

Community Association Policy
Rural Municipality of Dundurn No. 314
Policy: 02-2020
Approved by Council: August 11, 2020
Resolution No. 2020-8-20

PURPOSE

To provide people who have a shared interest in a neighbourhood within the Rural Municipality of Dundurn No. 314 with a process to:

1. be recognized as a group with common interests related to their geographical location; and
2. communicate shared interests to Council for consideration on behalf of the group.

Being registered as a community association allows a group to:

- be recognized by Council as an independent, non-profit organization under the *Saskatchewan Non-Profit Corporations Act, 1995*;
- be recognized by the Rural Municipality of Dundurn to receive funding for start up costs;
- be included on a listing of community associations on the RM website.

DEFINITIONS

In this policy:

“community association” - An incorporated, non-profit organization representative of a given neighbourhood within the Rural Municipality of Dundurn. Community associations are considered to represent only the members of their association, which may or may not be a majority in the neighbourhood.

“non-profit corporation” - Formed to carry on activities for purposes other than financial gain of its members. It can earn a profit, but any profit must be used to further the goals of the group rather than paid out to its members.

POLICY

1. Formation of a community association

- a) Meet to discuss the value of a community association.
 - Contact the Rural Municipal Office to assist in organizing.
 - Administration can help with providing information and the process leading to a recognized community association.
- b) Establish a set of objectives. (Why are we here?)
- c) Establish an official organizing committee to form an association.
- d) Set the name of the organization.
- e) Set boundaries encompassing the organization.
- f) Set membership requirements including fees (if required).
- g) Send a request to the Rural Municipality of Dundurn office for recognition as a community association.
- h) Notify neighbourhood residents within boundaries and publicize the start up meeting.
- i) Open public meeting and sale of memberships.
 - Elect the first board of directors (executive).
 - Motion to incorporate into a formal organization.

- j) Establish Governance Documents.
- k) Submit Articles of Incorporation and other necessary documentation to the Corporate Registry.
- l) Incorporate as a non-profit organization.
- m) Gain recognition by the Rural Municipality of Dundurn to receive funding to assist with insurance and other start-up costs.
- n) Begin operating the Association by scheduling and running monthly meetings.
- o) Conduct an annual general meeting one year following incorporation.

2. First Time Application

The community association shall have at least twenty-five (25) assessed owner's in the subdivision in order to qualify for approval.

Upon formation, a community association must submit a completed application form and supporting documents to the Rural Municipality of Dundurn. The application form collects the following information:

- name of community association
- name of contact person
- contact information for community association
- names of community association representatives
- geographical boundaries for the community association
- supporting documents: Articles of Incorporation, Bylaws and Policies & Procedures

3. Annual Communication with the Rural Municipality of Dundurn

Community association must communicate annually with the Rural Municipality of Dundurn to confirm it is still active. A community association must send the following information to the RM office each year to be considered active:

- any changes in the registered representatives and/or their contact information.

4. Changes to contact information

The RM office must be notified within 30 calendar days of any changes to the contact information provided on the Registration Form (name of contact person, address, phone numbers).

5. Delegations

Individuals and groups have the right to address Council as a delegation at Committee or Council meeting. When an individual or group wishes to speak to Council, the individual or group shall notify the administrator in writing, which notice shall include:

- the name and correct mailing address of the spokesperson;
- telephone number where the representative of the delegation can be reached during the day;
- originally signed, except when submitted by facsimile or e-mail; and
- clearly setting out the subject matter to be discussed and the request being made of Council.

When a delegation attends a council meeting on behalf of a community association, the RM office will verify that the association is registered with the Rural Municipality of Dundurn and that the request is from a registered representative of the association.

If a delegation would like to attend a council meeting but are not a registered representative of the community association:

- the applicant must submit written verification from a registered representative authorizing the applicant to speak on behalf of the association;
- if no written authorization is received, the RM office will consider the delegation for inclusion on a Council agenda as a request submitted by an individual and will not attribute the request to a community association.

6. Letter to Council

Individuals and groups have the right to communicate with Council in writing via rm314@sasktel.net, admin.314@sasktel.net, office.314@sasktel.net or Box 159 Dundurn SK S0K 1K0. A copy of the letter will be delivered to the Reeve and Council and considered for inclusion on a public Council agenda.

7. Council Liaison

A Council liaison may be assigned to a community association. The role of the Council liaison may vary, depending on the needs of the association and relevant issues. A Councillor may:

- attend community association meetings at the request of the association;
- discuss issues raised by a community association with Council;
- provide information to the community association about Council decisions and processes.

8. Rural Municipality of Dundurn Website

A list of registered community associations shall be published on the RM's website.

9. Non-Compliance

Associations not complying with the above criteria will not be included in the Rural Municipality of Dundurn's registry of community associations.



RURAL MUNICIPALITY OF DUNDURN NO. 314

PO Box 159 Dundurn SK S0K 1K0
P 306-492-2132 F 306-492-4758

Email: rm314@sasktel.net

Application Date: _____

1. Name of Community Association: (Please print)

2. Name of Contact Person: (Please print) _____ Position: _____

(For notification purposes, please provide mailing address of contact person.)

Address: (please print) _____

City: _____ Postal Code: _____

Telephone Numbers: _____

E-mail: _____

3. Community Association Representatives: (Please print)

NAME	POSITION	ADDRESS	TELEPHONE #

4. Please list the boundaries (e.g.: street names) of the area which the association represents:

North: _____ South: _____

East: _____ West: _____

5. Articles of Incorporation, Bylaws and Policies & Procedures attached? Yes No
