

**Subject:** Public Notice Policy

**Prepared by:** Legal and Clerks Services

**Approved by:** City Council

**Issue Date:** April 29, 2024      **Policy #:**

**Review Date:** April 29, 2029      **Revision Date:**

## Purpose

Section 270 (1)(4) of the *Municipal Act* (the Act) requires a municipality to adopt and maintain a policy regarding 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.

In accordance with the provisions contained in the Act, this policy sets out a list of matters for when public notice is to be given and the minimum form, manner and time for providing such notice.

Beyond being a legislative requirement, a policy for Public Notice strengthens and reinforces the City's commitment to accountability and transparency. The City values and encourages input on the issues that matter to and affect residents; a public notice policy enhances the transparency of engagement efforts by clearly communicating to the public the form, manner and times that notice shall be given.

## Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

| Term    | Definition  |
|---------|---|
| Act     | Means the <i>Municipal Act, 2001, S.O. 2001, c 25 as amended</i> , and any successor legislation in substitution thereof and included regulation thereunder.                    |
| City    | Means The Corporation of the City of St. Catharines   |
| Council | Means the Council of The Corporation of the City of St. Catharines  |
| Mayor   | Means the Head of Council of The Corporation of the City of St. Catharines, or the Deputy Mayor or Acting Mayor as may be appointed or designated by Council from time to time. |

|                                       |  |
|---------------------------------------|--|
| Procedure By-law                      | Means the by-law to regulate the proceedings of Council, being By-law 2021-124, as amended, and any successor by-laws.   |
| Public Meeting                        | Means a meeting, held as part of a Council meeting or as a separate meeting, where members of the public can make delegations regarding items listed under the “Public Meeting” section of the agenda. |
| Public Notice or Notice to the Public | Means written, printed, published or posted notice given to the public for a Subject Matter based on Schedule A of this policy.  |
| Public Notice Module                  | Means the Public Notice Module on the City of St. Catharines’ website.   |
| Subject Matter                        | Means the issue, matter, by-law or topic for which notice is being given.  |
| Website                               | Means the official website of the City of St. Catharines.  |

**Scope**

Schedule A sets out the **minimum** Public Notice requirements for the Subject Matters included within the schedule. Four types of notice are contained within Schedule A:

1. Subject Matter with specific notice requirements prescribed directly by the Act or other legislation.
2. Subject Matter with a requirement to provide notice, per the Act or other legislation, but where specific notice requirements are not defined by that legislation.
3. Subject Matter where the requirements for notice are prescribed in a City by-law.
4. Subject Matter without a requirement to provide notice, but staff believe notice requirements are warranted and should be standardized through the Policy

Where Public Notice provisions are prescribed by legislation, City by-law or other City policies, those notice provisions shall prevail over this Policy.

This policy does not apply to the City’s Boards (e.g. St. Catharines Public Library Board, FirstOntario Performing Arts Centre Board, Niagara Airport Commission Board).

Where legislation, regulations or by-laws include a notice requirement that is not included within Schedule A, the legislation, regulation or by-law shall prevail, including but not limited to the following, and any amendments or updates to the following:

- The Planning Act
- The Ontario Heritage Act
- The Elections Act
- The Environmental Assessment Act.
- Council’s Procedure By-law (By-law 2021-124)
- Simplified Meeting Procedures for Committees and Task Forces By-law (By-law 2023-044)

## **Revisions to Policy**

In the event legislation, City by-laws or other City policies are introduced or amended to include different notice requirements than what is noted in Schedule A, the newest notice requirements shall prevail over the requirements noted in Schedule A.

Staff have authority to update Schedule A to reflect new or amended notice requirements in legislation, City by-laws or other City policies.

## **Procedures**

### **Providing Notice**

1. The City shall provide notice in accordance with the Form, Manner and Time identified in Schedule A.
2. For Subject Matters not listed in Schedule A, when a decision of council is required, notice shall be deemed to be given by including the matter on the agenda for the meeting where the Subject Matter will be discussed, unless specified otherwise by legislation, City by-law or other City policies.
3. Nothing in the Policy shall prevent the City from using more comprehensive methods of notice or for providing longer notice periods than the methods and periods identified in Schedule A.
4. City Council may direct notice requirements for matters that differ from the requirements outlined in Schedule A, save and except for reducing notice requirements for Subject Matters with prescribed requirements under the Act or other legislation.

### **State of Emergency**

5. If a matter arises, which in the opinion of the Chief Administrative Officer (CAO) or Designate, in consultation with the Mayor or Deputy Mayor if the Mayor is unavailable, is considered urgent, time sensitive or an extraordinary occasion, or which could affect the health, safety or wellbeing of people or property, or if a State of Emergency is declared, or is so advised by a Provincial Ministry, the notice requirements of this policy may be reduced or waived at the discretion of the CAO. The CAO, or designate, will advise City Council of any reductions or waiving of the requirements of the policy as a result.

### **Formatting**

6. Time periods set out in this Policy shall be counted based on definitions outlined in the Legislation Act, 2006, S.O. 2006, c. 21, Sched. F.

7. Where applicable, Public Notice posted to the Public Notice Module should contain the following information:
  - The nature and purpose of the decision to be made regarding the Subject Matter;
  - The date, time and place of the meeting at which the Subject Matter is intended to be discussed;
  - Where the purpose of the Subject Matter relates to specific lands within the city, a description, key map, or both, showing the affected lands;
  - The name and contact information of the staff person or department to whom comments or questions may be addressed;
  - The process and information on how an individual can register to speak before Council, the applicable committee or staff, and the deadline for same;
  - Contact information for obtaining the notice in an accessible format.
8. Where possible, Public Notice should be provided in plain language and incorporate the following strategies:
  - Accessibility: design, wording and formatting done in a manner based on best practices for enhancing accessibility.
  - Ability to scan for information: short sentences and paragraphs, use of headers.
  - Ease of reading: simple sentence structure and grammar.
  - Deliberate word choice: simple everyday words instead of technical jargon. The use of active voice rather than passive voice.
  - Consistency: use of City templates and approved fonts / logos.
  - Imagery: use of images and maps to assist in communicating the notice, especially if it helps readers understand the message.

#### **Administration of Notice**

9. If a matter for which Public Notice was given under this Policy is deferred, adjourned or continued to a future meeting, no further notice is required, unless there is a statutory requirement otherwise or unless directed by Council. Reasonable effort should be made to provide a statement at the meeting advising that the matter has been deferred, adjourned or continued to a future meeting.
10. Public Notice, utilizing the City's Website, shall be sufficient even if the City Website is not accessible at all times during the public notice posting period.
11. Public Meetings shall be held for those matters with a legislative requirement to do so. All other matters will be included on the Council agenda with the public able to make delegations in accordance with Council's Procedure By-law.
12. Notice required in accordance with the provisions of this policy shall be and is hereby considered by Council to be adequate and reasonable notice under the requirements of the Act, as amended from time to time.

## Public Notice Policy – Schedule A

**Note:** For some Subject Matter, information unrelated to notice requirements has been removed for brevity and ease-of-reading. The relevant legislation or by-law should always be referenced in advance of public notice or consultation.

### Legend

Please use the following legend when referencing “Notice to be Given”

F = Form of notice; M = Manner of notice; T = Time of notice

### Change History

Changes made to the notice policy are noted below and identified using red text in the appropriate section.

#### Administrative Changes

| Change  | Change Made      |
|---|------------------|
| Added “Item” to each section to enhance the searchability and readability of the Schedule | July 8, 2024     |
| Created new category – “Heritage”   | October 31, 2025 |

#### Notice Changes

| Item  | Subject                                      | Change   | Change Made        |
|-------|--|--|--------------------|
| BCDC3 | Development Charges Before Passing By-law    | O. Reg. 82/98 - the following was added to the O. Reg<br>“3. If, in the clerk’s opinion, a newspaper described in paragraph 2 does not exist, by posting on the website of the municipality.”  | July 8, 2024       |
| BCDC4 | Development Charges Appeal of By-law         | O. Reg. 82/98 – the following was added to the O. Reg<br>“3. If, in the clerk’s opinion, a newspaper described in paragraph 2 does not exist, by posting on the website of the municipality.”  | July 8, 2024       |
| BCDC1 | Building Code Change of Fees                 | O. Reg. 332/12 revoked January 1, 2025<br>Replaced by O. Reg. 163/24<br>(note: O. Reg. 163/24 does not list the notice requirements. Notice requirements are listed in “Ontario Amendments to the National Building Code of Canada 2020,” as referenced in O. Reg. 163/24) | May 21, 2025       |
| FIN1  | Advertising a budget or amending the budget. | On Sept. 11, 2023, Council approved publishing agendas for Council (Budget) meetings five days in advance.<br>T – changed to 5 days prior to Council Meeting (was 10 days)   | September 24, 2025 |

|       |   |   |                  |
|-------|---|---|------------------|
| Heri1 | Notice of Intention to Designate Heritage Property (Before designation) | Ontario Heritage Act (26(4)) – provides that if a policy is in place for notice pursuant to Section 270 of the Municipal Act, that notice to designate a heritage property does not to be given in a newspaper having general circulation in the municipality provided that the City’s notice policy outlines how notice will be given.<br><br>Note: there are different requirements for before and after designation, which is why the notice is split between Heri1 and Heri2. | October 31, 2025 |
| Heri2 | Notice of Intention to Designate Heritage Property (After designation)  |   | October 31, 2025 |

| Roads |          |  |  |  |
|-------|----------|--|--|--|
| Item  | Required | Subject Matter   | Notice Requirements  | Notice to be Given   |
| R1    | No       | <b>Permanently Closing a Highway (Street)</b><br>Section 34, Municipal Act<br><br>Department: FMS                          | No public notice requirement.  | F - Council Agenda<br>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br>T - 10 days prior to Council Meeting   |
| R2    | No       | <b>Changing the Name of a Highway (Street)</b><br>(Formerly Section 47 of Municipal Act - repealed)<br><br>Department: PBS | No public notice requirement.  | F - Council Agenda<br>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br>T - 10 days prior to Council Meeting   |
| R3    | Yes      | <b>Naming or Changing the Name of Private Roads</b><br>Section 48, Municipal Act<br><br>Department: PBS                    | A local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law. | F - Council Agenda and Notice to Landowner / Condo Corporation<br>M – By-law shall be included on the agenda for the meeting where the Subject Matter will be discussed. Notice shall be mailed to Landowner / Condo Corporation<br>T – 5 days prior to Council Meeting for the by-law. Notice mailed 10 days prior to Council Meeting |

## Building Code Fees and Development Charges

| Item  | Required  | Subject Matter   | Notice Requirements   | Notice to be Given   |
|-------|-----------|--|---|--|
| BCDC1 | Yes - Act | <p><b>Building Code - Change of Fees</b><br/>Section 7(6), (7) (8), Ontario Building Code Act</p> <p>Section 1.9.1.2(1), Ontario Amendments to the National Building Code of Canada 2020</p> <p>7 (6) If a principal authority proposes to change any fee imposed under clause (1) (c), the principal authority shall,</p> <p>(a) give notice of the proposed changes in fees to such persons as may be prescribed; and</p> <p>(b) hold a public meeting concerning the proposed changes.</p> <p>7(7) The notice of proposed changes in fees must contain the prescribed information, including information about the public meeting, and must be given in the prescribed manner.</p> <p>(8) The public meeting concerning proposed changes in fees must be held within the period specified by regulation before the regulation, by-law or resolution to implement the proposed changes is made.</p> <p>Department: PBS</p> | <p>Ontario Amendments to the National Building Code of Canada 2020</p> <p>1.9.1.2 (1) Before passing a by-law or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall,</p> <p>(a) hold the public meeting required under subsection 7 (6) of the Act,</p> <p>(b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the principal authority provide the person or organization with such notice and has provided an address for the notice,</p> <p>(c) ensure that the notice under Clause (b), (ii) is sent by regular mail to the last address provided by the person or organization that requested the notice in accordance with Clause (b)</p> | <p>F - City Website, Council Agenda and Mail</p> <p>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed as a Public Meeting. Notice shall be added to the Public Notice website module. Notice shall be provided by regular mail as required by the Act</p> <p>T - As Required by the Act</p> |

| Item  | Required  | Subject Matter   | Notice Requirements   | Notice to be Given  |
|-------|-----------|--|---|---|
| BCDC2 | Yes - Act | <p><b>Development Charges - Background Study</b><br/>Section 10(4), Development Charges Act</p> <p>Department:<br/>FMS</p>   | <p>10 (4) The council shall ensure that a development charge background study is made available to the public at least 60 days prior to the passing of the development charge by-law and until the by-law expires or is repealed by posting the study on the website of the municipality or, if there is no such website, in the municipal office.</p>  | <p>F - As required by the Act<br/>M - As required by the Act<br/>T - As required by the Act</p>   |
| BCDC3 | Yes - Act | <p><b>Development Charges - Before By-law Passed</b><br/>Section 12(1), Development Charges Act</p> <p>Section 9(1), O. Reg. 82/98, General</p> <p>Department:<br/>FMS / LCS</p> | <p>12 (1) Before passing a development charge by-law, the council shall,</p> <p>(a) hold at least one public meeting;</p> <p>(b) give at least 20-days notice of the meeting or meetings in accordance with the regulations; and</p> <p>(c) ensure that the proposed by-law and the background study are made available to the public at least two weeks prior to the meeting or, if there is more than one meeting, prior to the first meeting. 1997, c. 27, s. 12 (1).</p> <p>From O. Reg. 82/98</p> <p>9 (1) The notice of the public meeting the council is required to give under clause 12 (1) (b) of the Act shall be given in one of the following ways:</p> <ol style="list-style-type: none"> <li>1. To every owner of land in the area to which the proposed by-law would apply, by personal service, fax or mail.</li> <li>2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting.</li> <li>3. If, in the clerk's opinion, a newspaper described in paragraph 2 does not exist, by posting on the website of the municipality.</li> </ol> | <p>F - City Website, Council Agenda and Newspaper<br/>M - Shall be included on the agenda where the Subject Matter will be discussed.<br/>Notice shall be added to the Public Notice website module.<br/>Notice shall be given in a local newspaper having general circulation in the municipality<br/>T - As required by the Act</p> |

| Item  | Required  | Subject Matter   | Notice Requirements  | Notice to be Given   |
|-------|-----------|--|--|--|
| BCDC4 | Yes - Act | <p><b>Development Charges - Appeal of By-law</b></p> <p>Section 13(1) (2) (3) (4),<br/>Development Charges Act</p> <p>Section 10(2) (4),<br/>O. Reg. 82/98, General</p> <p>Department:<br/>FMS</p> | <p>13 (1) The clerk of a municipality that has passed a development charge by-law shall give written notice of the passing of the by-law, and of the last day for appealing the by-law, which shall be the day that is 40 days after the day the by-law is passed.</p> <p>(2) Notices required under this section must meet the requirements prescribed in the regulations and shall be given in accordance with the regulations</p> <p>(3) Every notice required under this section must be given not later than 20 days after the day the by-law is passed.</p> <p>(4) A notice required under this section shall be deemed to have been given,<br/>(a) if the notice is by publication in a newspaper, on the day that the publication occurs;<br/>(b) if the notice is given by mail, on the day that the notice is mailed.</p> <p>O. Reg. 82/98<br/>10 (2) Notice shall be given in one of the following ways:<br/>1. By personal service, fax or mail to every owner of land in the area to which the by-law applies.<br/>2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applies to give the public reasonable notice of the passing of the by-law.<br/>3. If, in the clerk's opinion, a newspaper described in paragraph 2 does not exist, by posting on the website of the municipality</p> | <p>General Notification<br/>F - Newspaper<br/>M - Notice shall be given in a local newspaper having general circulation in the municipality<br/>T - As required by the Act and O. Reg</p> <p>Notification to those who Requested to be Notified and to Specified Bodies<br/>F - As required by the Act and O. Reg.<br/>M - As required by the Act and O. Reg<br/>T - As required by the Act and O. Reg</p> |

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|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | <p>10 (4) In addition to the notice under subsection (2), notice shall be given, by personal service, fax or mail, to the following:</p> <ol style="list-style-type: none"><li>1. To every person and organization that has given the clerk of the municipality a written request for notice of the passing of the by-law and has provided a return address.</li><li>2. In the case of a by-law passed by the council of a lower-tier municipality, to the clerk of the upper tier municipality that the lower-tier municipality is in.</li><li>3. In the case of a by-law passed by the council of an upper tier municipality, to the clerks of the lower-tier municipalities within the upper tier municipality.</li><li>4. To the secretary of every school board having jurisdiction within the area to which the by-law applies. O. Reg. 82/98, s. 10 (4); O. Reg. 513/20, s. 2.</li></ol> |  |
|--|--|--|---|--|

## Advertising Signs, Business Licenses and Business Improvement Areas

| Item | Required                | Subject Matter  | Notice Requirements   | Notice to be Given  |
|------|-------------------------|---|---|---|
| BUS1 | Yes –<br>City<br>By-law | <p><b>Signs and Other Advertising Devices - Appeals to Council for Denial of Permit(s)</b><br/>City By-law 2012-154, A By-law for regulating the erection of signs and other advertising devices.</p> <p>Section 2.9 of By-law 2012-154, "The decision of the Director to refuse the issuance of a permit may be appealed to Council pursuant to Section 2.10"</p> <p>Department: PBS</p> | <p>Section 2.10<br/>(e) Where a permit is revoked, the permit holder shall be advised, as part of the notice of revocation required under Section 2.9, that there is a right to have the decision of the Director reviewed by Council and that this right will expire thirty (30) days from the date of the notice or revocation.</p> | <p>F - Council Agenda<br/>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br/>T - 10 days prior to Council Meeting</p> |
| BUS2 | No                      | <p><b>New Class of Business Licences</b><br/>Section 151, Municipal Act</p> <p>A municipality may pass a by-law to provide for a system of licences with respect to any business wholly or partially carried on within the municipality.</p> <p>Department: PBS</p>   | <p>No public notice requirement.</p>  | <p>F - Council Agenda<br/>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br/>T - 10 days prior to Council Meeting</p> |

| Item | Required  | Subject Matter  | Notice Requirements   | Notice to be Given  |
|------|-----------|---|---|---|
| BUS3 | Yes - Act | <p><b>Business Improvement Areas - Establishing By-law</b><br/>Section 210(1), Municipal Act</p> <p>Department: LCS</p> | <p>210 (1) Before passing a by-law... 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.</p> | <p>F - As required by the Act<br/>M - As required by the Act<br/>T - As required by the Act</p> |

| Item | Required  | Subject Matter   | Notice Requirements  | Notice to be Given   |
|------|-----------|--|--|--|
| BUS4 | Yes – Act | <p><b>Business Improvement Areas - Repeal Establishing By-law</b><br/>Section 211(1) (3),<br/>Municipal Act</p> <p>Council shall give notice of a proposed by-law to repeal a by-law establishing a BIA</p> <p>Department: LCS</p> | <p>211 (1) Council shall give notice in accordance with subsection 210 (1) of a proposed by-law to repeal a by-law under subsection 204 (1) if the municipality has received,</p> <p>(a) a resolution from 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 purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area.</p> <p>(3) Council shall give the notice within 60 days after receiving the resolution or request.</p> | <p>F - As required by the Act<br/>M - As required by the Act<br/>T - As required by the Act</p> <p>(see Section 210 (1))</p> |

## City Governance and Administration

| Item | Required | Subject Matter  | Notice Requirements  | Notice to be Given   |
|------|----------|---|--|--|
| GOV1 | No       | <p><b>By-laws of a regulatory nature</b></p> <p>New City regulatory by-laws and amendments to existing City regulatory by-laws</p> <p>Department: LCS</p>   | No public notice requirement.  | <p>F - Council Agenda</p> <p>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed</p> <p>T - 10 days prior to Council Meeting</p>  |
| GOV2 | Yes      | <p><b>Proposal to Restructure the Municipality</b></p> <p>Section 173(3), Municipal Act</p> <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</p> <p>Department: LCS</p> | <p>173 (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:</p> <ol style="list-style-type: none"> <li>1. Council shall consult with the public by giving notice of, and by holding, at least one public meeting.</li> <li>2. Council shall consult with such persons or bodies as the Minister may prescribe.</li> <li>3. Council may consult with such other persons and bodies as the municipality considers appropriate</li> </ol> | <p>F - Council Agenda and City Website</p> <p>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed. Notice shall be added to the Public Notice website module.</p> <p>T - 10 days prior to Council Meeting</p> |

| Item | Required | Subject Matter   | Notice Requirements            | Notice to be Given  |
|------|----------|--|--------------------------------|---|
| GOV3 | No       | <p><b>Change of Municipality's Name</b><br/>Section 187, Municipal Act</p> <p>A municipality may change its name so long as the new name is not the same as the name of another municipality.</p> <p>Department: LCS</p>                 | No public notice requirement.  | <p>F - Council Agenda<br/>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br/>T - 10 days prior to Council Meeting</p> |
| GOV4 | No       | <p><b>Composition of Council of Local Municipality</b><br/>Section 217, Municipal Act</p> <p>A local municipality may change the composition of its council subject to the rules noted in Section 217 (1)</p> <p>Department: LCS</p>     | No public notice requirement.  | <p>F - Council Agenda<br/>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br/>T - 10 days prior to Council Meeting</p> |
| GOV5 | No       | <p><b>Establishment of Wards (Prior to dividing or dissolving wards)</b><br/>Section 222, Municipal Act</p> <p>A municipality may divide or re-divide the municipality into wards or dissolve existing wards.</p> <p>Department: LCS</p> | No public notice requirements. | <p>F - Council Agenda<br/>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br/>T - 10 days prior to Council Meeting</p> |

| Item | Required  | Subject Matter   | Notice Requirements   | Notice to be Given  |
|------|-----------|--|---|---|
| GOV6 | Yes       | <p><b>Establishment of Wards (After dividing or dissolving wards)</b><br/>Section 222(3), Municipal Act</p> <p>A municipality may divide or re-divide the municipality into wards or dissolve existing wards.</p> <p>Department: LCS</p>                       | <p>222 (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).</p>  | <p>F - City website<br/>M - Notice shall be added to the Public Notice website module<br/>T - As required by the Act</p>  |
| GOV7 | Yes       | <p><b>Procedure By-laws for Council Meetings</b><br/>Section 238(2) (2.1), Municipal Act</p> <p>Department: LCS</p>  | <p>238 (2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings</p> <p>(2.1) The Procedure by-law shall provide for public notice of meetings.</p>   | <p>F - Council Agenda<br/>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed<br/>T - 10 days prior to Council Meeting</p> |
| GOV8 | Yes - Act | <p><b>Drinking Water Annual Reports</b><br/>Section 11(3) (10), O. Reg. 170/03, Drinking Water Systems</p> <p>The owner of a drinking water system shall ensure that an annual report is prepared in accordance with this section.</p> <p>Department: EFES</p> | <p>11 (3) In the case of the following drinking water systems, the annual report must cover the period from January 1 to December 31 in a year and must be prepared not later than February 28 of the following year:</p> <p>1. Large municipal residential systems.</p> <p>(10) If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet.</p> | <p>F - As required by the Act<br/>M - As required by the Act<br/>T - As required by the Act</p>   |

## Budgets and Finance

| Item | Required | Subject Matter  | Notice Requirements           | Notice to be Given   |
|------|----------|---|-------------------------------|--|
| FIN1 | No       | <p><b>Annual Budget (Operating, Capital, Water / Wastewater)</b><br/>Section 290, Municipal Act</p> <p><b>Multi-Year Budget (Operating, Capital, Water / Wastewater)</b><br/>Section 291(1), Municipal Act</p> <p><b>Other Years, Mandatory Review of Annual Budget (Operating, Capital, Water / Wastewater)</b><br/>Section 291(4), Municipal Act</p> <p>Advertising a budget or amending the budget.</p> <p>Department: FMS</p> | No public notice requirement. | <p>Annual and Multi-Year Operating, Capital or Water / Wastewater Budgets (Initial, Amendment and Reconfirmation Budgets)</p> <p>F - Council Agenda</p> <p>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed</p> <p>T - 5 days prior to Council Meeting</p> |
| FIN2 | No       | <p><b>Rates and Fees</b><br/>Section 391, Municipal Act</p> <p>Department: FMS</p>  | No public notice requirement. | <p>Annual and Multi-Year Rates and Fees (Initial, Amendment and Reconfirmation Rates and Fees)</p> <p>F - Council Agenda</p> <p>M - Shall be included on the agenda for the meeting where the Subject Matter will be discussed</p> <p>T - 10 days prior to Council Meeting</p>                           |

| Item | Required  | Subject Matter   | Notice Requirements   | Notice to be Given  |
|------|-----------|--|---|---|
| FIN3 | Yes - Act | <p><b>Publication of Audited Financial Statements</b><br/>Section 295(1), Municipal Act</p> <p>Department: FMS</p>         | <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.</p> | <p>F - As required by the Act<br/>M - As required by the Act<br/>T - As required by the Act</p>                     |
| FIN4 | Yes       | <p><b>Public Auction for the Seizure of Personal Property</b><br/>Section 351(8), Municipal Act</p> <p>Department: FMS</p> | <p>351 (8) The treasurer or the treasurer's agent shall give the public notice of the time and place of the public auction and of the name of the person whose personal property is to be sold.</p>   | <p>F - City website<br/>M - Added to Public Notice website module<br/>T - At least 14 days prior to the auction</p> |

| Land  |           |  |  |   |
|-------|-----------|--|--|---|
| Item  | Required  | Subject Matter   | Notice Requirements  | Notice to be Given  |
| Land1 | Yes - Act | <p><b>Division of Land into Parcels</b><br/>Section 356(4) (5), Municipal Act</p> <p>Department: FMS / PBS</p> | <p>356 (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;</p> <p>(b) notify the applicants and owners of the meeting by mail sent at least 14 days before the meeting; and</p> <p>(c) make its decision.</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> | <p>F - As required by the Act</p> <p>M - As required by the Act</p> <p>T - As required by the Act</p> |

| Item  | Required  | Subject Matter   | Notice Requirements  | Notice to be Given  |
|-------|-----------|--|--|---|
| Land2 | Yes - Act | <p><b>Public Sale of Land in Arrears</b><br/>Section 379(2), Municipal Act</p> <p>Section 5(2) (5), 13(2) (5),<br/>O. Reg 571/17,<br/>Municipal Tax Sales Rules</p> <p>Department Responsible: FMS</p> | <p>379 (2) If, at the end of the one-year period following the date of the registration of the tax arrears certificate registered under section 373, the cancellation price remains unpaid and there is no subsisting extension agreement, the land shall be offered for public sale by public auction or public tender, as the treasurer shall decide, and the treasurer shall immediately,</p> <p>(b) advertise the land for sale in accordance with the regulations</p> <p>O. Reg 571/17 Section 5 - Sale by Public Tender<br/>O. Reg 571/17 Section 13 - Sale by Public Auction<br/>(the same clauses are used for both O. Regs)</p> <p>5 and 13 (2) The treasurer shall advertise the land for sale once in The Ontario Gazette and once a week for four weeks in a newspaper that, in the opinion of the treasurer, has such circulation within the municipality as to provide reasonable notice of the sale or, if there is no such newspaper, post a notice in the municipal office and one other prominent place in the municipality.</p> <p>5 and 13 (5) An advertisement may relate to the sale of any number of parcels of land.</p> | <p>F - As required by the Act<br/>M - As required by the Act<br/>T - As required by the Act</p> |

| Heritage |           |   |  |  |
|----------|-----------|---|--|--|
| Item     | Required  | Subject Matter  | Notice Requirements  | Notice to be Given   |
| Heri1    | Yes - Act | <p><b>Publication of Notice<br/>Notice of Intention to Designate<br/>(Before designation)</b><br/>Section 26 (4), Ontario Heritage Act<br/>Section 29, Ontario Heritage Act<br/>Section 270 (1.4), Municipal Act</p> <p>Department Responsible: PBS</p> | <p>OHA 26 (4) Where a municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the <i>Municipal Act, 2001</i> is deemed to satisfy the requirement of this Part to publish notice in a newspaper.</p> <p>(This is the required policy noted in Section 270 of the MA.)</p> <p>See Section 29, OHA, for notice requirements related to identifying property owners and the Ontario Heritage Trust</p> | <p>F – City website, Council Agenda, As Required by the Act<br/>M - Added to Public Notice website module. Shall be included on the agenda for the meeting where the Subject Matter will be discussed. As Required by the Act<br/>T - As required by the Act, and 10 days prior to Council Meeting</p> |
| Heri2    | Yes - Act | <p><b>Publication of Notice<br/>Notice of Intention to Designate<br/>(After designation)</b><br/>Section 26 (4), Ontario Heritage Act<br/>Section 29, Ontario Heritage Act<br/>Section 270 (1.4), Municipal Act</p> <p>Department Responsible: PBS</p>  | <p>OHA 26 (4) Where a municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the <i>Municipal Act, 2001</i> is deemed to satisfy the requirement of this Part to publish notice in a newspaper.</p> <p>(This is the required policy noted in Section 270 of the MA.)</p> <p>See Section 29, OHA, for notice requirements related to identifying property owners and the Ontario Heritage Trust</p> | <p>F - City website. As Required by the Act<br/>M - Added to Public Notice website module. As Required by the Act<br/>T - As required by the Act</p>   |