



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT (PDSB)  
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## **GUIDELINES FOR BOUNDARY CHANGE, NAME CHANGE, MERGER, SPLIT, DISSOLUTION OR COALITION FORMATION**

The Planning and Development Services Department (PDSB) requests that a neighborhood or neighborhoods about to embark on any of the above-proposed changes contact PDSB staff first to ensure that the appropriate procedures are followed. Feel free to ask for assistance in any of these endeavors.

### General Guidelines

Notice must be provided to all the residents for a meeting that proposes to have a vote on name change, boundary change or split in the association. The notice for the meeting needs to include a date, time and place for the vote. All actions should be in accordance with the neighborhood's bylaws. The results of the vote and a copy of the minutes of the meeting should be sent to PDSB in order for the action to be considered valid. The minutes of the meeting should be sent to PDSB within 30 days after the meeting.

### Boundary or Name Changes

Before a registered neighborhood association votes upon a proposed boundary change that involves expansion or a new name, the new boundaries or new name must be reviewed by PDSB to confirm that they do not encroach upon any other existing neighborhood association boundaries or use another association's name. The results of the boundary change or name change should be sent as soon as possible to PDSB in order that we reconfigure our database and mailing lists.

### Merger

- Each of the affected neighborhood associations must strictly comply with their own bylaws when deciding if they want to merge or not with other neighborhood associations.
- Each interested neighborhood association must separately notify its residents that a vote to merge is being considered.
- Each neighborhood association must separately vote on the merger.
- The minutes of the meeting must be provided to PDSB within 30 days of that action.
- As with a newly forming association, meetings of the combined group will need to be held to approve new bylaws and elect officers.

## Split

- The neighborhood association's bylaws take precedence when determining how an existing area may split away.
- A meeting for the entire pre-existing association needs to be properly noticed (see above under general guidelines).
- A vote is taken for the split but only those in the proposed new association vote on whether they wish to form a new association. In other words, although all are in attendance, the pre-existing association cannot prevent a new association from forming.

## Dissolution

In the event of a vote of dissolution, the results of the vote and a copy of the minutes of the meeting must be sent to PDSD by one of the former officers in order for the action to be considered valid. The minutes of the meeting should be sent to PDSD within 30 days from the date of the meeting. When a registered neighborhood association is dissolved, it is listed as inactive and is no longer entitled to any of the services that PDSD provides.

## Coalition

A coalition is described as an alliance of registered neighborhood associations, organizations or individuals for joint action. This is not a merger of neighborhood associations.

PDSD requires that coalitions wishing to register provide documentation of membership approval from the component registered neighborhoods. This documentation shall consist of a letter from the president or chairperson that includes:

- a copy of the meeting notice sent out announcing the proposed coalition membership
- a copy of the agenda of that meeting (if not included in the meeting notice)
- a copy of the minutes of the meeting where this action was voted upon, including the results of the vote on joining the coalition

For organizations or individuals joining a coalition but not representing a registered neighborhood association, a letter with their signature as being a member of the coalition is required. There is a minimum of 10 individual membership letters required to form a coalition.

Registered coalitions will be provided the same services as registered neighborhood associations, with the exception of mailings to coalitions with more than 3,400 households. Where coalitions exceed 3,400 household, mailings will be limited to the officers for each neighborhood association.