



By-Law 2003-116

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To provide for general notice provisions as required under the Municipal Act, 2001.

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BY-LAW 2003- 116

A By-law of the Corporation of the City of Barrie to provide for general notice provisions as required under the Municipal Act, 2001.

WHEREAS under section 251 of the Municipal Act, 2001, S.O. 2001, c.25 a municipality is required to give notice in a form and in the manner and at the times that the council considers adequate to give reasonable notice under the provision;

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;

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

1. DEFINITIONS

For the purpose of this By-Law,

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

“**City’s web site**” means The official City of Barrie website (www.city.barrie.on.ca)

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

“**Newspaper**” for the purposes of this by-law, the term “newspaper” shall have the same meaning as in subsection 29(1) of the Interpretation Act, as amended, which presently reads as follows: “A printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and regular subscribers.”

“**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.

“**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;

- 1) The Municipal Act, another Act or a regulation pursuant to such Act prescribes otherwise for the giving of notice to the public;
- 2) The requirements for notice to the public are prescribed in another by-law; or
- 3) 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:

- 1) The notice shall be published once in a newspaper in the City at least fourteen (14) days before the General Committee or Council Meeting at which the matter will first be considered and an opportunity is provided for members of the public to speak to the matter.
- 2) The notice shall be posted on the 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 1).
- 3) 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 1).
- 4) A notice given under Subsection 2) is sufficient even if there are times during the period when the City’s website is not fully accessible
- 5) The notice shall contain the following information:
 - a. A general description of the matter
 - b. The legislative reference under which the notice is being given;
 - c. 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;
 - d. The date, time and location of the General Committee, Council or other meeting at which the matter will be considered.
 - e. Instructions on obtaining additional information, submitting comments or attending the General Committee or Council meeting.
- 6) If the matter is deferred at the General Committee or Council meeting no additional notice is required, except where the Municipal Act provides otherwise.
- 7) 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.
- 8) The requirements in 1) to 7) are minimum requirements, and the City Clerk is authorized to give notice to the public in an extended manner, if in the opinion of the City Clerk or under the direction of Council, the extended manner is considered reasonable and necessary in the circumstances.
- 9) At least once per year, the City Clerk shall cause a notice to be published in a newspaper setting out information on how to access the City’s website to locate public notices and the related City documents; for example a report or by-law.

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 conduct business with respect to a matter permitted for a closed session in accordance with Section 239 of the Municipal Act 2001.

6. EMERGENCY PROVISION

If a matter arises, which in the opinion of the City Clerk 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 the Clerk 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 have effect immediately upon final passing.

READ a first and second time this 9th day of June 2003.

READ a third time and finally passed this 9th day of June 2003.

THE CORPORATION OF THE CITY OF BARRIE

Jim Perri- MAYOR

John R. Sisson - CLERK

Notice Requirements under the Municipal Act, 2001, S.O. 2001.

Schedule “A”

Notice Classification:

Class #1 Personal Notice to Individual or a Limited Number of People – sent by mail (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.

Class #2 Advertisement/notice published within a newspaper, once per week for four consecutive weeks. Included on agenda published prior to the meeting and posted on the website. Notice included on City’s website at www.city.barrie.on.ca

Class #3 Advertisement/notice published in a newspaper, a minimum of 14 days prior to passing of the By-law, and/or declared at an open meeting of Council that the subject will be placed on the next regularly scheduled meeting of Council and posted on the City’s web site www.city.barrie.on.ca.

Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Part III, Section 34 (1), (2) and (4)	Highway Closing and Alterations - Permanent	Municipality shall give public notice of intent to pass by-law. Notice may vary for different classes of closing or alteration.	#2
36 (3) (a) and (b)	Controlled Access	Municipality (a) to give notice of intent to pass by-law to the public and to the owner of any land abutting the highway; and (b) serve notice under clause (a) on the owner of the land personally or by prepaid registered mail to the last known address of the owner.	#1 and #3
37	Private Road Closing	Municipality to give notice of requirement of owner to close (personally or by prepaid registered mail).	#1
47	Naming Highways	Municipality shall give public notice of intent to pass by-law.	#3
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
99	Advertising Devices	Municipality shall give public notice of intent to pass by-law.	#3
110 (5)	Capital Facilities Agreements	Written notice of by-law to Minister of Education.	#1
110 (8)	Tax Exemption By-law	Notice of contents of by-law passed passing of a by-law under subsection (6) to be given to (a) the assessment corporation, (b) the Clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted under the By-law, c) the secretary of any school board if the land includes the land exempted by the by-law.	#1
133 (7)	Fortification of Land	Order requiring work to be done -Notice of work to be done.	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
144 5 (c)	Power of Entry – order repair	A notice stating that if the work is not done in compliance with the order within the period it specifies, the municipality may have the work done at the expense of the owner. Before the municipality enters on land to do the work, the order shall be served on the owner of the land personally or prepaid registered mail to the last known address of the owner of the land. If the municipality is unable to effect service on the owner under subsection (8), it may place a placard containing the terms of the order in a conspicuous place on the land and may enter on the land for this purpose.	#1
144 (8) (9) (11)	By-law compliance order	Order to Comply – Notice under subsection (8) or (9) shall be deemed to be sufficient notice for the purpose of Section 431 (a) of the proposed entry on the land.	#1
Part IV, Section 150	General Licensing Powers	(4) Before passing a by-law under this section, the council of a municipality shall, except in the case of an emergency (a) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter and (b) ensure that notice of the public meeting is given.	#3 at least 1 public meeting
150	General Licensing – special case	(5) If a by-law is passed under this section in the case of an emergency without complying with subsection (4) the council shall as soon as practicable after its passage hold the meeting and give notice referred to in subsection (4) and may after the meeting, amend or repeal the by-law without requirement of a further meeting.	#3 at least 1 public meeting
157	Registry of Businesses	(3) Before passing a by-law under this section, the council of a municipality shall, except in the case of an emergency (a) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter and (b) ensure that notice of the public meeting is given.	#3 at least 1 public meeting

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
157	Registry of Businesses – special case	(4) If a by-law is passed under this section in the case of an emergency without complying with subsection (3) the council shall as soon as practicable after its passage hold the meeting and give notice referred to in subsection (4) and may after the meeting, amend or repeal the by-law without requirement of a further meeting.	#3 at least 1 public meeting
Part V, section 173	Proposal to Restructure	(1) A municipality or local body in a geographic area may, subject to subsection (2), make a restructuring proposal to restructure municipalities and unorganized territory in the geographic area by submitting to the Minister a restructuring report containing, (a) a description of the restructuring proposal in the form and in such detail as the Minister may require, and (b) proof in a form satisfactory to the Minister that (i) the restructuring proposal has the prescribed degree of support of the prescribed municipalities and local bodies in the geographic area (ii) the support was determined in the prescribed manner (iii) the municipalities and local bodies which support the restructuring proposal meet the prescribed criteria and (iv) the municipality or local body consulted the public in the required manner.	#3 – and any other Ministerial regulations at least 1 public meeting
173	Proposal to Restructure - Consultation	(3) Before the council of a municipality votes on whether to support or oppose a restructuring proposal, the council shall or may, as applicable, do the following things when the proposal is being developed or after it is developed (1) Council shall consult with the public by giving notice of, and by holding at least one public meeting (2) Council shall consult with such persons or bodies as the Minister may prescribe (3) Council may consult with such persons as the municipality considers appropriate	#3 at least 1 public meeting
187	Change of Name – Notice to Public	(2) Before passing a by-law changing its name, a municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter.	#3 at least 1 public meeting

Notice Requirements under the Municipal Act, 2001, S.O. 2001.

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
210	Business Improvement Areas - Notice	Before passing a by-law to establish an area as an improvement area - subsection 204 (1), to set a levy upon rateable property in the improvement area - clause 208 (2) b), subsection 208 (3) or to alter the boundaries of the improvement area - subsection 209, notice of the proposed by-law shall be sent by pre-paid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed property class which is located (a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area and (b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area.	#1
211	Business Improvement Areas – Repeal of by-law	(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 (a) a resolution for the board of management requesting the repeal, or (b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for the purposes of the general local municipal levy on rateable property in all prescribed business property classes in the improvement area.	#1 within 60 days of receiving the resolution or request.
216	Dissolution of Local Boards - Restriction	(4) Before passing a by-law under this section, the municipality shall give notice of its intention to pass the by-law to the local board	#1
222	Wards – Establishment of Wards – Public Meeting	(2) Before passing a by-law under subsection (1), the municipality shall, (a) give notice of the intention to pass the by-law and hold at least one public meeting to consider the matter; and (b) have regard to criteria for establishing ward boundaries prescribed by the Minister.	#3 at least 1 public meeting
222	Wards – Establishment of Wards – Notice	(3) Within 15 days after a by-law is passed under subsection (1), the municipality shall give notice of the passing of the by-law to the public specifying the last day for filing a notice of appeal under subsection (4)	#3
Part VI, Section 238	Procedure By-law - Notice	(4) Before passing a procedure by-law for the calling, place and procedures of meetings (subsection (2)), a municipality and local board shall give notice of its intention to pass the by-law.	#3

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Section 251	Notice – not otherwise specified	Where a municipality is required to give notice under a provision of this Act, the municipality, except as otherwise provided, shall give the notice in a form and in the manner and at times that Council considers adequate to give reasonable notice under the provision.	As specified within the general requirements (Section 3) of the by-law
268	Sale of Land Procedures	Every municipality and local board with the authority to sell land shall pass a by-law establishing procedures, including the giving of notice to the public, governing the sale of the land.	By-law 95-104 as amended to be altered to reflect 7 days notice.
Part VII, section 291	Adopt or Amend Budget	Municipality shall give public notice of its intention to adopt or amend the budget at a council meeting specified in the notice.	#3
295	Publication of Financial Statement	Within 60 days after receiving the audited financial statements of the municipality for the previous year, the Treasurer of the municipality shall publish in a newspaper having general circulation in the municipality 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 a notice that the information described previously will be made available at not cost to any taxpayer or resident of the municipality upon request, and may provide the information described previously to such persons and in such other manner as the Treasurer considers appropriate.	#3
Section 297	Auditor’s right to attend	The auditor is entitled to receive all notices relating to any meeting of City Council or Council Committees, that any member is entitled to receive and to make representations at that meeting on any matter that concerns him or her as auditor.	#1
Section 300	Improvements in Service	A municipality shall at least once each calendar year, provide notice to the public of improvements in the efficiency and effectiveness of the delivery of services by the municipality and its local boards; the barriers identified by the municipality and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them.	#3 or in the form and manner of notice designated by the Minister

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Part XI, Section 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 owned 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.	#1 and #3
351	Priority after Notice	The Treasurer shall give notice of the amount for taxes to a sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy, as appropriate.	#1
356	Division into parcels	(4) On or before September 30 of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicants and owners of any part of the land may make representations to Council b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting (5) Within 14 days after making its decision, Council shall notify the applicants and owners of the decision and specify the last day for appealing the decision.	#1 notification 14 days in advance of meeting and within 14 days of decision and last date of appeal.

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
358	Cancel, reduce or refund taxes	(5) On or before September 30 of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicants and owners of any part of the land may make representations to Council b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting (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. If an application is not valid under subsection (5), the Treasurer shall notify the applicant in writing of the reasons it is not valid.	#1 notification 14 days in advance of meeting and within 14 days of decision and last date of appeal.
359	Overcharges - Increase taxes	(9) On or before September 30 of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicants and owners of any part of the land may make representations to Council b) notify applicants and owners of the meeting by mail sent at least 14 days before the meeting (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..	#1 notification 14 days in advance of meeting and within 14 days of decision and last date of appeal.
Part XI, 374	Tax Arrears Certificate	Notice of Registration of Tax Arrears Certificate	#1
379 (1)	Tax Arrears Certificate	Notice of Public Sale 2) If at the end of the one year period following the date of the registration of the tax arrears certificate the cancellation price remains unpaid and there is 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 (a) prepare a statutory declaration stating the names and address of the persons to whom notice was sent under subsection (1); and (b) advertise the land for sale once in the Ontario Gazette and once a week for 4 weeks in a newspaper	#1 advertise in the Ontario Gazette and once a week for 4 weeks in a newspaper
379 (5.b)	Notice of Vesting	Treasurer may prepare if land does not sell in tax sale.	#1

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
380 (3)	Application of Proceeds	Notice to Public Guardian and Trustee of payment of proceeds.	#1
Part XII, section 400 Regulation 244/02	Fees and Charges - Conditions re: waste, water	12. (6) Before passing a by-law imposing a fee or charge, the municipality or local board, as the case may be, shall, (a) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter; (b) ensure that a minimum of 21 days notice of the public meeting is given, including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, given the clerk of the municipality or secretary of the local board, as the case may be, a written request for notice of the passing of the by-law containing a return address; (c) ensure that notice under this section, (i) sets out the intention of the municipality or local board to pass the by-law and whether the by-law would impose any fee or charge which was not in effect on the day the notice is given or change any fee or charge which was in force on the day the notice is given, and (ii) sets out the information described in clause (d) or states that the information will be made available at no cost to any member of the public upon request; and (d) shall make available to the public information setting out, (i) a description of the service or activity or other matter for which the fee or charge is being imposed, (ii) an estimate of the costs of providing the waste management system, the sewage system or the water system, in respect of which the fee or charge is being imposed, (iii) the amount of the fee or charge, and (iv) the rationale for imposing the fee or charge.	#1 To those individuals who have provided a written request to Clerk within the past five years and 21 days notice of public meeting to be held

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Part XII, section 400 Regulation 244/02	Fees and Charges - Conditions re: permits for police or fire purposes	13. (6) Before passing a by-law imposing a fee or charge, the municipality or local board, as the case may be, shall, (a) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter; (b) ensure that a minimum of 21 days notice of the public meeting is given, including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, given the clerk of the municipality or secretary of the local board, as the case may be, a written request for notice of the passing of the by-law containing a return address; (c) ensure that notice under this section, (i) sets out the intention of the municipality or local board to pass the by-law under Part XII of the Act and whether the by-law would impose any fee or charge which was not in effect on the day the notice is given or change any fee or charge which was in force on the day the notice is given, and (ii) sets out the information described in clause (d) or states that the information will be made available at no cost to any member of the public upon request; and (d) shall make available to the public information setting out, (i) a description of the service or activity or other matter for which the fee or charge is being imposed, (ii) an estimate of the costs of providing the police inspection and permit system or the fire inspection and permit system, in respect of which the fee or charge is being imposed, (iii) the amount of the fee or charge, and (iv) the rationale for imposing the fee or charge.	#1 To those individuals who have provided a written request to Clerk within the past five years and 21 days notice of public meeting to be held
Part XII, section 400 Regulation 244/02	Fees and Charges – General Notice	14. (1) Before passing a by-law under Part XII of the Act to impose fees or charges, a municipality or local board shall ensure that notice of the intention of the municipality or local board, as the case may be, to pass the by-law at the council meeting specified in the notice is given to every person and organization that has, within five years before the day of the council meeting, given the clerk of the municipality or secretary of the local board, as the case may be, a written request for notice of the intention to pass the by-law containing a return address. (2) This section does not apply to fees or charges to which section 12 or 13 applies.	#1 To those individuals who have provided a written request to Clerk within the past five years
408	Debenture By-law	(2) Issuance of debentures through another municipality – by-law may authorize notice to person with an interest.	#1

Notice Requirements under the Municipal Act, 2001, S.O. 2001.

Schedule “A”

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Part XIV Section 431	Power of Entry	Notice of Proposed entry to the occupier of the land.	#1
432	Closing of Premises, Lack of Licence	Notice of proceedings in accordance with rules of the court	#1 and as set by rules of the court
433	Closing of Premises, Public Nuisance	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
440	Collection of licensing fines	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
Regulation 119/03	Local Improvement Charges – Property Lien Status	(1) (5) Where any person or body is required to give notice under this Regulation, the person or body shall, except as otherwise provided, give notice in the form and in the manner and at the time that the person or body considers adequate to give reasonable notice.	#1 and #3 15 days written notice

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 119/03	Local Improvement Charges – Notice of By-law – Form of Notice	<p>Before passing a by-law to undertake a work as a local improvement under section 2, 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 and the notice shall include, where applicable, (a) a general description of the proposed work; (b) the location of the proposed work; (c) the estimated cost of the proposed work; (d) the estimated lifetime of the work; (e) the municipality's share of the cost; (f) a description of the lots liable to be specially charged with respect to the work; (g) the estimated annual special charge per metre frontage for lots abutting on the proposed work; (h) the estimated annual special charge per metre frontage for lots not abutting on the proposed work and where the non-abutting lots are divided into areas under subsection 9 (3), the estimated annual special charge per metre frontage in each area; (i) the number of years the special charges described in clauses (g) and (h) shall be paid; (j) if the municipality allows a single payment under section 30 instead of the payment of annual special charges, the present value calculated under that section of all the annual special charges and a description of the right to make a single payment; (k) if the municipality intends to apply to the Ontario Municipal Board under section 5 for approval to undertake the proposed work as a local improvement, (i) a statement that the municipality intends to apply to the Board for this purpose, (ii) a description of the right to object to the work being undertaken as a local improvement under section 5, and (iii) the last day for filing an objection under section 5; (l) if the municipality has received an approval, recommendation or sufficient petition under clause 4 (2) (a), (b) or (c) with respect to the work, a statement of that fact; (m) if the municipality has not received an approval, recommendation or sufficient petition under clause 4 (2) (a), (b) or (c) with respect to the work, a description of the right to petition council not to undertake the work as a local improvement, the last day for making the petition and the effect of the petition.</p> <p>(4) (3) A notice to an owner shall be deemed to be sufficiently served if it is served personally, is sent by mail to the owner's place of business or residence as set out in the last returned assessment roll of the municipality, as most recently revised, or is left at or sent by mail to the owner's actual place of business or residence, if it is known.</p>	#1 and #3

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 119/03	Local Improvement - Application to Ontario Municipal Board	5 (2) Within 30 days after the municipality gives public notice under section 3 indicating that the municipality intends to apply to the Board for approval under this section, any owner liable to be specially charged may file an objection to the work being undertaken as a local improvement. (3) The objection shall be filed with the clerk of the municipality and shall set out the objections and the reasons in support of the objections. (7) Once a municipality has given public notice under section 3 indicating that the municipality intends to apply to the Board for approval under this section, (a) the municipality shall not undertake the work as a local improvement until the approval of the Board has been received or is deemed to have been received or the municipality has given a new notice with respect to the work under section 3 which does not indicate it intends to apply to the Board under this section; and (b) the passing of a by-law to authorize undertaking the work as a local improvement shall be deemed not to be a contravention of this Regulation if the by-law provides that the by-law shall not take effect until the municipality receives the approval of the Board.	#1 and #3

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 119/03	Local Improvement - Court of Revision – Notice	<p>20. (1) Before a special charge is imposed, the municipality shall set a time and a place for the hearing by the court of revision of objections against the proposed local improvement roll and of the municipality's proposed revisions to the proposed local improvement roll.</p> <p>(2) The municipality shall give notice to the public of the hearing by the court of revision and shall cause a notice of the hearing to be served on the owner of every lot to be specially charged.</p> <p>(3) A notice under subsection (2) shall include, (a) the time and place of the hearing by the court of revision; (b) the purpose of the hearing; (c) the matters described in clauses 3 (a) to (j); and (d) the times when and places where a copy of the local improvement roll and of the statement of cost may be inspected under section 22.</p> <p>(4) A notice to an owner shall be deemed to be sufficiently served if it is served personally, is sent by mail to the owner's place of business or residence as set out in the last returned assessment roll of the municipality, as most recently revised, or is left at or sent by mail to the owner's actual place of business or residence, if it is known.</p> <p>(5) 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.</p> <p>(6) 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 of the municipality not later than seven days before the day set for the hearing.</p> <p>(7) Where no objection or proposed revision is received in accordance with this section, the treasurer of the municipality shall certify the local improvement roll, without a hearing by the court of revision.</p>	#1 and #3

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Municipal Act Part and Section	Subject Matter	Basic Requirement	Notice Classification
Regulation 119/03	Local Improvement - Special charge imposed where circumstances change	<p>25. (1) Where a reduction is made under section 15 or 16 with respect to a lot and circumstances change so that the reduction is no longer warranted, the municipality may impose the special charge on the lot that would have originally 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.</p> <p>(3) A notice to an owner shall be deemed to be sufficiently served if it is served personally, is sent by mail to the owner’s place of business or residence as set out in the last returned assessment roll of the municipality, as most recently revised, or is left at or sent by mail to the owner’s actual place of business or residence, if it is known.</p> <p>(4) 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 of the personal service or mailing of the notice under subsection (3).</p>	#1