

TERMINOLOGY

GENERAL

Municipality is an area whose inhabitants are incorporated and whose powers are exercised by a council elected by the voters of the municipality.

Separated Municipality is a town or city that is separated for municipal purposes from the county in which it is located and therefore has no representation on county council. Note that in this directory, separated municipalities are listed within the County or District in which they are physically located.

Single Tier Municipality includes those former county or regional municipalities that have been amalgamated into a single municipality and have the responsibility for providing all local services to their residents. The powers of a single tier municipality are exercised by a council elected by the voters of the municipality.

County is generally a municipality that is a federation of the towns, villages and townships within its boundaries. Each of the participating municipalities in the county has an elected council, and designated members of these councils combine to form the county council. Generally speaking, cities and separated towns, even though geographically part of the county, do not participate in the county political system.

In some instances, a county is a single-tier municipality established through the amalgamation of the towns, villages and townships that previously existed within its boundaries. In these cases, the members of the county council are directly elected by the voters within the county.

County geographical boundaries are used for judicial and a number of administrative purposes.

Regional Municipality is a municipality originally created by a special act of the Ontario legislature and is a federation of all the area municipalities within its boundaries. Each of the area municipalities in the region has an elected council and, in some cases, designated members of all of these councils combine to form the regional council. In other cases, regional councillors are directly elected.

Regional boundaries are used for judicial and a number of administrative purposes.

Districts are divisions of that part of Ontario that does not have county or regional organization. Every district contains a number of local municipalities but, with the exception of Muskoka, does not serve any municipal purpose. The district boundaries are used for judicial and a number of administrative purposes.

Local Services Boards are legally constituted bodies with members elected to act on behalf of the residents of a community in an unorganized territory to ensure some basic services such as fire protection, garbage collection and road maintenance.

MUNICIPAL OFFICIALS

Mayor is the title generally reserved for that person who is the head of a city, town or area municipal council and is elected by the voters of the entire municipality for a four-year term.

Reeve is the title generally reserved for that person who is the head of a township or village council and is elected by the voters of the entire municipality for a four-year term. The reeve may also be that

member of a town council who represents the town on the county council.

Regional Chair is the head of a regional council and holds office for the term of council. The chair is chosen by vote of the members of council or, in some regions, by a general vote of the electors of all the area municipalities in the region.

Warden is the head of a county council and holds office for a defined term. The warden is chosen by vote of the members of council.

Chief Administrative Officer (CAO) is the senior staff member of a municipality. Although not a statutory position, many municipal councils have appointed such a person, usually called the “CAO” or some variation of “manager.”

Clerk is the member of staff whose major duties are to record all resolutions, decisions and other proceedings of the council and to keep its books, records, accounts and other documents. Every council is required to appoint a clerk.

Treasurer is the member of staff whose major duties are to receive and keep all money of the municipality, to issue cheques on behalf of the council and to prepare the financial statements. Every council is required to appoint a treasurer.

TELEPHONE NUMBERS

Telephone numbers shown are the numbers for a municipal office where they exist; in other cases, they are that of the municipal clerk.

FAX NUMBERS

Fax numbers are listed for those municipalities where that service is available.

EMAIL

A general email address is shown for municipalities where that service is available.

WEBSITE

In cases where the municipality has established a municipal website, the URL for the website has been listed.

POPULATION DATA

Population data refers to persons residing in a municipality on a permanent basis. The criteria used to determine permanency relate to the definition of “residence” and similar references to a person as set out in the *Municipal Elections Act, 1996* and the *Municipal Act, 2001*. The enumerated population includes residents of institutions such as long-stay mental health centres, penitentiaries, training schools and Canadian Forces bases. Cottage populations are not included unless the cottages have been converted for full-time occupancy purposes. Residents of jails, short-stay general hospitals and First Nation reservations are not included.

The population figures for counties and regions are the total for all municipalities within a county or region, including separated municipalities located geographically within a county.

Questions regarding the source, currency and criteria for population numbers should be directed to the individual municipality.

NUMBER OF HOUSEHOLDS

The term “household” is defined as a self-contained set of rooms in a building used as a residential

premise and containing kitchen and bathroom facilities. Households include single-family dwellings, residential units in multiple dwelling buildings, farm houses, cottages and residential units on Canadian Armed Forces bases.

Questions regarding the source, currency and criteria for household counts should be directed to the individual municipality.

OTHER MUNICIPAL-RELATED INFORMATION

CHANGES IN STATUS, NAMES AND DISSOLUTIONS

Questions regarding boundary changes and former municipalities should be directed to the Clerk's office of the municipalities affected. Information may also be available through the Ministry of Municipal Affairs and Housing website (www.mah.gov.on.ca) or by contacting the Local Government Policy Branch, Ministry of Municipal Affairs and Housing, 13th Fl., 777 Bay St., Toronto, ON M5G 2E5; telephone 416-585-7297.

Inquiries regarding geographic names should be directed to the Ontario Geographic Names Board, Ministry of Natural Resources, 2nd Fl. N., 300 Water St., Peterborough, ON K9J 8M5; telephone 705-755-2134.

MUNICIPAL ASSOCIATIONS

Municipal associations interested in being included in the directory should contact the Association of Municipal Managers, Clerks and Treasurers of Ontario by telephone at 905-602-4294 (Ext. 221) or email at amcto@amcto.com.

LIST OF SCHOOL BOARDS

Information regarding School Boards is available through the following Ministry of Education website link: www.edu.gov.on.ca/eng/sbinfo.

LIST OF REGISTRY AND LAND TITLE OFFICES

A list of Registry and Land Title Offices is available online at www.ontario.ca/home-and-community/land-registration-all.

LIST OF LAW ENFORCEMENT AGENCIES IN CANADA

You will find this online at <http://bit.ly/Cdn-law-enf>.

PROVINCIAL GOVERNMENT FIELD OFFICES

Contact information for the various provincial government field offices is included in the "Government Telephone Directory," which can be accessed through the Province of Ontario's website at www.infogo.gov.on.ca/infogo/mainPage.do

ONTARIO MUNICIPAL BOARD

The Ontario Municipal Board is an independent, quasi-judicial administrative tribunal that hears applications and appeals on municipal and planning matters. These include official plans, zoning bylaws, subdivision plans, official plans, consents and minor variances under the *Planning Act*; land compensation matters under the *Expropriations Act*; and appeals pertaining to the *Development Charges Act*.

The board was established by, and derives some of its authority from, the *Ontario Municipal Board Act*. Further information can be obtained by contacting the board via mail at Ste. 1500, 655 Bay St., Toronto, Ont. M5G 1E5, or by telephone at 416-212-6349 / toll-free 1-866-448-2248 or through their website at www.omb.gov.on.ca.