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www.assiginack.ca

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 9, 2024

OPENING AND DECLARATIONS

1. ADMINISTRATION/FINANCE/PLANNING

- a.) Appointment of Health and Safety Representative
- b.) Draft By-law 2024-01: Minimum Standards for Municipal Highways
- c.) Draft By-law 2024-02: Cemetery Advisory Committee

2. PUBLIC WORKS

NONE

3. PROTECTION AND CONTROL

NONE

4. RECREATION AND CULTURE

NONE

5. CLOSED SESSION

- a.) Personal matters about an identifiable individual, including municipal employees.
- b.) The security of the property of the municipality.
- c.) Personal matters about an identifiable individual, including municipal employees.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2024-01

BEING A BY-LAW TO ESTABLISH POLICY AND PROCEDURES FOR THE MINIMUM MAINTENANCE STANDARDS FOR ALL MUNICIPAL HIGHWAYS AND MINIMUM STANDARDS FOR ALL NEWLY CONSTRUCTED ROADS AND STREETS WITHIN THE TOWNSHIP OF ASSIGINACK.

WHEREAS the appropriate authority is found in Sections 11 and 44 of the Municipal Act, S.O., 2001, Ch. 25, as amended;

AND WHEREAS Ontario Regulation 239/02, amended by Ontario Regulation 288/03, requires municipalities to follow minimum maintenance standards for municipal highways;

AND WHEREAS the Township has traditionally used the Ministry of Transportation minimum standards for various classes of roads being constructed in the municipality;

AND WHEREAS the Township deems it necessary and expedient to repeal By-law #2004-42 as amended, and By-law #2011-04 as amended and replaced with this by-law;

NOW THEREFORE THAT The Council of the Corporation of the Township of Assiginack **ENACTS AS FOLLOWS:**

1. **THAT** the Minimum Maintenance Standards Policy/Procedures relating to minimum maintenance standards for municipal highways to be followed within the Township of Assiginack are located in **Schedule 'A'** which is attached to and forms part of the by-law.
2. **THAT** the Minimum Standards for all Newly Constructed Roads and Streets within the Township of Assiginack are located in **Schedule 'B'** which is attached to and forms part of the by-law.

Read a **FIRST** and **SECOND TIME**, this ___ day of _____, 2024.

Read and **THIRD** and **FINAL TIME** and enacted in Open Council, this ___ day of _____, 2024.

Mayor: Brenda Reid

Seal

Clerk: Heidi Ferguson

Township of Assignack

SCHEDULE A: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

POLICIES & PROCEDURES

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

1. Definitions

(1) For the following terms used in this policy, please find the defined meanings.

“cm” means centimetres;

“day” shall mean a 24-hour period;

“highway” has the same meaning as roadway;

“motor vehicle” has the same meaning as in Subsection 1(1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“paved surface” means the a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“roadway” has the same meaning as in subsection 1(1) of the *Highway Traffic Act*;

“shoulder” shall mean the portion of the roadway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“surface” shall mean the top of the roadway or shoulder.

(2) For the purposes of this policy, every highway or part of a highway under jurisdiction of the Corporation of the Township of Assiginack is classified in the Table to this section as a Class 1 through a Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it.

(3) For the purposes of subsection (2) and the Table to this section, the average annual daily traffic on a roadway under municipal jurisdiction shall be determined;

- a) By counting and averaging the daily two-way traffic on the roadway or part of the roadway for the previous calendar year; or
- b) By estimating the average daily two-way traffic on the roadway or part of the roadway in accordance with accepted traffic engineering methods.

(4) Table – Classification of Highways

Average Annual Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
		90	80	70	60	50	40
15,000 +	1	1	1	2	2	2	2
12,000-14,999	1	1	1	2	2	3	3
10,000-11,999	1	1	2	2	3	3	3
8,000-9,999	1	1	2	3	3	3	3
6,000-7,999	1	2	2	3	3	3	3
5,000-5,999	1	2	2	3	3	3	3
4,000-4,999	1	2	3	3	3	3	4
3,000-3,999	1	2	3	3	3	4	4
2,000-2,999	1	2	3	3	4	4	4
1,000-1,999	1	3	3	3	4	4	5
500-999	1	3	4	4	4	4	5
200-499	1	3	4	4	5	5	5
50-199	1	3	4	5	5	5	5
0-49	1	3	6	6	6	6	6

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

2. Application

- (1) This policy sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Municipal Act.
- (2) The minimum standards of repair set out in this policy are applicable only in respect of motor vehicles using the highways or roadways.
- (3) Appendix A lists all Municipal highways and their respective classification.
- (4) The main body of this policy sets out the minimum standards for class 1 through class 5 highways. Appendix B sets out the minimum standards for class 6 highways under municipal jurisdiction.

3. Routine Patrolling

- (1) The minimum standard for the frequency of routine patrolling of highways is set out in the table in section.
- (2) Routine Patrolling shall be carried out by driving on the highway to check for conditions described in this policy.
- (3) Routine Patrolling is not required between sunset and sunrise.
- (4) Table - Routine Patrolling Frequency

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	Once every 7 days
4	Once every 14 days
5	Once every 30 days

4. Snow Accumulation

- (1) The minimum standard for clearing snow accumulation is,
 - a) While the snow continues to accumulate, to deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on the roadway is greater than the depth set out in the table to this section; and
 - b) After the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in the Table to this section, to clear the snow accumulation in accordance with subsections (2) and (3) or subsections (2) and (4), as the case may be, within the time set out in the table.
- (2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the Table.
- (3) The snow accumulation must be cleared from the roadway to within a distance of 0.6 metres inside the outer edges of the roadway.
- (4) Despite subsection (3), for a Class 4 highway with two lanes or a Class 5 highway with two lanes, the snow accumulation on the roadway must be cleared to a width of at least 5 metres.
- (5) This section,
 - a) does not apply to that portion of roadway designated for parking; and
 - b) only applies to the municipality during the season when it performs winter highway maintenance.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

(6) In this section,

- a) "snow accumulation" means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

(7) Table – Snow Accumulation Servicing

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

5. Icy Roadways

(1) The minimum standard for treating icy roadways is;

- a) To deploy resources to treat an icy roadway as soon as practicable after becoming aware that the roadway is icy; and
- b) To treat the icy roadway within the time set out in the Table to this section after becoming aware that the roadway is icy.

(2) This section only applies to the municipality during the season when it performs winter highway maintenance.

(3) Table – Icy Roadways

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

6. Potholes

(1) If a pothole exceeds both the surface area and depth set out in Table 1, 2, or 3 to this section, as the case may be, the minimum standard is to repair the pothole within the time set out in Table 1, 2 or 3 as appropriate, after becoming aware of the fact.

(2) A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Tables 1, 2 and 3, as appropriate.

(3) Table 1- Potholes on Paved Surface of the Roadway

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

(4) Table 2 – Potholes on Non-paved Surfaces of the Roadway

**TOWNSHIP OF ASSIGNACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

(S) Table 3 – Potholes on Paved or Non-paved Surface of Shoulder.

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

7. Shoulder Drop-offs

- (1) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in the Table to this section, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact.
- (2) A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table to this section.
- (3) In this section, "shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.

(4) Table – Shoulder Drop-offs

Class of Highway	Depth	Time
1	8 cm	4 days
2	8 cm	4 days
3	8 cm	7 days
4	8 cm	14 days
5	8 cm	30 days

8. Cracks

- (1) If a crack on the paved surface of a roadway is greater, for a continuous distance of three metres or more, than both the width and depth set out in the Table to this section, the minimum standard is to repair the crack within the time set out in the Table after becoming aware of the fact.
- (2) A crack shall be deemed to be repaired if its width or depth is less than or equal to that set out in the Table.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

(3) Table – Cracks

Class of Highway	Width	Depth	Time
1	5 cm	5 cm	30 days
2	5 cm	5 cm	30 days
3	5 cm	5 cm	60 days
4	5 cm	5 cm	180 days
5	5 cm	5 cm	180 days

9. Debris

(1) If there is debris on the roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.

(2) In this section.

“debris” means any material or object on the roadway,

- a) That is not an integral part of the roadway or has not been intentionally placed on the roadway by the municipality, and
- b) That is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

Appendix A – Municipal Roadways and Classifications

There are no highways deemed as Class 1 through to Class 5 that are governed under the Township of Assiginack.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

Appendix B – Class 6 Roadways

1. Year Round Maintained Class 6 Roadways

- (1) All highways found in Table 1 of the Appendix are classified as being maintained on a year-round basis.
- (2) The minimum maintenance standards for all Class 6 year-round maintained highways are to follow the minimum regulations for Class 5 highways as set out in the main body of this policy.
- (3) Table – Year-Round Maintained Class 6 Highways

Year-Round Class 6 Highways	Year-Round Class 6 Highways
Albert Street	Plummer Street
Arthur Street	Purple Martin Trail
Birch Street	Queen Street
Campbell Street	Red Lodge Road
Cardwell Street	Sandy Point Road
Church Road	Scotch Line Road
Clover Valley Road	Sim's Road
Clover Valley Road W	Slash Road
Clover Valley Road E	South Bay Drive
Corbett's Beach Road	Spragge Street
Cowan's Side Road	Springer Brook Road
D.R. McLay Drive	Squirreltown Road
Fourth Avenue	Sucker Lake Road
Gauthier Road	Sunsite Estates Road
Highfalls Road	Third Avenue
Holiday Haven Road	Vankoughnet Street
Howe Street	Walcot Street
Irish Line	Wellington Street
Jaggard Road	
Jay Bryant Sideroad	
Koryk Street	
Lecourt Street	
Lisgar Street	
McCauley's Road	
MacDonald's Side Road	
McLean's Road	
McMullen's Sideroad	
Meredith Street	
Michael's Bay Road	
Moggy Parkway	
Monkhouse's Road	
Napier Street	
Nelson Street	
New England Road	
Bidwell Road (Old Bidwell Road Con 1 between Lot 51 & 52)	

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

2. Seasonally Maintained Class 6 Highways

- (1) All highways found in Table 2 of this Appendix B are classified as being maintained on a seasonal only basis.
 - a) To further clarify the listed roads will only be maintained to standards for this class during April 15 to November first of any given year,
 - b) And that they may be further restricted by reduced load regulations.
- (2) The minimum maintenance standards for Class 6 seasonally maintained roadways as per provincial regulations is to have no maintenance completed.
- (3) The maximum maintenance to be completed for each Class 6 seasonally maintained roadways is as follows:

Roadway	Graded # times /Year	Snow Removal # times / year	Gravelled max # of Loads / year
Cooper Court	—	—	—
Clover Valley Road East (Past Birch Street)	2	0	5
Davidson Side Road	1	0	1
Fields Road	2	2	1
Lakeshore Road			
Lower Slash Road	6	2	3
McLennan's Creek Lane	1	0	1
McKechnie's Side Road (from the south to first house)	1	6	1
Pine Lake Road	1	0	2

- (4) The Township's Public Works Superintendent has the right to refuse to complete maintenance on any seasonal Class 6 roadway for the following reasons:
 - a) The possibility that equipment may be harmed or damaged if work was to be undertaken.
 - b) Budget constraints that do not allow additional costs to be incurred.
- (5) Under no circumstances shall there be more general maintenance completed on a seasonally maintained Class 6 roadway then that of which is set out in Section (2)(3) unless:
 - a) Council of the Township of Assiginack deems that maintenance must be completed above the noted maximum due to unforeseen future events.
 - b) The seasonally maintained Class 6 roadway has been earmarked through the annual capital budget for upgrades.

3. Non-maintained or Un-opened Road Allowances

- (1) All unopened road allowances are classified as being non-maintained or unassumed Class 6 roadways.
- (2) Maintenance of any type will not be completed on any of the road allowances until such time that the roadways are:
 - a) Brought up to the minimum municipal standard the same as that of requirements as identified within Schedule B of this By law.
 - b) Ownership of the road and its allowance has been confirmed as being by the Township of Assiginack.
 - c) The non-maintained or unassumed Class 6 roadway has been earmarked through the capital budget for upgrades.
- (3) At such time that the roadway in this category has been brought to a standard that is adequate and meets the requirements of the Township, the classification of the roadway will be changed to that of a seasonally maintained class 6 highway and a set of maintenance standards regarding grading, snow removal, and graveling will be determined by the Municipal Council and the Public Works Superintendent.
- (4) **Private Roads and Rights-of-Ways**

**TOWNSHIP OF ASSIGNACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

- a) **Private Roadways are indicated at time of naming by indicating roadway type as Lane, Trail, Court, Crescent, etc.**
- b) **Private Roadways are not created by the municipality, are not maintained by the municipality, and**
- c) **Are sole responsibility of the property owners to maintain, and**
- d) **Property owners are responsible for assuring that the Emergency Services and Rescue vehicles are able to travel them as required.**

Township of Assiginack: Class 6 Highways

Table 1 - Year Round Maintained Roadways		Table 2 - Seasonally Maintained Roadways	
Metres	Roadway	Metres	Roadway
741.6	Albert Street	107.1	Cooper Court
1072.4	Arthur Street	1013.7	Davidson Side Road
935.0	Birch Street	2182.8	Field's Road
507.1	Campbell Street	3100.7	Lower Slash Road
2811.4	Cardwell Street	238.9	McLennan's Creek Lane
92.7	Cedar Court	3288.8	McKechnie's Side Road
1978.6	Church Road	460.6	Pine Lake Road
4057.3	Clover Valley Road	222.8	Lakeshore Road
1092.8	Clover Valley Road W		
2429.2	Clover Valley Road E		
1157.0	Corbett's Beach Road		* Refer back to Section 2.3 of the Policy for specific maintenance protocols
1617.4	Cowan's Side Road		
1732.6	D.R. McLay Drive		
204.8	Fourth Avenue		
1053.0	Gauthier Road		
621.8	Highfalls Road		
868.4	Holiday Haven Road		
442.3	Howe Street		
2867.6	Irish Line		
983.4	Jaggard Road		
1380.6	Jay Bryant Sideroad		
126.1	Koryk Street		
143.2	Lecourt Street		
95.5	Lisgar Street		
314.0	McCauley's Road		
1869.6	MacDonald's Side Road		
1319.1	McLean's Road		
1102.8	McMullen's Sideroad		
284.2	Meredith Street		
950.9	Michael's Bay Road		
1020.0	Moggy Parkway		
1253.2	Monkhouse's Road		
556.0	Napier Street		
573.9	Nelson Street		
4539.3	New England Road		
19133.9	Bidwell Road (Old Bidwell Road Con 1 between Lot 51 & 52)		
182.9	Plummer Street		
155.2	Purple Martin Trail		
1124.5	Queen Street		
1761.3	Red Lodge Road		
792.3	Sandy Point Road		
2094.3	Scotch Line Road		
337.6	Sim's Road		
9185.7	Slash Road		
1305.4	South Bay Drive		
210.6	Spragge Street		
1588.0	Springer Brook Road		
2294.2	Squirreltown Road		
4150.8	Sucker Lake Road		
1349.5	Sunsite Estates Road		
264.7	Third Avenue		
353.7	Vankoughnet Street		
617.6	Walcot Street		
519.3	Wellington Street		
90,216.3	Metres Total	10,615.4	Metres Total

Township of Assiginack

**SCHEDULE B: MINIMUM STANDARDS FOR ALL
NEWLY CONSTRUCTED ROADS AND STREETS
WITHIN THE TOWNSHIP OF ASSIGINACK**

POLICIES AND PROCEDURES

POLICIES AND PROCEDURES FOR MINIMUM STANDARDS FOR ALL NEWLY CONSTRUCTED ROADS AND STREETS WITHIN THE TOWNSHIP OF ASSIGINACK

DEFINITIONS

“Certified Professional Engineer” shall mean an individual who has been issued a license to practice engineering by a provincial or territorial engineering regulatory body and has the pre-requisite formal educational background in engineering.

“Council” shall mean any members of the Council of the Township of Assiginack.

“Developer” shall mean a person, business, corporation and/or an agent working on the behalf of the property owner(s).

“Private Property” shall mean property that is owned and legally registered to an individual, individuals, a business and/or corporation and not a governmental entity.

“Property owner(s)” shall mean the individual or individuals that are the registered owners of property within the Township of Assiginack.

“Township” shall mean the Corporation of the Township of Assiginack.

1. Newly constructed roads and streets on Private Property

All property owner(s) who develop or reconstruct a private road(s) or street(s) within the Township of Assiginack assume all responsibility, liability, costs, maintenance, and ownership of the private road.

The Township suggests that all property owner(s) contact the Township, prior to developing their property, to ensure that they will comply with all applicable zoning, building and municipal by-laws.

Any property owner(s) who plan to request to have the Township assume maintenance (whether occasional, temporary, or permanent maintenance), should adopt the following minimum construction standards under Section 3 of this By-law, when constructing or reconstructing their private road.

In the event that the property owner(s) and/or developer(s) make a request to Council to conduct maintenance on a private road, it is the responsibility of the property owner(s) to provide the Township with:

- i.) A copy of the survey.
- ii.) A copy of an Engineer’s Report, completed by a Certified Professional Engineer, stating the Engineer is satisfied with the construction or reconstruction of the road.
- iii.) A copy of the conveyance of the road.

All costs incurred to provide this documentation shall be the responsibility of the property owner(s) and must be provided to the Township prior to approval. The property owner(s) will be required to enter into an agreement with the Township.

All requests must be submitted in writing to the attention of Council. Any and all requests submitted may not necessarily be approved by Council.

2. Improvements to Unopened Road Allowances

All Property Owner(s) and/or Developer(s) must make written application to Council seeking permission to complete work on an Unopened Road Allowance.

In the event that the Property Owner(s) and/or Developer(s) are granted permission and approval from the Township to conduct work on an Unopened Road Allowance, they must ensure that all work completed meets the Municipal Standards identified within Section 3 of this Policy.

All road work to be carried out will be conducted under the supervision and to the satisfaction of a Certified Professional Engineer and all expenses incurred are the responsibility of the property owner(s) and/or developer(s).

It is the Property Owner(s) and/or Developer(s) responsibility to provide the Township with a copy of the report from the Engineer certifying the road's condition, prior to final approval by the Township.

All maintenance to be conducted on the improved Unopened Road Allowance or portion of it, will be the responsibility of the property owner(s) and the property owner(s) will be required to enter into an agreement with the Township.

3. Minimum Standards for Construction or Reconstruction of Roadways or Streets within the Township of Assiginack

The following minimum standards must be adhered to when constructing or reconstructing a roadway or street within the Township of Assiginack:

Right of Way: Shall be 20.0 meters wide unless a lesser width is authorized in accordance with the requirements of the Municipal Act.

Surface Width: 7.5 meters wide.

Shoulder width (including rounding): 1.0 meter on each side.

Surface Type: Low cost bituminous.

Depth of Crushed Granular A: A 100mm minimum depth of compacted material.

Depth of Granular Base: As determined by construction of sub grade material and contour of land (minimum depth of 200 mm compacted.)

Ditches: Minimum depth from the crown of road to bottom of ditch is 0.5 meters. All ditches to be carried to a sufficient outlet (2:1 slope).

Culverts: Galvanized corrugated metal, CSP concrete or plastic. Minimum of 400 mm in diameter or larger.

Geometrics: Dead end streets to be provided with a turning area at the terminus of dead-end streets as per cul de sac specifications such that maintenance equipment can work effectively.

Maximum Gradient: 12%

Clean up: Clearing and grubbing material is not to be left on the sides of the roadway or street, but it is to be hauled to a concealed dump site.

Width Clearing for Clean-up and Grubbing: Minimum width of 20.0 meters.

4. Guidelines for the Placement of Hydro and Telephone Poles:

In the event that Hydro or Telephone poles are required to be installed on municipal property as part of a development, the property owner(s) and/or developer(s) must seek permission from Council.

Any pole, guidewire or anchor that will be located on municipal property, shall be no further than 2.0 meters from the property line.

Upon approval, it is the responsibility of the property owner(s) and/or developer(s) to provide the Township with a detailed plan and drawings that indicate the placement on municipal property, for review and approval by Council prior to their placement and installation.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2024-02

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
TO STRIKE A CEMETERIES ADVISORY COMMITTEE AND CONFIRM ITS TERMS
OF REFERENCE.**

DRAFT

WHEREAS authority is found in Section 11 of the Municipal Act, RSO, 2001, c.25 as amended AND Part 5 of the Funeral, Burial, Cremation Services Act, S.O., 2002 Chapter 33 as amended;

AND WHEREAS By-law # 2023-04 was enacted by the Township of Assiginack on March 21, 2023;

AND WHEREAS it is necessary to strike a Cemeteries Advisory Committee;

NOW THEREFORE THAT the Council of the Corporation of the Township of Assiginack ENACTS AS FOLLOWS:

1. THAT Council strikes a Cemeteries Advisory Committee and adopts the terms of reference for it as contained in Schedule 'A', attached to and forming part of this by-law.
2. THAT this by-law shall come into force and take effect upon third and final reading.

Read a first, second and third time and finally passed this _____ day of _____, 2023.

Mayor: Brenda Reid

Clerk: Heidi Ferguson

Seal

SCHEDULE A: TERMS OF REFERENCE

NAME:

Assiginack Cemeteries Advisory Committee

MISSION:

The mandate of the Committee is to provide advice and recommendations to Council regarding the development of the municipal cemeteries in the Township of Assiginack.

ACTIVITIES AND DUTIES:

To provide advice and guidance to Township Council through the CAO on matters pertaining to policies, practices and programs related to municipal cemeteries.

To provide Township Council with an annual report of the previous year's activities.

To act as an advisory resource to municipal staff as requested.

COMPOSITION:

The Committee shall be composed of three members of the public and a member of the township council designated by the Mayor. The Committee shall appoint one of its members as Chairperson. Term shall be the term of Council. The CAO shall designate a staff member to record Minutes of Committee meetings and other staff to attend meetings depending on the agenda items.

MEETINGS:

The Committee shall meet quarterly and may be summoned at the Call of the Chair for a special meeting if required.

NOTES:

The Committee is not authorized to represent the Municipal Corporation or the Cemetery when speaking with the general public or others. The Committee is not authorized to purchase on behalf of the cemetery. The Committee shall conduct itself within the authority of municipal, provincial and federal legislation.