

**THE CORPORATION OF THE  
TOWN OF WASAGA BEACH**

**BY-LAW NO. 2014-23**

**A BY-LAW TO ESTABLISH A NOTICE REQUIREMENTS POLICY**

WHEREAS the *Municipal Act, 2001*, (the Act) as amended, requires that the municipality shall adopt and maintain a policy with respect to the provision of notice to the public and, if notice is to be provided, the form, manner, and times notice shall be given;

WHEREAS it is deemed expedient to set out reasonable minimum notice requirements for those actions by the municipality for which the notice requirements are not prescribed under the provision of the Act or its regulations; and

WHEREAS it is deemed expedient to repeal the original By-Law, and to replace it with a new comprehensive By-Law;

NOW THEREFORE, the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

**1. SHORT TITLE**

This by-law may be referred to as the "Notice Policy".

**2. DEFINITIONS**

In this by-law:

"Act" means the *Municipal Act, 2001, as amended*;

"Clerk" means the Town Clerk of The Corporation of the Town of Wasaga Beach or his or her designate;

"CAO" means the Chief Administrative Officer for The Corporation of the Town of Wasaga Beach or his or her designate;

"Council" means the Council of The Corporation of the Town of Wasaga Beach;

"Days" mean the number of calendar days to include Saturday, Sundays and holidays.

"Local Radio Station" means a radio station which can be received locally using AM or FM frequencies;

“Newspaper” means a printed publication in sheet form, intended for general circulation in the Town of Wasaga Beach, published regularly at intervals of not longer than one week, consisting in great part of news of current events of general interest that may or may not be sold to the public and to regular subscribers;

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

“Prepaid Mail” means registered mail that requires the recipient to sign for it and is delivered by Canada Post or a courier service.

“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.

“Registered Mail” means prepaid mail that requires the recipient to sign for it and is delivered by Canada Post or a courier service.

“Town” means the Corporation of the Town of Wasaga Beach.

“Website” means posting notification or announcement on The Corporation of the Town of Wasaga Beach’s website.

### **3. APPLICATION**

Where the Town is required to give Public Notice under a provision of the *Municipal Act*, the notice shall be given in a form and manner and at times indicated in this By-Law unless;

- The Act, another statute, or a regulation prescribes or permits otherwise;
- The requirements of notice are prescribed in another policy, resolution or by-law;
- Council directs that other public notice is to be given as the Council considers necessary in the circumstances, upon adoption of a resolution of Council.

The form, manner and timing for giving of notice as set out in this By-Law shall be deemed to be the minimum requirement and nothing in this By-Law shall prevent the use of more comprehensive methods of Notice or for providing for a longer notice period.

Council's Information and Communication's Policy shall be followed to ensure that the notices are produced and published/posted in clear language and in such a way to be in an accessible format thereby reducing barriers to the public.

#### **4. NOTICE OF SUBSEQUENT MEETINGS**

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

No additional prescribed notice will be required for subsequent meetings where a matter has been deferred to a subsequent meeting by Town Council or by a Committee of Council, unless otherwise determined by Council.

#### **5. EMERGENCY PROVISION**

If a matter arises, which in the opinion of the Clerk, in consultation with the Mayor is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Town of Wasaga Beach, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Notice requirements of this policy may be waived and the Clerk shall make best efforts to provide as much notice as is reasonable under the circumstances using all means at their disposal.

#### **6. CONTENT OF PUBLIC NOTICES**

Notice to the Public shall contain the following information, when applicable, unless otherwise prescribed:

- A general description of the subject matter under consideration or otherwise involved;
- Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a municipal address or street intersection, or a legal description or plan or key map;
- The purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action;
- Identification of the authority under which the Notice is being given;
- Date, time and location of any meeting at which the subject matter will be considered of which Notice is required to be given;

- Where written submissions may be made, or where delegations for the purpose of providing a verbal submission can be registered, the name and title of the person to whom they are to be sent, together with the address of the official and the deadline for receipt of such submissions;
- That the Notice is given by The Corporation of the Town of Wasaga Beach, or by the Town Clerk on its behalf;
- The Notice shall contain a notice indicating “alternative formats are available upon request”.

**7. RESPONSIBILITY**

It is the responsibility of the appropriate Department Head in coordination with the Clerk, to ensure notice requirements applicable to their Department are met and that the notices meet the Town’s accessibility requirements.

**8. AMENDMENTS**

Over time, additional notice requirements may be determined. In such cases, Schedule “A” shall be amended and updated, if required, but no less than annually. Delay in amending Schedule “A” does not preclude the implementation of notice requirements as determined by Council or staff, or legislation. Schedule “A” can be amended by resolution of Council.

**9. REVIEW PERIOD**

This By-Law shall be reviewed every five (5) years by the Clerk and will be revised in light of any changes in legislation.

**10. REPEAL PREVIOUS BY-LAWS**

By-Law No. 2008-04 and all previous by-laws, resolutions and policies and parts of by-laws, resolutions and policies inconsistent with the provisions of this by-law regarding the provision of Public Notice are hereby repealed.

**11. EFFECTIVE DATE**

THAT this By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25<sup>TH</sup> DAY OF MARCH, 2014.

*Original Signed by Mayor*

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Cal Patterson, Mayor

*Original Signed by Clerk*

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Twyla Nicholson, Clerk

**Disclaimer:**

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**SCHEDULE “A” TO BY-LAW NO. 2014-23**

**NOTICE REQUIREMENTS**

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<b>PART III – SPECIFIC MUNICIPAL POWERS</b>	
<p><b>Section 34 – Permanent Closure of a Highway</b> (Permanent closure of a highway)</p> <p>No public notice requirement</p>	<ul style="list-style-type: none"> <li>• Mail Notice of Intent to all persons who abut the affected highway closure prior to passing of By-Law</li> <li>• Notice to abutting municipality/upper tier municipality, utilities, if applicable</li> <li>• Notice to be published in the newspaper once a week for two (2) consecutive weeks prior to Committee/Council meeting at which matter is being considered</li> <li>• Posted on website 2 weeks prior to the matter being considered by Committee or Council</li> </ul>
<p><b>Permanently Altering a Highway</b></p> <p>If the alternation is likely to deprive any person of the sole means of motor vehicle access to and from the person’s land over any highway.</p> <p>No public notice requirement</p>	<ul style="list-style-type: none"> <li>• Mail Notice of Intent to all persons who abut the affected highway closure prior to passing of By-Law</li> <li>• Notice to abutting municipality/upper tier municipality, utilities, if applicable</li> <li>• Notice to be published in the newspaper once a week for two (2) consecutive weeks prior to Committee or Council meeting at which matter is being considered</li> <li>• Notice to be posted on website – 2 weeks prior to the matter being considered by Committee or Council</li> </ul>
<p><b>Naming or Changing the Name of a Highway</b></p> <p>No public notice requirement</p>	<ul style="list-style-type: none"> <li>• Mail Notice of Intent to all persons who abut the affected highway closure prior to passing of By-Law</li> <li>• Notice to be published once in the newspaper 14 days prior to Committee or Council meeting at which matter is being considered</li> <li>• Notice to be posted on website – 14 days prior to the matter being considered by Committee or Council</li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 48 – Change/Naming of Private Roads</b></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>	<ul style="list-style-type: none"> <li>• Mail Notice of Intent to all persons who abut the affected highway closure prior to passing of By-Law</li> <li>• Notice to be published in the newspaper once 14 days prior to Committee or Council meeting at which matter is being considered</li> <li>• Notice to be posted on website – 14 days prior to the matter being considered by Committee or Council</li> </ul>
<p><b>Section 81 - Shut Off of Public Utility</b></p> <p>A municipality may shut off the supply of a public utility by the municipality to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue. Reasonable notice required.</p>	<p>Form: printed on standard forms and includes the total amount owing, the due date for payment of outstanding amount; the date of earliest disconnection of service if account is not paid in full by the due date; name/title of contact at Town Office.</p> <p>Manner:</p> <ul style="list-style-type: none"> <li>• By prepaid registered mail to the owner of the property</li> <li>• Hand delivered to owner of property and/or posted on land in a conspicuous place</li> </ul> <p>Timing: as per Town Utility Works By-Laws</p>
<p><b>Section 99 - Advertising Devices</b></p> <p>No public notice requirement</p>	<ul style="list-style-type: none"> <li>• Notice of Intent to be published at least once in the newspaper 14 days prior to Committee or Council meeting at which matter is being considered</li> <li>• Notice to be posted on website – 14 days</li> </ul>
<p><b>Section 110 - Agreements for Municipal Capital Facilities</b></p> <p>A municipality may enter into agreements for the provision of municipal capital facilities by any person, including another municipality. Upon pass the by-law, the municipality shall give notice.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 110 - Notice of Tax Exemption bylaw</b></p> <p>The municipality may exempt from taxation for municipal and school purposes land or a portion of it on which municipal capital facilities are or will be located (under specific conditions). Upon passing of the by-law, the municipality shall give notice.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<b>PART IV - LICENSES</b>	
<p><b>Section 150 – General Licensing Powers</b></p> <p>A municipality may pass a by-law to provide for a system of licences with respect to any business wholly or partially carried on within the municipality.</p> <p>No public meeting requirement No public notice requirement</p>	<ul style="list-style-type: none"> <li>• Notice of Intent to be published in the newspaper once 14 days prior to Committee or Council meeting at which matter is being considered</li> <li>• Notice to be posted on website – 14 days prior to the matter being considered by Committee or Council</li> </ul>
<b>PART V – MUNICIPAL REORGANIZATION</b>	
<p><b>Section 173 – Municipal Restructuring Proposal</b></p> <p>The Council of a municipality votes on whether to support or oppose a restructuring proposal. Council shall consult with public by giving notice; hold at least one public meeting; consult with Minister prescribed bodies/persons; consult with other persons Town considers appropriate.</p>	<ul style="list-style-type: none"> <li>• Council shall hold at least one public meeting.</li> <li>• Website posting the 14 days prior to public meeting.</li> <li>• Notice to be published in the newspaper once 14 days prior to the public meeting.</li> <li>• May include other notice as prescribed by the Minister.</li> <li>• As per requirements stipulated in the Act.</li> </ul>
<p><b>Section 187 – Change of Name of Municipality</b></p> <p>Changing the name of a municipality. Notice of intention required to pass by-law and hold at least one public meeting.</p>	<ul style="list-style-type: none"> <li>• Council shall hold at least one public meeting prior to passing by-law.</li> <li>• Website posting the 14 days prior to public meeting.</li> <li>• Notice to be published in the newspaper once 14 days prior to the public meeting.</li> </ul>
<p><b>Section 204 -210 – Business Improvement Areas</b></p> <p>A municipality may designate an area as an improvement area and may establish a board of management. Before passing a by-law, notice shall be provided as required under the Act.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 211 – Business Improvement Areas Repealing By-Law</b></p> <p>Council shall give notice of a proposed by-law to repeal a by-law establishing a business improvement area. Before passing by-law, notice shall be provided as required under the Act.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 216 Dissolution of Local Boards</b></p> <p>Power to dissolve or change Local Boards</p> <p>No public notice requirement</p>	<ul style="list-style-type: none"> <li>• Notice in newspaper at least once 14 days prior to Committee or Council meeting at which matter is being considered</li> <li>• Notice on website 14 days prior to Committee or Council meeting at which matter is being considered</li> </ul>
<p><b>Section 217 - 219 Composition of Council</b></p> <p>A municipality may change the composition of its Council. Before passing a by-law described in section 218, the municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter.</p>	<ul style="list-style-type: none"> <li>• Council shall hold at least one public meeting.</li> <li>• Notice in newspaper once 14 days prior to the public meeting.</li> <li>• Notice on website 14 days prior to the public meeting.</li> </ul>
<p><b>Section 222 – Establishment of Wards</b></p> <p>A municipality may divide or re-divide the municipality into wards or dissolve existing wards.</p> <p>No requirement for public meeting.</p>	<ul style="list-style-type: none"> <li>• Council shall hold at least one public meeting.</li> <li>• Notice in newspaper once 14 days prior to the public meeting.</li> <li>• Notice on website 14 days prior to the public meeting.</li> </ul>
<p>Within 15 days after a by-law is passed, the municipality shall give notice of the passing of the by-law to the public specifying the last date for filing a notice of appeal.</p>	<ul style="list-style-type: none"> <li>• Notice to be published in the newspaper 15 days of passing of by-law.</li> <li>• Website posting within 15 days passing of by-law.</li> </ul>
<b>PART VI – PRACTICES AND PROCEDURES</b>	
<p><b>Section 238 – Procedural By-Law</b></p> <p>A municipality shall pass a procedure by-law for governing the calling, place, proceedings and providing public notice of meetings of Council and Committees of Council.</p> <p>Public notice requirement prior to passage of a procedural by-law.</p>	<p>Any change to the procedural by-law or the introduction of a new procedure by-law will require:</p> <ul style="list-style-type: none"> <li>• Notice of intention to pass by-law to be published in newspaper once 14 days prior to public meeting.</li> <li>• Website posting 14 days prior to public meeting.</li> </ul>
<p><b>Section 238 (2.1) – Notice of Public Meetings</b></p> <p>The Procedure By-Law shall provide for public notice of meetings.</p>	<ul style="list-style-type: none"> <li>• Publish notice of meetings in newspaper once 14 days prior to meetings to be held.</li> <li>• Website posting 14 days prior to public meeting.</li> <li>• Notice is given to the public through the posting the meeting schedule and Committee and Council agendas on the website.</li> <li>• Notice is given at each Council meeting of upcoming meetings.</li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 270.1 – Sale of Land</b></p> <p>A municipality shall adopt and maintain policies with respect to the sale and other disposition of land.</p> <p>Reasonable notice shall be provided to those who are most likely expected to be affected</p>	<ul style="list-style-type: none"> <li>• Notice to be published in the newspaper twice at least 14 days prior to the selling of the land.</li> <li>• Posted on website 14 days prior to selling of the land.</li> </ul>
<b>PART VII, VIII, IX, X, XI - FINANCIAL ADMINISTRATION AND TAXATION</b>	
<p><b>Section 290 – 291 Budget – Adopt or Amend</b></p> <p>Advertising a budget or amending the budget.</p> <p>No public notice requirement. No public meeting requirement.</p>	<ul style="list-style-type: none"> <li>• Council shall hold one public meeting prior to the annual budget being adopted by Council; notice to be published prior to public meeting</li> <li>• Notice of Intent to be published in the newspaper twice at least 14 days prior to the Council meeting at which the budget is to be considered for adoption</li> <li>• Posted on the website – 14 days prior to the public meeting</li> </ul>
<p><b>Section 295 – Publication of Financial Statements</b></p> <p>Audited financial statements, the notes to the financial statements, the auditor’s report and the tax rate information for the current and previous year as contained in the financial review. Within 60 days after receipt, Treasurer to publish copy of statements and notice that statements available upon request in newspaper.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> <li>• Publish in newspaper, once, within 60 days after receiving the audited financial statements of the municipality for the previous year</li> <li>• Post on website</li> </ul>
<p><b>Section 308 (22)(b) – Establishment of Tax Ratios</b></p> <p>The Minister may make regulations requiring municipalities that establish tax ratios to give notice of the tax ratios to such persons and in such manner as prescribed</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 318 – Phase-in of Tax Changes Resulting from Reassessments</b></p> <p>A notice of demand of taxes payable in respect of which there is a phase-in shall indicate the amount of taxes that would have been payable without the phase-in, the amount of taxes that are payable and the difference</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 331 - Taxes on Eligible Property</b></p> <p>Within 60 days of receiving the notice by the assessment corporation, the municipality shall determine the taxes for municipal and school purposes for each eligible property for the year or portion of the year and shall provide notice as per the Act.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 342 – Tax Collection – Ceasing of Alternative Installments and due dates of taxes</b></p> <p>Treasurer gives written notice to taxpayer that alternative installments and due dates may no longer be used</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 343 – Notice of Tax Bill</b></p> <p>The Treasurer shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 348 – Determination of Tax Status</b></p> <p>The Treasurer shall by February 28 in each year determine the position of every tax account as of December 31 of the preceding year. On making this determination, the Treasurer shall send to every taxpayer who owes taxes from a preceding year a notice of those taxes and of the related late payment charges. The notice may be sent with a tax bill.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 350 – Obligations of Tenant</b></p> <p>Where taxes are owed in respect of any land occupied by a tenant, the Treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with the notice.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 351 – Seizure Personal Property – Public Auction</b></p> <p>Subject to certain conditions, the Treasurer may seize personal property to recover the taxes and costs of the 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>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> <li>• Notice to be published once in the newspaper 14 days prior to auction</li> <li>• Notice to be posted on the website – 14 days prior</li> <li>• Written notice by mail, 21 days prior to auction, to sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy</li> </ul>
<p><b>Section 356 – Division Into Parcels</b></p> <p>Upon application by the Treasurer of a municipality or to the Treasurer by an owner of land, the municipality may divide land into two or more parcels; apportion unpaid taxes; and direct part payment of taxes to each of the parcels.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 357 – Cancellation, Reduction, Refund of Taxes</b></p> <p>Upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes levied.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 358 – Overcharges Caused by a Gross or Manifest Error</b></p> <p>Upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes which were overcharged due to a gross or manifest error in the preparation of the assessment roll.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 359 - Increase of Taxes as a Result of any Undercharged Caused by a Gross or Manifest Error</b></p> <p>Upon receipt of an application by the treasurer, the municipality may increase the taxes levied when the taxes were undercharged due to a gross or manifest error.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 365.2 – Tax Reduction for Heritage Property</b></p> <p>If a local municipality passes a by-law to provide tax reductions or refunds to eligible heritage properties, the Minister of Finance shall be notified within 30 days after the by-law is passed.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 374 - Notice of Registration</b></p> <p>Tax Arrears Certificate Notice required, within 60 days after the registration of a tax arrears certificate.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 379 &amp; 380 - Public Sale (Tax Arrears Certificate)</b></p> <p>Sale of property for tax arrears. Any notice required to be sent may be given by personal delivery or be sent by certified or registered mail.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 386.2 – Tax Sales – Entering to Carry out Inspection without Warrant</b></p> <p>A municipality may enter a property to carry out an inspection without a warrant. At least 7 days before inspection, written notice to be provided.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 386.3 – Tax Sales – Entering to Carry out Inspection with Warrant</b></p> <p>The municipality may apply to a provincial judge or a justice of the peace for a warrant authorizing a person named in the warrant to inspect land. At least 7 days before application, written notice to be provided.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<b>PART XII - FEES &amp; CHARGES</b>	
<p><b>Section 391 - Fees and Charges</b></p> <p>No public notice requirement. No public meeting requirement.</p>	<ul style="list-style-type: none"> <li>• Council shall hold one public meeting annually prior to adopting consolidated Fees &amp; Charges By-Law; notice to be provided prior to meeting</li> <li>• Notice is given to the public through posting the Committee or Council agendas on the website.</li> <li>• Notice of Intent to consider adopting/ amending fees and charges by-law to be published in the newspaper at least once 14 days prior to the Committee or Council meeting in which the matter is considered for adoption.</li> <li>• Notice to be posted on website – 14 days prior</li> </ul>
<p><b>Section 400 – Regulations Local Improvement Charges – Priority Lien Status</b></p> <p>Under Section 400, the Minister may make regulations regarding fees and charges with priority lien status, including a requirement that the municipality give notice of its intention to pass a by-law imposing fees and charges which will have priority lien status.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 400 - Local Improvement By-Law</b></p> <p>Before passage, reasonable notice of intention to pass by-law to public and to owners of lots liable to be specifically charged.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 402 – Notice of Debt</b></p> <p>Upon receipt of application of a municipality to incur a debt the Ontario Municipal Board may direct the municipality to give notice of the application to such persons and in such manner as the Board determines.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<b>PART XIII - ENFORCEMENT</b>	
<p><b>Section 435 – Power of Entry onto Private Land</b></p> <p>Reasonable time before proposed entry. Notice to occupier of land by personal service or prepaid mail, or by posting notice on land in conspicuous place.</p>	<ul style="list-style-type: none"> <li>• As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>

<b><i>Municipal Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 441 – Collection of Unpaid Licensing Fines</b></p> <p>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 the <i>Provincial Offences Act</i>, the authorized officer may give the person against whom the fine was imposed a written notice.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<p><b>Section 447 – Court Order to Close Premises</b></p> <p>The municipality that passed a licensing by-law in respect of which a closing order was made is a party to any proceedings, shall give notice of the proceedings in accordance with the rules of the court.</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Municipal Act, 2001, as amended</i></li> </ul>
<b>PLANNING ACT NOTICE REQUIREMENTS</b>	
<b><i>Planning Act Section/Requirement and/or Subject Matter of Notice</i></b>	<b>Town Notice Requirement Form, Manner, and Time</b>
<p><b>Section 17 - Official Plans</b> O.reg 198/96</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Planning Act, 1990, c. P. 13, as amended</i></li> </ul>
<p><b>Sections 34, 36, 38 - Zoning By-Laws, Hold By-Laws, Interim Control By-Laws</b> O.reg 545/06</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Planning Act, 1990, c. P. 13, as amended</i></li> </ul>
<p><b>Section 45 - Minor Variance Applications</b> O.reg 200/96</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Planning Act, 1990, c. P. 13, as amended</i></li> </ul>
<p><b>Sections 50, 51 - Plans of Subdivision</b> O.reg 196/96</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Planning Act, 1990, c. P. 13, as amended</i></li> </ul>
<p><b>Section 53 - Consent Applications</b> O.reg 197/96</p>	<ul style="list-style-type: none"> <li>As per the requirements stipulated in the <i>Planning Act, 1990, c. P. 13, as amended</i></li> </ul>