



DISTRICT OF SECHELT  
Council Policy

**ADMINISTRATION**  
**1.4.6 Community Associations**

**PURPOSE**

To provide people who have a shared interest in a neighbourhood within the District of Sechelt 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 a society registered under the BC Societies Act;
- be included on the Planning and Development Services Department referral process;
- have access to printed copies of agendas for public Council meetings; and
- be included on a listing of community associations on the District of Sechelt website.

**DEFINITIONS**

In this policy:

**“community association”** means a society registered under the BC Societies Act that includes a group of people with a shared interest in a neighbourhood within the District of Sechelt. Community associations are considered to represent only the members of their association, which may or may not be a majority in the neighbourhood.

**“community association representative”** means a person selected by the community association to represent the association to the District of Sechelt. This could be a member or director of the association as defined by the [Societies Act](#) or another person chosen by the association.

**POLICY**

1. First Time Application

Upon formation, a community association must submit a completed application form and supporting document to the District of Sechelt Corporate Officer. 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 document: a copy of the Societies Act Certificate of Incorporation.

## 2. Annual Communication with the District of Sechelt

Community association must communicate annually with the District of Sechelt to confirm it is still active. A community association must send the following information to the Corporate Officer each year to be considered active:

- written confirmation that the community association is in good standing with the Societies Registry
- any changes in the registered representatives and/or their contact information.

## 3. Changes to contact information

The Corporate Officer 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).

## 4. Delegations

Individuals and groups have the right to address Council as a delegation at Committee or Council meeting. All individuals and groups must submit a delegation request form to the District of Sechelt Corporate Officer to be considered as a delegation for a Council or Committee meeting.

If a delegation request is received from a community association, the Corporate Officer will verify that the association is registered with the District of Sechelt and that the request is from a registered representative of the association. The Corporate Officer will consider the delegation request for inclusion on a Council agenda, per Council policy.

If a delegation request is received from someone wishing to represent a community association, but is not a registered representative of the 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 Corporate Officer will consider the delegation

request for inclusion on a Council agenda as a request submitted by an individual and will not attribute the request to a community association.

#### 5. Letter to Council

Individuals and groups have the right to communicate with Council in writing via [council@sechelt.ca](mailto:council@sechelt.ca) or 5797 Cowrie St, P.O. Box 129, Sechelt, BC, V0N 3A0. A copy of the letter will be delivered to the Mayor and each Councillor and considered for inclusion on a public Council agenda.

#### 6. Referral Process

Development applications and other items requiring a decision from Council may be referred to governments, agencies and community groups. A community association may be included if the development application or other item could affect a neighbourhood. Council considers responses to referrals in its decisions.

#### 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 District of Sechelt processes.

#### 8. Access to Council Agendas

Community associations may receive up to three paper copies of Regular Council Agendas free of charge for pick-up at the Municipal Hall if a written request is received by the Corporate Officer.

Community associations who have requested paper copies of agendas and do not pick-up the documents for three (3) consecutive weeks will have this service suspended without further notice and the service will only be resumed upon written request to the Corporate Officer.

#### 9. District of Sechelt Website

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

10. Non-compliance

Associations not complying with the above criteria will not be included in the District's official registry of community associations.

Approval Date:                      October 3, 2018  
Resolution #: