



**Budget and Finance Committee Agenda**

**Meeting Date: March 8<sup>th</sup>, 2019**

**Time: 2:00pm**

**Location: Wollaston Township Committee Chambers**

#	Item	Person Responsible	Time
1	Welcome & Call the Meeting to Order	Chair	5 mins
2	Approval of the Agenda	All	
3	Approval of Minutes Dated:	All	
4	Business Arising from the Minutes		
5	Report from the Chair		
6	Council Liaison a) Report on COW Meeting	Darlene Colton	
7	Updates from Staff a) Strategic Plan Review – Dylinna Brock b) Asset Management Plan – Dylinna Brock c) Treasurer Report – Walk through of last available Financial Statements of Revenues and Expenses	Dylinna Brock Dylinna Brock Verna Brundage	
8	Updates from Members		
9	Items for Discussion, Action or Decision a) Discussion on Dog Bylaw arising from COW b) Review of Terms of Reference	All All	
10	Workplan Review		
11	New Business		
12	Check In & Closing		

**Next Meeting Date:**



## **Budget & Finance Committee Minutes February 8, 2019**

**Attendance: Councillor Darlene Colton, Roxanne Lambert, Dianne Nofle, Mike Mehak, Luke Mellors, Administrator Dylinna Brock and Deputy Clerk/ Treasurer Verna Brundage**

**Guest: Wendy Mortimer**

- 1. Councillor Darlene Colton and Administrator Dylinna Brock welcomed the new Budget & Finance Committee of Council.**
- 2. Members introduced themselves, and outlined their backgrounds, work experience and interest in volunteering for this committee.**
- 3. Orientation Wollaston Township Committee Structure was presented by Roxanne Lambert with assistance from Administrator Dylinna Brock.**
- 4. Administrator Dylinna Brock reviewed the Township Procedural Bylaw focusing on Conflict of Interest, and the Councillor Code of Conduct. These documents will be used in addition to the Terms of Reference for the Committee to guide processes. Members signed off that they have reviewed and understand the information provided.**
- 5. The members identified supporting documents that would be helpful to them such as the Strategic Plan, and Asset Management Plan and previous budget. Staff will provide copies of these documents for the committee.**
- 6. Election of the Committee Chair position. Motion by Councillor Colton, seconded by Dianne Nofle to appoint Luke Mellors as the Budget & Finance Committee Chair. All voted in favour.**
- 7. Election of the Committee Vice Chair position. Motion by Luke Mellors, seconded by Councillor Colton to appoint Roxanne Lambert as the Budget & Finance Committee Vice-Chair. All voted in favour.**
- 8. Election of Minute Taker position. Motion by Roxanne Lambert, seconded by Luke Mellors to appoint Dianne Nofle as the Budget & Finance Committee Minute Taker. All voted in favour.**
- 9. Review of the DRAFT Budget & Finance Committee Terms of Reference. Motion by Luke Mellors, seconded by Dianne Nofle to send these Terms of Reference to the Committee of the**

**Whole for their review and approval. Administrator Brock will assist Chair Mellors to draft the Committee Report for Decision template that will accompany the approved Terms of Reference.**

**10. Date for the Next Meeting will be Friday March 8, 2019 at the Wollaston Council Chambers from 2 – 4 pm.**

**11. Motion to adjourn, Mike Mehak and seconded by Councillor Colton. Carried.**

If this information is required in an accessible format, please contact 613-337-5731



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To: The Committee of the Whole  
From: Dylinna Brock, Administrator  
Report: #2019-COW-01  
Date: February 19, 2019

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**Subject:**

**Terms of Reference for the Advisory Committees & Procedural By-Law**

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**Recommendations:**

That the Committee of the Whole recommends to Council:

A) That the Terms of Reference for the following Advisory Committees be approved:

- i) Recreation Committee
- (ii) Budget & Finance Committee
- (iii) Public Works & Environment Committee
- (iv) Communications Committee

B) That the Administrator be approved to provide Council with a new Procedural By-Law that will incorporate the Advisory Committee structure

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**Report:**

**1. Purpose**

1.1 The purpose of this report is to update Committee of the Whole on the work completed to date in establishing the Advisory Committees and to seek approval for the Terms of Reference that the Committees have approved.

**2. Background**

2.1 In December 2018, Council passed a resolution to establish Committees, along with assigning a lead Councillor to help support staff and council in advancing the work of

the Township.

A) Earlier this year, the Township posted the application process advertising for volunteers to serve on the following Committees of Council:

- Economic Development, Tourism and Planning
- Public Works & Environment
- Budget & Finance
- Recreation
- Communications

2.2 The Township received \_\_\_\_\_ applications for the various committees. Township staff in consultation with the lead Councillor for the Committee reviewed the applications. The applicants possess a wealth of knowledge and skill and Staff is very pleased that these individual's have volunteered.

A) On January 21, 2019 Council approved the list of persons appointed the various Committees.

- Staff contacted the individuals and confirmed their appointments; then worked with the lead Councillor to establish the inaugural meeting dates and times.
- Staff posted the Committee meeting agenda and background materials on the website, as the Committee meetings are open to the public.

2.3 All of the Committees have met with the exception of the Economic Development, Tourism and Planning Committee which is scheduled to meet in March, due to many members being unavailable to meet in February.

2.4 The inaugural meeting agenda for each committee included an opportunity for members to introduce themselves, to get to know the each other

2.5 The Committee went through a presentation, facilitated by a volunteer, that outlined the Committee of the Whole structure and the role and responsibilities of the Committee.

2.6 Staff provided an overview of the Procedural Bylaw and presented information regarding Code of Conduct and Conflict of Interest. Members signed off that they have reviewed and understand the material. Staff will be bringing forward additional training materials for the Committees at future meetings.

2.7 Staff will assist the Committees by helping to create the agenda's, posting and distributing the meeting materials, providing guidance to ensure that Township policies and procedures are adhered to and will assist the Chairs to write Committee Reports such as this one for Committee of the Whole.

2.8 The Committees elected a Chair, Vice Chair and Minute Taker, who are noted on their Terms of Reference. Elected Council Members have not been considered for any of these roles, however they will function as a liaison between the Committee of

the Whole and the Advisory Committee, and help to interpret Committee of the Whole's directions to the Advisory Committee.

- 2.9 The Committees reviewed their draft Terms of Reference and any proposed changes were made. The Committees then voted on a motion to send the Terms of Reference forward for Council's review and approval and set the date for their next meetings.
- 2.10 With the exception of the Scope and Purpose, which are individual for each Committee, the rest of the document is the same.

### **3. DIRECTION FOR COMMITTEES**

- 3.1 Staff recommend that Committee of the Whole review each of the Committee Terms of Reference, submitted with this report and provide any recommended changes to these individual documents.
- A) Committee of the Whole may also wish to provide additional direction back to the Committee.
- The Committees have set their next meeting dates and will begin to do some brainstorming to develop a work plan, along with any financial recommendations regarding budgetary considerations, this will be presented to Committee of the Whole for their consideration at a future meeting.
- 3.2 Staff will assist the Committee's to identify any budgetary needs for inclusion in the upcoming budget deliberations.
- 3.3 In the future, the Committee Chairs will submit reports to Committee of the Whole that will either be Information Reports or Reports for Decision, as required. Committee will identify any financial implications or possible risks, along with strategies to mitigate risk to assist Committee of the Whole with its decision-making process.
- 3.4 Committee Chairs, or their delegate will attend Committee of the Whole meetings to speak to any questions Members might have regarding the reports. In the event that no Committee Member is able to attend, Staff will also be able to answer questions.

**4. PROCEDURAL BY-LAW**

4.1 Over the past two years there have been several changes and edits made to the Procedural By-Law. It is necessary to amend the By-Law to provide for the Advisory Committee Structure.

A) Staff are requesting authority to refresh the Procedural By-Law to make it easier to read and understand along with including the necessary provisions for the Advisory Committees.

- If approved, Staff anticipate providing this document for review at the March Committee of the Whole Meeting.

**5. Attachments**

Attachment #1: Recreation Committee Terms of Reference

Attachment #2: Public Works & Environment Committee Terms of Reference

Attachment #3: Budget & Finance Committee Terms of Reference

Attachment #4: Communications Terms of Reference

Respectfully submitted,

Original signed by: Dylinna Brock

Recommended for Presentation to Committee

Original signed by: \_\_\_\_\_

Dylinna Brock  
Administrator



## **Wollaston Township Budget & Finance Committee of Council Terms of Reference**

### **Committee Name**

Wollaston Township Budget and Finance Committee

### **Type**

Advisory Committee of Council

### **Purpose**

The Budget and Finance Committee was created to provide a forum to explore opportunities to increase revenues to the Township, outside of ratepayer increases. The Committee will work to support and assist Staff dealing with financial matters.

The Committee will also focus on providing financial recommendations and risk management considerations supporting both Township activities and other Committee work. It will provide assistance with multi-year Financial Planning, Fiscal Policy, Budget Cycle, Operating and Capital budgets, planning and development.

The Committee will provide assistance by exploring grant opportunities and will strive to support writing grant applications in conjunction with other Committees, as well as explore fundraising opportunities, investments and tax collection processes in order to maximize the use of the Township's financial resources.

The Committee will provide Council with regular updates on its work and make recommendations for Council's consideration and decision, through the Committee of the Whole.

### **Scope**

To assist Staff with the development of the Township annual Budget by reviewing the current process and making recommendations for improvements, as required.

To ensure that proposed budget line increases or decreases are supported by detailed explanation of the changes, and are included as part of the Budget presentation to Council and the Community.

To make recommendations to Committee of the Whole regarding acceptance of the proposed draft budget.



To assist in the development of a five- and ten-year capital forecast and planning process, that considers the Asset Management Plan and any other relevant documentation.

To review the Township's Financial policy and procedures, and make recommendations for changes to support knowledge transfer and exchange.

To research best practices for the sector and develop, as appropriate, performance measures in order to collect and analyse data to measure future success.

To monitor provincial announcements and identify possible grants that would assist with the financial impacts of large-scale capital projects or to support other Township activities.

To provide consultation, advice, report findings and make recommendations as required to Council.

To consider processes used to collect data in order to support future grant applications, and support evidence informed decision making.

The Committee will not consider matters or issues that fall outside of the Township responsibilities as outlined in the Municipal Act.

### **Authority**

The Committee has limited delegated authority, which may be amended from time to time by Council.

If Council authorizes an operating budget to the Committee, it shall ensure expenditures follow Township policies and procedures.

The Committee will elect its own Chair, Vice Chair and Minute taker, on an annual basis; each position will serve a one -year term.

Individuals may be re-elected to serve in these positions, during the course of the four-year term of Council.

All Committees will seek authority and direction from Council before applying for any grant funding, whether or not a municipal contribution is required.

### **Membership**

Members are appointed by Wollaston Council, following the Township policy and procedure to serve during the term of Council. Members will follow the Township Procedural By-Law and the Code of Conduct and Conflict of Interest policies.

The position of Chair, Vice Chair and Minute taker will be by nomination of Committee Members. Should more than one Member be interested in standing for one of these positions, the committee will vote and the candidate will be elected by a majority of the Committee Members at the first meeting of each calendar year.

All Appointed Members including the lead Councillor will be entitled to one vote on Decisions. Staff do not count in quorum and do not vote on decisions.

### **Committee Chair, Vice Chair and Minute Taker Roles**

The Chair's role is to provide guidance and leadership to the Committee in completion of its purpose.

The Chair shall create the meeting agenda using a standardized agenda template, start and end the meetings on time, prepare any Information or Decision Reports for Committee of the Whole, and attend Committee of the Whole meetings to present the reports. In the event the Chair is not available to attend, another Committee member may be authorized by the Chair to attend, or Township staff may present the report.

The Chair shall ensure that decorum is maintained at each meeting and that the rules of procedure, as per the Township's Procedural By-Law are observed.

The Vice Chair, in the Chair's absence, shall be responsible to ensure meetings progress effectively and efficiently.

The Minute taker will be responsible for recording the Minutes of the meeting using a standardized Minute template. Minutes will be sent to Township staff within 7 days of the meeting. Minutes are reviewed at the next meeting, and the original signed off by the Chair. Minutes that will be published will not show the Chair's actual signature, and will instead state: Original signed by (Chair's name)

### **Township Staff**

The Treasurer will be designated staff to participate in all meetings. As required, the Treasurer will be called upon to provide financial information related to budgetary matters and controls.

Township Staff will provide the following supports:

Assist the Chair to develop the agenda, as required. Distribute the agenda and post notices of the meeting on the Township Website, or other approved forum

Circulate the minutes and any meeting materials

Follow up on committee issues.

The Treasurer or Administrator, or other designated staff will participate in discussions to provide perspective on procedural matters, legislative or regulatory considerations, human resources or financial considerations and provide input into any implementation concerns for decisions.

### **Councillor**

A member of Council is appointed to the Wollaston Township Budget and Finance Committee to fulfill the responsibility of acting as liaison between Council and the Committee; respond to Committee members' questions; interpret Council's direction to the committee; provide updates on Committee activities to Council and to provide updates on Council's activities to the Committee.

### **Committee Members**

Committee Members shall contribute time, knowledge, skill and expertise to fulfill the committee's purpose.

Be prepared for meetings, reading through background documents

Be knowledgeable about the organization (i.e. vision, mission, goals)

Be prepared to ask questions.

Engage in respectful dialogue, keep an open mind for various perspectives to work towards collaborative decisions.

Complete assigned tasks.

Become familiar with governing legislation or regulations.

The appointment of a citizen member to a committee shall be rescinded should the member be absent from three consecutive meetings. Township staff will maintain the master record of member attendance.

Where a vacancy occurs in the Committee for any reason, a new member may be sought in accordance with the Township's policy and procedure for appointing committee members.

Staff will maintain a Master list of committee members to be attached to these Terms of Reference, as Appendix 1.

### **Meeting arrangements**

Meetings will be held on a monthly basis, with a minimum of 10 meetings per year. Meetings will be held in the Township office, unless otherwise noted.

The Committee Meetings are the opportunity for committee members to engage in informal discussion on ideas and proposals, with appropriate staff and Council leads.

**Members may take on specific tasks or actions, i.e. researching grant opportunities or gathering information for the Committee to help achieve its purpose.**

**Quorum will be 50% plus ½ of the appointed committee members.**

**It is expected that the Committee will strive to reach consensus on its decisions. In the event, that there are an equal number of committee members, and there is a tie vote, the Committee Chair may vote to determine the outcome of the decision or preferably refer the Committee back to further discussion in order to reach consensus.**

### **Reporting**

**The Committee will report regularly to the Committee of the Whole through Information Reports, or Reports for Decision which will include recommendations from the Committee. Copies of the Minutes will also be distributed to Council.**

### **Resources and Budget**

**Council may establish an operating budget for the Committee, tied to specific deliverables. Any allocated budget funds will be announced once the Township has approved and passed its annual operating budget. The Committee must ensure that any funding provided is utilized as directed by Council.**

**Staff will ensure that Committees are following Township purchasing and procurement policies, procedures or bylaws in carrying out their actions.**

### **Deliverables**

**The Committee will prepare a workplan, and if applicable budget estimates, for approval by Council on an annual basis.**

**The Committee will prepare a year end report of accomplishments to submit to Council on an annual basis.**

**The Committee will review its Terms of Reference on an annual basis and submit these to Council for approval.**

### **Conflict of Interest**

**Committee members are deemed not to have pecuniary conflict of interest in that they have no financial decision-making ability. Members should be cognizant of any perceived conflict in terms of issues, which may serve to benefit them personally and if deemed necessary, not participate in in the discussion where there is a perceived conflict.**

**Members shall not use their status on committees for personal or political gain.**

## **Code of Conduct**

**Members of Committees shall adhere to the Procedural By-Law No. 03-18 and the Councillor Code of Conduct By-law No. 17-18, which may be amended from time to time.**

**Members shall treat every person, including other members of Committees or Council, staff and the public with respect and dignity.**

**Members of Council shall understand and respect the right to equality and the right to an environment that is safe and free from harassment and discrimination described expectations of behaviour, tied to Township policy.**

## **Review**

**The Terms of Reference will be reviewed in February of each year.**

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## **Appendix 1**

### **Master List of Budget and Finance Committee Members**

**Created January 2019**

**Next Review Date: February 2020**

**Councillor: Darlene Colton**

**Staff: Verna Brundage & Dylinna Brock**

**Chair:**

**Vice Chair:**

**Minute Taker:**

**Members:**

**THE CORPORATION OF THE TOWNSHIP OF WOLLASTON**  
**BY-LAW NO 27-09**  
**Repeals 18-09**

**A By-law for the licensing of dogs and for regulating the being at large of dogs.**

**WHEREAS** Councils of municipalities have the authority under Section 11 of the Municipal Act, 2001, to pass by-laws respecting matters within various spheres of jurisdiction, including "animals";

**AND WHEREAS** the Council of the Township of Wollaston deems it advisable to enact this By-law for the purpose of requiring dogs to be registered, licensed and tagged; for the purpose of prohibiting dogs being at large; for the purpose of requiring the removal of dog waste; and for the purpose of generally regulating the keeping of dogs in the Municipality;

**AND WHEREAS** Councils of municipalities may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**NOW THEREFORE** the Council of the Corporation of the Township of Wollaston enacts as follows:

1. (a) In this By-law:
    - (i) "Being at Large" shall mean when a dog is found in any place other than the premises of the owner of the dog and not under the control of any person;
    - (ii) "By-law Enforcement Officer" shall mean the officer or employee of the Municipality from time to time charged with the duty of enforcing the provisions of the By-laws of the Municipality;
    - (iii) "Canine Control Officer" shall be the person so designated by Council from time to time;
    - (iv) "Clerk" shall mean the Clerk of the Municipality;
    - (v) "Council" shall mean the Council of the Municipality;
    - (vi) "dog" shall mean any dog, male or female whether neutered or spayed;
    - (vii) "Guide Dog" shall mean a dog that is trained to aid the visually challenged and hearing impaired and is in active use for such purposes;
    - (viii) "minor" shall mean any person who has not achieved the age of majority as defined by the applicable provincial law;
    - (ix) "Municipality" shall mean the Corporation of the Township of Wollaston;
    - (x) "owner" includes a person who possesses or harbours a dog and, where the owner is a minor, the person responsible for the custody of the minor, and "owns" and "owned" have a corresponding meaning;
    - (xi) "Pound Keeper" shall mean a person appointed by the Municipal Pound Board to maintain and administer the Pound.
  - (b) This By-law shall apply to all lands within the municipal boundaries of the Municipality.
2. Any person who is so required by the Municipality, or its authorized agent, shall forthwith deliver to the Municipality, or its authorized agent, a statement in writing showing the number of dogs owned by such person or habitually kept upon the premises for which such person is assessed as owner or otherwise.

- 3.1 Every owner of a dog shall register with the Clerk on or before the first day of April in each year each dog owned, possessed or harboured by him and at that time pay to the Clerk the fee prescribed in Schedule "A" to this By-law and the Clerk shall issue to such owner a receipt acknowledging registration of the dog and payment of the fees.
- 3.2 Every person who becomes the owner of a dog on or after the first day of April in each year shall register the dog and pay the fee therefore as provided in Schedule "A" within fifteen days after acquiring or otherwise becoming the owner or in possession or commencing to harbour the dog.
- 3.3 No person shall use a dog tag upon a dog other than the dog for which the tag was issued.
- 3.4 No licence is required for a Guide Dog.
- 3.5 No licence shall be required for any dog before it is sixteen weeks old but each dog must be licensed prior to attaining twenty weeks of age.
- 3.6 No person shall have more than three dogs may be kept at any residence within an area zoned "Rural Residential" or "Seasonal Residential".
- 3.7 A tag shall be supplied by the Clerk or Canine Control Officer or the Pound Keeper for each dog with respect to which a licence is issued hereunder, and the owner shall keep the tag securely fixed on the dog at all times during the year and until the owner procures a tag for the following year.
- 3.8 The tag shall bear a serial number and the year for which it was issued and a record shall be kept by the Clerk for the purpose of showing the name and address of the owner and the serial number of the tag.
- 3.9 No person shall permit a dog within the Municipality to become a public nuisance by:
- (a) causing damage to public or private property;
  - (b) interfering with, dumping or scattering garbage;
  - (c) persistently barking at or chasing pedestrians or individuals using public or private lands, pathways or roadways adjacent to property where the dog is kept;
  - (d) unreasonably disturbing the quiet, peace, rest, enjoyment or comfort of the neighbourhood or persons of the vicinity.
- 3.10 No person shall allow a dog to defecate on any property, including public land, other than the property of its owner or other private property by permission unless the droppings are forthwith cleaned up.
- 3.11 Every dog shall be fed and watered regularly, kept in a clean healthy condition free from vermin and disease as well as treated in a humane manner. Any dog not receiving appropriate care in the opinion of the Canine Control Officer or By-law Enforcement Officer can be removed from the owner.
- 3.12 Dogs being at large are prohibited. The owner of any dog which is found being at large is guilty of an offence under this By-law and liable on conviction to the penalty provided in this By-law.
- 3.13 Any dogs caught being at large in the Municipality may be seized, impounded and/or destroyed (killed) whether before or after impounding, by any such officer or person as may be designated by the Municipality.
- 3.14 The Canine Control Officer may capture and impound every dog being at large contrary to the provisions of this By-law.
- 4.1 Every dog caught by the Canine Control Officer under the provisions of this By-law and delivered to the Pound Keeper shall be confined in the pound for seventy-two (72) hours and at the end of such period may, if not redeemed or sold as hereinafter provided may be destroyed by the Pound Keeper, and the carcass shall be disposed of to the satisfaction of the applicable authorities or the Municipality.

4.2 The owner of any dog impounded under the provisions of this By-law may redeem the dog within seventy-two (72) hours after its delivery to the Pound Keeper by paying into the hands of said officer:

- (i) pound fees; and
- (ii) dog licence fee (if unlicensed) as outlined in Schedule "A".

If the dog is not redeemed by the owner, the Pound Keeper may sell any impounded dog for not less than the fee as specified in Schedule "A" and shall receive a receipt for payment which shall vest title of such dog to the new owner.

4.3 The voluntary release of any dog to the dog Pound shall require a payment to the Pound as specified in Schedule "A".

4.4 It shall be the duty of the Pound Keeper to provide suitable quarters as may be approved by the Inspector of the Veterinary Branch of the Ministry of Agriculture, Food and Rural Affairs, to keep in a humane manner any dogs that may be brought to him pursuant to the regulation of the said Ministry and the Ministry of the Environment. The Pound Keeper shall, in a book to be furnished by the Pound Board, keep an accurate account of all dogs placed in the pound, including the date of receipt, times of feeding and watering, manner of final disposal, amounts received by way of redemption fees and sales, the name and addresses of purchasers of dogs, separate records for municipal dog tag sales and any other particulars the Pound Board may deem necessary.

4.5 No dog seized or impounded shall be released or sold to any person unless or until it is properly licensed and registered, the licence fee paid and a tag securely fixed on the dog.

5. Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction shall be liable to a fine prescribed and recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended, for each offence committed. Provided that prosecution under the provisions of this By-law shall not be a bar to the Municipality pursuing any other remedies available to it.

6. If any term or provision of this By-law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this By-law or the application of such term or provision to all persons other than those to whom it was held to be invalid or unenforceable, shall not be affected thereby and each term and provision of this By-law shall be separately valid and enforceable to the fullest extent permitted by law.

7. In this Agreement, words importing the masculine gender shall include the feminine gender and neuter gender and vice versa and words importing the singular shall include the plural where the context requires.

8. Schedule "A" may be amended from time to time by resolution passed by Council without an amendment to this By-law

9. All by-laws or parts of by-laws heretofore passed inconsistent with the provisions hereof and respecting the registration of dogs and the collection of licence fees, the securing of dog tags and the being at large of dogs are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED ON THE 4<sup>th</sup> DAY OF  
F E B R U A R Y 2009.

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Dan McCaw, Reeve

Marilyn Brickles, CAO/Clerk Treasurer



**By-Law 27-99**

**Schedule A**

**Fee for registration of dogs**

**\$10.00 per dog**

**Pound Fees (to be governed by the Municipality's Dog Pound Board)**

**Township of Wollaston**

**Part 1 – Provincial Offences Act**

**Township of Wollaston**

**By-Law Number 27-09**

**Title – Dog By-Law**

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fines
1.	Failure to register a dog	Section 3.1	\$55.00
2.	Keeping more than 3 dogs per residence	Section 3.6	\$55.00
3.	Dog permitted to be a public nuisance	Section 3.9	\$55.00
4.	Dog defecating on other than owners property	Section 3.10	\$55.00
5	Dog permitted to be at large	Section 3.12	\$105.00

**Note: The penalty provisions for the offence indicated above is in Section 5 of by-law 27-09 a certified copy of which has been filed.**