

# Regent Park Neighbourhood Association Guiding Document

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## Purpose of Document

The purpose of this document is to guide the Regent Park Neighbourhood Association (RPNA) through its establishment as a voice for all residents of Regent Park. This document outlines the basic governance structure of the RPNA and is meant to become the basis of any future governing by-laws adopted by the RPNA.

## Objectives & Values

### General

The RPNA seeks to foster an inclusive, diverse and healthy neighbourhood in which all residents can feel at home. The RPNA also recognizes that Toronto Community Housing (TCH) residents had a vibrant community in Regent Park prior to the redevelopment and seeks to build on their history of grassroots initiatives, self-help ventures, and strong networks. To ensure that this heritage is not lost, TCH residents will serve in half of the RPNA Leadership Team positions. .

### Objectives

The RPNA aims to foster an inclusive, diverse and healthy neighbourhood by advancing the following three objectives:

Advocacy: Voicing neighbourhood concerns on priority issues that will benefit our entire community, particularly those issues relating to community safety, use of public facilities, and development.

Community Building: Bringing together our mixed-income and culturally diverse neighbourhood through various outreach strategies and community events.

Communications: Keeping the community informed about neighbourhood issues and events through such means as a recurring newsletter, an up-to-date website, and social media.

### Values

The RPNA aims to advance its objectives by being:

Inclusive: Welcoming the diversity of our neighbourhood and ensuring that the most vulnerable members are not overlooked.

Constructive: Listening carefully to all viewpoints and speaking respectfully when opinions differ.

Action-oriented: Committed to projects that will bring benefit to Regent Park.

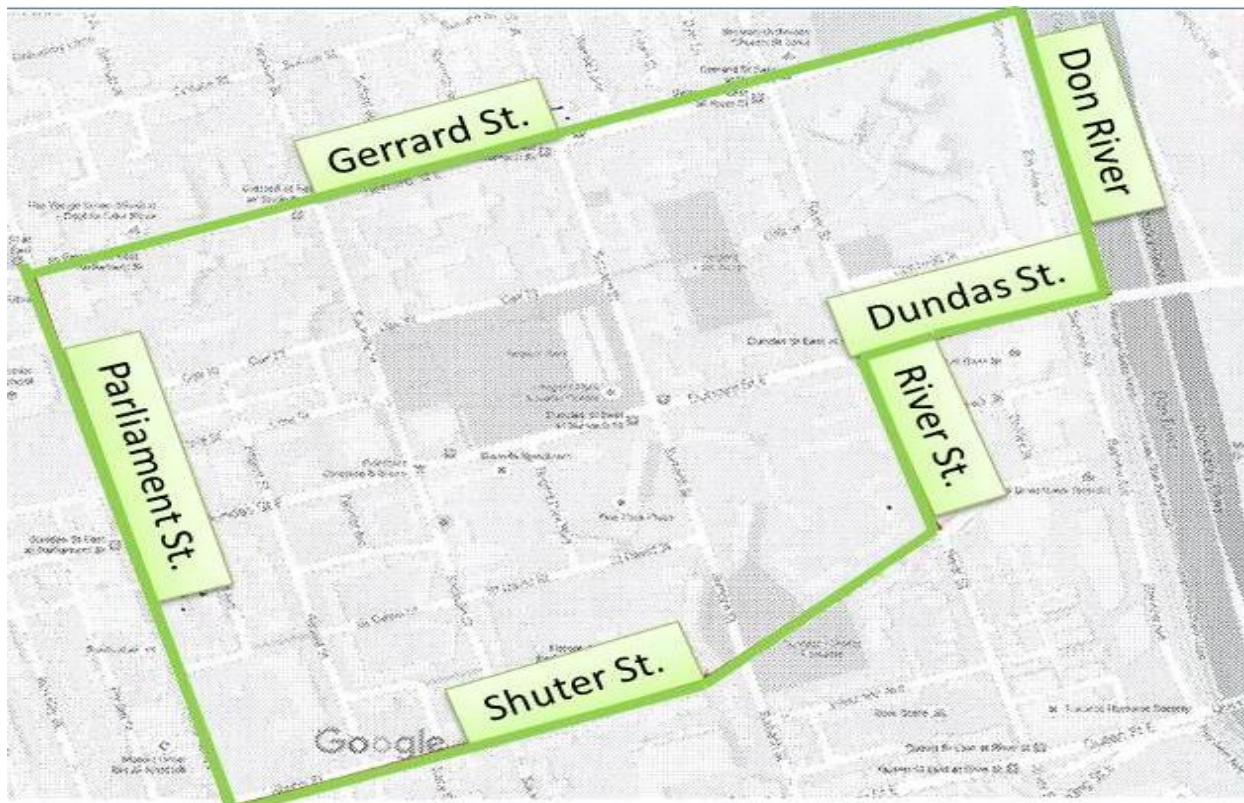
Trustworthy: Handling both resources and decision-making with transparency.

## Boundaries

The boundaries of Regent Park which form the geographic area represented by the RPNA are:

The area in the City of Toronto bounded by Parliament Street to the West, Gerrard Street to the North, River Street to the East, and Shuter Street to the South. In addition, Regent Park also includes the area bounded by River Street to the West, Gerrard Street to the North, the Don River to the East and Dundas Street to the South.

For clarity, the following map represents the boundaries of Regent Park as represented by the RPNA:



## Membership

Any Housing Groups in Regent Park are automatically members of the RPNA. A Housing Group is defined as any multi-unit residential building, such as a cooperative, condominium, TCH-managed building, third-party rental building, or groups of townhouses. Special use residences such as the supportive housing at the Christian Resource Centre, or private retirement residence will also be included. The independently-owned houses and townhouses in the South-West area of Regent Park will be considered one Housing Group.

Any new Housing Groups in Regent Park will automatically be admitted as members of the RPNA. The Leadership Team of the RPNA will organize an election for any new Housing Groups within one calendar year of the first move-in date for residents.

Any Housing Groups that cease to exist in Regent Park will lose membership in the RPNA.

## **Delegates & Assembly**

### **Elections of a Delegate**

Elections of RPNA Assembly delegates will be conducted by the Elections Committee of the RPNA in each Housing Group in Regent Park. The RPNA Elections Committee will organize an election for Delegates for any new Housing Group within 1 (one) calendar year of the first move-in date for residents. Any resident of a Housing Group may stand for election as a Delegate for that Housing Group.

### **Duties of a Delegate**

Elected Delegates of the RPNA must:

- Be 18 years of age or older at the time of election
- Not be employed by Daniels, TCH or any other housing provider in Regent Park (with the exception of Community Animators employed by TCH, who may still become Delegates)
- Declare any conflicts of interest prior to any votes at the RPNA Assembly
- Attend RPNA Assembly meetings
- Represent the residents within the Delegate's Housing Group to the RPNA Assembly
- Report RPNA Assembly business back to Housing Group residents
- Serve on Committees of the RPNA Assembly (optional)

### **Term Limits**

#### **General**

Delegates are elected for 2 year terms. Delegates may serve a maximum of 3 consecutive terms on the RPNA Assembly (6 years total).

#### **Resignation of a Delegate**

A Delegate that resigns prior to the end of their term will be replaced by another individual from the same Housing Group to be appointed by the Leadership Team of the RPNA.

#### **Termination of a Delegate**

Any Delegate that ceases to live within Regent Park will be removed as a Delegate. Any Delegate that ceases to live among the Housing Group they represent, but continues to live within Regent Park will be permitted to finish their term as a Delegate.

### **Delegates per Housing Group**

The number of Delegates per Housing Group will be determined by the following chart:

Number of Units	Number of Delegates
less than 50	1
51-100	2
101+	3

## RPNA Assembly

### General

All meetings of the RPNA Assembly will be open to the public. The RPNA Assembly meetings will be presided over by the Co-Chairs of the RPNA Leadership Team.

### Meeting Frequency

The RPNA Assembly will meet at a minimum of three times per calendar year. Additional meetings of the RPNA Assembly can be scheduled at the discretion of the RPNA Leadership Team.

### Quorum

A majority (50% plus one) of RPNA Delegates constitutes quorum of the RPNA Assembly.

### Biennial Special Meeting

A Special Meeting of the RPNA Assembly will be held once every two years to elect the Leadership Team from among the RPNA Assembly members.

## Committees

### Composition

Committees of the RPNA will be composed of elected RPNA Delegates and other members of the general public residing in Regent Park. Each committee will be led by two co-chairs from the RPNA Leadership Team. One of the two co-chairs of each committee must be a TCH resident.

Each committee's co-chairs will recruit RPNA Delegates and other residents to their committee as needed.

### Standing Committees

The Standing Committees of the RPNA are as follows:

- Community Building Committee
- Communications Committee
- Advocacy Committee

### Ad-Hoc Committees

The Leadership Team of the RPNA can establish ad-hoc committees in addition to the above standing committees at their discretion. Each ad-hoc committee will be led by co-chairs selected by the RPNA Leadership Team. The co-chairs must be available to present committee recommendations to the RPNA leadership team at its regular monthly meetings.

## **Term Limits**

Terms for RPNA Committee members will last two years, alongside the terms of RPNA Delegates and the RPNA Leadership Team.

## **Decisions of Committees**

Decisions of RPNA Committees are subject to review by the RPNA Assembly when time permits, or by the RPNA Leadership between Assembly meetings.

## **Leadership Team**

### **Composition**

The RPNA Leadership Team will be composed of ten members of the RPNA Assembly, elected by the Assembly.

The Leadership Team will be composed as follows:

- Two Co-Chairs of the Leadership Team
- Two Co-Chairs of Finance & Administration
- Two Co-Chairs of the following Standing Committees:
  - Community Building
  - Communications
  - Advocacy

Additional members may also be recruited on a short term basis for specific projects.

### **Co-Chairs of Leadership Team**

The responsibilities of the Leadership Team Co-Chairs are as follows:

- Organize and preside over Leadership Team meetings
- Organize and preside over RPNA Assemblies
- To be responsible for any political work of the RPNA
- To be the spokespeople of the RPNA
- To be responsible for signing contracts / cheques (this responsibility can be delegated to other leadership team members – a minimum of 2 signatures are required for all cheques/contracts signed by the RPNA)
- Reporting to Assembly meetings

### **Finance & Administration Co-Chairs**

The responsibilities of the Finance & Administration Co-Chairs are as follows:

- To act as the minute keepers for all Leadership Team and Assembly meetings
- To oversee the finances of the RPNA
- To prepare and present financial reports to the RPNA Assembly and make such reports available to the public
- To maintain the membership list of the RPNA
- To oversee any other administrative responsibilities of the RPNA



- To preside over an ad hoc Election Committee

### **Election of the RPNA Leadership Team**

The RPNA Leadership Team will be elected by the RPNA Assembly. Delegates on the RPNA Assembly from TCH housing groups will elect the TCH members of the Leadership Team, while non-TCH Delegates will elect the non-TCH members of the Leadership Team. Candidates for the Leadership Team must run for a specific position on the Leadership Team.

### **Resignation / Termination / Removal of Leadership Team Member**

#### **Resignation**

If a Leadership Team member resigns prior to the end of their term, a by-election will be held at the next RPNA Assembly meeting to select a replacement.

#### **Termination**

If a Leadership Team member moves out of Regent Park, they will be automatically removed as a member of the Leadership Team and a by-election will be held at the next RPNA Assembly meeting to select a replacement.

#### **Removal**

Aside from the above categories of Resignation and Termination, Leadership Team members can only be removed prior to the end of their term by a two-thirds majority vote of the RPNA Assembly.

### **Leadership Team Meetings**

The RPNA Leadership Team shall meet a minimum of six times in one calendar year. Additional meetings can be scheduled at the discretion of the Co-Chairs of the Leadership Team. Leadership Team meetings are open only to members of the Leadership Team and invited guests.

### **Quorum**

A majority of Leadership Team members (50% plus one) constitutes quorum for all meetings of the Leadership Team. Meeting principles include:

- Meetings are scheduled to ensure maximum participation; for example, they would normally be held at a regularly scheduled time with at least two weeks advance notice.
- Meetings must have participation of both TCH and non-TCH members.
- Decisions should aim for consensus, or at least 60% agreement.

### **Changes to the Guiding Document**

Changes to this Guiding Document can be made by a majority vote (60% plus one) of the RPNA Assembly.