

THE CORPORATION OF THE MUNICIPALITY OF THAMES CENTRE

BY-LAW NO. 64-2022

Being a By-law to establish a policy to provide for notice to the public as required under the *Municipal Act*.



NOTICE BY-LAW

WHEREAS Section 270 of the *Municipal Act*, 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*, 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*, 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 wishes to repeal and replace By-law No. 55-2018 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,

“Chief Administrative Officer” means the Chief Administrative Officer of the Municipality of Thames Centre or their designate.

“Clerk” means the Clerk of the Municipality of Thames Centre or their designate.

“Council” means the Council of the Municipality of Thames Centre.

“Designate” means the Clerk, or any person with the title of Director 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 having general circulation within the municipality.

“Notice” means a written, printed or posted notification or announcement.

“Public Meeting” means a meeting open to the public.

“Treasurer” means a person responsible for handling the financial affairs of the municipality, Tax Collector, or their designate.

“Website” means the official website of the Municipality of Thames Centre.

2. Application

- 2.1 Where the municipality is required to give public notice pursuant to a provision of the *Municipal Act*, or where Council deems it appropriate to provide notice to the public, notice shall be given in a form and manner as described in Schedule 'A' attached hereto.
- 2.2 Notwithstanding the provisions of this by-law to the contrary, clause 2.1 shall not be applicable where:
- the *Municipal Act*, or another Act or regulations prescribe specific notice requirements; or
 - 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.
- 2.3 Unless otherwise prescribed in the *Municipal Act* or its regulations, where notice of intention to pass a by-law, notice of a public meeting is required to be given, etc. notice shall at the minimum contain the following information:
- The purpose and effect of the proposed by-law, or a description of the purpose of the public meeting;
 - The date, time and location of the meeting to consider the proposed by-law or public meeting;
 - Where the proposed by-law or purpose of the meeting is related to specific lands within the municipality, a key map or other description of any lands affected by the proposal;
 - the manner in which comments on the proposed by-law may be submitted to the municipality, including the name and title of the person to whom comments may be submitted; and
 - instructions on obtaining any additional information which may be made available by the municipality.
- 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 the same meeting.
- 2.4 Nothing in this policy shall prevent the Clerk from using additional means of notice or providing for a longer notice period.
- 2.5 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'.
- 2.6 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*.
- 2.7 Notwithstanding paragraph 2.6, 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.
- 2.8 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. 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. 55-2018, 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 11th day of July, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 11th day of July, 2022.



Mayor, A. Warwick



Clerk, T. Michiels

SCHEDULE 'A' TO BY-LAW NO. 64-2022

NOTICE PROVISIONS

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
Section 34 Highway/Road Allowance Closing	No public notice requirement	At least 14 calendar days prior to the scheduled Council meeting, Notice of Intent of the proposed road and highway closing by-law shall be posted on the municipal website and sent by mail to the following: <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.
Section 48 Specific Municipal Powers - Naming or Change Name of Private Road - Notice	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.	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: <ul style="list-style-type: none"> Publishing once in a newspaper; Posting on the municipal website.
Section 81(3) Public Utilities - Notice	A municipality shall provide reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place.	Notice of the proposed shut-off to be provided by personal service or prepaid mail or by posting notice on the land in a conspicuous place at least one (1) 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 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 	Written notice to be provided by prepaid mail immediately upon passing of the By-Law to all persons identified by the Act as requiring notice.

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
	<p>the by-law, have had the authority to levy rates on the assessment for the land exempted by the by-law; and</p> <ul style="list-style-type: none"> • The secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law. 	
Section 173(3) Municipal Restructuring – Proposal to Restructure – Consultation	<p>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:</p> <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. 	<p>Notice of public meeting 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; • Posting on the municipal website. <p>Notice to be provided by personal service or prepaid mail to those persons who request further notice following the public meeting.</p> <p>Notice to be provided as prescribed by the Minister.</p>
Section 187(3) Change of Name – Change of Name of Municipality – Notification	<p>Notice and public meeting not required.</p> <p>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.</p>	<p>Notice of public meeting 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; • Posting on the municipal website. <p>Notice to be provided by personal service or prepaid mail to those persons who request further notice following the public meeting.</p> <p>A copy of the by-law to be provided by prepaid mail to the Director of Titles and to the Minister once it is passed.</p>
Section 204(1), 206, 210(1) Business Improvement Areas	<p>A local municipality may designate an area as an improvement area and may establish a board of management.</p> <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</p>	<p>Notice to be provided 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 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 of Municipal Act/ Subject Matter	Requirement in the Act	Policy
	<p>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. 	
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 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; 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 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>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; Posting on the municipal website <p>Notice to be provided to those persons who request further notice following the public meeting.</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"> 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 not later than fifteen (15) days after the last day for filing a notice of appeal.</p>

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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 Sale and Other Disposition of Land	<p>Notice not required.</p> <p>270 (1) A municipality shall adopt and maintain policies with respect to the following matters:</p> <ol style="list-style-type: none"> 1. Its sale and other disposition of land; 2. 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. 	<p>At least 14 calendar days prior to the scheduled Council Meeting, Notice of Intention to sell or dispose of lands (e.g. Purchase and Sale Agreement bylaw) that have been declared to be Surplus Lands shall be provided by:</p> <ul style="list-style-type: none"> • Publishing once in a newspaper; • Posting on the municipal website. <p><i>**Contents of Notice outlined in By-Law.</i></p>
Section 291 Financial Administration - Multi-Year Budget – Adoption	Notice not required.	<p>Public notice to be provided at least once 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> <ol style="list-style-type: none"> (a) shall publish in a newspaper having general circulation in the municipality, <ol style="list-style-type: none"> (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 (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 (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>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.</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; • 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>
Section 331(9) Limitation on Taxes for Certain Property Classes - Taxes on	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	Personal notice to be provided by prepaid 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 of Municipal Act/ Subject Matter	Requirement in the Act	Policy
Eligible Properties – Comparable Properties – List To Be Mailed to Owner	within 60 days after the date the list is received by the local municipality.	
Section 331(10) Limitation on Taxes for Certain Property Classes - Taxes on Eligible Properties – No Comparable Property	<p>If the assessment corporation determines that there are no comparable properties with respect to an eligible property,</p> <p>(a) the assessment corporation shall give notice to the local municipality of its determination; and</p> <p>(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.</p>	Personal notice to be provided by prepaid 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 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	<p>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.</p> <p>A notice required to be sent under subsection 348(2) may be sent with a tax bill.</p>	Once the position of every tax account has been determined, the Treasurer shall provide personal notice by prepaid 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.	<p>Public Notice to be provided by:</p> <ul style="list-style-type: none"> • Prepaid registered mail to affected party; • Publishing once in a newspaper; • Posting on the municipal website prior to the public auction.

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<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 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 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; 	<p>Personal notice to be provided by prepaid 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 mail.</p>

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
	<p>(b) notify the applicants of the meeting by mail sent at least 14 days before the meeting; and</p> <p>(c) make its decision.</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> <p>(a) hold a meeting at which the applicant may make representations to Council;</p> <p>(b) notify the applicant of the meeting by mail sent at least 14 days before the meeting; and</p> <p>(c) make its decision.</p> <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 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 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> <p>(a) hold a meeting at which the Treasurer and the person in respect of whom the application is made may make representations to Council;</p>	<p>Notice to be provided by prepaid mail to the person in respect of whom the application is made at least fourteen (14) days prior to the meeting; and</p> <p>Notice 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>

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	<p>(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</p> <p>(c) make its decision.</p> <p>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.</p>	
<p>Section 365(1), (2) Tax Collection - Cancellation, reduction or refund of taxes – Notice to Upper Tier Municipality</p>	<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>	<p>Notice shall be provided to the upper-tier municipality by electronic transmission.</p>
<p>Section 374(1), (2) Sale of Land for Tax Arrears - Tax Arrears Certificate - Notice of Registration and Notice to Spouse of Owner</p>	<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, 	<p>All sale of land for tax arrears functions are coordinated by third party consultants that specialize in property tax recovery.</p>

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
	<p>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</p> <p>ii. the Minister responsible for the administration of the 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)</p> <p>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>All sale of land for tax arrears functions are coordinated by third party consultants that specialize in property tax recovery.</p>

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
	(b) advertise the land for sale in accordance with the regulations.	
Section 380(3) Sale of Land for Tax Arrears – Application of Proceeds - Notice of Payment into Court	<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> <ol style="list-style-type: none"> 1. The person who was the assessed owner of the land immediately before the registration of the tax deed. 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 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 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). 4. The Minister responsible for the administration of the Forfeited Corporate Property Act, 2015. 5. The Public Guardian and Trustee <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>	All sale of land for tax arrears functions are coordinated by third party consultants that specialize in property tax recovery.
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 prior to the passing of the by-law by:</p> <ul style="list-style-type: none"> • Posting on the municipal website.
Section 402(1)	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 Debt to be provided to such persons and in such manner as determined by the Tribunal.

Section of Municipal Act/ Subject Matter	Requirement in the Act	Policy
Debt and Investment - Application – Notice	notice of the application to such persons and in such manner as the Tribunal determines.	
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> <ul style="list-style-type: none"> (i) where the entry is authorized under section 436, clause 437(a) or (e) or section 439 (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, (iii) where entry is authorized onto land under section 62, 87 or 97 or Part XI, or (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>Notice to inform the occupier of the land to be provided at least one (1) day prior to entry by personal service or prepaid 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.