



BY-LAW NUMBER 2017 -

A By-law of the Corporation of the City of Barrie to provide for general notice provisions as required under the *Municipal Act, 2001* and to repeal By-law 2003-116

WHEREAS under Section 270 of the *Municipal Act, 2001*, S.O. 2001, c.25 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 the notice shall be given;

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

AND WHEREAS By-law 2003-116 was passed on the 9th day of June, 2003 to establish general notice provisions;

AND WHEREAS in accordance with motion 17-G-032, the Council of The Corporation of the City of Barrie deems it expedient to repeal and replace By-law 2003-116;

NOW THEREFORE the Council of The Corporation of the City of Barrie enacts as follows:

1. DEFINITIONS

For the purpose of this By-Law,

“**City’s website**” means the official website of the City of Barrie (barrie.ca).

“**Clerk**” means the City Clerk of The Corporation of the City of Barrie or his designate.

“**Committee Agenda**” means an agenda for the General Committee or Reference Committee(s).

“**Municipal Act**” means the *Municipal Act, 2001*, S.O. 2001, c.25.

“**Newspaper**” A printed publication in sheet form, intended for general circulation, published regularly at intervals of no longer than a week, consisting in great part of news of current events of general interest and available to the public as well as regular subscribers, if applicable.”

“**Notice to the Public**” or “**Public Notice**” means notice given to the public generally, but does not include notice given only to specified persons.

“**Notice Page**” means the subdirectory on the City’s web site where notices are posted.

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

“**Published**” means to print in a newspaper that in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby.

2. APPLICATION

Where the City is required to give notice to the public under a provision of the *Municipal Act*, the notice shall be given in a form and manner and at the times indicated in this by-law unless:

- a) The *Municipal Act*, another Act or a regulation pursuant to such Act prescribes otherwise for the giving of notice to the public;
- b) The requirements for notice to the public are prescribed in another by-law; or
- c) Council directs that some other form and manner of public notice is to be given that Council considers adequate to give reasonable notice under the provision.

3. NOTICE TO THE PUBLIC (GENERAL REQUIREMENTS)

Subject to any specific notice requirements contained in any Act or Regulation and subject to overriding notice provisions set out in Schedule "A" to this by-law, the general requirements for giving notice to the public by the City are set out as follows:

- a) The notice shall be published once in a newspaper in the City at least fourteen (14) days before the Council Meeting at which the matter will first be considered in public session and an opportunity is provided for members of the public to speak to the matter.
- b) The notice shall be posted on the Public Notices page of the City's website for at least the fourteen (14) day period immediately preceding the General Committee or Council Meeting described in a).
- c) Notice may also be given through the posting of signage on the subject property at least fourteen (14) days before the General Committee or Council Meeting described in a).
- d) A notice given under Subsection b) is sufficient even if there are times during the period when the City's website is not fully accessible.
- e) In addition to the notice provisions contained with Schedule "A", notice may also be provided through the posting of Committee and Council Agendas on the City's website, in accordance with the timelines identified in the City's Procedural By-law.
- f) The notice shall contain the following information:
 - i) A general description of the proposed by-law or matter;
 - ii) The legislative reference under which the notice is being given;
 - iii) A summary of how the matter relates to a defined location and the particulars of the location such as reference to a municipal address or street intersection, or to a legal description or key map, if applicable;
 - iv) The date, time and location of the Reference Committee, General Committee, Council or other meeting at which the matter will be considered; and
 - v) Instructions on obtaining additional information, submitting comments or attending the General Committee or Council meeting.
- g) If the matter is deferred or referred at the General Committee or Council meeting no additional notice is required, except where the *Municipal Act* provides otherwise.
- h) If the same matter is considered at a subsequent General Committee or Council meeting no additional notice is required, except where the *Municipal Act* provides otherwise.
- i) The requirements in a) to f) are minimum requirements, and City staff are authorized to give notice to the public in an extended manner, if in the opinion of the Clerk or under the direction of Council, the extended manner is considered reasonable and necessary in the circumstances.

4. NOTICE TO THE PUBLIC (SPECIFIC REQUIREMENTS)

Notwithstanding the general notice provisions contained in Section 3 of this by-law, notice with respect to those matters set out in Schedule "A" shall be given in accordance with the specific provisions contained therein.

5. CLOSED SESSION

No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to consider business with respect to a matter permitted to be discussed in closed session in accordance with Section 239 of the *Municipal Act*.

6. EMERGENCY PROVISION

If a matter arises, which in the opinion of the Access Barrie 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 City of Barrie or if a State of Emergency is declared, or is so advised by a Provincial Ministry, the notice requirements of this by-law may be waived and Access Barrie[DM1] shall make best efforts to provide notice as soon as possible thereafter and the reasons for waiving or varying from the requirements.

7. NOTWITHSTANDING PROVISION

Where notice of intention to pass a by-law or notice of a public meeting is required to be given and the timeframe for such notice is not already prescribed in the Act or its Regulations or otherwise addressed in this by-law, notice shall be given at least once, no less than 7 days prior to the proposed activity to be undertaken.

- 8. THAT** this By-law shall come into force and effect immediately upon the final passing thereof.

READ a first and second time this 27th day of March, 2017.

READ a third time and finally passed this 27th day of March, 2017

THE CORPORATION OF THE CITY OF BARRIE

MAYOR – J.R. LEHMAN

CITY CLERK – DAWN A. MCALPINE

**Notice Requirements under the *Municipal Act, 2001.*
Schedule A**

**Notice
Classification:**

- Class #1** Personal Notice to Individual or a Limited Number of People – sent by mail or electronic transmission (may be sent pre-paid registered mail) to the last known address or hand delivered. Notice of tax related matters will be sent to school boards, MPAC and/or other level of government as appropriate. Included on agenda published prior to the meeting and posted on the website, as applicable.
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- Class #4** Included on agenda published prior to the meeting and posted on the website www.barrie.ca

Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
48	Naming of Private Roads	Municipality shall give public notice of intent to pass by-law.	#3
81 (3)	Shut-off of Public Utility	Reasonable notice by personal service, prepaid mail or posting on the land in a conspicuous place.	#1
110 (5)	Capital Facilities Agreements	Written notice of by-law to Minister of Finance.	#1
110 (8)	Tax Exemption By-law	(8) Upon the passing of a by-law under subsection (6), the clerk of the municipality shall give written notice of the contents of the by-law to, (a) the assessment corporation; (b) the clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted by the by-law; and (c) the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law.	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Section 173	Proposal to Restructure	<p>A municipality or local body in a geographic area may, subject to subsection (2), make a restructuring proposal to restructure municipalities and unorganized territory in the geographic area by submitting to the Minister a restructuring report containing,</p> <p>(a) a description of the restructuring proposal in a form and in such detail as the Minister may require; and</p> <p>(b) proof in a form satisfactory to the Minister that,</p> <p>(i) the restructuring proposal has the prescribed degree of support of the prescribed municipalities and local bodies in the geographic area;</p> <p>(ii) the support was determined in the prescribed manner;</p> <p>(iii) the municipalities and local bodies which support the restructuring proposal meet the prescribed criteria; and</p> <p>(iv) the municipality or local body consulted the public in the required manner. 2001, c. 25, s. 173 (1).</p> <p>Limitation (2) A restructuring proposal shall not provide for a type of restructuring other than a prescribed type of restructuring. 2001, c. 25, s. 173 (2).</p>	#3 – as well as any other Ministerial regulations after at least one meeting open to the public

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
173	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> <ol style="list-style-type: none"> 1. Council shall consult with the public by giving notice of, and by holding, at least one public meeting. 2. Council shall consult with such persons or bodies as the Minister may prescribe. 3. Council may consult with such other persons and bodies as the municipality considers appropriate. 2001, c. 25, s. 173 (3). 	#3 - at least one meeting open to the public

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
210	Establishment of Business Improvement Area	<p>204 (1) A local municipality may designate an area as an improvement area and may establish a board of management,</p> <p>(a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and</p> <p>(b) to promote the area as a business or shopping area. 2001, c. 25, s. 204 (1).</p> <p>208 (2) The municipality may establish a special charge for the amount referred to in subsection (1),</p> <p>(b) by levy upon rateable property in the improvement area that is in a prescribed business property class and that, in council's opinion, derives special benefit from the improvement area, which levy may be calculated using different percentages of the assessment for one or more separately assessed properties or categories of separately assessed properties in the prescribed class if the resulting levy is equitable in accordance with the benefits that, in council's opinion, accrue to the properties from the activities related to the improvement area. 2001, c. 25, s. 208 (2).</p>	#1

**Notice Requirements under the *Municipal Act, 2001*.
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Class #4 Included on agenda published prior to the meeting and posted on the website www.barrie.ca

Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
210	Business Improvement Area – Establishment of Special Charges	<p>208 (3) The municipality may establish a minimum or maximum charge or both, expressed for one or more separately assessed properties or categories of separately assessed properties in a prescribed class, as,</p> <p>(a) percentages of the assessed value of rateable property in the improvement area that is in a prescribed business property class;</p> <p>(b) dollar amounts; or</p> <p>(c) percentages of the board of management's annual budget.</p> <p>209 The municipality may alter the boundaries of an improvement area and the board of management for that improvement area is continued as the board of management for the altered area.</p> <p>210 (1) 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 is located,</p> <p>(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and</p> <p>(b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 2001, c. 25, s. 210 (1).</p>	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
208(3)	Business Improvement Area - Funds to be raised	<p>204 (1) A local municipality may designate an area as an improvement area and may establish a board of management,</p> <p>(a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and</p> <p>(b) to promote the area as a business or shopping area. 2001, c. 25, s. 204 (1).</p> <p>208 (2) The municipality may establish a special charge for the amount referred to in subsection (1),</p> <p>(b) by levy upon rateable property in the improvement area that is in a prescribed business property class and that, in council's opinion, derives special benefit from the improvement area, which levy may be calculated using different percentages of the assessment for one or more separately assessed properties or categories of separately assessed properties in the prescribed class if the resulting levy is equitable in accordance with the benefits that, in council's opinion, accrue to the properties from the activities related to the improvement area. 2001, c. 25, s. 208 (2).</p> <p>209 The municipality may alter the boundaries of an improvement area and the board of management for that improvement area is continued as the board of management for the altered area.</p>	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
210	Business Improvement Area – Boundary	<p>210 (1) 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 is located,</p> <p>(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and</p> <p>(b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 2001, c. 25, s. 210 (1).</p>	#1
211	Business Improvement Areas – Repeal of by- law	<p>(1) Council shall give notice in accordance with subsection 210 (1) of a proposed by-law to repeal a by-law under section 204 (1) if the municipality has received,</p> <p>(a) a resolution for the board of management requesting the repeal, or</p> <p>(b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for the purposes of the general local municipal levy on rateable property in all prescribed business property classes in the improvement area.</p>	#1 within 60 days of receiving the resolution or request.

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
222	Establishment of Wards	<p>222. (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to divide or redivide the municipality into wards or to dissolve the existing wards. 2006, c. 32, Sched. A, s. 96 (1).</p> <p>(3) Within 15 days after a by-law described in subsection (1) 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 under subsection (4). 2006, c. 32, Sched. A, s. 96 (1).</p>	#2 and #4
295	Publication of Financial Statement	<p>295.(1) 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. 2001, c. 25, s. 295 (1).</p>	#2

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
318	Tax Phase In	A notice of demand of taxes payable in respect of which there is a phase-in shall indicate the amount of the taxes that would have been payable without the phase in, the amount of the taxes that are payable and the difference.	#1
342	Tax Instalments	The use by a taxpayer of the alternative instalments and due dates under the clause (1) (b) ceases if the taxes of the taxpayer are unpaid after the due date and the Treasurer gives written notice to the taxpayer that the alternative instalments and due dates may no longer be used.	#1
348	Tax Status	The Treasurer shall by February 28 th in each year determine the position of every tax account as of December 31 st of the preceding year, and on making the determination, the Treasurer shall send to every taxpayer who owes taxes from the preceding year a notice of those taxes and of the related late payment charges.	#1
350	Tenant Obligations	Where taxes are owed in respect of any land occupied by a tenant, the Treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the Treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with this notice.	#1
351	Seizure of Assets	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.	#2

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
351	Priority after Notice	<p>A sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy, as appropriate, shall, upon receiving notice from the treasurer of the amount due for taxes, pay the amount to the treasurer in preference and priority to all other fees, charges, liens and claims in respect of personal property liable to seizure for taxes under this section that,</p> <p>(a) is under seizure or attachment or has been seized by the sheriff or by the bailiff of any court;</p> <p>(b) is claimed by or in the possession of the assignee for the benefit of creditors or the liquidator or the trustee or licensed trustee in bankruptcy; or</p> <p>(c) has been converted into cash and is undistributed by the sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy.</p>	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
356	Division into parcels	<p>(1) Upon application by the treasurer of a local municipality or to the treasurer by an owner of land, the local municipality may,</p> <p>(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 <i>Planning Act</i>;</p> <p>(b) apportion the unpaid taxes on the land among the parcels;</p> <p>(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</p> <p>(ii) if council is of the opinion that an apportionment under subclause (i) is not appropriate due to special circumstances, any other manner; and</p> <p>(c) direct what proportion of any part payment of taxes on the land is to be applied to each of the parcels.</p> <p>(4) 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 applicants and owners of any part of the land may make representations to Council; and</p> <p>(b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting.</p> <p>(5) 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>	#1 Notification 14 days in advance of meeting and within 14 days of decision and last date of appeal.

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
358	Cancel, reduce or refund taxes	<p>(9) 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 applicants and owners of any part of the land may make representations to Council; and</p> <p>(b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting.</p> <p>(6) Within 14 days after making its decision, Council shall notify the applicants and owners of the decision and specify the last day for appealing the decision.</p> <p>If an application is not valid under subsection (5), the Treasurer shall notify the applicant in writing of the reasons it is not valid.</p>	#1 notification 14 days in advance of meeting and within 14 days of decision and last date of appeal.
359	Overcharges - Increase taxes	<p>(9) 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 applicants and owners of any part of the land may make representations to Council; and</p> <p>(b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting.</p> <p>(10) 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>	#1 notification 14 days in advance of meeting and within 14 days of decision and last date of appeal.

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

**Notice
Classification:**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Part XI, 374	Tax Arrears Certificate	Notice of Registration of Tax Arrears Certificate and notice to spouse.	#1
379 (1)	Tax Arrears Certificate	<p>Notice of Public Sale:</p> <p>2) If at the end of the one year period following the date of the registration of the tax arrears certificate the cancellation price remains unpaid and there is not 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) prepare a statutory declaration stating the names and address of the persons to whom notice was sent under subsection (1); and</p> <p>(b) advertise the land for sale once in the Ontario Gazette and once a week for 4 weeks in a newspaper.</p>	#2 advertise in the Ontario Gazette and once a week for 4 weeks in a newspaper
379 (6.1)	Notice of Vesting	Treasurer may prepare if land does not sell in tax sale.	#1
380 (3)	Application of Proceeds	Notice to Public Guardian and Trustee of payment of proceeds.	#1
408	Debenture By-law	(2) Issuance of debentures through another municipality – by-law may authorize notice to person with an interest.	#1
Part XIV Section 435	Power of Entry	Notice of Proposed entry to the occupier of the land.	#1
447	Closing of Premises, Lack of Licence By-law	Notice of proceedings in accordance with rules of the court.	#1 and as set by rules of the court

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
447.1	Closing of Premises, Public Nuisance By-law	After obtaining a consent under subsection (2) but before making an application under subsection 1, the municipality shall give 15 days notice of intention to make an application under subsection 433 (1) to the Attorney-General.	#1- 15 days notice of intention to make an application under subsection 433 (1) to the Attorney- General
441	Collection of licensing fines By-law and Fees	440 (1) A municipality may authorize the Treasurer or his or her agent to give the notice under subsection (2) at the times and in the manner set out in the by- law.	#1 – the authorizing 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 (not less than 21 days after the date of the notice)
Part XVIII, Section 478	Building Fortification	Notice to Owner and Attorney-General	#1

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06, as amended by 312/12	Local Improvement Charges	<p>6.1 Before passing a by-law to undertake a work as a local improvement under section 5, the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged.</p> <p>(2) The notice shall include,</p> <ul style="list-style-type: none"> (a) the estimated cost of the work; (b) the estimated lifetime of the work; (c) the estimated special charges per metre of frontage for the lots liable to be specially charged; (d) when the special charges described in clause(c) shall be paid; (e) if the municipality intends to apply to the Ontario Municipal Board under section 8 for approval to undertake the work as a local improvement, <ul style="list-style-type: none"> (i) a statement that the municipality intends to apply to the Board for this purpose; (ii) a description of the right to object, under section 8, to the work being undertaken as a local improvement; and (iii) the last day for filing an objection under section 8. 	#1 No specific timelines identified

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

**Notice
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- Class #1** Personal Notice to Individual or a Limited Number of People – sent by mail or electronic transmission (may be sent pre-paid registered mail) to the last known address or hand delivered. Notice of tax related matters will be sent to school boards, MPAC and/or other level of government as appropriate. Included on agenda published prior to the meeting and posted on the website, as applicable.
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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06, as amended by 312/12	Local Improvement Charges	(f) if the municipality has received an approval, recommendation or sufficient petition under clause 7 (2) (a), (b) or (c) with respect to the work, a statement of that fact; and (g) if the municipality has not received an approval, recommendation or sufficient petition under clause 7 (2) (a), (b) or (c) with respect to the work, (i) a description of the right to petition council not to undertake the work as a local improvement; (ii) the last day for making the petition; and (iii) the effect of the petition.	#1 No specific timelines identified

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

**Notice
Classification:**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06, as amended by 312/12	Local Improvement - Application to Ontario Municipal Board	<p>8. (1) The municipality may apply to the Ontario Municipal Board for approval to undertake a work as a local improvement and shall provide any information or material that the Board requires in connection with the application.</p> <p>(2) Within 30 days after the municipality gives notice to the public under section 6 indicating that it intends to apply to the Board for approval under this section, any owner liable to be specially charged may file an objection to the work being undertaken as a local improvement.</p> <p>(3) The objection shall be filed with the clerk of the municipality and shall set out the objections and the reasons in support of them. O. Reg. 586/06, s. 8 (3).</p> <p>(4) If no objections are filed under this section, the municipality is deemed to have received the Board's approval.</p> <p>(5) If an objection is filed under this section, the municipality shall forward the objection to the Board together with the application or as soon after making the application as is reasonable.</p> <p>(6) The Board shall hold a hearing to consider the application and the objections and may make any order with respect to the work as it considers appropriate.</p>	#1 and #3

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06, as amended by 312/12	Local Improvement - Application to Ontario Municipal Board	<p>(7) Once the municipality has given notice under section 6 indicating that it intends to apply to the Board for approval under this section,</p> <p>(a) the municipality shall not undertake the work as a local improvement until,</p> <p style="padding-left: 40px;">(i) the Board's approval has been received or is deemed to have been received, or</p> <p style="padding-left: 40px;">(ii) the municipality has given a new notice under section 6 that deals with the work and does not indicate that the municipality intends to apply to the Board under this section; and</p> <p>(b) the passing of a by-law to authorize undertaking the work as a local improvement is deemed not to be a contravention of this Regulation if the by-law provides that it shall not take effect until the municipality receives the Board's approval.</p>	#1 and #3

**Notice Requirements under the *Municipal Act, 2001.*
Schedule A**

**Notice
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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06 as amended by 312/12	Local Improvement - Committee of Revision– Notice	<p>Notice of Hearing</p> <p>21. (1) Before a special charge is imposed, the municipality shall set a time and a place for the committee of revision to hold a hearing about,</p> <p style="padding-left: 40px;">(a) objections against the proposed local improvement roll; and</p> <p style="padding-left: 40px;">(b) the municipality's proposed revisions to the proposed local improvement roll. O. Reg. 586/06, s. 21 (1).</p> <p>(2) The municipality shall give notice of the hearing to the public and to the owner of every lot to be specially charged. O. Reg. 586/06, s. 21 (2)</p> <p>(3) Any person who owns a lot to be specially charged may object to a special charge by filing an objection, setting out the objection and the reasons in support of it, with the clerk of the municipality not later than seven days before the day set for the hearing. O. Reg. 586/06, s. 21 (3).</p> <p>(4) The municipality may propose a revision to the proposed local improvement roll by filing a proposed revision, setting out the proposed revision and the reasons in support of it, with the clerk not later than seven days before the day set for the hearing. O. Reg. 586/06, s. 21 (4).</p> <p>(5) If no objection or proposed revision is received under this section, the treasurer shall certify the local improvement roll, without a hearing by the committee. O. Reg.586/06, s. 21 (5).</p>	<p>#1 and #3</p> <p>14 days prior to Committee of Revision Meeting</p>

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06, as amended by 312/12	Local Improvement –Power of Committee of Revision to add lot to be specially charged	<p>Power of committee of revision to add lot to be specially charged</p> <p>25.(1) During a hearing held under section 21, if it appears to the committee of revision that any lot that has not been specially charged should be specially charged or, as a result of a proposed revision by the municipality under section 21, a special charge for any lot should be changed, the committee shall adjourn its hearing for at least 14 days and shall cause notice to be given to the owner of the lot. O. Reg. 586/06, s. 25 (1).</p> <p>(2) If the committee of revision determines that a lot should be specially charged, the committee shall determine the amount to be specially charged on the lot. O. Reg. 586/06, s. 25 (2).</p> <p>(3) Despite subsection (1), the committee of revision may, with the written consent of the owner of the lot, dispense with an adjournment or reduce it to less than 14 days.</p>	#1

**Notice Requirements under the *Municipal Act, 2001.*
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06, as amended by 312/12	Special Charge imposed if circumstances changes – Committee of Revision	<p>26.(1) If a reduction is made under section 16 or 17 with respect to a lot and circumstances change so that the reduction is no longer warranted, the municipality may impose on the lot the special charge that would originally have been imposed, for the year in which the circumstances change and for the remaining years in which special charges are imposed.</p> <p>(2) Before an increased special charge is imposed under subsection (1), notice of the proposed special charge shall be given to the owner of the lot. O. Reg. 586/06, s. 26 (2).</p> <p>(3) A person may object to the increase to the special charge on the grounds that the special charge is incorrect or not warranted by filing a written objection, setting out the objection and the reasons in support of it, with the clerk of the municipality within 10 days after notice is given under subsection (2). O. Reg. 586/06, s. 26 (3).</p> <p>(4) The committee of revision shall hold a hearing to consider the objection and may make any decision the municipality could have made. O. Reg. 586/06, s. 26 (4).</p>	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06 as amended by 312/12	Notice of local improvement charges by-law – Private Property	<p>36.6 (1) Before passing a by-law to undertake a work as a local improvement under section 36.5, the municipality shall give notice to the public of its intention to pass the by-law. O. Reg.322/12, s. 7.</p> <p>(2) The public notice of the intention to pass the by-law shall include,</p> <p>(a) a description of a specific work the municipality intends to undertake; or</p> <p>(b) a description of a program that the municipality has or intends to establish to undertake the types of works set out in the notice. O. Reg. 322/12, s. 7.</p>	#1 and #4

**Notice Requirements under the *Municipal Act, 2001.*
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06 as amended by 312/12	Notice of Special Charges – Certification of proposed roll	<p>36.11 (1) Before a special charge is imposed, the municipality shall give notice of the proposed local improvement roll that is prepared to the owners of lots liable to be specially charged. O. Reg. 322/12, s. 7.</p> <p>(2) The treasurer shall certify the proposed local improvement roll after,</p> <ul style="list-style-type: none"> (a) considering objections to the roll received from the owners, if any; (b) considering proposed revisions to the roll received from the municipality, if any; and (c) making any corrections to the roll that the treasurer considers fair and equitable as a result of the objections and proposed revisions. O. Reg.322/12, s. 7. 	#1

**Notice Requirements under the *Municipal Act, 2001*.
Schedule A**

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 586/06	Reduction or increase in special charge due to gross error	<p>36.17 (1) The treasurer shall, at any time after the certification of the local improvement roll, reduce or increase any special charge for the current year and the remaining years for which the special charge is imposed if the treasurer determines that the special charge is incorrect by reason of any gross or manifest error.</p> <p>(2) Before reducing or increasing a special charge, the municipality shall give notice of the proposed reduction or increase to the owners of the lots specially charged for the work and to which the reduction or increase applies.</p> <p>(3) By filing an objection with the clerk, a person may object to the reduction or increase to the special charge on the grounds that the reduction or increase is incorrect or not warranted.</p> <p>(4) The treasurer shall consider the objection and may make any decision the treasurer considers fair and equitable.</p>	#1