

**THE RESTRUCTURING PROPOSAL PACKAGE**

Restructuring proposals need to be complete when submitted to the Minister. This document lists the materials that should be part of the package. Please note that complete electronic copies are accepted:

Letter to the Minister

The letter should be addressed to the Minister and report on how the municipalities have fulfilled their obligations under sections 171 to 173 of the *Municipal Act, 2001*.

Council Resolution

The package must include evidence in the form of a by-law that each council is in support of the restructuring proposal. It needs to be evident that each council, when voting, had the identical proposal before it as the other councils affected by the restructuring proposal. To ensure that occurs, it is recommended that the proposal be an attachment to the by-law and the by-law make specific reference to the attachment.

Restructuring Proposal

The proposal should describe details such as new boundaries, effective date, council/ward changes, disposition of assets and liabilities, and any transitional provisions. Previous Minister's restructuring orders may provide some guidance. The land identification must be part of the proposal and is usually provided as a schedule.

Land Identification

The land identification (description) must be in written form; a map alone is not sufficient. The description should be prepared by an Ontario Land Surveyor (OLS) retained by the municipality, either as a metes and bounds description or by making reference to regional plans and PIN numbers (PIN numbers are only sufficient if the land comprises the full PIN area). Reference plans must be provided to the Ministry for review along with the restructuring proposal. Description of new ward boundaries may also be required if 1) the municipality where the lands that are proposed to be annexed to has wards and/or 2) the boundaries of one or more wards of the upper-municipality would be changed as a result of the restructuring proposal.

Clerk's Declaration

A clerk's declaration stating that a public meeting was held and how consultation with Indigenous communities was undertaken should be submitted by each clerk as part of the proposal package (a sample declaration is attached). The municipalities should also send notification to advise relevant local government offices and other organizations that may have an interest in the proposed restructuring (e.g. MTO, OMAFRA, MPAC, conservation authorities).

Additional Materials

Additional materials that should be attached to the declaration to indicate that sufficient notice was provided and that consultation was conducted appropriately include:

- Copies of the meeting notice(s)
- Meeting minutes
- Feedback received prior and following the public meeting
- List of Indigenous groups that were consulted and any comments/concerns that were received or raised

## CLERK'S STATUTORY DECLARATION

This declaration is made with respect to the procedures set out in subsection 173(3) of the *Municipal Act, 2001*.

I, \_\_\_\_\_, Clerk of \_\_\_\_\_  
(name of municipal clerk) (name of municipality)  
solemnly declare that to the best of my knowledge the following information is true.

2. A public meeting was held on \_\_\_\_\_, 20\_\_\_\_\_, at  
\_\_\_\_\_ to inform the public of a  
(location)  
restructuring proposal to \_\_\_\_\_,  
(description of proposal)  
at which time the public was given a copy of the proposed restructuring proposal, was given an explanation of the purpose and effect of the proposed restructuring proposal and was given an opportunity to make submissions.

3. Notice of the meeting was given on \_\_\_\_\_, 20\_\_\_\_\_ in the  
\_\_\_\_\_.  
(name of newspaper) A copy of the notice is attached.

*(Please insert here a detailed description of the consultation with Indigenous communities that was undertaken as part of the restructuring proposal process, including who was consulted, when the consultation occurred and what the results were, including any accommodation considered. If no response was received, describe what follow-up measures were taken.)*

4. On \_\_\_\_\_, 20\_\_\_\_\_ the council of \_\_\_\_\_ (name of municipality) voted to support (or oppose) the restructuring proposal attached to, and forming part of by-law/motion number \_\_\_\_\_.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.  
(location)

\_\_\_\_\_  
(signature)  
(name of municipal clerk)