

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BY-LAW NO. 2007- 42

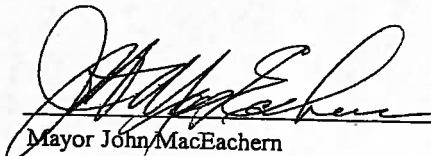
Being a By-law to prescribe the form and manner and times for the provision of notice.

WHEREAS Section 270(1) of the *Municipal Act, 2001*, provides that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given;

NOW THEREFORE the Council of the Corporation of the Township of Manitouwadge enacts as follows:

1. That the "Notice Requirement Schedules" attached hereto and forming part of this By-law be and are adopted as reasonable notice to the public as required under the Act.
2. By-law 2003-03 is hereby repealed.
3. That this By-law shall come into force and effect on the date of passing thereof.

READ A 1ST AND 2ND TIME this 19th day of December, 2007 and READ A THIRD TIME AND FINALLY ENACTED this 19th day of December, 2007.


Mayor John MacEachern


Cecile Kerster, Municipal Manager Clerk

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART III - Specific Municipal Powers

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
34	Highway Closing/Altering Procedures	Public Notice of intent to pass by-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/time/location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Publish once at least two weeks prior to meeting; and/or, • Post on Township website; and/or, • Post at Municipal Office.
48	Change/Naming of Highway or Private Road	Public Notice of intent to pass by-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Date/Time/Location of meeting • Written comments and verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Publish once at least two weeks prior to meeting; and/or, • Post on Township website; and/or, • Post at Municipal Office.
81	Shut off to public utility	Reasonable Notice	<ul style="list-style-type: none"> • Printed on standard pre-printed forms for water/sewer billings • Amount of account due, including interest/penalty • Due date for payment of outstanding amount • On the FINAL Disconnection Notice - date of earliest disconnection of service if account is not paid in full by the due date • Name/Title of contact at Municipal Office 	<ul style="list-style-type: none"> • Reminder Notice sent by prepaid mail to all unpaid accounts. • Mailed out approximately 15 days after original billing due date. • FINAL Disconnection Notice sent by prepaid mail advising unpaid accounts for which no arrangements have been made for payment of unpaid balance after approximately 4 weeks of original billing due date. Letter also advises disconnection will occur 10 days after mailing of this letter.
82	Interruption or reduction to utility supply	Reasonable Notice	<ul style="list-style-type: none"> • Explanation • Name/Title of contact at Municipal Office 	<ul style="list-style-type: none"> • Emergency or breakdown: notice to affected properties personally delivered as soon as practicable. • Repair or extension: notice to affected properties personally delivered at least 24 hours prior to commencement.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART III - Specific Municipal Powers

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
110	<p>Agreements for Municipal Capital Facilities Notice of Tax Exemption By- law</p>	<p>Personal Notice</p>	<ul style="list-style-type: none"> • Explanation • Contact Information at Municipal Office • Clerk's Name/Title 	<ul style="list-style-type: none"> • Written notice by the Clerk of the contents of By-law to: <ul style="list-style-type: none"> ◦ assessment corporation. ◦ 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, ◦ The secretary of any school board in the area of jurisdiction of the board includes the land exempted by the By-law.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART V - Municipal Reorganization

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
173	Restructuring Proposal	Notice of intent to pass a By-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/Time/Location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Publish once at least two weeks prior to meeting; and/or, • Post on Township website; and/or, • Post at Municipal Office. • As per requirements stipulated in the <i>Municipal Act, 2001, 2. 173(3)</i>.
187	Change of Name of Municipality	Notice of Public Meeting and Intention to Pass By-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/Time/Location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Publish once at least two weeks prior to meeting; and/or, • Post on Township website; and/or, • Post at Municipal Office. • As per requirements stipulated in the <i>Municipal Act, 2001, 2. 173(3)</i>.
210	Business Improvement Area (Establishing, Expanding)	Notice of Public Meeting and Intention to Pass By-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/Time/Location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Written notice to BIA Board and every person assessed in the existing and proposed BIA. • Publish once at least two weeks prior to holding public meeting.
211	Repealing Business Improvement Area By-law	Notice of Public Meeting and Intention to Pass By-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/Time/Location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Written notice to BIA Board and every person assessed in the existing and proposed BIA. • Publish once at least two weeks prior to holding public meeting.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART V - Municipal Reorganization

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
217	Council Composition	Notice of Public Meeting and Intention to Pass By-law	<ul style="list-style-type: none"> ● Description of purpose of the proposed meeting ● Legislative authority ● Date/Time/Location of meeting ● Written comments and/or verbal comments will be considered at the public meeting ● Where to submit written comments ● Contact information ● Signed by Clerk or designate 	<ul style="list-style-type: none"> ● Publish once at least two weeks prior to meeting; and/or, ● Post on Township website; and/or, ● Post at Municipal Office.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART VI - Practices and Procedures

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
238	Procedure By-law	Notice of Public Meeting and Intention to Pass By-law	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/Time/Location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Publish once at least two weeks prior to meeting; and/or, • Post on Township website; and/or, • Post at Municipal Office.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART VII - Financial Administration

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
291	Adopt/Amend Budget	Public Notice	<ul style="list-style-type: none"> • Description of purpose of the proposed meeting • Legislative authority • Date/Time/Location of meeting • Written comments and/or verbal comments will be considered at the public meeting • Where to submit written comments • Contact information • Signed by Clerk or designate 	<ul style="list-style-type: none"> • Publish once at least two weeks prior to meeting; and/or, • Post on Township website two weeks; and/or, • Post at Municipal Office. • Where expenditure estimates approved in the budget have been subject to quotations or tenders quoting an amount greater than the estimated expenditure for that item, the approval process set out under the Township's Purchasing By-law shall apply, and notice of such amendment to the budget shall be included in the report and the printing of this item on the Council and/or Committee agenda with the notation "BUDGET AMENDMENT", shall constitute sufficient notice. • Normal operating costs incurred prior to the adoption of the annual budget shall not require notice and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.
295	Financial Statement - Publication	Public Notice	<ul style="list-style-type: none"> • Copy of the audited financial statements • Contact information at Municipal Office where documents can be obtained • Treasurer's Name/title or designate 	<ul style="list-style-type: none"> • Publish within 60 days after receiving the audited financial statements of the municipality for the previous year; and/or, • Post on Township website; and/or, • Post at Municipal Office.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART X - Tax Collection

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
342	Tax on eligible property and notice of tax bill (tax instalments)	Personal Service	<ul style="list-style-type: none"> • Explanation • Legislative Authority • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Notice sent at least 21 days before any taxes shown on bill are due.
348	Determination of Tax Status		<ul style="list-style-type: none"> • Explanation • Legislative Authority • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Notice sent to every taxpayer who owes taxes from preceding year. • Notice to include late payment charges.
350	Obligations of tenant - taxes owed			To tenant in writing requiring tenant to pay rent in respect of the land.
351	Seizure personal property - Public Auction		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Notice of time and place of public auction. • Notice to include name of person whose personal property is to be sold. • Post on Township website. • Post at Municipal Office.
356 (12)	Division of Land into Parcels Notice Requirements (Committee of Adjustment)	Public Notice and Personal Service	<ul style="list-style-type: none"> • In accordance with <i>Planning Act</i> 	<ul style="list-style-type: none"> • In accordance with <i>Planning Act</i>.
357 (6)	Cancellation, reduction refund of taxes		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • On or before September of the year following the year in which the application is made, Council shall hold a meeting at which all applicants may make representation to Council • Applicants notified by mail at least two weeks prior to the meeting • Within 14 days after decision, Council to notify applicants of decision and specify the last day of appeal.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART X - Tax Collection

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
358	Overcharges Caused by a Gross or Manifest Error		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • On or before September of the year following the year in which the application is made, Council shall hold a meeting at which all applicants may make representation to Council. • Applicants notified by mail at least two weeks prior to the meeting. • Within 14 days after decision, Council to notify applicants of decision and specify the last day of appeal.
359 (3) (4)	Increase of Taxes as a Result of Any Undercharge Caused by a Gross or Manifest Error		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Council shall hold a meeting at which the Treasurer and the person in respect of whom the application is made may make representation to Council. • Council shall notify the parties of the meeting by mail sent at least 14 days before the meeting. • Within 14 days of making its decision Council shall notify the parties of the decision and specify the last day for appeal.
359.1 (4)	Error of Taxes		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Council shall hold a meeting with the Treasurer and the person in respect of whom the application is made may make representation to Council. • Council shall notify the parties of the meeting by mail sent 14 days before the meeting. • Within 14 days of making its decision Council shall notify the parties of the decision and specify the last day for appeal.

MUNICIPAL ACT - NOTICE REQUIREMENTS
PART XI - Tax Arrears Sales

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
374 (1)	Sale of Land for Tax and Notice of Registration of Tax Arrears Certificate		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Within 60 days after registration of a tax arrears certificate the Treasurer shall send notice of the registration of the certificate to various specified parties.
379 (1)	Public Sale (Tax Arrears Certificate)		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • If cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered, the Treasurer, within 30 days after the expiry of the 280 day period, shall send to the persons entitled to receive notice under Section 374, a final notice that the land will be advertised for public sale unless the cancellation price is paid before the end of the one year period following the date of the registration of the tax arrears certificate.
380(3)	Proceeds of Sale		<ul style="list-style-type: none"> • Explanation • Contact information at Municipal Office • Treasurer's Name/Title 	<ul style="list-style-type: none"> • Within 60 days after registration of a tax arrears certificate the Treasurer shall send notice of the registration of the certificate to various specified parties.

MUNICIPAL ACT - NOTICE REQUIREMENTS

PART XII - Fees and Charges

Section	Topic	Type of Notice Required	Forms - Notice to Include	Manner and Timing
400 (f) - Regulations	Fees and Charges (Priority Lien Status)	Prescribed by Regulation	<ul style="list-style-type: none"> ● As prescribed by Ontario Regulation 581/06. 	<ul style="list-style-type: none"> ● As prescribed by Ontario Regulation 584/06; and/or, ● Posted on Township Website; and/or, ● Posted at Municipal Office.