
Public Listing of Residents and Community Associations

Procedure number:	G-BRD-001-001
Parent policy number:	G-BRD-001
Section:	Governance
Sub-section:	Boards, committees, agencies, associations & community groups
Author(s):	Clerk's Department []
Authority:	CAO
Effective date:	2005-12-19
Review by date:	5 years from Council/CAO approval
Last modified:	Council/CAO approval date

Purpose statement

This procedure defines the registration and annual renewal process in order to facilitate the exchange of information and ideas for publicly listed residents' and community associations in the Town of Oakville.

Scope

This procedure applies to the residents' and community associations of the Town of Oakville (town) and Town of Oakville staff involved in the exchange of public information.

Procedure

All residents' and community associations may register with the town to be included in town notification mailing lists and on the town's website. Required information for registration includes name of association, executive list and contact information, and boundary lines, if applicable.

Registration & Renewal Process

1. Completed registration forms submitted by residents' and community associations in the town will be kept on public file in the Clerk's department. A prescribed registration form is attached as Appendix A.

2. The residents' and community associations will be notified by email of the annual renewal requirements. Failure to provide annual renewal information will result in removal from the town's website and other services provided. Any changes made outside of the annual renewal process require notification to the Clerk's department.

Service Provision

1. Listed residents' and community associations may obtain the following services from the Town of Oakville:
 - a) Residents' and community associations will be identified in the public listing maintained by the Clerk's department and posted to the town website;
 - b) Residents' and community associations will be included on town notification mailing lists, when relevant;
 - c) Appropriate town staff may be made available to speak at public information meetings of residents' and community associations.

References and related documents

Public Listing of Residents and Community Associations Policy |

Definitions

Community Association: A formally organized group of citizens that generally represent a particular issue or related issues, and may not be geographically organized by neighborhood or ward. Community associations should not be confused with voluntary organizations such as charities, social or religious organizations. Community associations may exist for a fixed or limited term.

Residents' Association: A formally organized group of citizens that represent their membership's concerns within a defined area, including but not limited to, a neighbourhood, ward, condominium association or representation from multiple residential dwellings.

Responsibilities

The Clerk's department shall be responsible for compilation and maintenance of the public listing of residents' and community associations.

Residents' and community associations are responsible for providing up to date and accurate information.

Appendices

Appendix A - Resident and Community Associations Public Listing Registration Form |