

# North Vancouver Community Associations Network (NVCAN)

## Terms of Reference

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**Mandate:** To facilitate effective Community Associations.

**Strategy:** Assist development of community associations (CAs).  
Dialogue with DNV and other levels of government on behalf of CAs.  
Advocate on behalf of CAs.  
Act as clearing house for information between CAs.  
Promote vibrant neighbourhoods.

### A. Definition of Community Association (CA)

Each CA defines its own community boundaries. If there is overlap, there needs to be peaceful agreement between the affected CAs. If necessary and requested, the NVCAN's role is to moderate discussion. A CA has a mandate which includes improving the quality of life in the neighbourhood.

### B. NVCAN Membership:

- a. Both active CAs and emerging CAs are eligible for membership in NVCAN. A CA must meet the criteria and attend three consecutive general meetings before becoming a voting member.
- b. A CA must apply for membership and demonstrate it meets the criteria for membership.
- c. A CA will lose its voting rights if it has not held an AGM within 12 months of the end of its fiscal year, having been in existence for more than 24 months; or the CA has missed three consecutive NVCAN general meetings. Voting rights will be reinstated after the CA has attended two consecutive NVCAN general meetings.

### C. Criteria for Membership:

- a. A CA must be wholly or partially inside the boundaries of North Vancouver.
- b. A CA will support the mandate of NVCAN, and abide by the by-laws and rules of NVCAN.
- c. A CA has a mandate which includes improving the quality of life in its neighbourhood.
- d. Membership is open to all persons residing in the CA's defined area.
- e. Each CA must regularly communicate its activities to its members.
- f. Each CA must advertise and hold an open Annual General Meetings. The CA must have held an AGM in the 12 months prior to applying for membership.
- g. Each CA must keep appropriate records that are available to its members. A CA will register with NVCAN the names, email addresses (where available) and phone numbers of all officers and directors and will update this information when changes occur.

### D. NVCAN Structure

- a. **Participants** consist of i) authorized CA representatives, ii) executive officers, and iii) Chairperson.
  - i. **Authorized CA representatives** are appointed by the CA's rather than by NVCAN. Written proof of authorization (e.g. email, letter from a CA) is required.
  - ii. **Executive officers** are elected for two year term. Executive officers must be authorized CA representatives. Executive officers consist of President, Vice-President, Secretary-Treasurer, Internal Communications Officer and 2 members-at-large.

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- The President serves as the contact for external agencies and acts as the official voice for NVCAN.
  - The Vice-President substitutes for the President when necessary.
  - The Secretary-Treasurer records minutes, maintains the Membership List, keeps records, and is responsible for financial matters.
  - The Communications Officer is responsible for multi-media communications including research and updating the website. Any communications must be authorized by the executive.
  - Two members-at-large. Responsibilities to be assigned as required. One will be responsible for website development/modification.
- iii. Chairperson** will conduct meetings. This can be a rotating position. The Chairperson will be appointed by the CA representatives at the previous meeting. The Chairperson can serve in the position at consecutive meetings.
- iv.** In the event a board member shall be unable to complete the term of office, the Board shall appoint an interim replacement to serve until the next AGM.
- b. Meeting participation** is limited to authorized CA representatives. The Chairperson may authorize non-members to speak. Robert's Rules of Order will be used to govern procedures.
- c. Voting:**
- i. Only one CA representative may vote on any given item.
  - ii. Motions are carried by a simple majority of members present. No proxy votes are allowed. Where possible, work to consensus otherwise use 2/3 majority of those present and use Robert's Rules as far as feasible.
  - iii. A new CA must be accepted by NVCAN for membership and attend three consecutive general meetings before being eligible to vote.
- d. Organizational records** will be maintained on the website.
- E. NVCAN Role**
- a. Provide venues for members to present District and community issues. Venues may be physical or virtual (e.g., room at District Hall, website, blog, chat room).
  - b. Act as advocate when authorized by NVCAN to District Council on district-wide issues.
  - c. Act as advocate to District council on local issues when requested by the relevant CAs and when authorized by NVCAN.
  - d. Foster best practices for CAs through education and training materials
  - e. Provide electronic access to reference materials including links to non-NVCAN materials.
  - f. Establish website, communication mechanisms, training packages, mentoring programs, etc.

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### F. NVCAN Meetings/Events

Meetings will consist of general meetings and an Annual General Meeting.

#### a. General Meetings

- i. A minimum of four meetings will be held each year (e.g. Sep, Nov, Feb, Apr).
- ii. Agendas will follow a standard format (e.g. Agenda, Minutes, CA Roundtable, Special Program Event, Appointment of next Chairperson).
- iii. Special Program Events can include: speakers on topics of interest; DNV Councillors; workshops/training for CAs, etc.
- iv. Meeting materials are emailed to authorized CA representatives and posted on website.
- v. Physical meetings will be scheduled at DNV District Hall from 7 pm to 9 pm.

#### b. Annual General Meeting (June)

- i. Elect officers biennially.
- ii. Report on past year's accomplishments and outstanding items.
- iii. Determine next year's meeting dates.
- iv. Plan next year's special programs/events.

### G. NVCAN Funding

- a. Negotiate for meeting room with DNV.
- b. Solicit funds from DNV Community Fund as required.
- c. Various other funding sources.

## Charter Members

Association of Woodcroft Councils  
Blueridge Community Association  
Delbrook Community Association  
Edgemont and Upper Capilano Community Association  
Lower Capilano Community Residents Association  
Lynn Valley Community Association  
Norgate Park Community Association  
Norwood/Queens Community Association (including Evergreen)  
Pemberton Heights Community Association  
Seymour Community Association  
Strathcona Community Association

## Non-Voting Members

Deep Cove Community Association  
Inter River Community Association  
Keith Lynn Brooksbank Community Association (emerging)  
Lions Gate Community Association  
Maplewood Community Association