

THE CORPORATION OF THE MUNICIPALITY OF THAMES CENTRE

BY-LAW NO. 55-2018

Being a By-law to establish a policy to provide for notice to the public as required under the *Municipal Act, S.O. 2001, c.25*.

NOTICE BY-LAW

WHEREAS Section 270 of the *Municipal Act, S.O. 2001, c.25*, requires that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given;

AND WHEREAS sections of the *Municipal Act, S.O. 2001, c.25*, requires that a municipality 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 of the *Municipal Act, 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 the Council of The Corporation of the Municipality of Thames Centre established a public notice policy passed by By-law No. 43-2008 on the 14th day of July, 2008;

AND WHEREAS the Council of The Corporation of the Municipality wishes to repeal and replace By-law No. 43-2008 in order to update the circumstances, form, manner and times for giving public notice;

NOW THEREFORE the Council of The Corporation of the Municipality of Thames Centre **HEREBY ENACTS AS FOLLOWS:**

1. **Definitions**

In this by-law,

"Act" means the *Municipal Act, S.O. 2001, c. 25* as amended from time to time, including regulations thereunder.

"Chief Administrative Officer" means the Chief Administrative Officer of the Municipality of Thames Centre or his/her designate.

"Clerk" means the Clerk of the Municipality of Thames Centre or his/her designate.

"Council" means the Council of the Municipality of Thames Centre.

"Designate" means the Clerk, the Director of Community Services & Facilities, the Director of Financial Services/Treasurer, the Director of Transportation or the Director of Environmental Services of the Municipality of Thames Centre.

"Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

"Municipality" means The Corporation of the Municipality of Thames Centre.

"Newspaper" means a printed publication in sheet form, intended for general circulation, published regularly at intervals of one week or less consisting in great part of news of current events of general interest and sold to the public and to regular subscribers that in the opinion of the Clerk has such circulation within the Municipality of Thames Centre as to provide reasonable notice to those affected by or interested in closing of road allowances or sale of municipal land.

"Notice" means a written, printed, or posted notification or announcement.

"Public Meeting" means a meeting open to the public.

"Published" means published in a daily or weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "publication" has a corresponding meaning.

"Website" means the official website of the Municipality of Thames Centre which address is www.thamescentre.on.ca.

2. **Application**

- 2.1 Where the municipality is required to give public notice or notice to other parties pursuant to a provision of the Municipal Act, or where Council deems it appropriate to prescribe notice to the public or other parties, notice shall be given in a form and manner and to the individuals described in Schedule 'A' attached hereto.
- 2.2 A public notice given under the provisions of clause 2.1 of this by-law, utilizing the municipal website, shall be sufficient even if the Municipality of Thames Centre website is not accessible at all times during the public notice period.
- 2.3 Notwithstanding the provisions of this by-law to the contrary, clause 2.1 shall not be applicable where:
- a. the *Municipal Act*, or another Act or regulations prescribe specific notice requirements; or
 - b. the Council of the Municipality of Thames Centre directs that public notice be given in the manner different from the public notice provisions of clause 2.1.
- 2.4 Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:
- a. The purpose and effect of the proposed by-law, or a description of the purpose of the public meeting;
 - b. The date, time and location of the meeting to consider the proposed by-law, or the public meeting;
 - c. Where the proposed by-law or purpose of the meeting is related to specific lands within the municipality, a key map showing the affected lands; and
 - d. The name and address of the person who will receive written comments on the issue that is the subject of the proposed by-law or public meeting and the deadline for receiving such comments.

- 2.5 Notwithstanding clause 2.4 above, the form of Notice of Intent for closing of highways and road allowances and disposition of land on which they are situated shall be at the discretion of the Clerk but shall as a minimum contain:
- a. a general description of the subject matter;
 - b. an explanation of the proposed by-law;
 - c. if land is to be disposed of, the proposed transferee and proposed terms of transfer, if known;
 - d. the date, time and location of the Council meeting at which the subject matter will be considered;
 - e. identification of the authority for the proposed by-law;
 - f. a key map or other description of any lands affected by the proposal;
 - g. where the matter relates to a defined location, sufficient particulars of the location to identify generally, such as reference to a municipal address or street intersection or a legal description or plan;
 - h. a statement indicating the municipal addresses of the affected abutting properties;
 - i. instructions on obtaining any additional information which may be made available by the municipality;
 - j. a deadline for submission of comments to the Municipality which deadline shall not be greater than 7 days prior to the scheduled Council meeting; and
 - k. the manner in which comments on the proposed by-law may be submitted to the municipality, including the name, title and address of the person to whom comments may be submitted.

Where the proposed by-law or by-laws are intended to accomplish more than one of the objectives indicated in this paragraph (e.g. closing and/or disposing of Surplus Land) separate Notices of Intent are not required, provided the Notice clearly identifies each objective and it is proposed that all matters shall be dealt with, at first instance, at the same meeting.

- 2.6 Nothing in this policy shall prevent the Clerk from using additional means of notice or providing for a longer notice period.
- 2.7 The requirement of the Municipal Act to provide public notice shall be deemed to be fulfilled upon completion of the action method to give notice in a form and manner shown on Schedule 'A'.
- 2.8 Notwithstanding paragraph 2.9, where notice is not required to be given under the Municipal Act or any other Act and where such notice does not strictly comply with the provisions hereof, but would substantially inform a reasonable person of the subject matter to which the notice relates, the notice shall be deemed to be adequate and in compliance with this policy.
- 2.9 No notice shall be required under this policy where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a *closed session* under the *Municipal Act*.
- 2.10 If a matter is deferred at a Council meeting in respect of which notice has been given and is considered at a subsequent Council meeting, no additional notice is required, except where the *Municipal Act* or other Provincial Statute(s) provides otherwise, or Council directs otherwise.

- 2.11 If a matter arises, which, in the opinion of the Chief Administrative Officer or his/her designate, is considered to be of an urgent or time sensitive nature, or which could affect the health, safety or well-being of the residents of the Municipality of Thames Centre, or if an Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived and the Clerk shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

3. **Short Title**

This By-law may be cited as the "Notice By-law".

4. **Repeal**

By-law No. 43-2008, passed on the 14th day of July, 2008, is hereby repealed.

5. **Effective Date**

This by-law shall come into force and take effect on its final passing.

READ a **FIRST** and **SECOND** time this 25th day of June, 2018.

READ a **THIRD** time and **FINALLY PASSED** this 25th day of June, 2018.

Original signed by:

Mayor, J. Maudsley

Original signed by:

Clerk, M. Alexander

SCHEDULE 'A' TO BY-LAW NO. 55-2018

NOTICE PROVISIONS

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
<p>Section 34 Highway Closing Procedures - Highway and Road Allowance Closing and Sale of Resulting Surplus Lands</p>	<p>No public notice requirement</p>	<p>Notice of Intent of the proposed by-law shall be sent by registered mail at least 14 calendar days prior to the scheduled Council meeting to the following individuals or entities:</p> <ul style="list-style-type: none"> • property owners and agencies owning property abutting the portion of the highway or road allowance that will be closed; • in the case of the closure of an unopened road allowance, property owners and agencies owning property abutting portions of the affected road allowance that are not being closed, if the closure will leave those property owners or agencies with no frontage on and alternate access to a highway; • any abutting municipality, where applicable; • the fire department and any emergency services servicing the municipality; and • where the highway or road allowance runs across or abuts lands under the jurisdiction of a conservation authority, the affected conservation authority. <p>At least 14 calendar days prior to the scheduled Council Meeting, Notice of Intent of the proposed by-law shall also be provided by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website. <p>At least 14 calendar days prior to the scheduled Council Meeting, Notice of Intent to sell or dispose of lands declared to be Surplus Lands due to closing of highway or road allowance shall be provided by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website.
<p>Section 48 Specific Municipal Powers - Naming or Change Name of Private Road - Notice</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>Notice of intent to be provided to persons and agencies directly affected at least one (1) week prior to enactment of the by-law by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website.
<p>Section 81(3) Public Utilities - Notice</p>	<p>A municipality shall provide reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or</p>	<p>Notice of the proposed shut-off to be provided by personal service or prepaid first class mail or by posting notice on the land in a conspicuous place at least one (1)</p>

	prepaid mail or by posting the notice on the land in a conspicuous place.	week in advance if possible.
Section 110(5) Economic Development Services – Agreements for Municipal Capital Facilities - Notice of By-law	Upon the passing of a by-law permitting a municipality to enter into an agreement under this section, the Clerk of the municipality shall give written notice of the by-law to the Minister of Finance.	Written notice to the Minister of Finance by prepaid first class mail within 10 calendar days of the passing of the by-law.
Section 110(8) Economic Development Services – Agreements for Municipal Capital Facilities - Notice of Tax Exemption By-Law	Upon the passing of a by-law under subsection 110(6), the Clerk of the municipality shall give written notice of the contents of the by-law to: <ul style="list-style-type: none"> • The assessment corporation; • The Clerk of any other municipality that would, but for the by-law, have had the authority to levy rates on the assessment for the land exempted by the by-law; and • The secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law. 	Written notice to be provided by prepaid first class mail immediately upon passing of the By-Law to all persons identified by the Act as requiring notice.
Section 173(3) Municipal Restructuring – Proposal to Restructure – Consultation	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: <ul style="list-style-type: none"> • Council shall consult with the public by giving notice, and by holding, at least one public meeting; • Council shall consult with such persons or bodies as the Minister may prescribe; and, • Council may consult with such other persons and bodies as the municipality considers appropriate. 	Notice of public meeting to be provided at least one (1) week prior to the meeting by: <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website. Notice to be provided by personal service or prepaid first class mail to those persons who request further notice following the public meeting. Notice to be provided as prescribed by the Minister.
Section 187(3) Change of Name – Change of Name of Municipality – Notification	Notice and public meeting not required. A municipality that passes a by-law changing its name shall send a copy of the by-law to the Director of Titles appointed under the Land Titles Act and to the Minister promptly after its passage.	Notice of public meeting to be provided at least one (1) week prior to the meeting by: <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website. Notice to be provided by personal service or prepaid first-class mail to those persons who request further notice following the public meeting. A copy of the by-law to be provided by prepaid first class mail to the Director of Titles and to the Minister once it is passed.
Section 204(1), 206, 210(1) Business Improvement Areas	A local municipality may designate an area as an improvement area and may establish a board of management.	

	<p>A Board of Management shall give reasonable notice to the general membership of the improvement area of a meeting to hold a vote under clause 204(3)(b) or for the purposes of discussion under subsection 205(1).</p> <p>Before passing a by-law under subsection 204(1), clause 208(2)(b), subsection 208(3) or section 209, notice of the proposed by-law shall be sent by prepaid 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 it is located,</p> <ul style="list-style-type: none"> • 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, • Where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 	<p>Notice to be provided by personal service or prepaid first class mail to the general membership of the improvement area at least one (1) week prior to the meeting.</p> <p>Notice of the proposed by-law to be provided by prepaid first class mail at least one (1) week prior to the passage of the by-law to the board of management of the improvement area (existing, or proposed, as the case may be) and to every person assessed for rateable property within the improvement area.</p>
Section 211(1) Business Improvement Areas – Repeal of By-law	<p>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:</p> <ul style="list-style-type: none"> • A resolution from the board of management requesting the repeal; or, • A request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 	<p>Notice to be provided by personal service or prepaid first class mail within sixty (60) days after receiving the resolution or request; and at least one (1) week prior to the passing of the by-law to the board of management of the business improvement area and every person assessed to rateable property within the improvement area.</p>
Section 217 Changes to Council – Composition of Council of local Municipality - Local	<p>Notice and public meeting not required.</p>	<p>If Council wishes to hold a public meeting, notice to be provided at least one (1) week prior to the meeting by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website.
Section 222(1), (3), (5) Establishment of Wards – Notice	<p>Notice and public meeting not required.</p> <p>Without limiting sections 9, 10, and 11, those sections authorize a municipality to divide or redivide the municipality into wards or to dissolve existing wards.</p> <p>Within 15 days after a by-law described in subsection 222(1) is passed, the Municipality shall give notice of the passing of the by-law to the public specifying the last date for filing notice of appeal</p>	<p>If Council wishes to hold a public meeting, notice to be provided at least one (1) week prior to the meeting by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality • Posting on the municipal website <p>Notice to be provided by personal service or prepaid first class mail to those persons who request further notice following the public meeting.</p>

	<p>under subsection 222(4).</p> <p>Within 15 days after the last day for filing a notice of appeal under subsection 222(4), the Municipality shall forward any notices of appeal to the Tribunal.</p>	<p>Notice of the passing of the by-law to be provided not later than fifteen (15) days following enactment by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Personal service or prepaid first class mail to those persons who have requested notice; • Posting on the municipal website. <p>Notices of Appeal of the by-law to be provided to the Tribunal by prepaid first class mail not later than fifteen (15) days after the last day for filing a notice of appeal.</p>
Section 238 Procedure By-law	Notice not required.	Notice to be given to public by inclusion of a by-law on a Council agenda, which is posted on the Municipality's website.
Section 270 Adoption of Policies - Sale and Other Disposition of Land		<p>At least 14 calendar days prior to the scheduled Council Meeting, Notice of Intent to sell or dispose of lands declared to be Surplus Lands shall be provided by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website. <p>Contents of the Notice of Intent is outlined under the By-law to govern the sale of surplus lands.</p>
Section 291 Financial Administration - Multi-Year Budget – Adoption	Notice not required.	<p>Public notice to be provided at least once during the seven (7) days prior to the adoption of the budget by:</p> <ul style="list-style-type: none"> • Posting on the municipal website.
Section 295(1) Financial Administration – Publication of Financial Statements	<p>Within 60 days after receiving the audited financial statements of the municipality for the previous year, the Treasurer of the municipality,</p> <p>(a) shall publish in a newspaper having general circulation in the municipality,</p> <p>(i) a copy of the 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; or</p> <p>(ii) a notice that the information described in subclause (i) will be made available at no cost to any taxpayer or resident of the municipality upon request; and</p> <p>(b) may provide the information described in subclause (a) (i) or (ii) to such persons and in such other manner as the Treasurer considers appropriate.</p>	<p>Public notice to be provided within sixty (60) days of receipt of the audited financial statements by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website. <p>If requested, the Treasurer shall provide a copy of the information to the taxpayer or resident at no cost.</p>

	If a request is made under subsection 295(1), the Treasurer shall provide a copy of the information to the taxpayer or resident at no cost.	
Section 331(9) Limitation on Taxes for Certain Property Classes - Taxes on Eligible Properties – Comparable Properties – List To Be Mailed to Owner	The local municipality shall mail to the owner of each eligible property the list of the comparable properties, and the determination made under subsection 331(2) with respect to that eligible property within 60 days after the date the list is received by the local municipality.	Personal notice to be provided by prepaid first class mail to the eligible property owner the list of comparable properties and determination within sixty (60) days after receipt of the list from Municipal Property Assessment Corporation (MPAC).
Section 331(10) Limitation on Taxes for Certain Property Classes - Taxes on Eligible Properties – No Comparable Property	If the assessment corporation determines that there are no comparable properties with respect to an eligible property, (a) the assessment corporation shall give notice to the local municipality of its determination; and (b) the local municipality shall, within 60 days of receiving the notice under clause 331(10)(a), give notice to the owner of the property of the assessment corporation's determination and of the amount determined for the year or portion of the year under this Part.	Personal notice to be provided by prepaid first class mail to the owner of the property within sixty (60) days after receipt of the notice from Municipal Property Assessment Corporation (MPAC).
Section 343(1) Tax Collection - Notice of Tax Bill	The Treasurer shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.	A tax bill to be sent to every taxpayer, be prepaid first class mail or electronic transmission at least twenty-one (21) days before the taxes are due.
Section 348(1), (2), (3) Tax Collection - Determination of Tax Status - Notice	The Treasurer shall by the last day in February in each year determine the position of every tax account as of December 31 of the preceding year. On making the determination required by subsection 348(1), the Treasurer shall send to every taxpayer who owes taxes from a proceeding year a notice of those taxes and of the related late payment charges. A notice required to be sent under subsection 348(2) may be sent with a tax bill.	Once the position of every tax account has been determined, the Treasurer shall provide personal notice by prepaid first class mail or electronic transmission to each affected taxpayer. Notice may also be sent with tax bill.
Section 350(1)	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.	Notice to be given by personal service or prepaid registered mail to tenant.
Section 351(8) Tax Collection - Sale of Seized Personal Property – Notice	Subject to certain conditions, the Treasurer may seize personal property to recover the taxes and costs of seizure. The Treasurer or the Treasurer's agent shall give the public notice of the time and place of the public auction and of the name of the person whose personal property is to be sold.	Public Notice to be provided by: <ul style="list-style-type: none"> • Prepaid registered mail to affected party; • Publishing once in a newspaper having general circulation within the municipality; • Posting on the municipal website prior to the public auction.

<p>Section 356(1), (4), (5) Tax Collection - Division into Parcels – Meeting – Notice</p>	<p>Upon application by the Treasurer or to the Treasurer by an owner of land, the municipality may,</p> <ul style="list-style-type: none"> (a) divide, for the purposes of this section, land which is assessed in one block into two or more parcels if each parcel is one that can be legally conveyed under the Planning Act; (b) apportion the unpaid taxes on the land among the parcels, <ul style="list-style-type: none"> (i) in proportion to their relative value at the time the assessment roll for the year in which the application is made was returned, or (ii) if council is of the opinion that an apportionment under subclause (i) is not appropriate due to special circumstances, any other manner; and (c) direct what proportion of any part payment of taxes on the land is to be applied to each of the parcels. <p>On or before September 30 of the year following the year in which the application is made, Council shall:</p> <ul style="list-style-type: none"> (a) hold a meeting at which the applicants and owners of any part of the land may make representations to Council; (b) notify the applicants and owners of the meeting by mail sent at least 14 days before the meeting; and (c) make its decision. <p>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.</p>	<p>Personal notice to be provided by prepaid first class mail to the applicants and owner at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicants and owners of said decision specifying the last day for appealing the decision, within fourteen (14) days after making its decision by prepaid first class mail.</p>
<p>Section 357(1), (5), (6) Tax Collection - Cancellation, Reduction, Refund of Taxes – Meeting – Notice of Decision</p>	<p>Upon application to the Treasurer made in accordance with this section, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made.</p> <p>On or before September 30 of the year following the year in respect of which the application is made, Council shall,</p> <ul style="list-style-type: none"> (a) hold a meeting at which the applicants may make representations to Council; (b) notify the applicants of the meeting by mail sent at least 14 days before the meeting; and (c) make its decision. 	<p>Personal notice to be provided by prepaid first class mail to applicants at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicants of said decision specifying the last day for appealing the decision, within fourteen (14) days after making its decision by prepaid first class mail.</p>

	<p>Within 14 days after making its decision, Council shall notify the applicants of the decision and specify the last day for appealing the decision.</p>	
<p>Section 358(1), (9), (10), (13) Tax Collection - Overcharges Caused By a Gross or Manifest Error - Meeting – Notice – Copy to be Provided</p>	<p>Upon application to the Treasurer of a local municipality made in accordance with this section, and subject to certain conditions, the local municipality may cancel, reduce or refund all or part of the taxes levied on land.</p> <p>On or before September 30 of the year following the year in which the application is made, Council shall,</p> <ul style="list-style-type: none"> (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; and (c) make its decision. <p>Within 14 days after making its decision, council shall notify the applicant of the decision.</p> <p>The council shall forward to the registrar of the Assessment Review Board and to the assessment corporation a certified copy of any by-law passed under subsection 358(12).</p>	<p>Notice of meeting to be provided by prepaid first class mail to applicant at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicant of the decision within fourteen (14) days after making its decision. Said decision shall specify the last day for appealing the decision.</p> <p>A certified copy of the by-law passed under subsection 358(12) by prepaid first class mail to the registrar of the Assessment Review Board and the assessment corporation.</p>
<p>Section 359(1), (3), (4) Tax Collection - Increase of Taxes - Gross or Manifest Error - Meeting – Notice</p>	<p>Upon application made by the Treasurer of the local municipality, a local municipality may increase the taxes levied on land in the year in respect of which the application is made to the extent of any undercharge caused by a gross or manifest error that is a clerical or factual error, including the transposition of figures, a typographical error or similar error, but not an error in judgement in assessing the land.</p> <p>Council shall,</p> <ul style="list-style-type: none"> (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; and (c) make its decision. <p>Within 14 days after making its decision, council shall notify the Treasurer and the person in respect of whom the application is</p>	<p>Personal notice to be provided by prepaid first class mail to the person in respect of whom the application is made and personal service to the Treasurer at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the Treasurer and the person in respect of whom the application is made of the decision within fourteen (14) days after making its decision. Said decision shall specify the last day for appealing the decision.</p>

	made of the decision and specify the last day for appealing the decision.	
Section 365(1), (2) Tax Collection - Cancellation, reduction or refund of taxes – Notice to Upper Tier Municipality	<p>The Council, may, in any year, pass a by-law to provide for the cancellation, reduction or refund of taxes levied for local municipal and school purposes in the year by the Council in respect of an eligible property of any person who makes an application in that year to the municipality for that relief and whose taxes are considered by the Council to be unduly burdensome, as defined in the by-law.</p> <p>If a lower-tier municipality has passed a by-law under subsection 365(1), it shall give notice of that fact to the upper-tier municipality.</p>	Notice shall be provided to the upper-tier municipality by prepaid first class mail or electronic transmission.
Section 374(1), (2) Sale of Land for Tax Arrears - Tax Arrears Certificate - Notice of Registration and Notice to Spouse of Owner	<p>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:</p> <ol style="list-style-type: none"> 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 by 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 (7.1) (a) or (b). 3. Where the Registry Act applies to the land, every person appearing by the abstract index and by 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 (7.1) (a) or (b). 4. Where the assessed owner of the land is shown as the Crown as a result of an escheat or forfeiture, to, <ol style="list-style-type: none"> i. every person who is named, as a director or officer of the corporation whose dissolution resulted in the Crown becoming the assessed owner, in the most recent notice or return filed under the Corporations Information Act or in the corporation's articles or letters patent, whichever was most current as of the day before the dissolution, and ii. the Minister responsible for the administration of the 	Notice of registration of tax arrears certificate to be provided by prepaid first class mail within sixty (60) days after registration to parties specified in the Act.

	<p style="text-align: center;">Forfeited Corporate Property Act, 2015.</p> <p>5. Where the treasurer is aware that the corporation that is shown as the assessed owner of the land is dissolved, to the Minister responsible for the administration of the Forfeited Corporate Property Act, 2015.</p> <p>6. The Public Guardian and Trustee, if the Public Guardian and Trustee has registered a notice or other document on title to the land.</p> <p>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.</p>	
<p>379(1), (2) Sale of Land for Tax Arrears - Public Sale - Advertisement</p>	<p>If the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered, the Treasurer, within 30 days after the expiry of the 280 day period, shall send to the persons entitled to receive notice under Section 374 a final notice that the land will be advertised for public sale unless the cancellation price is paid before the end of the one-year period following the date of the registration of the tax arrears certificate.</p> <p>If, at the end of the one-year period following the date of the registration of the tax arrears certificate registered under section 373, 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,</p> <p>(a) make a statutory declaration stating the names and addresses of the persons to whom notice was sent under subsection (1); and</p> <p>(b) advertise the land for sale in accordance with the regulations.</p>	<p>Final notice that land will be advertised for public sale to be given by prepaid registered mail to persons entitled to receive notice within 30 days after the expiry of the 280 day period.</p> <p>Public notice to be provided by:</p> <ul style="list-style-type: none"> • Publishing once in The Ontario Gazette; • Publishing once a week for four (4) consecutive weeks in a newspaper having general circulation within the municipality • By posting on the municipal website.
<p>Section 380(3) Sale of Land for Tax Arrears – Application of Proceeds - Notice of Payment into Court</p>	<p>Within 60 days after making a payment into court under subsection 380(2), the Treasurer shall send a copy of the statement to the following persons:</p> <p>1. The person who was the assessed owner of the land immediately before the registration of the tax deed.</p> <p>2. Where the land is registered under the Land Titles Act, every person appearing by the parcel register and by the index of executions for the area in which the land is situate to have an interest in the land immediately before the registration of the tax deed, other than a person who has an</p>	<p>Copy of statement to be sent sixty (60) days after payment into court to the Public Guardian and Trustee by prepaid first class mail and to those persons as required by the Act by prepaid registered mail.</p>

	<p>interest referred to in clause 379 (7.1) (a) or (b).</p> <p>3. Where the Registry Act applies to the land, every person appearing by the abstract index and by the index of executions for the area in which the land is situate to have an interest in the land immediately before the registration of the tax deed, other than a person who has an interest referred to in clause 379 (7.1) (a) or (b).</p> <p>4. The Minister responsible for the administration of the Forfeited Corporate Property Act, 2015.</p> <p>5. The Public Guardian and Trustee</p> <p>If a copy of the statement 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 copy of the statement shall also be sent to the spouse of that person.</p>	
Section 400(f) Fees and Charges – Regulations	<p>The Minister may make regulations providing for any matters which, in the opinion of the Minister, are necessary or desirable for the purposes of this Part, including,</p> <p>(f) requiring a municipality or local board to give the prescribed notice of its intention to pass a by-law imposing the fees and charges which have priority lien status under clause 400(d) which are added to the tax roll, to the prescribed persons in the manner and form and at the times prescribed.</p>	<p>Notice of intent to pass a By-Law to be provided in the manner and form and at the times as prescribed by the Minister.</p> <p>Public Notice to be provided at least once during the seven (7) days prior to the passing of the by-law by:</p> <ul style="list-style-type: none"> • Posting on the municipal website.
Section 402(1) Debt and Investment - Application – Notice	<p>Upon receipt of an application of a municipality to incur a debt, the Local Planning Appeal Tribunal may direct the municipality to give notice of the application to such persons and in such manner as the Tribunal determines.</p>	<p>Notice of Debt to be provided to such persons and in such manner as determined by the Tribunal.</p>
Section 435(2) Powers of Entry – Conditions Governing Powers of Entry - Notice	<p>Notice of the proposed entry shall be provided to the occupier of the land, except,</p> <p>(i) where the entry is authorized under section 436, clause 437(a) or (e) or section 439</p> <p>(ii) where the entry is authorized under section 438 in respect of a premises other than a room or place actually used as a dwelling,</p> <p>(iii) where entry is authorized onto land under section 62, 87 or 97 or Part XI, or</p> <p>(iv) where the delay necessary to give notice of the entry would result in an immediate danger to the health or safety of any person.</p>	<p>Notice to inform the occupier of the land to be provided at least one (1) day prior to entry by personal service or prepaid first class mail or by posting the notice on the land in a conspicuous place. Notice must be given by personal service in the circumstances identified in 435(2) of the Act.</p> <p>The notice must satisfy the following requirements:</p> <ol style="list-style-type: none"> 1. The notice must be given to the occupier of the land in respect of which the power of entry will be exercised. 2. The notice must be given within a reasonable time before the power of entry is exercised. 3. 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. 4. 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.
Section 441(2) General Enforcement Powers - Collection of Unpaid Licensing Fines - Notice	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 may 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 21 days after the date of the notice.	Written notice to be provided by prepaid registered mail specifying the amount of the fine payable and final date to pay which shall not be less than twenty-one (21) days after the date of notice.
Section 447.1(3) Court Order to Close Premises - Closing premises, Public Nuisance – Notice to Attorney General	After obtaining consent under subsection 447.1(2) but before making an application under subsection 447.1(1), the municipality shall give 15 days notice of its intention to make an application under subsection 447.1(1) to the Attorney General.	Letter of application to be provided to the Attorney General fifteen (15) days prior to making application by prepaid registered mail.