

# THE CORPORATION OF THE TOWNSHIP OF EAST FERRIS

## BY-LAW NO. 2219

Being a By-law to establish a Public Notice Policy

WHEREAS Section 270(1) makes provision in part, that Municipalities adopt and maintain policies for circumstances in which the Municipality shall provide notice to the public, including the form, manner and times notice shall be provided;

AND WHEREAS sections of the Municipal Act 2001, S.O. 2001, c.25, require a municipality to give notice to the public generally of its intention to pass certain by-laws, notice of the holding of certain required public meetings and notice of other matters;

AND WHEREAS Section 8(1) of the Municipal Act 2001, S.O. 2001, c.25 provides in part that the powers of a municipality under the Municipal Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate;

AND WHEREAS it is deemed advisable to establish a public notice policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST FERRIS ENACTS AS FOLLOWS:

1. In this By-law:
  - a) “municipality” shall mean the Corporation of the Township of East Ferris.
  - b) “newspaper” means a printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and regular subscribers”.
  - c) “Municipal Act” shall mean the Municipal Act, 2001, S.O., 2001, c.25.
  - d) “Notice of the Public” or “Public Notice” shall mean notice given to the public generally, but does not include notice given only to specified persons.
  - e) “Personal Notice” shall mean notice given to a specified person or persons by personal service, and shall be deemed to be completed on the day that the serving of all required notices is completed.
  - f) “Notice by mail” shall mean notice given to a specified person or persons by pre-paid first class mail and shall be deemed to be complete on the day that the mailing of all required notices is completed.
2. WHERE the municipality is required to give public notice pursuant to a provision of the Municipal Act, **or where Council deems it appropriate to prescribe notice**, notice shall be given in a form and manner indicated as shown on Schedule “A” attached.
3. A public notice given under the provisions of clause 2 of this by-law, utilizing the Municipal web site, shall be sufficient even if the Township of East Ferris web site is not accessible at all times during the public notice posting period.
4. NOTWITHSTANDING the provisions of this by-law to the contrary, clause 2 shall not be applicable where:
  - a) The Municipal Act, or another Act or regulation prescribe specific notice requirements, or
  - b) The Township of East Ferris Council directs that public notice be given in the manner different from the public notice provisions of clause 2.
5. A public notice given under the provisions of this by-law shall contain the following information:
  - a) a general description of the matter; and
  - b) where the matter relates to a defined location, sufficient particulars of the location such as a key map, municipal address or legal description; and
  - c) the date, time and location of the Council, Local Board or Committee meeting at which the matter will be considered; and
  - d) instructions for obtaining additional information.

6.
  - a) If a matter is deferred at a Council, Local Board or Committee meeting or if a matter is considered at a subsequent Council, Local Board or Committee, no additional public notice shall be required, except where the Municipal Act, other Provincial Statute provides otherwise, or if the Township of East Ferris Council directs that additional public notice be given.
  - b) If a matter is considered at a subsequent Council, Local Board or Committee meeting, no additional notice is required, except where the Municipal Act or other Provincial Statute provides otherwise.
7. The public notice requirements of this by-law are minimum requirements and Council, Clerk or Chief Administrative Officer are authorized to provide additional public notice if reasonable and necessary in the circumstances.
8. No public notice shall be required under the provisions of this by-law where the Council is authorized by the Municipal Act to consider a matter in a meeting closed to the public.
9. The public notice requirements of this By-law may be waived by the Mayor or designate in consultation with the Clerk or Chief Administrative Officer where a matter is considered to be of an urgent or emergency nature affecting the health, safety and well being of the residents of the Township of East Ferris and best efforts shall be made to provide as much notice as is reasonable under the circumstances.
10. Schedule "A" attached hereto forms part of this By-law.
11. By-law No. 1986 and By-law No. 1994 are hereby repealed.
12. This By-law shall come into full force and effect on January 1, 2008.

Read a first and second time this 27<sup>th</sup> day of December, 2007.

Read a third time and be finally passed this 27<sup>th</sup> day of December, 2007.

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Mayor  
Bill Vrebosch

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Clerk  
Raymond Champagne

NOTICE REQUIREMENTS UNDER THE MUNICIPAL ACT, 2001, S.O. 2001  
SCHEDULE "A" TO BY-LAW 2219

**Notice Classification:**

**Class #1** *Personal Notice to Individual or a Limited Number of People* – sent by prepaid 1<sup>st</sup> class mail (may be sent pre-paid registered mail) to the last known address or hand delivered.

**Class #2** *Advertisement/notice* published in a newspaper having regular publication and is sold to the public and subscribers. **Notice shall be placed at least six days prior to the proposed action begin taken and may include a 2<sup>nd</sup> notice, unless otherwise required by the applicable legislation, whichever is greater.** Included on agenda published prior to the meeting and posted on the website. Notice included on Municipality's web site at [www.eastferris.ca](http://www.eastferris.ca)

**Class #3** *Advertisement/notice* as declared at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the Municipality's web site [www.eastferris.ca](http://www.eastferris.ca)

**Class#4** *Advertisement/notice* published on the **Municipal web site**. No Statutory Requirement associated.

**NOTE:** Notice provisions in the Planning Act referenced in this Schedule refer to some of the frequently used provisions. All notices required under the **Planning Act** shall at a minimum be in accordance with the Statutory provisions of the Planning Act and Regulations thereunder.

For the purposes of *Notice* under the Planning Act the giving of written notice shall be deemed to be completed,

- (a) where notice is given by publication in a newspaper, on the day that such publication occurs;
- (b) where notice is given by personal service, on the day that the serving of all required notices is completed;
- (c) where notice is given by mail, on the day that the mailing of all required notices is completed; and
- (d) where notice is given by telephone transmission of a facsimile of the notice, on the day that the transmission of all required notices is completed. R.S.O. 1990, c. P.13, s. 34 (20); 1994, c. 23, s. 21 (9)

<b>Municipal Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
34(1) 34(2) deleted from Municipal Act See Section 27(1)	Highway Closing and Alterations - Permanent	<b>No Statutory requirement for Notice.</b> Advertisement/notice published in a local newspaper having regular publication and is sold to the public and subscribers, once per week for two consecutive weeks. Included on agenda published prior to the meeting and posted on the website.	#2 14 days notice	Director of Public Works
35	Remove or Restrict Common Law Passage over Highway	<b>No Statutory requirement for Notice.</b> Advertisement/notice published in a local newspaper having regular publication and is sold to the public and subscribers, once per week for two consecutive weeks. Included on agenda published prior to the meeting and posted on the website.	#2 14 days notice	Director of Public Works
36 deleted from Municipal Act See Section 27(1)	Controlled Access	<b>No Statutory requirement for Notice.</b> Public Notice and notice to owner	#1 and #3	
37 deleted from Municipal Act See Section 27(1)	Private Road Closing	<b>No Statutory requirement for Notice.</b> Municipality to give notice to owner of land (personally or by prepaid registered mail).	#1	Director of Public Works
47 deleted from Municipal Act See Section 27(1)	Naming Highways	<b>No Statutory requirement for Notice.</b> Declared at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the Municipal Website.	#3	Clerk
48 deleted from Municipal Act See Section 27(1)	Naming of Private Roads	<b>No Statutory requirement for Notice.</b> Declared at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the Municipal Website.	#3	Clerk
62 (1) (2)	Entry on Land, Tree Trimming	<b>Statutory Requirement for Notice –(1) entry at reasonable times; (2) except that in immediate danger no notice required</b>	#1 7 days notice Exception emergency	Director of Public Works
<b>Municipal Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>

81(3)	Shut-off of Public Utility	<b>Statutory Requirement.</b> Reasonable notice by personal service, prepaid mail or posting on the land in a conspicuous space.	#1	Director of Public Works
99	Municipal By-law respecting Advertising Devices	<b>No Statutory requirement for Notice.</b> Declared at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the Municipal Website.	#3	Municipal Clerk
110(5)	Capital Facilities Agreements	<b>Statutory Requirement for Notice.</b> Written notice of by-law to Minister of Education	#1	Municipal Clerk
110(8)	Tax Exemption By-law	<b>Statutory Requirement.</b> (8) Notice of contents of by-law passed under subsection (6) to be given to (a) the assessment corporation, (b) the Clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted under the By-law, (c) the secretary of any school board if the area includes the land exempted by the by-law.	#1	Treasurer
133(6)	Fortification of Land	<b>Statutory Requirement.</b> Order requiring work to be done – Notice of work to be done. The order shall give not less than three months to complete the work if the fortifications or protective elements were present on the land on the day of the by-law passed.	#1	Municipal Clerk
Part IV, Section 151	General Licensing Powers	<b>No Statutory requirement for Notice.</b> Declared at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the Municipal Website.	#3	Municipal Clerk

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
Part V, section 173	Proposal to restructure	<b>Statutory Requirement.</b> (1) A municipality or local body in a geographic area may, subject to subsection (2), make a restructuring proposal to restructure municipalities and unorganized territory in the geographic area by submitting to the Minister a restructuring report containing, (a) a description of the restructuring proposal in the form and in such detail as the Minister may require, and (b) proof in a form satisfactory to the Minister that (i) the restructuring proposal has the prescribed degree of support of the prescribed municipalities and local bodies in the geographic area (ii) the support was determined in the prescribed manner (iii) the municipalities and local bodies which support the restructuring proposal meet the prescribed criteria and (iv) the municipality or local body consulted the public in the required manner.	#2 – and any other Ministerial regulations. At least 1 public meeting	Municipal Clerk
173	Proposal to restructure - Consultation	<b>Statutory Requirement.</b> (3) Before the council of a municipality votes on whether to support or oppose a restructuring proposal, the council shall or may, as applicable, do the following things when the proposal is being developed or after it is developed (1) Council shall consult with the public by giving notice of, and by holding at least one public meeting (2) Council shall consult with such persons or bodies as the Minister may prescribe (3) Council may consult with such persons as the municipality considers appropriate	#2 At least 1 public meeting	Municipal Clerk
187	Change of Name – Notice to Public	<b>No Statutory requirement for Notice.</b> Municipality shall give public notice of intent to pass by-law by newspaper advertisement prior to passing the By-law and/or declared at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the Municipal Website.	#2	Municipal Clerk

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
210	Business Improvement Areas - Notice	<b>Statutory Requirement.</b> Before passing a by-law to establish an area as an improvement area – subsection 204(1), to set a levy upon rateable property in the improvement area – clause 208(2) b), subsection 208 (3) or to alter the boundaries of the improvement area – subsection 209, notice of the proposed by-law shall be sent by pre-paid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located (a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area and (b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area	#1	Municipal Clerk
211	Business Improvement Areas – Repeal of by-law	<b>Statutory Requirement.</b> (1) Council shall give notice in accordance with subsection 210(1) of a proposed by-law to repeal a by-law under subsection 204(1) if the municipality has received (a) a resolution from the board of management requesting the repeal, or (b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for the purposes of the general local municipal levy on rateable property in all prescribed business property classes in the improvement area	#1 within 60 days of receiving the resolution or request	Municipal Clerk
216 – entire section repealed	Dissolution of Local Boards	<b>No Statutory requirement for Notice.</b> Before passing a by-law the municipality shall give notice to the local board.	#1	Municipal Clerk
217	Council composition	<b>No Statutory requirement for Notice.</b> Before passing a by-law the municipality shall give notice of the intention to pass the by-law and hold at least one public meeting to consider the matter	#2 At least 1 public meeting	Municipal Clerk
Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given

222	Wards – Establishment of Wards	<b>No Statutory requirement for Notice.</b> Before passing a by-law the municipality shall give notice of the intention to pass the by-law and hold at least one public meeting to consider the matter	#2 At least 1 public meeting	Municipal Clerk
222 (3)	Wards – Establishment of Ward Notice	<b>Statutory Requirement.</b> (3) Within 15 days after a by-law is passed under subsection (1), the municipality shall give notice of the passing of the by-law to the public specifying the last day for filing a notice of appeal under subsection (4)	#2	Municipal Clerk
222(5)	Notices of Appeal to OMB	<b>Statutory Requirement.</b> (5) Within 15 days after the last day of filing a notice of appeal under subsection (4), the municipality shall forward any notices of appeal to the Ontario Municipal Board	#1 Notice to OMB Within 15 days of last filing date	Municipal Clerk
Part VI, Section 238	Procedure By-law Notice	<b>No Statutory requirement for Notice.</b> Before passing a procedure by-law for governing the calling, place and proceedings of meetings, the municipality shall give notice by declaring at an open Meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the municipality’s website	#3	Municipal Clerk
Section 251 (This section is flagged for repeal when the proclamation is made by the Lt. Gov.)	Notice – not otherwise specified	<b>Statutory Requirement for notice.</b> Where the municipality is required to give notice under the Municipal Act, except as otherwise provided, the municipality shall give notice in a form and manner that Council considers adequate to give reasonable notice under the provision	#4 minimum notice for publication #1 minimum 7 days for written notice	Municipal Clerk
Section 268 deleted	Sale of Surplus Lands	<b>No Statutory requirement for Notice.</b> Notice provisions established by the Municipality’s By-law #, and as amended or superseded from time to time	Provisions in By-law	Municipal Clerk
Part VII, section 291(1) deleted	Adopt or Amend Budget	<b>No Statutory Requirement for notice</b> to pass budget under provisions of Section 290. Municipality shall give notice of its intention to adopt or amend the budget at a council meeting specified in the notice.	#3	Treasurer



Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
295	Publication of Financial Statement	<b>Statutory Requirement.</b> (1) Within 60 days after receiving the audited financial statements of the municipality for the previous year, the Treasurer of the municipality (a) shall publish in a newspaper having general circulation in the municipality a copy of the audited financial statements, the notes to the financial statements, auditor's report and tax rate information for the current and previous year as contained in the financial review, or a notice that the information described previously will be made available at no cost to any taxpayer or resident of the municipality upon request, and (b) may provide the information described previously to such persons and in such other manner as the Treasurer considers appropriate.	#2 Publish notice in newspaper at least once within 60 days after receiving audited financial statements	Treasurer
297	Auditor's right to attend	<b>Statutory Requirement.</b> The auditor is entitled to receive all notices relating to any meeting of Council or Council Committees, that any member is entitled to receive and to make representations at that meeting on any matter that concerns him or her as auditor	#1	Treasurer
299	Information Municipal Operations	<b>Statutory Requirement.</b> Municipality includes local boards. (3) Provide prescribed information to Minister at times and in manner and form designated by Minister and (4) publish such information designated by the Minister at times and in manner designated by the Minister but in manner and form determined by the municipality	Prescribed by Minister	Treasurer
Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given

342	Tax Instalments	<b>Statutory Requirement for Notice.</b> The use by a taxpayer of the alternative instalments and due dates under the clause (1)(b) ceases if the taxes of the taxpayer are unpaid after the due date and the Treasurer gives written notice to the taxpayer that the alternative instalments and due dates may no longer be used	#1 21 days written notice	Treasurer
343(1)	Tax Bill	<b>Statutory Requirement.</b> The Treasurer shall send a tax bill to every taxpayer at least 21 days before taxes shown on the tax bill are due	#1 21 days written notice	Treasurer
348	Tax Status	<b>Statutory Requirement for Notice.</b> The Treasurer shall by February 28 <sup>th</sup> in each year determine the position of every tax account as of December 31 <sup>st</sup> of the preceding year, and on making the determination, the Treasurer shall send to every taxpayer who owes taxes from the preceding year a notice of those taxes and of the related late payment charges and said notice may take the form and be sent with the tax bill	#1 21 days written notice	Treasurer
350	Tenant Obligations	<b>Statutory Requirement for Notice.</b> 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 this notice	#1 21 days written notice	Treasurer
351(8)	Seizure of Assets	<b>Statutory Requirement for Notice (8)</b> The Treasurer or the Treasurer's agent shall give the public notice of the time and place of the public auction and the name of the person whose personal property is to be sold	#1 and #3	Treasurer
351(14)	Priority after Notice	<b>Statutory Requirement for Notice (14)</b> The Treasurer shall give notice of the amount for taxes to a sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy, as appropriate	#1	Treasurer
<b>Municipal Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>

356	Division into parcels	<b>Statutory Requirement for Notice</b> (4) On or before September 30 of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicants and owners of any part of the land may make representations to Council (b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting (5) Within 14 days after making its decision, Council notify the applicants and owners of the decision and specify the last day for appealing the decision	#1 Notification 14 days in advance of meeting and within 14 days of decision and last date of appeal	Director of Planning and Development
357	Cancel, reduce or refund taxes	<b>Statutory Requirement for Notice</b> (5) On or before September 30 of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicants may make representations to Council (b) notify applicants of the meeting by mail sent at least 14 days before the meeting (c) make its decision (6) Within 14 days after making its decision, council shall notify the applicants and owners of the decision and specify the last day for appealing the decision (12) Council shall forward a copy of any by-law passed under subsection (1) and copy of every application received to which the By-law applies to the Assessment Review Board and assessment corporation (18) Council (and the Assessment Review Board) shall forward a copy of their decisions to the assessment corporation	#1 (5) Notification 14 days in advance of meeting and (6)within 14 days of making decision and specify the last day for appealing decision	Treasurer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
358	Overcharges	<p><b>Statutory Requirement for Notice (8)</b> If an application is not valid under subsection (5), the treasurer shall notify the applicant in writing of the reasons it is not valid (9) on or before September 30 of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicant may make representations to council (b) notify the applicant of the meeting by mail sent at least 14 days before the meeting  (10) Within 14 days after making its decision council shall notify the applicant of the decision</p>	#1 Notification 14 days in advance of meeting and within 14 days of decision	Treasurer
359	Increase in Taxes	<p><b>Statutory Requirement for Notice</b> An application made on or before December 31 of the year following the year by the treasurer in respect of which the application is made. (3) Council shall (a) hold a meeting at which the treasurer and the person in respect of whom the application is made may make representations to council (b) notify the treasurer and the person in respect of whom the application is made of the meeting by mail sent at least 14 days before the meeting  (4) Within 14 days after making its decision, council shall notify the treasurer and the person in respect of whom the application is made of the decision and specify the last day for appealing the decision  (13) The council (and the Assessment Review Board) shall forward a copy of their decisions to the assessment corporation</p>	#1 Notification 14 days in advance of meeting and within 14 days after making its decision and specify the last day for appealing the decision	Treasurer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
359(1)	Error in calculating taxes	<p><b>Statutory Requirement for Notice.</b></p> <p>(2) Before making a decision under subsection (1), council shall (a) hold a meeting at which the treasurer and the person in respect of whom the application is made may make representations to council (b) notify the treasurer and the person in respect of whom the application is made of the meeting by mail sent at least 14 days before the meeting</p> <p>(3) Within 14 days after making its decision, the council shall notify the treasurer and the person in respect of whom the application is made of the decision and specify the last day for appealing the decision</p>	#1 Notification 14 days in advance of meeting and within 14 days after making its decision and specify the last day for appealing the decision	Treasurer
365 (2)	Cancellation reduction refund	<p><b>Statutory Requirement for Notice</b> (2) If a lower-tier municipality has passed a by-law under subsection (1), it shall give notice to that fact to the upper-tier municipality and the upper-tier municipality may pass a by-law to provide a similar cancellation, reduction or refund of taxes levied for upper-tier purposes.</p>	#1	Treasurer
365.1 (4)(5)	Cancellation reduction refund	<p><b>Statutory Requirement for Notice. (4)</b> If a lower tier municipality intends to pass a by-law under section 365.1 (2), it shall give a copy of the proposed by-law to the upper-tier municipality; <b>(5)</b> If a local municipality intends to pass a by-law under subsection (2) it shall give the Minister of Finance information as prescribed in subsection (5); <b>(7)</b> If a local municipality passes a by-law under subsection (2) it shall <b>within 30 days</b> give a copy to the Minister and the Minister of Finance</p>	#1 Within 30 days copy of By-law to Minister of Finance #1 Notify the upper-tier municipality of amount of taxes to be reduced or refunded by lower-tier	Treasurer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
365.2 (5) (6)	Tax Reduction for heritage property	<b>Statutory Requirement for Notice</b> (5) A local municipality shall deliver a copy of a by-law under this section to the Minister of Finance within 30 days after the by-law is passed; (6) Notify the upper-tier municipality of the amount of taxes to be reduced or refunded for lower-tier purposes under the by-law;	#1 Within 30 days copy of By-law to Minister of Finance #1 Notify the upper-tier municipality of amount of taxes to be reduced or refunded by lower-tier	Treasurer
Part XI, 374	Tax Arrears Certificate	<b>Statutory Requirement for Notice. Notice of Registration of Tax Arrears Certificate</b> (1) Within 60 days after the registration of a tax arrears certificate, the treasurer shall send a notice of the registration of the certificate to the following persons: 1. The assessed owner of the land. 2. Where the land is registered under the Land Titles Act, every person appearing by the parcel register and the index of executions for the area in which the land is situate to have an interest in the land on the day the tax arrears certificate was registered, other than a person who has an interest referred to in clause 379(7) (a) or (b). 3. Where the Registry Act applies to the land, every person in which the land is situate to have an interest in the land on the day the tax arrears certificate was registered, other than a person who has an interest referred to in clause 379(7) (a) or (b). (2) If a notice is sent under this section to a person appearing by the records of the land registry office to be the owner of the land, a notice shall also be sent to the spouse of that person and, where this subsection is complied with, section 22 of the Family Law Act shall be deemed to have been complied with.	#1 Within 60 days after registration of a tax arrears certificate	Treasurer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
379(1)	Public Sale	<b>Statutory Requirement for Notice.</b> Notice of Public Sale (2) If at the end of the one-year period following the date of the registration of the tax arrears certificate, the cancellation price remains unpaid and there is no subsisting extension agreement, the land shall be offered for public sale by public auction or public tender, as the treasurer shall decide, and the treasurer shall immediately (a) make a statutory declaration stating the names and addresses of the persons to whom notice was sent under subsection (1) and (b) advertise the land for sale once in The Ontario Gazette and once a week for four weeks in the newspaper that, in the opinion of the treasurer, has such circulation within the municipality as to provide reasonable notice of the sale	#1 and Advertise in the Ontario Gazette and once a week for 4 weeks in newspaper	Treasurer
379 (5,b)	Notice of Vesting	<b>Statutory Requirement for Notice.</b> Treasurer may prepare if land does not sell in tax sale	#1 14 days written notice	Treasurer
380 (3)	Application of Proceeds	<b>Statutory Requirement for Notice.</b> Within 60 days after making a payment into court under subsection (2), the treasurer shall send a copy of the statement to the Public Guardian and Trustee and to the persons to whom the treasurer sent notice under subsection 379(1).	#1 Within 60 days	Treasurer
380.1(1)	Second time offer of land for public sale	<b>Statutory Requirement for Notice. (2)</b> At least 30 days before the land is readvertised for public sale, the treasurer shall send to the persons entitled to receive notice under subsection 379(1) a notice that the land will be readvertised for public sale Subsections 379(2) and sections 380 to 387 apply with necessary modifications to the sale as if it were the first public sale	#1 Advertise in the Ontario Gazette and once a week for 4 weeks in newspaper	Treasurer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
381(1)	Methods of giving notice	<p><b>Statutory Requirement for Notice. (a)</b> Any notice required to be sent to any person under this Part may be given by personal delivery or be sent by certified or registered mail (a) in the case of the assessed owner, to the address of the person as shown on the last returned assessment roll of the municipality (b) in the case of any person whose interest is registered against the title of the land, to the address for service of the person furnished under the Land Registration Reform Act, or if none, to the address of the solicitor whose name appears on the registered instrument (c) in the case of a person appearing to have an interest in the land by the index of executions for the area in which the land is situate, to the address of the person or person's solicitor as shown in the index of executions or in the records of the sheriff for the area in which the land is situate (d) in the case of a spouse of the person appearing by the records of the land registry office to be the owner of the land, addressed to the spouse of (name of person) at the usual or last known address of such spouse or, if unknown, at the address of the land and (e) in the case of the Public Guardian and Trustee, addressed to the Public Guardian and Trustee</p>	#1	Treasurer
386.2(1)	Inspection without warrant	<p><b>Statutory Requirement for Notice</b></p> <p>1. At least seven days before entering to carry out an inspection, the municipality shall, by personal service or by prepaid mail, serve a written notice of the inspection on the owners and occupants of the land as shown by the records of the land registry office and by the last returned assessment roll of the municipality in which the land is located, and provide the information on the notice as specified in 386.2 (1)</p>	#1 7 days written notice	Chief Building Official



Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
386.3	Notice of application for Warrant	<b>Statutory Requirement for Notice</b> 386.3(2) The Municipality shall give the owners and occupiers of the land seven days written notice and provide the information on the notice as specified in 386.3(2)	#1 7 days written notice	Chief Building Official
Part XII, section 400 Regulation 244/02 replaced by Regulation 584/06	Fees and Charges	<b>No Statutory requirement for Notice.</b>	#3	Clerk
402	Debt and Investment	<b>Statutory Requirement for Notice (1)</b> Upon receipt of an 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	Notice as prescribed by the OMB	Treasurer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
435	Powers of Entry	<b>Statutory Requirement for Notice (2)</b> Where subsection (1) requires that notice of a proposed exercise of a power of entry be given, the notice must <b>1.</b> be given to the occupier of the land in respect of which the power of entry will be exercised <b>2.</b> the notice must be given within a reasonable time before the power of entry is exercised <b>3.</b> the notice must be given by personal service in the case of a proposed exercise of a power of entry under section 79, 80 or 446 in respect of a room or place actually used as a dwelling <b>4.</b> in the case of a proposed exercise of a power of entry other than one described in paragraph 3, the notice must be given by personal service or prepaid mail or by posting the notice on the land in a conspicuous place	#1 7 days written notice	Chief Building Official/By-law Enforcement Officer
437	Restriction re Dwellings	<b>Statutory Requirement for Notice – see 435 (2) above. 437. (a)</b> the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under Section 438, a warrant issued under section 439 or a warrant under section 386.3	#1 7 days written notice	Chief Building Official/By-law Enforcement Officer
438	Inspection pursuant to an Order	<b>Statutory Requirement for Notice (5)</b> In the case of an order authorizing an inspection of a room or place actually being used as a dwelling, the occupier must be given notice concerning when the inspection will be carried out	#1 7 days written notice	Chief Building Official /By-law Enforcement Officer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
441.(1)	Notice for collection of unpaid licensing fines	<b>Statutory Requirement for Notice (2)</b> If any part of a fine for a contravention of a business licensing by-law remains unpaid after the fine becomes due and payable under section 66 of the Provincial Offences Act, including any extension of time for payment ordered under that section, the authorized officer <b>may</b> give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than <b>21 days</b> after the date of the notice	#1 21 days written notice	Chief Building Official/By-law Enforcement Officer/Treasurer
444.(1)	Order to discontinue activity	<b>Statutory Requirement for Notice (1)</b> If a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity. (2) An order under subsection (1) shall set out (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and (b) the date by which there must be compliance with the order	#1	Chief Building Official/By-law Enforcement Officer

Municipal Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
446.(1)(2)	Remedial Action – Entry upon land	<b>No Statutory Requirement for Notice</b> (1) If a municipality has the authority under this or any other Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense (2) For the purposes of subsection (1), the municipality may enter upon land <b>at any reasonable time</b>	#1 <b>14 days written notice</b>	Chief Building Official/By-law Enforcement Officer
447.3 (1)	Marijuana grow operation in lower-tier municipality	<b>Statutory Requirement for Notice (1)</b> If the clerk of a lower-tier municipality is notified under subsection 447.2(1) that a building located on land in the lower-tier municipality contained a marijuana grow operation, the lower-tier municipality shall, if in its opinion it is appropriate to do so, forward a copy of the notice referred to in subsection 447.2(1) to the clerk of the upper-tier municipality of which the lower-tier municipality forms a part.	#1	Municipal Clerk
Regulation 586/06	Local Improvement Charges – Property Lien Status	<b>Statutory Requirement for Notice 4.(1)</b> Any person or body that is required to give notice under this Regulation shall, except as otherwise provided, give notice in the form, in the manner and at the time that the person or body considers adequate to give reasonable notice 4(2) A notice to an owner for the purposes of subsection 6(1), 21(2),25(1) and 26(2) is sufficiently given if it is (a) served personally; (b) sent by mail to the owner’s place of business or residence as set out in the municipality’s last returned assessment roll, as most recently revised; or (c) left at or sent by mail to the owner’s actual place of business or residence, if known	#1 and #3 14 days written notice	Treasurer/Municipal Clerk

<b>Municipal Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
Regulation 586/06	Application to the Ontario Municipal Board	<p><b>Statutory Requirement for Notice.</b></p> <p>8.(2) Within 30 days after the municipality gives notice to the public under section 6 indicating that it intends to apply to the Board for approval under this section, any owner liable to be specially charged may file an objection to the work being undertaken as a local improvement.(3) The objection shall be filed with the clerk of the municipality and shall set out the objections and the reasons in support of them. (4) If no objections are filed under this section, the municipality is deemed to have received the Board's approval. (5) If an objection is filed under this section, the municipality shall forward the objection to the Board, together with the application or as soon after making the application as is reasonable. (6) The Board shall hold a hearing to consider the application and the objections and may make any order with respect to the work as it considers appropriate. (7) Once the municipality has given notice under section 6 indicating that it intends to apply to the Board for approval under this section, (a) the municipality shall not undertake the work as a local improvement until, (i) the Board's approval has been received or is deemed to have been received, or (ii) the municipality has given a new notice under section 6 that deals with the work and does not indicate that the municipality intends to apply to the Board under this section; and (b) the passing of a by-law to authorize undertaking the work as a local improvement is deemed not to be a contravention of this Regulation if the by-law provides that it shall not take effect until the municipality receives the Board's approval</p>	#1 and #3 14 days notice	Treasurer/Municipal Clerk

<b>Municipal Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
Regulation 586/06	Committee of Revision – Notice	<p><b>Statutory Requirement for Notice.</b>            21.(1) Before a special charge is imposed, the municipality shall set a time and a place for the committee of revision to hold a hearing about, (a) objections against the proposed local improvement roll; and (b) the municipality’s proposed revisions to the proposed local improvement roll. (2) The municipality shall give notice of the hearing to the public and to the owner of every lot to be specially charged. (3) Any person who owns a lot to be specially charged may object to a special charge by filing an objection, setting out the objection and the reasons in support of it, with the clerk of the municipality not later than <b>seven</b> days before the day set for the hearing. (4) The municipality may propose a revision to the proposed local improvement roll by filing a proposed revision, setting out the proposed revision and the reasons in support of it, with the clerk not later than <b>seven</b> days before the day set for the hearing. (5) If no objection or proposed revision is received under this section, the treasurer shall certify the local improvement roll, without a hearing by the committee.</p>	#1 and #3 14 days notice	Treasurer

<b>Municipal Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
Regulation 586/06	Committee of Revision to Add lot to be Specially Charged	Statutory Requirement for Notice. 25.(1) During a hearing held under section 21, if it appears to the committee of revision that any lot that has not been specially charged should be specially charged or, as a result of a proposed revision by the municipality under section 21, a special charge for any lot should be changed, the committee shall adjourn its hearing for at least <b>14 days</b> and shall cause notice to be given to the owner of the lot. (2) If the committee of revision determines that a lot should be specially charged, the committee shall determine the amount to be specially charged on the lot. (3) Despite subsection (1), the committee of revision may, with the written consent of the owner of the lot, dispense with an adjournment or reduce it to less than 14 days.	#1 and #3 14 days notice	Treasurer
Regulation 586/06	Agreement between municipalities re joint local improvement	Statutory Requirement for Notice. 32(5) The clerk of the municipality that will undertake the work shall give a copy of the by-law imposing special charges to the clerk of any other municipality where a lot on which special charges have been imposed is located.	#1	Municipal Clerk

Planning Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
Regulation 543/06 Section 17(19)	Official Plan	<b>Statutory Requirement for Notice – Section 17</b> <b>Timing of public meeting</b> (19) The public meeting required under clause (15) (d) shall be held no earlier than 20 days after the requirements for giving notice have been complied with. 2006, c. 23, s. 9 (2).	#1 and #2 20 days notice statutory requirement	Director of Planning and Development
Section 17(23)	Official Plan Decision	<b>Statutory Requirement for Notice - Decision</b> (23) The council shall, not later than 15 days after the day the plan was adopted, ensure that written notice is given of its adoption containing the prescribed information to, <ul style="list-style-type: none"> <li>(a) the appropriate approval authority, whether or not the plan is exempt from approval, unless the approval authority has notified the municipality that it does not wish to receive copies of the notices of adoption;</li> <li>(b) each person or public body that filed with the clerk of the municipality a written request to be notified if the plan is adopted; and</li> <li>(c) any other person or public body prescribed. 1996, c. 4, s. 9.</li> </ul>	#1 Not later than 15 days after adoption	Director of Planning and Development



Planning Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
Regulation 543/06 Section 22(1)(b)	Official Plan Amendment	<p><b>Statutory Requirement for Notice - 22. (1)</b> If a person or public body requests a council to amend its official plan, the council shall,</p> <p>(a) forward a copy of the request and the information and material required under subsections (4) and (5), if any to the appropriate approval authority, whether or not the requested amendment is exempt from approval; and</p> <p>(b) hold a public meeting under subsection 17 (15) or comply with the alternative measures set out in the official plan. 1996, c. 4, s. 13; 2004, c. 18, s. 4 (1); 2006, c. 23, s. 11 (1).</p>	Statutory Requirement: #1 and #2 20 days notice	Director of Planning and Development
Regulation 543/06 Section 22(6.1)	O.P.A. Complete Application	<p><b>Statutory Requirement for Notice – Response re completeness of request</b></p> <p><u>(6.1)</u> Within 30 days after the person or public body that requests the amendment pays any fee under section 69, the council or planning board shall notify the person or public body that the information and material required under subsections (4) and (5), if any, have been provided, or that they have not been provided, as the case may be. 2006, c. 23, s. 11 (4).</p>	Statutory Requirement #1 Within 30 days	Director of Planning and Development

Planning Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
Section 17(23)	O.P.A. Decision	<p><b>Statutory Requirement for Notice – Decision</b>  <u>(23)</u> The council shall, not later than 15 days after the day the plan was adopted, ensure that written notice is given of its adoption containing the prescribed information to,</p> <ul style="list-style-type: none"> <li>(a) the appropriate approval authority, whether or not the plan is exempt from approval, unless the approval authority has notified the municipality that it does not wish to receive copies of the notices of adoption;</li> <li>(b) each person or public body that filed with the clerk of the municipality a written request to be notified if the plan is adopted; and</li> <li>(c) any other person or public body prescribed. 1996, c. 4, s. 9.</li> </ul>	Statutory Requirement #1 Within 15 days after adoption	Director of Planning and Development
Regulation 545/06 Section 34(13), 34(14.1)	Zoning By-law Amendment	<p><b>Statutory Requirement for Notice -</b>  <u>(13)</u> Notice of the public meeting required under subclause (12) (a) (ii) and of the open house, if any, required by clause (12) (b),</p> <ul style="list-style-type: none"> <li>(a) shall be given to the prescribed persons and public bodies, in the prescribed manner; and</li> <li>(b) shall be accompanied by the prescribed information. 2006, c. 23, s. 15 (6).</li> </ul> <p><b>Timing of public meeting</b>  <u>(14.1)</u> The public meeting required under subclause (12) (a) (ii) shall be held no earlier than 20 days after the requirements for giving notice have been complied with. 2006, c. 23, s. 15 (6).</p>	Statutory requirement – #1 and #2 Not earlier than 20 days after giving notice	Director of Planning and Development

<b>Planning Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
Regulation 545/06 Section 34(10.4)	Zoning By-law Complete Application	<b>Statutory Requirement for Notice – Response re completeness of application</b> (10.4) Within 30 days after the person or public body that makes the application for an amendment to a by-law pays any fee under section 69, the council shall notify the person or public body that the information and material required under subsections (10.1) and (10.2), if any, have been provided, or that they have not been provided, as the case may be. 2006, c. 23, s. 15 (4).	Statutory requirement – #1 Within 30 days	Director of Planning and Development
Section 34(18)	Zoning By-law Decision	<b>Statutory Requirement for Notice of passing of by-law</b> (18) If the council passes a by-law under this section, except a by-law passed pursuant to an order of the Municipal Board made under subsection (11) or (26), the clerk of the municipality shall give written notice of the passing of the by-law not later than 15 days after the day the by-law is passed in the manner and in the form and to the persons or public bodies prescribed and the notice shall contain the prescribed information. 1994, c. 23, s. 21 (7); 1996, c. 4, s. 20 (7).	Statutory Requirement #1 Within 15 days after by-law passed	Director of Planning and Development
Regulation 544/06 Section 51(20)	Plans of Subdivision	<b>Statutory Requirement for Notice -</b> (20) At least 14 days before a decision is made by an approval authority under subsection (31), the approval authority shall ensure that,  (a) notice of the application is given, if required by regulation, in the manner and to the persons and public bodies and containing the information prescribed; and  (b) a public meeting is held, if required by regulation, notice of which shall be given in the manner and to the persons and public bodies and containing the information prescribed. 1996, c. 4, s. 28 (4).	Statutory Requirement #1 and #2 Not earlier than 14 days before decision is made	Director of Planning and Development

<b>Planning Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
Regulation 544/06 Section 51(19.1)	Plans of Subdivision Complete Application	<b>Statutory Requirement for Notice – Response re completeness of application</b> <u>(19.1)</u> Within 30 days after the applicant pays any fee under section 69 or 69.1, the approval authority shall notify the applicant and the clerk of the municipality in which the land is located or the secretary-treasurer of the planning board in whose planning area the land is located that the information and material required under subsections (17) and (18), if any, have been provided, or that they have not been provided, as the case may be. 2006, c. 23, s. 22 (2).	Statutory Requirement #1 Within 30 days	Director of Planning and Development
Section 51(37)	Plans of Subdivision Decision	<b>Statutory Requirement for Notice -</b> <u>(37)</u> If the approval authority gives or refuses to give approval to a draft plan of subdivision, the approval authority shall, within 15 days of its decision, give written notice of it, containing the prescribed information, to,  (a) the applicant;  (b) each person or public body that made a written request to be notified of the decision;  (c) Repealed: 1996, c. 4, s. 28 (8).  (d) a municipality or a planning board for a planning area in which the land to be subdivided is situate; and  (e) any other person or public body prescribed. 1994, c. 23, s. 30; 1996, c. 4, s. 28 (8).  <u>(38)</u> Repealed: 1996, c. 4, s. 28 (9).	Statutory Requirement #1 Within 15 days of decision	Director of Planning and Development
<b>Planning Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>

Committee of Adjustment Policy Regulation 200/96 Section 45(5)	Minor Variance	<b>Statutory Requirement for Notice - Planning Act - Notice of hearing – Section 45</b> <u>(5)</u> The committee, before hearing an application, shall in the manner and to the persons and public bodies and containing the information prescribed, give notice of the application. R.S.O. 1990, c. P.13, s. 45 (5); 1994, c. 23, s. 26 (1).	Statutory Requirement #1 At least 10 days before the day of the hearing	Director of Planning and Development
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Planning Act Part/Section	Subject Matter	Basic Requirement	Notice Class	Individuals (or Designate) Accountable for Ensuring Notice is Given
Committee of Adjustment Policy and Section 45(10) of the Planning Act	Minor Variance Decision	<p><b>Statutory Requirement - Notice of decision Minor Variance – Section 45 (10)</b>  <u>(10)</u> The secretary-treasurer shall not later than ten days from the making of the decision send one copy of the decision, certified by him or her,</p> <ul style="list-style-type: none"> <li>(a) to the Minister, if the Minister has notified the committee by registered mail that he or she wishes to receive a copy of all decisions of the committee;</li> <li>(b) to the applicant; and</li> <li>(c) to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision,</li> </ul> <p>together with a notice of the last day for appealing to the Municipal Board. R.S.O. 1990, c. P.13, s. 45 (10).</p>	#1 Not later than 10 days after decision	Director of Planning and Development
Regulation 197/96 Section 53(5)	Consents	<p><b>Statutory Requirement for Notice</b>  <u>(5)</u> At least 14 days before a decision is made by the council or the Minister, the council or the Minister shall ensure that,</p> <ul style="list-style-type: none"> <li>(a) notice of the application is given, if required by regulation, in the manner and to the persons and public bodies and containing the information prescribed; and</li> <li>(b) a public meeting is held, if required by regulation, notice of which shall be given in the manner and to the persons and public bodies and containing the information prescribed. 1996, c. 4, s. 29 (1).</li> </ul>	Statutory Requirement #1 At least 14 days before decision	Director of Planning and Development

<b>Planning Act Part/Section</b>	<b>Subject Matter</b>	<b>Basic Requirement</b>	<b>Notice Class</b>	<b>Individuals (or Designate) Accountable for Ensuring Notice is Given</b>
Section 53(17)	Consents Decision	<p><b>Statutory Requirement Notice of decision</b></p> <p>(17) If the council or the Minister gives or refuses to give a provisional consent, the council or the Minister shall ensure that written notice of it is given within 15 days, containing the information prescribed to,</p> <ul style="list-style-type: none"> <li>(a) the applicant;</li> <li>(b) each person or public body that made a written request to be notified of the decision or conditions;</li> <li>(c) Repealed: 1996, c. 4, s. 29 (4).</li> <li>(d) the Minister, with respect to a decision by a council to give a provisional consent, if the Minister has notified the council that he or she wishes to receive a copy of all decisions made to give a provisional consent; and</li> <li>(e) any other person or public body prescribed. 1994, c. 23, s. 32; 1996, c. 4, s. 29 (4).</li> </ul>	<p>Statutory Requirement #1</p> <p>Within 15 days of decision</p>	<p>Director of Planning and Development</p>