

# ATTACHMENT B

## Neighbourhood Association Organizational Capacity Questionnaire Response Summary - Highlights (2021-FEB-18)

The following key observations are based on the responses provided by the 14 Neighbourhood Associations who completed the questionnaire together with the City's awareness of the remaining 6 that did not participate in the survey process:

### 1) Organizational Capacity:

Responses confirmed that there is a wide range of organizational capacity among 20 active Neighbourhood Associations with the majority (14/20) having some form of organized structure. Specifically, six (6) are registered non-profits, eight (8) are not formally organized as registered non-profits but do have an executive, regular meetings, and a membership structure, and the remaining six (6) are loosely organized with no executive, regular meetings or membership structure.

Of the 14 questionnaire responses, the majority of Associations undertake the following activities:

- engage with their neighbourhoods prior to responding to City development referrals such as rezoning, OCP amendment, and development permits (12/14);
- send a representative to attend Neighbourhood Network meetings (13/14);
- have an elected executive and keep minutes for executive and general membership meetings (11/14);
- hold an annual general meeting (12/14);
- maintain a webpage or Facebook page (10/14), and
- send out a newsletter or other periodic updates related to the activities of the group (12/14).

### 2) Most Positive Change Over Last Ten Years Per Neighbourhood:

The responses ranged from specific neighbourhood improvements to general feelings of increased community involvement for members, increased participation in community activities, and increased neighbourhood pride. Generally speaking, the changes identified also mirror the general inputs provided through the REIMAGINE NANAIMO process with respect to how quality of life has changed in the last ten years.

3) Top Priorities for Change Per Neighbourhood Moving Forward:

A wide range of priorities were provided in response to this question, and in many cases groups provided more priorities than the requested three. From a staff perspective, this input is particularly useful in understanding where neighbourhood focus and needs lie.

4) What Role Should a Neighbourhood Association Play:

Respondents felt that Association should fulfill a number of roles. Community Builder and Community Advocate were at the top of the list for all (14/14), followed by Community Networker, Development Referral Coordinator and Liaison to the City of Nanaimo (13/14), Neighbourhood Plan Progress Monitor (12/14), and Social Organizer (10/14).

5) Under What Organizational Criteria Should a Neighbourhood Association Be Recognized:

Just over half of the responding Associations (8/14) felt that the City should formally recognize and support neighbourhood associations based on a set of clear organizational criteria (e.g., registered as a non-profit society, regular meetings, an elected executive, a membership structure, etc.). However, this response was frequently tempered with a caution that this structure could be achieved short of requiring registered non-profit society status. As noted by one group, *“associations need to be credible both in the eyes of their residents as well as the City. While they do not necessarily have to register as a non-profit society, there should be minimum standards imposed on their organization such as a membership structure, an annual general meeting which elects an executive, and a means for regularly updating residents.”*

One group noted that if society status is required, this will likely result in neighbourhood groups either disbanding or simply not taking this action: *“Neighbourhood associations exist for the benefit of neighbourhoods and their residents, not for the City government. We are not creatures of the City government.”*

Less than half of the responding Associations (5/14), felt that the City should recognize and support neighbourhood associations regardless of their organizational capacity. As noted by one group, *“Not all neighbourhood associations are large enough to warrant the forming of a non-profit society. Neighbourhood associations provide valuable firsthand information and suggestions from our citizens which may not have been identified by the City.”*

While there are a variety of perspectives on the need for organizational structure, just over half (8/14) of the Associations who completed the questionnaire felt that organizational structure is important (such as registration as a non-profit society, regular meetings, an elected executive and a membership structure). Of these, five also noted that this structure could be achieved without society status.

## Neighbourhood Groups Who Participated

- 1) Bradley Street Neighbourhood Association
- 2) Brechin Hill Community Association
- 3) Chase River Community Association
- 4) Cilaire Community Association
- 5) Departure Bay Neighbourhood Association
- 6) Hospital Area Neighbourhood Association
- 7) Lost Lake Neighbourhood Association
- 8) Nanaimo Old City Association
- 9) Neighbours of Nob Hill Society
- 10) Newcastle Community Association
- 11) South End Community Association
- 12) Stephenson Point Neighbourhood Association
- 13) Protection Island Neighbourhood Association
- 14) Wellington Community Association

<b>Responses from Neighbourhood Associations</b>	<b>YES</b>	<b>NO</b>
Is your neighbourhood association a registered non-profit society?	5	9
Does your association have an elected executive?	11	3
Does your executive meet on a regular basis?	11	3
How many active members are there in your association?	Membership ranges from 10 to 428	
Does the association have an annual or lifetime membership fee?	8	6
	Fee ranges from \$5 to \$10	
Does the general membership meet on a regular basis?	10	4
	Frequency ranges from monthly to yearly	
Are minutes kept for executive and general membership meetings?	11	3
Does the association hold an annual general meeting (AGM)?	12	2
Does the association maintain a webpage or Facebook page?	10	4
Does the association send out a newsletter or other periodic updates related to the activities of the group?	12	2
Does the association host community-based social events (i.e. picnics, fairs, block parties, etc.)?	9	5
Does the association engage with its neighbourhood for input prior to responding to City development referrals such as rezoning, OCP amendment, and development permits)?	12	2
Does a representative of your association attend Nanaimo Network meetings?	13	1

What role do you feel a neighbourhood association should play in your area (choose all that apply)?	Number of organizations
Community Builder	14
Community Advocate	14
Community Networker	13
Development Referral Coordinator	13
Social Organizer	10
Liaison to the City of Nanaimo	13
Monitor Progress of Neighbourhood Plan	12
Which statement do you agree with?	Number of organizations
<p>STATEMENT A:  The City should formally recognize and support neighbourhood associations based on a set of clear organizational criteria (e.g. registered as a non-profit society, regular meetings, an elected executive, a membership structure, etc.).</p>	<p>8  Many noted minimum organizational criteria needed but not necessarily registered non-profit status.</p>
<p>STATEMENT B:  The City should recognize and support neighbourhood associations regardless of their organizational capacity.</p>	<p>5</p>
<p>AMBIVALENT:</p>	<p>1</p>