Section 2: By-laws and Regulations of the Agency

By-Law No. 1 The OSF 2

By-Law No. 2 11

OSF General Regulations 29

Forms

- Producer/Marketer Registration 34
- List of Sheep & Wool Sellers Information Report 36
- Dealer License Fee Report Form 37
- Auction Market & Auctioneer License Fee Report Form 38
- Processor Licence Fee Report Form 39
- List of Sheep Custom Processing Services 40
- Producer Direct Purchase Licence Fee Remittances 41

BY-LAW NO. 1

THE ONTARIO SHEEP MARKETING AGENCY
Established under O.Reg. 430
Under The Ontario Farm Products Marketing Act

Interpretation

In this By-law,

(a) "Agency" means Ontario Sheep Marketing Agency (OSMA);
(b) "Board" means the Directors when they meet as a group either face-to-face or by electronic means.
(c) "Commission" means the Ontario Farm Products Marketing Commission;
(d) "Act" means the Farm Products Marketing Act
(e) "Registered Delegates" are persons elected each year in a district to act as the voice of those producers in the district that are not present.

Head Office

2. The Head Office of OSMA shall be located in the City of Guelph, or as otherwise determined by the Agency By-law from time to time.

Fiscal Year

3. The fiscal year of the Agency shall commence on the 1st day of September each year.

Chair and Vice-Chairs

4. (1) The Agency shall at the first meeting after every general election or appointment of its Directors elect from its Directors a Chair a 1st Vice-Chair and a 2nd Vice-Chair unless same have been otherwise appointed.
(2) The Chair shall, when present, preside at all meetings of the Agency.
(3) During the absence of the Chair or his/her inability to Act, his/her duties may be performed by the 1st Vice-Chair.
(4) Where the Chair and 1st Vice-Chair are absent from a meeting, the 2nd Vice-Chair will perform the duties of Chair
(5) The Chair and the Vice-Chairs of the Agency shall hold office until their successors are elected.

Quorum

5. A majority of the Directors of the Agency constitutes a quorum for the transaction of business.

Secretary and Treasurer

6. (1) The Agency shall appoint a Secretary and a Treasurer. "Secretary" means an officer appointed to perform the functions of a Secretary and "Treasurer" means an officer appointed to perform the functions of a treasurer.
   (2) The same person may be appointed Secretary and Treasurer. The Secretary-Treasurer may also be referred to as the OSMA General Manager.
   (3) The Agency may appoint such officers and employees as it considers necessary.

Duties of the Secretary

7. Secretary of the Agency shall,
   (a) attend all meetings of the Agency and keep true minutes thereof and shall send a copy of the minutes to every Director of the Agency within ten days, excluding Saturday and holidays after the meeting.
   (b) conduct the correspondence of the Agency;
   (c) keep a record of,
      (i) all business transactions of the Agency;
      (ii) all orders, directions of the Agency;
      (iii) all reports of committees that are from time to time appointed by the Agency; and
      (iv) all annual statements and financial auditor's reports;
   (d) maintain at the head office of the Agency true copies of all regulations, orders and policy statements of the agency and an index identifying all regulations, including amendments by subject matter and shall during the normal business hours of the Agency,
      (i) permit any person to inspect the copies and index (as per Reg 400) without charge; and
      (ii) provide to any person upon request copies of the regulations, orders and policy statements within 10 days; and
      (iii) perform such other duties as may be prescribed from time to time by the Agency

   (e) maintain at the head office of the Agency true copies of all minutes of meetings of the Board of Directors and committees of the Board, and may
      (i) permit any member to inspect the approved minutes, without charge, during the normal business hours of the Agency;
      and
      provide to any member, upon written request, ten (10) days in advance, to the Agency, copies of the approved minutes, which may be subject to an administration fee, which the Agency shall determine by policy from time to time
      (ii) Electronic copies of minutes will not be circulated

Duties of the Treasurer

8. The Treasurer of the Agency shall,
   (a) under the direction of the Agency, provide for the deposit of money, the safekeeping of securities and the disbursement of the funds of the Agency;
   (b) maintain separate accounts for the deposit of,
      (i) monies received by the Agency in trust for any other person and,
      (ii) levies or charges imposed by the Agency pursuant to powers exercised under authority granted under the Agricultural Products Marketing Act (Canada);
   (c) keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Agency;
   (d) prepare reports showing the financial position of the Agency as the Agency may direct from time to time; and
   (e) perform such other duties as may be prescribed from time to time by the Agency

Assistance

9. (1) Any of the powers and duties of an officer to whom an assistant has been appointed by the Board may be exercised and performed by the assistant
   (2) The Board may add to or limit the powers and duties of an officer or his/her assistant.

Meetings of the Agency

10. (1) Meetings of the Agency shall be held from time to time at such place, at such time and on such day as the Chair or Vice-Chair or any two Directors of the Agency may determine and the Secretary, when directed or authorized by either of the said officers or by any two Directors of the Agency, shall give or cause to be given notice of the meeting.
   (2) Unless otherwise stated in the notice calling the meeting, meetings of the Agency shall be held at the head office.
   (3) Notice of a meeting shall,
      (a) include the date and time of the meeting; and
      (b) be given,
         (i) in writing, by mail, by Facsimile, or electronic transmission
         (ii) orally or by telephone.
   (4) Notice of a meeting shall be given at least 14 days in advance of the meeting when the notice is provided by mail and at least 7 days in advance of the meeting when notice is provided by facsimile or electronic transmission.
   (5) No notice of a meeting is required to be given, where, in addition to the Directors of the Agency present those absent waive notice of the meeting either before or after the meeting.

(6) Notice in writing, by mail, by facsimile or electronic transmission shall be sufficiently given if mailed to a Director at his/her last address as recorded in the books of the Agency.

11. All questions arising at a meeting of the Agency shall be decided by the majority of the votes of the Directors present. The Chair of the Agency meeting is also the representative of a District. In the event of a tie vote, the Chair shall have a second or deciding vote.

    All decisions of the Board are binding on Directors and the Board speaks as one voice on Board decisions.

12. Any meeting of the Agency Board may be held in camera if the majority of the Board decides it should be for discussion of issues relating to personnel, property, finances, legal matters or performance of the Agency or member of the Board.

Transaction of Business other Than at a Meeting

13. (1) The Agency may transact business matters other than at a meeting called and conducted in accordance with sections 10 and 11 upon condition that,
    - (a) the Chair of the Agency believes the matter of business should be decided sooner than a meeting can be called;
    - (b) the Chair submits the matter to be decided to the Secretary of the Agency,
    - (c) the Chair or the Secretary submits the matter for decision to at least two-thirds of the Directors of the Agency,
      - (i) by mail, routing document, facsimile, or electronic transmission
      - (ii) followed in 24 hours by telephone if there has been no response
      - (iii) orally; and
    - (d) the secretary makes a record in the minute book of the Agency of the matter to be decided and the decision of each Director.

    (2) Where the conditions prescribed in subsection (1) have been complied with and the record shows a majority of Directors in favour of, or against, the matter of business, it shall be decided accordingly.

    (3) Where the Secretary of the Agency makes a record in the minute book under subsection (1), the record shall be read and confirmed at the next meeting of the Agency.

Finances

14. (1) A By-law passed by the Agency,
    - (a) for borrowing money on the credit of the Agency;
    - (b) for issuing, selling or pledging securities of the Agency;
    - (c) for charging, mortgaging, hypothecating or pledging all or any of the real or personal property of the Agency including book debts and unpaid calls, rights, powers, franchises and undertakings; or

(d) to negotiate for any securities or any money borrowed, or other debt, or any other obligation or liability of the Agency, shall state the purpose or purposes for which the money, credit, debt or liability are to be used.

(2) No by-law referred to in subsection (1) is effective unless it is passed at a meeting of the Directors of the Agency called for the purpose of considering the by-law and not less than two-thirds of the Directors are present and vote in favour thereof.

Bonding

15. (1) The Agency requires the Treasurer to furnish a bond for the faithful discharge of his/her duties in such form and with such security as the Agency may from time to time prescribe.

(2) The Agency may require such other officers and such employees and agents as the Agency considers advisable to furnish bonds for the faithful discharge of their duties in such form and with such security as the Agency may from time to time prescribe.

(3) The Agency shall pay the cost of any bond required under subsection (1) or (2).

Investments

16. (1) Subject to section 8, the Agency shall not invest any surplus funds of the Agency other than in,

(a) bonds, debentures or other evidences of indebtedness,

(i) of or guaranteed by the Government of Canada,

(ii) of or guaranteed by the government of any province of Canada,

(iv) of or guaranteed by the Government of the United Kingdom,

(iv) of any municipal corporation in Canada, including debentures issued for public, separate, secondary or vocational school purposes, or guaranteed by any municipal corporation in Ontario, or secured by or payable out of rates or taxes levied under the law of any province of Canada on property in that province and collectible by or through the municipality in which the property is situated;

(a.1) bonds, debentures or other evidences of indebtedness of a corporation that are secured by the assignment to a trustee of payments that the Government of Canada has agreed to make, if those payments are sufficient to meet the interest as it falls due on the bonds, debentures or other evidences of indebtedness outstanding and to meet the principal amount of the bonds, debentures or other evidences of indebtedness upon maturity;

(a.2) debentures of any loan corporation that is registered under the *Loan and Trust Corporations Act*;

(a.3) guaranteed investment certificates of any trust corporation that is registered under the *Loan and Trust Corporations Act*;

(a.4) deposit receipts, deposit notes, certificates of deposits, acceptances, guaranteed and market backed investment certificates and other similar instruments issued or endorsed by any bank listed in Schedule I or II to the *Bank Act* (Canada) or by any authorized foreign bank within the meaning of section 2 of the *Bank Act* (Canada);

(a.5) deposit receipts, deposit notes, certificates of deposits, guaranteed and market backed investment certificates issued or accepted by a credit union as defined in the *Credit Unions and Caisses Populaires Act*;

(b) investment certificates of a bank listed in Schedule I or II to the *Bank Act* (Canada) or of an authorized foreign bank within the meaning of section 2 of the *Bank Act* (Canada); and

(c) paid up shares of,

(i) any credit union league to which the *Credit Unions and Caisses Populaires Act* applies, and

(ii) The Ontario Co-operative Credit Society. R.R.O. 1990, Reg. 400, s. 16 (1); O. Reg. 618/99, s. 2 (1, 2).

(1.1) Despite subsection (1), the Agency shall not invest its surplus funds in the investments listed in that subsection unless the investment is in other respects reasonable and proper. O. Reg. 618/99, s. 2 (3).

(2) The Agency may lend money to a fund established under the *Farm Products Payments Act*. R.R.O. 1990, Reg. 400, s. 16 (2).

Auditors

17. (1) The Agency shall cause its accounts to be audited annually by one or more auditors within three months after the end of the fiscal year of the Agency.

(2) The auditor shall make a report to the Agency based on the accounts examined by him/her and on every balance sheet laid before the Agency at a general meeting and in the report state whether, in his/her opinion, the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the Agency's affairs as shown by its books and the Treasurer's financial statement.

(3) The Secretary of the Agency shall file the report of the auditor.

Seal

18. (1) The Agency shall have a corporate seal.

(2) The seal shall be in the form of two concentric circles with the name of the Agency inserted in the space between the two circles.

(3) The Secretary shall have custody of the seal.

Annual Meetings of Producers

19. (1) The Agency shall call annual district meetings of producers under each of the districts under the Plan in each district and an annual meeting of delegates from all annual district meetings.
    (2) The boundaries of every district for the purpose of the annual district meetings and the method of electing or appointing delegates from the district area meetings to the annual meetings of delegates shall be as set out in the Plan.
    (3) The annual district meetings and the annual meetings of delegates to the Agency shall be held at such time and at such place in every year as the Agency determines.
    (4) At every annual meeting of delegates the Agency shall present at the meeting the auditor's report referred to in Section 17(2) and shall announce the appointment of auditors for the next succeeding annual meeting.

Special Meetings of Producers

20. (1) Where the Agency receives a petition or request from at least ten percent of the producers under the Plan requesting that a special meeting of the producers be held for discussion of matters respecting the operation of the Plan or of the Agency, provided the Agency has jurisdiction in the matter, the Agency shall call a special meeting, within thirty days of receipt of the petition or request.
    (2) A petition or request shall contain or be accompanied by a statement of the matters for discussion at the special meeting of the Agency.

Notice of Meetings

21. (1) Any meeting of producers whether annual or special maybe called,
        (a) by giving notice thereof to each producer or delegate who is entitled to attend; or
        (b) by publication of a notice in at least one newspaper or magazine having a general circulation among the producers.
    (2) Notice of an annual meeting shall be given or published at least 14 days before the date of the meeting if sent by mail, or at least 7 days if sent by electronic transmission or by facsimile before the date of the meeting.

Indemnification of Directors and Officers

22. (1) Every Director or officer of the Agency and his heirs, executors or administrators, and estate and effects respectively shall, from time to time and at all times, be indemnified and saved harmless out of the money of the Agency, from and against any action, suit or proceeding that is brought, commenced or prosecuted against him/her in respect of any matter to which subsection 3(6) of the Act applies.

(2) Where any Director or officer of the Agency or his/her heirs, executors or administrators or estate and effects receives any money from any person on account of any matter with respect to which he/she has already received money from the Agency under subsection (1), he/she shall forthwith pay to the Agency the amount of money that he/she received respecting that matter from the Agency or the amount of money that he/she received respecting that matter from the other person, whichever is the lesser amount.

Filings with the Ontario Farm Products Marketing Commission

23. An agenda for each meeting of the Agency shall be filed with the Commission.

24. Where the Agency issues a direction or makes an order or a regulation or policy statement, the Agency shall, within five days of issuance or making, excluding weekends and holidays, file with the Commission a true copy of the direction, order or regulation.

25. The Agency shall file with the Ontario Farm Products Marketing Commission a true copy of the index to the Agency's regulations and where the agency amends a regulation the agency shall within five days of amendment, excluding weekends and holidays, file with the Commission a true copy of the amended page or pages of the index.

26. Within four months after the close of the fiscal year of the Agency, the Agency shall file with the Commission a true copy of all reports of its operations the fiscal year.

27. (1) The Agency shall file with the Commission a true copy of the annual financial statement and audited reports for each fiscal year of the Agency within ten days, excluding weekends and holidays, after the Agency receives the audited report.

(2) The annual financial statement of the Agency shall include

(a) the threshold reporting amount established by the Agency in its by-laws;

(b) the amount of each grant or other like payment of money made by the Agency to any person or association or body of persons during the fiscal year that is greater than or equal to the threshold reporting amount

(c) the amount of each grant or other like payment of money that is less than the threshold reporting amount and was made by the Agency to any person or association or body of persons during the fiscal year and before the by-law establishing the threshold reporting amount is passed by an annual meeting of delegates of the Agency;

(d) the name of the person or association or body of persons to whom each grant or other like payment of money described in clause (b) or (c) was made;

(e) the total number of grants and other like payments of money that are each less than the threshold reporting amount and were made by the Agency to any persons, associations and bodies of persons during the fiscal year and after the by- law

establishing the threshold reporting amount is passed by an annual meeting of delegates; and

(f) the total amount of the grants and other like payments described in clause (e). O. Reg. 617/99, s. 2.

(3) On request, the Agency shall provide to the Commission or to a sheep or wool producer registered with the Agency, any information respecting the grants or other like payments of money that are included in the total amount reported under clause (2) (f). O. Reg. 617/99, s. 2.

28. Where the Agency appoints an agent under Regulation 1, the Agency shall file with the Commission a true copy of the appointment and the terms thereof within twenty-one days after the appointment is made.

29. Where the Commission requires from the Agency true copies of statements and reports other than those provided for in Sections 24, 25, 26, 27, 28 and 29, the Agency shall, as soon as is practical, but not later than thirty days, from the date that the request is received from the Commission, file with the Commission true copies of the statements and reports.

30. Subject to section 9, within four months after the end of its fiscal year, the Agency shall furnish to the producers of the regulated product during the fiscal year copies of the annual statement of operations and the financial report of the Agency. R.R.O. 1990, Reg. 421, s. 8.

31. Where, within four months of the close of its fiscal year the Agency publishes in one issue of at least one edition of a newspaper or magazine having a general circulation among its producers, its annual statement of operations and its financial report the Agency is not required to comply with Section 31.

THIS BY-LAW ADOPTED BY THE AGENCY, December 7, 2017

_____ _____

Chair Secretary

(Replaces by-law # 1, adopted September 12, 1985) (Further replaces by-law #1, adopted May 29, 2013)

THE ONTARIO SHEEP MARKETING AGENCY

BY-LAW NO. 2

A by-law respecting the borrowing of money, the issuing of debt obligations and the security of obligations by The Ontario Sheep Marketing Agency made pursuant to the *Farm Products Marketing Act* and Regulations 429 and 430, as amended.

BE IT ENACTED as a by-law of The Ontario Sheep Marketing Agency (the "Agency") as follows:

The Directors of the Agency may from time to time for the purpose of financing the activities and operating expenses of the Agency:

(i) borrow money on the credit of the Agency;

(ii) issue, sell or pledge securities of the Agency;

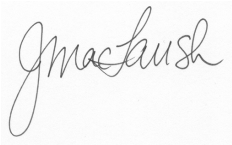
(iii) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Agency, including book debts, unpaid calls, rights, powers, franchises and undertakings; and

(iv) delegate the powers conferred on the Directors under this by-law to such officers of the Agency and to such extent and in such manner as the Directors shall determine.

PASSED the 16th day of November, 2020 at a meeting of the Board of Directors of Ontario Sheep Marketing Agency called for the purpose of considering the by-law at which not less than two-thirds of the Directors were present and voted in favour thereof.

ONTARIO SHEEP MARKETING AGENCY
Per:

_____
Chair



_____
Secretary

ONTARIO SHEEP MARKETING AGENCY

GENERAL REGULATIONS

made under

THE FARM PRODUCTS MARKETING ACT

INTERPRETATION

1. In these regulations,

(1) a. "Act" means the Farm Products Marketing Act;

b. "Agency" means the Ontario Sheep Marketing Agency (OSMA)

c. "auction market" means a person that is engaged in the sale of sheep and/or wool by conducting a public auction and includes an auctioneer operating a farm and/or breeding stock auction;

d. "broker/dealer" means a person, other than an Auction Market, processor or producer on his or her own account that buys and/or sells sheep and/or wool not produced by that person;

e. "custom processing" means the slaughter of sheep for the account of the producer of the sheep;

f. "farm gate sales-wool" means sales of wool by a producer of wool derived from sheep produced by that producer and sold directly to a consumer;

g. "marketing" includes advertising, assembling, buying , financing, offering for sale, packing, processing, selling, shipping, storing, and transporting and "market" and "marketed" have corresponding meanings;

h. "person" includes an individual, association, trust, partnership or corporation;

i. "processing" means the slaughtering of sheep;

j. "processor" means a person who slaughters sheep or has sheep slaughtered for him, her or it;

k. "producer" means a person engaged in the production of sheep or wool;

l. "producing" includes the provision of housing, pasture, feed, water and care of sheep;

m. "plan" means the Ontario Sheep Marketing Plan as set out in Ontario Regulation 430;

n. "sheep" includes rams, wethers, ewes and lambs;

o. "wool" means the wool of any sheep

(2) All filings with and payments or notices to the Agency shall be made at or to its office at 130 Malcolm Road, Guelph, Ontario, N1K 1B1.

APPLICATION OF REGULATIONS

2. These regulations provide for the control and regulation in any or all respects of the producing and marketing within Ontario of sheep and wool, including the prohibition of such producing and marketing in whole or in part.

EXEMPTION OF FARM GATE SALES-WOOL

3. Farm gate sales-wool are exempt from these regulations.

LICENCES

4. (a) No person shall commence or continue to engage in the producing of sheep or wool except under the authority of a licence and except in compliance with any term and condition of the licence.

(b) No person shall commence or continue to engage in the marketing of sheep or wool except under the authority of a licence and except in compliance with any term and condition of the licence.

(c) No person shall commence or continue to engage in the processing of sheep or wool except under the authority of a licence and except in compliance with any terms and conditions of the licence.

5. Every person, when not in default of the payment of the licence fees required to be paid under section 6, shall be deemed to be the holder of a licence under section 4(a), 4(b) or 4(c) as the case may be.

LICENCE FEES

6. (a) Every person shall pay to the Agency licence fees at the rate of (i) $1.80 plus HST per head of sheep sold or custom processed by that person, and (ii) 1.5% of the gross sale price of the wool sold by that person plus HST.

(b) Every processor shall pay to the Agency licence fees at the rate of $1.80 plus HST per head of sheep for any sheep it purchases in respect of which a licence fee is not payable to the Agency by the seller under section 6(a).

7. Every person, including a broker/dealer, an auction market or a processor, who receives sheep or wool shall deduct from the monies payable for the sheep or wool any licence fees payable to the Agency by the person from whom that person receives the sheep or wool and shall forward the licence fees to the

Agency, together with the reports required under section 11, by no later than the 30th day of the month following the month in which the sheep or wool was received.

8. Every agreement for custom processing is deemed to provide for the payment of the licence fees due under section 6(a) by the producer directly or by the custom processor upon receipt of the licence fees from the producer, to be paid in either case by no later than the thirtieth day of the month following the month in which the sheep were custom processed.

9. Every person shall pay to the Agency any licence fees that were not forwarded to the Agency pursuant to section 7 or 8 within 30 days of the written demand for payment of same by that person by the Agency.

INTEREST ON ARREARS

10. Interest at the rate of 1.5 % per month shall be paid to the Agency on any unpaid licence fees upon the expiry of the deadline for payment of such licence fees.

INFORMATION RETURNS

11. (a) A licencee that is a broker/dealer shall complete and file with the Agency an Broker/Dealer licence fee report/invoice in FORM B and C on or before the last day of each month, setting out, with respect to the immediately preceding month, the number of head of sheep purchased and the number of kilograms of wool purchased and any other information as required;

(b) A licencee that is an auction market shall complete and file with the Agency an Auction Market licence fee report/invoice in FORM B an D on or before the last day of each month, setting out, with respect to the immediately preceding month, the number of head of sheep purchased and the number of kilograms of wool purchased and any other information as required;

(c) A licencee that is a processor shall complete and file with the Agency a Processor licence fee report in FORM B, E and F on or before the last day of each month, setting out, with respect to the immediately preceding month, the number of head of sheep processed, the number of kilograms of wool processed and the number of head of sheep custom processed together with the name, address and phone number for each producer for whom the sheep were custom processed.

(d) A licencee that is a producer who buys sheep in a month from another producer shall in respect of such purchases of sheep complete and file with the Agency a Producer licence fee report/invoice in FORM G on or before the last day of the month in which the purchase of the sheep occurred, setting out, with respect to that month, the number of head of sheep purchased and the name and address of the sellers of said sheep.

(e) Every producer shall provide his, her or its name, address and phone number to the processor at the time of the marketing of the sheep.

QUARTERLY REPORTING, REMITTING AND LICENCE FEE EXEMPTIONS

12. (a) Upon application, the Agency may waive its requirements for monthly reporting on marketings and the remitting of licence fees and allow for same on a quarterly basis not later than 30 days following the last day of November, February, May and August of each year.

(b) Upon application, the Agency may exempt certain transactions from the application of licence fees together with the obligation to deduct and remit same where the Agency is satisfied that licence fees have already been paid by a producer in respect of the sheep purchased by the party seeking the exemption.

PAYMENT OF LICENCE FEES

13. As an alternative to remitting licence fees to the Agency by mail or delivery, payment may be made by credit card (VISA or MasterCard) with telephone authorization by the Agency or electronically by PayPal account.

LICENCE REFUSAL, SUSPENSION OR REVOCATION

14. The Agency may refuse to grant or renew or suspend or revoke a licence:

    i. where the applicant or licencee is not qualified by experience, financial responsibility or equipment to properly engage in the business for which the licence was made or the licence granted, or

    ii. where the applicant or licencee has failed to comply with or has contravened any provision of the Act, the Regulations, the Plan or any Order or Direction of the Commission or the Agency.

PENALTIES

15. The Agency may provide for the imposition, amount, disposition and use of penalties where, after a hearing, the Agency is of the opinion that the applicant or licencee has failed to comply with or has contravened any term or condition of the licence or the Act or the Regulations, the Plan or any Order or Direction of the Agency.

16. Subject to the Act, any penalty imposed under section 15, may be in an amount as determined by the Agency to remove any advantage gained by the party in contravention and to fully reimburse the Agency for any of its expenses and costs associated with any inspection, audit, investigation, hearing and disposition of the matter, including, but not limited to, staff time, agency member costs, legal and accounting fees and disbursements.

17. The Agency may use any such penalty monies for the payment of its expenses as aforesaid, with any surplus to be used for its general purposes.

PRODUCER – PROCESSORS

18. Any person who produces and processes sheep or wool shall provide to the Agency statements of the amounts of sheep or wool that the person produced and used for processing in any year to be filed with the Agency on or before the 31st day of December in any such year.

SHEEP OR WOOL PRODUCER/MARKETER REGISTRATION

19. (a) Every person in Ontario engaged in producing or marketing sheep or wool shall register their business contact information and a description of the business with the Agency by completing and filing with the Agency a Sheep or Wool Producer/Marketer registration in FORM A forthwith upon commencing the producing and marketing of sheep or wool.

    (b) A person who is no longer engaged in producing or marketing sheep or wool shall notify the Agency in writing to that effect.

FORMS

20. The following forms are prescribed and form part of these General Regulations to be completed, signed and filed in accordance with these General Regulations:

    (a) FORM A – Producer and Marketer Registration
    (b) FORM B – List of Sheep and Wool Sellers Information Report
    (c) FORM C – Broker/Dealer Licence Fee Report Form
    (d) FORM D – Auction Market and Auctioneer Licence Fee Report Form
    (e) FORM E – Processor Licence Fee Report Form/Invoice
    (f) FORM F – List of Sheep Custom Processing Services Rendered By Processor
    (g) FORM G – Producer Direct Purchase Licence Fee Remittances

EFFECTIVE DATE

21. These General Regulations come into force on the 1st day of January 2017.

Dated at Guelph, Ontario, this 16th day of August, 2016.

ONTARIO SHEEP MARKETING AGENCY
Per:

Chair

Executive Director

OntarioSheep FARMERS

FORM A: PRODUCER/MARKETER REGISTRATION

Regulations made under the Ontario Farm Products Marketing Act require that all persons engaged in producing or marketing sheep in Ontario register with Ontario Sheep Farmers (formerly operating as the Ontario Sheep Marketing Agency or OSMA).

Complete and return the form to:
Ontario Sheep Farmers, 130 Malcolm Road, Guelph, ON N1K 1B1
or fax: 519-836-2531 or email: admin@ontariosheep.org
If your information changes, please contact the office to ensure the most up-to-date information is on file.

FARM INFORMATION:

Business Registration Name: _____

☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Dairy Farmer

Farm Name _____

Premise ID _____

CONTACT INFORMATION

Producer Contact _____

Secondary Contact _____

Other Contact _____ Title _____

Phone _____ Cell _____

Main Email _____

Secondary Email _____

FARM ADDRESS (Where Sheep are Located)

Address _____

_____

City _____ Prov _____ Postal Code _____

County _____

MAILING ADDRESS ☐ Same as Farm Address

Address _____

PO Box _____

City _____ Prov _____ Postal Code _____

Number of Ewes in the Flock _____

ADDITIONAL INFORMATION

CONSENT

☐ Yes ☐ No I consent to OSF sending me commercial electronic messages and industry updates

☐ Yes ☐ No The OSF can, on my behalf, submit the necessary details of the property location required to issue a premise ID to OMAFRA

FORM B: LIST OF SHEEP & WOOL SELLERS INFORMATION REPORT

OntarioSheep FARMERS

LIST OF LAMB AND SHEEP SELLERS FROM WHOM LICENSE FEES HAVE BEEN DEDUCTED
(Required by Regulation 429 under the Farm Products Marketing Act)

Firm Deducting Fees:

Company/Name: _____

Complete Address: _____

Email: _____ Telephone: _____

Month(s) covered by this report: _____

Last Name	First Name	Address including City, Province & Postal Code	# of Sheep

Updated March 31, 2021

Ontario Sheep Farmers | 130 Malcolm Road | Guelph, ON | N1K 1B1 | 519.836.0043 | admin@ontariosheep.org

OntarioSheep FARMERS

FORM C: LICENSE FEE REPORT FORM

Dealer

COMPANY _____

PERIOD COVERED _____

TOTAL NUMBER HEAD SOLD:		A	_____
TOTAL NUMBER HEAD BOUGHT:		B	_____
TOTAL LICENSE FEES REMITTING:	Line A +B x $1.80	C	_____
HST ON LICENSE FEES:	(Line C x 13%)	D	_____
LESS FEE FOR SERVICE DISCOUNT:	(Line C x 2.5%)	E	(_____)
SUBTOTAL:	(Line C + D – E)	F	_____
LESS PPD*: $5.00 if applicable		G	(_____)
NET REMITTANCE:	(Line F – G)	H	_____

Cheques payable to: Ontario Sheep Farmers or OSF
E-transfer payment to finance@ontariosheep.org (include company name)

*** Prompt Payment Discount (PPD)**

The following conditions must be met:

1. The License Fee Report Form is completed
2. Report Form and any fees owing **are received no later than 30 days** following the month of sale
3. **Account must be current**
4. No post-dated cheques past due date

I verify that this is a true and accurate statement.

_____
Print Name

_____
Signature

_____
Date

OntarioSheep.org
130 Malcolm Road, Guelph, Ontario N1K 1B1 T 519.836.0043 E admin@ontariosheep.org

OntarioSheep FARMERS

FORM D: LICENSE FEE REPORT FORM

Auction Market

COMPANY _____

PERIOD COVERED _____

TOTAL NUMBER HEAD SOLD:		A	_____
TOTAL LICENSE FEES COLLECTED:	(Line A x $1.80)	B	_____
HST On License Fees:	(Line B x 13%)	C	_____
Less Fee For Service Discount (Remittance Form & Sellers Data):	(Line B x 3%)	D	(_____)
Less Prompt Payment Discount	(Line B x .5%)	E	(_____)
Less Processing Plant Purchase Report Discount	(Line B x 2%)	F	(_____)
Less Electronic Submission Discount	(Line B x .5%)	G	(_____)
Total Discount:	(Line D+E+F+G)	H	_____
NET REMITTANCE:	(Line B + C - H)	J	_____

Cheques payable to: Ontario Sheep Farmers or OSF
E-transfer payment to finance@ontariosheep.org (include company name)

I verify that this is a true and accurate statement.

_____
Print Name

_____
Signature

_____
Date

OntarioSheep.org
130 Malcolm Road, Guelph, Ontario N1K 1B1 T 519.836.0043 E admin@ontariosheep.org

FORM E: LICENCE FEE REPORT FORM/INVOICE

Ontario Sheep Farmers
130 Malcolm Road, Guelph, ON N1K 1B1
T: 519-836-0043 F: 519-231-0445

FORM E: LICENCE FEE REPORT FORM / INVOICE

Invoice to: Processor Name
Address
City, Prov, PC

INVOICE NO.: XXX
INVOICE DATE: XXX
DUE DATE : XXX

Description	Slaughter Volume as per CFIA/OMAFRA	Rate	Amount
Slaughter Volume for (month) as reported by CFIA/OMAFRA	MONTHLY VOLUME	1.8	$
Less Fee For Service (FFS) @ 2.5%			$
HST			$
		Total :	$

Outstanding Balance Owing: $

Interest Charges: $

Our records show an outstanding balance. If payment has been sent, please disregard. Thank you.

Less Prompt Payment Discount :* _____

Balance Due: $

ADJUST LICENCE FEES OWING BELOW IF THERE ARE ONTARIO AUCTION MARKET PURCHASES .
Slaughter volume from above less auction purchases in table below = The number of licence fees owing (A)

AUCTION MARKET PURCHASES	
Purchases this Month	
Previous Unclaimed Purchases	
Available to Claim	
Claiming this month (do not exceed slaughter volume above)	
Excess to Carry Forward to Next Month	

Slaughter Volume less Auction Market Purchases : A _____

Licence Fees (Line A x $1.80): B _____

HST (Line B x 13%) : C _____

Less Fee For Service (Line B x 2.5%): D _____

Subtotal (Line B + Line C - Line D): _____

Outstanding Balance Owing: _____

Less Prompt Payment Discount :* _____

Balance Due : _____

By signature, I state that these purchases were from and paid directly to Ontario Auction Markets

Signature:

_____

Payment can be remitted by one of the following options:

e-transfer to finance@ontariosheep.org (put company name in the memo field)

Cheque payable to Ontario Sheep Farmers

If you have any questions regarding this invoice, please contact Jennifer Johanson at 519-836-0043 ext. 327

*Prompt Payment Discount = $5 for remittance within 30 days of invoicing.
18% annual interest may be charged on all overdue invoices.
HST/GST No. 107000023

FORM F: LIST OF SHEEP CUSTOM PROCESSING SERVICES RENDERED BY PROCESSOR

OntarioSheep FARMERS

LIST OF LAMB AND SHEEP SELLERS FROM WHOM LICENSE FEES HAVE BEEN DEDUCTED
(Required by Regulation 429 under the Farm Products Marketing Act)

Firm Deducting Fees:

Company/Name: _____

Complete Address: _____

Email: _____ Telephone: _____

Month(s) covered by this report: _____

Last Name	First Name	Address including City, Province & Postal Code	# of Sheep

Updated March 31, 2021

Ontario Sheep Farmers | 130 Malcolm Road | Guelph, ON | N1K 1B1 | 519.836.0043 | admin@ontariosheep.org

FORM G: PRODUCER DIRECT PURCHASE LICENCE FEE REMITTANCES

OntarioSheep FARMERS

PRODUCER DIRECT PURCHASE LICENCE FEE REMITTANCES

Month Covered _____

Name _____

Business Name _____

Address _____

Phone # _____

Cell # _____

Premise ID # _____

Email address _____

DATE RECEIVED	SELLER NAME & ADDRESS	# SHEEP	$1.80	HST (13%)	TOTAL

Updated January 11, 2018

Ontario Sheep Farmers | 130 Malcolm Road | Guelph, ON | N1K 1B1 | 519.836.0043 | admin@ontariosheep.org