

Register to Receive Information from and about the City

There is presently no single location where you can register to get all the information you need, but here are four which you may find useful.

If you've looked at the City web-site recently, you probably had difficulty finding anything, because city staff members are busy amalgamating processes and organizations. The Service Ottawa initiative will eventually clean up the existing duplication; but, for the time being, depending on the types of information you want to receive from the City, **there are three different places within the City web-site, where you can register your Community Association** to ensure that your organization receives the information it needs to be kept well informed.

1. The first is the [Community Organization Listing](#), maintained by the Parks, Recreation & Culture Department. It permits you to:
 - identify your Community Association,
 - provide a link to your web-site, and
 - identify a contact name, title, address, e-mail, and phone number.

This listing gives you access to similar information for the other associations that have registered. It is a public listing, and is made available as a public service to any and all not-for-profit organizations that wish to publicize their existence. City staff makes no particular use of this information.

2. The second is the [City of Ottawa Master Contact List](#), also maintained by the Parks, Recreation & Culture Department. It permits the City to get in touch with your Community Association regarding any issue or aspect of City business that may be relevant to you and City Officials. This list of local community organizations tells the City how to contact your association.

The on-line registration form asks you to identify a category that best describes your organization. "Community Association" is one of the choices. Click this box.

Completion of the contact information form is voluntary. Associations may modify or update their information anytime by re-submitting a new online form.

The information you provide to the City is used for "internal purposes" and only by City of Ottawa staff. However, the City requests your permission to share the information provided on the registration form with members of the public, if requested. The form allows you to indicate whether or not you are willing to disclose your contact information.

Service Ottawa is likely to change the content of this listing and the process for registering, in the near future. At that time, it may be necessary to re-register. City staff could not confirm that the existing information would be "rolled into" whatever new system is put in place.

3. The third is the [Community Organization Registration for Notification of Departmental Studies and Development Applications](#) maintained by the Planning and Growth Management Department.

It permits eligible community organizations to register to receive notice of studies being undertaken by the Planning and Growth Management Department, and development applications such as Official Plan and Zoning By-law amendments, as well as Site Plan Control and Plan of Subdivision applications within your neighbourhood.

By registering, community organizations are provided opportunities to participate in the development review process, by meeting with City Planning staff shortly after the submission of a development application, and are given opportunities to provide comments.

There is no fee to register, but only the following types of organizations are eligible:

- Community, Residents', Ratepayers', Homeowners' and Tenants' Associations which have membership boundaries that are specific to a particular neighbourhood or ward;
- Condominium Boards of Directors;
- Merchants' Associations and Business Improvement Associations which have boundaries that are neighbourhood or ward specific;
- Sports and Recreation Groups may register to receive notice of proposals to close unopened or untravelled road allowances used as recreational trails.

Further, to be eligible to register, a community organization must provide a copy of the minutes from its most recent annual general meeting showing that:

- the meeting was held no earlier than the previous calendar year;
- representatives, directors, or officers were elected in a democratic fashion by the group's membership;
- advance notice of the meeting and its purpose was provided through door-to-door flyers or letters, community or daily newspapers, or by telephone, facsimile or electronic mail; and,
- at least 10 members of the organization were in attendance.

4. Depending where you live in the City, your association may be influenced by what happens on property belonging to the National Capital Commission (NCC), and if you wish to be kept informed of activities influencing your neighbourhood, you may register to receive updates from the NCC.

To receive regular updates about public consultations, register your organization at <http://www.canadacapital.gc.ca/planning/public-meetings/join-our-mailing-list>.