

Appendix A – public notice requirements

The schedule below sets out the minimum notice requirements for a number of matters the town is involved in and outlines the form and manner in which notice is to be given, and the minimum time for giving such notice.

There are three types of notice contained within Schedule A:

- Notice prescribed directly by the *Municipal Act, 2001*
- Notice required in the *Municipal Act, 2001* but the town designates the form, manner and timing
- Subjects where notice is not prescribed or required by the *Municipal Act, 2001* but that the town designates notice requirements

All other types of notice and public engagement undertaken by the town, shall be provided based on the town's public engagement guidelines in Appendix B.

All Members of Council will be informed by email for matters of town-wide interest and the Mayor and Ward Councillors will be informed by email for matters that are area/location specific.

Content of Notice

At a minimum, unless otherwise prescribed in the *Municipal Act* or its Regulations, a notice of the intention to pass a by-law or notice of a public meeting, other than an information sign, shall include the following information:

- A description of the purpose and effect of the proposed by-law or matter
- The date, time and location of the meeting at which the matter will be considered
- A description of how and where comments and/or objections may be made
- Contact information for the purposes of submitting written comments prior to the meeting including any submission deadlines
- If applicable, a key map or other description of the lands affected by the proposal.

Information signs shall at a minimum include the following information:

- A description of the purpose of the notice
- The date of the proposed meeting, if applicable
- Contact information for the purposes of obtaining additional information.

Notice of Subsequent Meetings

If a decision is not made at the meeting specified in the public notice, a statement should be made at the meeting specifying the date, time and location of any subsequent meeting, at which consideration of the matter will ensue.

No additional prescribed notice will be required for subsequent meetings where a matter has been deferred for consideration unless otherwise determined by Council.

Notice Requirements

No deviations are permitted from the prescribed notice where required by the *Municipal Act, 2001*. When the form, time, and manner of notice is not prescribed by the *Municipal Act 2001*, deviations shall be brought to the attention of Council.

Schedule A

Business Improvement Areas

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Business Improvement Areas Section 204-210, <i>Municipal Act</i></p> <p>A municipality may designate an area as an improvement area and may establish a board of management.</p>	<p>Establishing or Restructuring of Boundaries F - As required by the Act M - As required by the Act T - Written notice of the proposed by-law sent at least 60 days prior to passage of by-law</p>	<p>Town Clerk</p>
<p>Repeal of By-law Section 211, <i>Municipal Act</i></p> <p>Council shall give notice of a proposed by-law to repeal a by-law establishing a business improvement area.</p>	<p>Repeal of By-law F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Clerk</p>

Council

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Composition of Council of Local Municipality Section 217, <i>Municipal Act</i></p> <p>A municipality may change the composition of its Council.</p>	<p>F - Town website M - Post on Internet T - 14 days prior to consideration of by-law</p>	<p>Town Clerk</p>

Enforcement

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Conditions Governing Power of Entry Section 435, <i>Municipal Act</i></p> <p>A municipality may exercise a power of entry under the Act.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Relevant department director</p>
<p>Collection of Unpaid Licensing Fines Section 441, <i>Municipal Act</i></p> <p>A municipality may authorize the treasurer or his or her agent to give the notice.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Clerk</p>

Finance (Administration)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Yearly Budget, Local Municipalities Section 290, <i>Municipal Act</i></p> <p>Multi Year Budget <i>Section 291(1), Municipal Act</i></p> <p>Other Years, Mandatory Review of Annual Budget Section 291 (4), <i>Municipal Act</i></p> <p>Advertising a budget or amending the budget.</p>	<p>F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter</p> <p>Amendments to budget over \$1 Million F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter</p>	<p>Director, Financial Planning</p> <p>Director, Financial Planning</p>
<p>Publication of Financial Statements, etc. Section 295 (1), <i>Municipal Act</i></p> <p>Audited financial statements, the notes to the financial statements, the auditor’s report and the tax rate information for the current and previous year as contained in the financial review.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>

Finance (Debt and Investment)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Debt Section 401, <i>Municipal Act</i></p> <p>Notice Section 402, <i>Municipal Act</i> A municipality may incur debt. Upon receipt of application of a municipality to incur a debt the Ontario Municipal Board may direct the municipality to give notice of the application to such persons and in such manner as the Board determines.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Planning</p>

Finance (Fees and Charges)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>By-laws re: Fees and Charges Section 391, <i>Municipal Act</i></p> <p>Regulations Section 400, <i>Municipal Act</i></p> <p>Section 391 gives the municipality the authority to impose fees and charges. Under Section 400, the Minister may make regulations regarding fees and charges.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Relevant department director and/or Director, Financial Planning</p>

Municipal Restructuring

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Proposal to Restructure Section 173(1), <i>Municipal Act</i></p> <p>Consultation Section 173(3), <i>Municipal Act</i></p> <p>The Council of a municipality votes on whether to support or oppose a restructuring proposal.</p>	<p>F - Town website M - Post on Internet T - 14 days prior to public meeting</p> <p>and</p> <p>F - Written notice M - Mail to persons prescribed by Minister T - 14 days prior to consideration of by-law</p>	Town Clerk

Municipal Restructuring (Change of Name)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Change of Name Section 187 (1), <i>Municipal Act</i></p>	<p>F - Town website M - Post on Internet T - 14 days prior to public meeting</p>	Town Clerk
<p>Notification Section 187(3), <i>Municipal Act</i></p> <p>Changing the name of a municipality.</p>	<p>Notification of Passing F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Clerk

Policies and Procedures

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Adoption of Policies Section 270, <i>Municipal Act</i> A municipality shall adopt and maintain policies with respect to:</p> <ul style="list-style-type: none"> • Sale and other disposition of land • Hiring of employees • Procurement of goods and services • Public Notice (form, manner, time) • Accountability and transparency • Delegation of powers and duties 	<p>F - Town website M - Post on Internet T - Upon adoption of policy</p> <p>Where the subject matter of a policy requires public notice it shall be provided in accordance with the adopted policy</p>	Town Clerk

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Procedure By-Law Section 238(1), <i>Municipal Act</i></p> <p>Procedure By-laws Respecting Meetings Section 238(2), <i>Municipal Act</i></p> <p>A municipality shall pass a procedure by-law for governing the calling, place, proceedings and providing public notice of meetings of Council and Committees of Council.</p>	<p>F - Town website M - Post on Internet T - 14 days prior to its passage</p>	<p>Town Clerk</p>
<p>Notice Section 238(2.1), <i>Municipal Act</i></p> <p>The Procedure by-law shall provide for public notice of meetings.</p>	<p>F - Town website M - Post on Internet T - 48 hours prior to consideration of matter</p>	<p>Town Clerk</p>

Roads and Highways

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Temporary Road Closings</p> <p>Temporary road closings for maintenance and/or construction of roads</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to abutting owners T - 14 days prior to temporary road closures</p> <p>And F - Information sign M - Post on property T - 14 days prior to temporary road closures</p>	<p>Director, Engineering and Construction</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Temporary Road Closings</p> <p>Temporary road closings for community events, street parties and/or filming</p>	<p>Community Events F - Town website and information sign M - Post on Internet and in a location determined by the Director of Engineering and Construction T - 14 days prior to event *****</p> <p>Filming and street parties F - Town website and written notice M - Post on Internet and personal delivery or by mail to affected area T - 7 days prior to filming start date or street party</p>	<p>Director, Engineering and Construction</p>
<p>Highway Closing Procedures Section 34 – <i>Municipal Act</i></p> <p>Before passing a by-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Information sign M - Sign to be posted on side of highway and visible to all traffic using the highway T - 14 days prior to consideration of by-law</p>	<p>Director, Engineering and Construction</p>
<p>Permanently Altering a Highway</p> <p>Before passing a by-law for permanently altering a highway, if the alteration is likely to deprive any person of the sole means of motor vehicle access to and from the person’s land over any highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to abutting owners T - 14 days prior to consideration of the by-law</p> <p>And F - Information sign M – Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Engineering and Construction</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Closing of Private Roads</p> <p>If a municipality requires the owner of any land to permanently close up any private road, entrance, gate or other structure that is constructed or is being used as a means of access to a controlled access highway or other highway in contravention of a by-law, it shall give notice.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to land owner and abutting owners T - 14 days prior to consideration of by-law</p> <p>And</p> <p>F - Information sign M - Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Engineering and Construction</p>
<p>Changing the Name of a Highway</p> <p>Before passing a by-law changing the name of a highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to land owner and abutting owners T - 14 days prior to consideration of the by-law</p> <p>And</p> <p>F - Information sign M - Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Engineering and Construction</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Naming or Changing the Name of Private Roads Section 48, <i>Municipal Act</i></p> <p>A local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law.</p>	<p>Naming of a Private Road F - Town website notice and email to registered interested parties M - Post on Internet and email to registered interested parties T - 14 days prior to naming Changing the Name of a Private Road F - Town website and written notice M - Post on Internet and personal delivery or mail to land owner and abutting owners T - 14 days prior to naming And F - Information sign M - Post on property T - 14 days prior to naming</p>	<p>Director, Engineering and Construction</p> <p>Director, Engineering and Construction</p>

Structures, including fences and signs

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Advertising Devices Section 99, <i>Municipal Act</i></p> <p>Before passing a by-law respecting advertising devices including signs, the municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter</p>	<p>Town Clerk</p>

Tax Collection

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Notice of Tax Exemption by-law Section 110(8), <i>Municipal Act</i></p> <p>The municipality may exempt from taxation for municipal and school purposes land or a portion of it on which municipal capital facilities are or will be located (under specific conditions).</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Clerk</p>
<p>By-laws re: Installments Section 342, <i>Municipal Act</i></p> <p>Tax Bill Section 343, <i>Municipal Act</i></p> <p>Payment of taxes. The treasurer shall send a tax bill to every taxpayer.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Determination of Tax Status Section 348, <i>Municipal Act</i></p> <p>Notification to each taxpayer that owes taxes from a preceding year.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Obligations of Tenant Section 350(1), <i>Municipal Act</i></p> <p>Where taxes are owed in respect of any land occupied by a tenant, the treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with the notice.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Division Into Parcels Section 356, <i>Municipal Act</i></p> <p>Upon application by the treasurer of a municipality or to the treasurer by an owner of land, the municipality may divide land into two or more parcels; apportion unpaid taxes; and direct part payment of taxes to each of the parcels.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Cancellation, Reduction, Refund of Taxes Section 357, <i>Municipal Act</i></p> <p>Upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes levied.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Overcharges Section 358, <i>Municipal Act</i></p> <p>Upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes which were overcharged due to a gross or manifest error in the preparation of the assessment roll.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Increase of Taxes Section 359, <i>Municipal Act</i></p> <p>Upon receipt of an application by the treasurer, the municipality may increase the taxes levied when the taxes were undercharged due to a gross or manifest error.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Rebates for Charities Section 361(1), <i>Municipal Act</i></p> <p>Change of Assessment Section 361(10.1), <i>Municipal Act</i></p> <p>Property assessment – tax collection</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Cancellation, Reduction or Refund of Taxes Section 365 (1), <i>Municipal Act</i></p> <p>Notice to Upper-Tier Municipality, etc.</p> <p>Section 365 (2), <i>Municipal Act</i></p> <p>.....</p> <p>Cancellation of Taxes, Rehabilitation and Development Period Section 365.1, <i>Municipal Act</i></p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p> <p>.....</p> <p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p> <p>Director, Financial Operations</p>

Taxes (limitations)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Taxes on Eligible Property Section 331, <i>Municipal Act</i></p> <p>The municipality shall determine the taxes for municipal and school purposes for each eligible property for the year or portion of the year.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>

Taxes (municipal taxation)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Establishment of Tax Ratios Section 308, <i>Municipal Act</i></p> <p>Regulations Section 308 (22)(b), <i>Municipal Act</i></p> <p>The Minister may make regulations requiring municipalities that establish tax ratios to give notice of the tax ratios to such persons and in such manner as prescribed.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>

Taxes (sale of land for tax arrears)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Notice of Registration Section 374 (1), <i>Municipal Act</i></p> <p>Spouse of Owner Section 374 (2), <i>Municipal Act</i></p> <p>Limitation Section 374 (5), <i>Municipal Act</i></p> <p>Tax arrears certificate.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Public Sale Section 379, <i>Municipal Act</i> Sale of property for tax arrears.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>
<p>Application of Proceeds Section 380 (1), <i>Municipal Act</i></p> <p>Payment Into Court Section 380 (2), <i>Municipal Act</i></p> <p>Notice Section 380 (3), <i>Municipal Act</i></p> <p>Proceeds from sale of property for tax arrears.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Power of Entry Section 386.1 (1), <i>Municipal Act</i></p> <p>Inspection without Warrant Section 386.2, <i>Municipal Act</i></p> <p>A municipality may enter a property to carry out an inspection without a warrant.</p> <p>.....</p> <p>Inspection Warrant Section 386.3, <i>Municipal Act</i></p> <p>The municipality may apply to a provincial judge or a justice of the peace for a warrant authorizing a person named in the warrant to inspect land.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p> <p>.....</p> <p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Director, Financial Operations</p> <p>Director, Financial Operations</p>

Wards

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Establishment of Wards Section 222, <i>Municipal Act</i></p> <p>A municipality may divide or re-divide the municipality into wards or dissolve existing wards.</p>	<p>Before passing of the by-law F - Town website M - Post on Internet T - 14 days prior to public meeting</p> <p>After passing of the by-law F - Town website M - Post on Internet T - As required by the Act</p>	<p>Town Clerk</p> <p>Town Clerk</p>