Corporation of the City of
NEW WESTMINSTER

Guidelines for Residents' Associations

The City of New Westminster recognizes the importance of enhancing communications, fostering co-operation, and establishing two-way dialogue between the City and the various community groups that represent neighbourhood views. Such groups provide vital insight into the needs and concerns of a particular neighbourhood and enhance the delivery of information from the City to its citizens and the citizens to the City.

Residents' Associations are respected as key resources for gaining unique perspectives, championing ideas, and advocating for their respective neighbourhoods. The City can assist the achievement of these worthwhile objectives by consulting these community groups, providing opportunities to participate in decision-making, and responding to neighbourhood concerns.

The key to achieving this communication is through mutual respect, trust, and a dialogue of equals.

Submissions from Individuals and Groups:

Council welcomes submissions and delegations from individuals and members of special interest groups, as input from residents is important to continued good governance in the Royal City.

The following guidelines relate to the interaction between the City of New Westminster and established Residents' Associations.

The Role of the City:

1. **Information Flow** – The City will also provide: space on the "CityPage" and the City's website on which Residents' Associations' meeting notices, minutes and/or reports may be posted and subject to availability of space, and notifications on the City's Social Media outlets (ex: Facebook, Twitter, etc.).

2. **Meeting Space** – As needed, the City will assist Resident Associations by providing meeting space in City owned facilities through the Parks and Recreation Department, and subject to availability. See **Appendix A** attached.

3. **Consultation** – The City will involve Residents' Associations in consultation on major issues relevant to their neighbourhood or to the City in general. The City will do so early in the decision-making process on issues that directly impact a specific neighbourhood, so that each Association has the opportunity to provide comment to

the City regarding such matters as Development; Notice of Public Hearings; Opportunities to be Heard; or to propose the addition of items to the City Council Agenda (must be submitted to the Corporate Officer 10 days in advance of the targeted meeting date).

4. **Notification** – Agendas for upcoming meetings are available on the City's Webpage. Residents' Associations will be notified through the City's normal practice, on major planned activities which impact their neighbourhood.

5. **Liaison** – A Council Liaison will be assigned on a two-year term to each Association. In addition to regular staff, the City will respond whenever possible to requests for staff to attend Residents' Association meetings.

6. **Forum with Council** – Staff will coordinate an annual meeting between the Residents' Associations and City Council, to be held at City Hall. At the annual meeting, Council and the Associations will be able to share updates and bring collective issues to a full Council. Associations are encouraged to provide regular written updates of the association activities to Council, especially liaisons, for their information.

7. **Annual Grant –** the City provides $400 per calendar year to each Residents' Association that applies. The grant can be used for miscellaneous administrative costs (e.g. – website, stationary, etc). Apply by emailing **committees@newwestcity.ca.**

The Role of the Residents' Association:

For consistency in structure and organization, the City requires Residents' Associations to meet the following guidelines:

8. **Mandate** – Includes improving quality of life in New Westminster neighbourhoods by maintaining an advocacy role for its members with the City.

9. **Membership** – Remains open to any person residing, within the delineated boundaries of a Residents' Association.

10. **Boundaries** – Have delineated boundaries of each Association to clarify membership areas and avoid overlap.

11. **Bylaws** – Have a written mandate and bylaws. It is recommended that they include the following:

- A membership registration process
- A general meeting and notification process
- An election process for Directors and Officers
- A requirement of majority vote, by a show of hands or ballot voting, by quorum as outlined in the BC Society Act
- A requirement to keep records, in minutes, of proceedings
- A policy that procedures not covered by bylaws be governed by Rules of Order
- Number of attendees at all Association meetings.

12. **Directors and Officers** – Have Directors and Officers elected at an Annual General Meeting. Appoint a representative who will attend the joint Council/Association meetings and advise the City of the appointee's name and contact information.

13. **Location of Meetings** – Hold general meetings in a public place.

14. **Notification of General Meetings** – Notify Association members and the Council Liaison of time, date and place of general meetings, and provide a copy of the agenda. For Annual General Meetings, a minimum 14 day notification will be required.

15. **Registration** – Provide the Legislative Services and Communications Department with up-to-date copies of the Residents' Association's bylaws and the names of designated contacts and officers.

16. **Communication with Council** – Submissions should be directed to the Association's Council Liaison. Submissions need to identify:

- Whether they represent a position adopted at a Residents' Association meeting;
- The date of the meeting;
- The wording of the resolution

17. **Formal Presentations at Council Meetings –** When Resident Association members plan to attend a Council meeting, and have a presentation to Council, they will inform the Corporate Officer at least 10 days in advance of the target meeting date to ensure that the agenda can accommodate an additional presentation and to ensure that all multi-media requirements are discussed and met to the satisfaction of the presenter. Association delegations to Council must indicate whether they are speaking on behalf of the Association or are presenting on a personal matter.

18. **Informing the Neighbourhood** – Information distributed in the neighbourhood should be as accurate as possible to the best ability of a Residents' Association.

19. **Residents' Association Agenda and Minutes** – Residents' Associations to provide a copy of the agenda and meeting minutes; ensure the Council Liaison receives an electronic copy via email.

Corporation of the City of
NEW WESTMINSTER

Appendix A

Resident Association Meeting Space Options

CITY FACILITIES

- New Westminster Public Library – 604-527-4660
- City Hall – 604-527-4581
- Bernie Legge Theatre – 604-521-3055
- Centennial Community Centre – 604-777-5100
- Queensborough Community Centre – 604-525-7388
- Queen's Park Arena Board Room – 604-777-5111

Parks and Recreation Fees and Charges Bylaw Amendment and Facility Allocation Policy apply to applicable spaces and all Parks and Recreation room rentals are subject to fees and booking policies of each host facility.