OF LAST REVIEW: April 2010

A. BACKGROUND FOR POLICY

Residents Associations: are organized groups of residents who wish to become informed and involved with planning and community development within defined geographic areas of the city.

The City recognizes Residents Associations as organized groups that are well-suited to a wide range of activities intended to improve their neighbourhoods including, but not limited to:

- a) Conduct community development work in their neighbourhoods, such as recreation-oriented initiatives, in cooperation with City parks & recreation staff, or RCMP community programs;
- b) Identify projects to benefit the neighbourhood and work with the City to realize such projects;
- c) Take advantage of existing City-level processes and structures to become more involved and better informed of proposed change in their neighbourhoods and City-initiated projects;
- d) Work with the City on long-term projects or initiatives to improve communication and participation in such projects at the community level;
- e) Conduct independent fundraising to realize neighbourhood objectives;
- f) Continue involvement with the City in the planning process as it addresses policy, zoning and other issues affecting the community;
- g) Provide public input and involvement in all matters pertaining to planning for the future of the city.

B. STRATEGIC PLAN DIRECTION

Goal 3 To foster the social and physical well-being of residents and visitors.
Objective 8 Provide meaningful opportunities for a broader range of input from residents and agencies on major direction taken by the City.

C. OFFICIAL COMMUNITY PLAN (OCP) DIRECTION

The City of Kelowna will...develop a clear policy to effectively facilitate and support communication and cooperation with the residents associations and other grass roots organizations. (Section 17.3.12)

I. PUBLICATION OF CONTACT INFORMATION

Publication of contact information for Residents Associations, by the City on City Web Page, under Residents – Community Information – Groups and Associations, 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).
- 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.

II. START-UP ASSISTANCE

Start-up assistance to a maximum of \$500 is available to a residents group wishing to form a Residents Association. In order to qualify for start-up funds, the following requirements must be met:

- a) Start-up assistance has not been previously provided by the City;
- b) Boundaries of the area to be served by the Association have been approved by the City*;
- c) Contact information is provided in writing, by the Association;
- d) Executive members of the Association are identified (e.g. president, treasurer, secretary);
- e) The number of members of the Association are identified;
- f) Receipts for start-up expenses are provided to the City by the Association;
- g) The Association shall register as a non-profit society.

III. STAFF SUPPORT

The City, through its Community Planning Manager, will provide assistance to residents wishing to establish and maintain Residents Associations and will provide assistance to Associations wishing to become familiar with the City's decision making processes (based on Goal 3 – Objective 8 of the City of Kelowna Strategic Plan).

- The City recommends that boundaries established for Residents Associations be consistent with the Boundaries of Sector Plans or alternatively, that these boundaries coincide with census tract boundaries.

IV. REQUESTS FOR CITY STAFF REPRESENTATION AT ASSOCIATION MEETINGS

A request by a Residents Association for City staff representation at a meeting should be made in writing to City staff with the following requirements:

- a) Two weeks advance notice of the meeting is preferred;
- b) A topic or issue should be clearly identified;
- c) An agenda be provided with a time slot set aside for the City staff representative to either present an issue and/or answer questions from the Associations.

The staff person in receipt of the written request must copy the request to the City Manager and the City Manager will coordinate appropriate representation and a written response through the Community Planning Manager.

When the Residents Association is unsure of the appropriate staff person(s) regarding a specific issue, the Community Planning Manager will provide assistance to ensure proper representation by the City.

V. FORMS OF NOTICE PROVIDED BY THE CITY

Development Applications: {including referrals to the Advisory Planning Commission (APC)}

- a) As soon as a development application file is assigned to a file number, it is added to the City's data base. The status of the application can then be tracked via the City's web page (see City Hall – Facts & Stats – Development Application Files).
- b) Residents' Associations are encouraged to take advantage of the various forms of notice that are currently provided by the City in relation to Development Applications, as follows:

Advisory Planning Commission (APC):

- a) Notices in local newspapers at least 10 days prior to the meeting, under the City banner;
- b) Development Notice sign posted on the property under application (posted by the applicant);
- c) Meeting agenda posted in the window outside the entrance to the Council Chamber;
- d) Copies of applications posted on the bulletin board behind the Information Desk in the main entrance to City Hall (the week prior to the meeting);
- e) Agenda package and minutes posted on the City's web page (see City Hall – Council – Meetings; or under City Hall – Calendar).

Notice Required for Public Hearings (City Council)

- a) Newspaper advertisements the week prior to the public hearing;
- b) Notices mailed or otherwise delivered to residents and property owners within 100 meters of the property (does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration);
- c) Development Notice sign posted on the property under application 10 days prior to the Public Hearing (posted by the applicant).

V. FORMS OF NOTICE PROVIDED BY THE CITY – Cont'd**Meetings of Council:**

- a) Agenda package and minutes posted on the City's web page (see City Hall – Council – Meetings; or under City Hall – Calendar);
- b) Notes on the outcome of Council meetings are published under "Council Highlights" in local newspapers and on the City's web page under News Releases.

Council Appointed Committees:

- a) Meeting agenda posted in the window of the Council Chamber lobby;
- b) Agendas and minutes posted on the City's web page (see City Hall – Council – Committees – Statutory Committees; or under City Hall – Calendar)

Open Houses, Workshops, Public Meetings or Other Events That May Result in Change Within a Neighbourhood

- a) Written notice to applicable Residents Associations with contact information;
- b) One the City's web page under City Hall – Calendar;
- c) Advertisements in the newspapers (targeted for 1 week prior to the event);
- d) Where feasible or appropriate, in the City's Recreation Guide that is published quarterly.

Information Bulletins and Publications re Initiatives and Opportunities at the City Level

The City will continue to develop and improve information bulletins and publications to update the community regarding initiatives and opportunities at the City Level. These publications will be made available in the following manner:

- a) On the City's web page;
- b) Copies of publications that are of interest to the broad community but are not yet available on the City's web page are available on request at the appropriate City department, at the applicable fee;
- c) Major publications are also placed in the Ellis Street Regional Library in Kelowna and at the KLO and North Campuses of Okanagan University College in Kelowna;
- d) Notices in the local newspapers under Council Highlights.

REASON FOR POLICY

Residents Associations are organized groups of residents who wish to become informed and involved with planning and community development within defined geographic areas of the city. These policies are intended to clarify procedures to effectively facilitate and support communication and co-operation with the Residents Associations and other grass roots organizations.

LEGISLATIVE AUTHORITY

Local Government Act – Sections 879, 890, 893, 895, 898 (and others); City of Kelowna Official Community Plan – Section 17.3.12; City of Kelowna Strategic Plan – Goal 3 – Objective 8; Freedom of Information and Protection of Privacy Act – Section 33.

PROCEDURE FOR IMPLEMENTATION

Policy to be used by all City Departments for direction when communicating or working with Residents Associations. The policy should also be part of the procedures for carrying out any significant project work at the City level.