



## Township of Brock Notice Provisions Policy

Section/Subject Matter	Former Requirement in Act	Former Manner of Notice	New Requirement in Act	Recommended Policy
<b>Part III – Specific Municipal Powers</b>				
34(1) Permanent Closure of a Highway	Before passing a By-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law	Public Notice within a newspaper once per week for three (3) consecutive weeks.  Written notice to the Regional Municipality of Durham at least twenty (20) days prior to the date of the intended passing of the by-law.	Notice not required	Notice of a Public Meeting to be provided at least forty (40) days and Notice of Intention to be provided at least twenty (20) days prior to enactment of the by-law: <ul style="list-style-type: none"> <li>• Personal service or prepaid first-class mail to all persons who abut the affected highway;</li> <li>• Township website</li> <li>• Regional Works Dept</li> </ul> <p><i>Notice to persons &amp; agencies directly affected by by-law</i></p>
34 (2) Permanent Altering of a Highway	Before passing a by-law for permanently altering a highway, if the alteration is likely to deprive any person of the sole means of motor vehicle access to and from the person's land over any highway, a municipality shall give public notice of its intention to pass the by-law	Public Notice within a newspaper once per week for three (3) consecutive weeks.  Personal service and/or prepaid first class mail to all persons who abut the affected highway at least twenty (20) days prior to the date of the intended passing of the by-law.	Notice not required	Notice of a Public Meeting to be provided at least forty (40) days and Notice of Intention to be provided at least twenty (20) days prior to enactment of the by-law: <ul style="list-style-type: none"> <li>• Personal service or prepaid first-class mail to all persons who abut the affected highway;</li> <li>• Township website</li> <li>• Regional Works Dept</li> </ul> <p><i>Notice to persons &amp; agencies directly affected by by-law</i></p>

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36 (3) (a) (b) Intention to pass by-law to owner and public designating a highway as a controlled access highway	Give notice of Council's intention to pass the by-law to the public and to the owner of any land abutting the highway to be named as a controlled access highway	Public Notice within a newspaper once per week for three (3) consecutive weeks.  Personal service and/or prepaid first class mail to all persons who abut the affected highway at least twenty (20) days prior to the date of the intended passing of the by-law.	Section Repealed Notice not required	None
37 Private Road Closing	If a municipality requires the owner of any land to permanently close up any private road, entrance, gate or other structure that is constructed or is being used as a means of access to a controlled-access highway or other highway in contravention of a by-law, it shall give notice to the owner of the land personally or by prepaid registered mail to the last known address of the owner.	Personal service and/or prepaid registered mail to the affected property owner.	Section Repealed Notice not required	None
47 Change - Naming of highway	Before passing a by-law naming a highway or changing the name of a highway, a municipality shall give public notice of its intention to pass the by-law.	Public Notice within a newspaper at least twenty (20) days prior to the date of the intended passing of the by-law; personal service and/or prepaid first class mail to all persons who abut the affected highway; and written notice to the Regional Municipality of Durham at least twenty (20) days prior to the date of the intended passing of the by-law.	Section Repealed Notice not required	Notice of intent to be provided at least twenty (20) days prior to enactment of the by-law: <ul style="list-style-type: none"> <li>• Personal service or prepaid first-class mail to all persons who abut the affected highway;</li> <li>• Township website</li> <li>• Regional Planning &amp; Works Dept</li> </ul> <p><i>Notice to persons &amp; agencies directly affected by by-law</i></p>

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				<i>Unsure as to why this section has been repealed when the following section (naming of private roads) has been maintained</i>
48 Naming of Private Roads	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.	Public Notice within a newspaper at least twenty (20) days prior to the date of the intended passing of the by-law; personal service and/or prepaid first class mail to all persons who abut the affected highway; and written notice to the Regional Municipality of Durham at least twenty (20) days prior to the date of the intended passing of the by-law.	Public Notice Still Required	<p>Notice of intent to be provided at least twenty (20) days prior to enactment of the by-law:</p> <ul style="list-style-type: none"> <li>• Personal service or prepaid first-class mail to all persons who abut the affected highway;</li> <li>• Township website</li> <li>• Regional Planning &amp; Works Dept</li> </ul> <p><i>Notice to persons &amp; agencies directly affected by by-law</i></p>
99(1) By-law - Advertising Devices, including signs	Before passing the by-law, the municipality shall give public notice of its intention to pass the by-law.	Public Notice within a newspaper at least twenty (20) days prior to the date of the intended passing of the by-law.	Notice not required	<p>Notice of public meeting to be provided at least twenty (20) days prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> <li>• Township website</li> </ul> <p>Personal service or prepaid first-class mail to those persons who request further notice following the public meeting</p> <p><i>Enactment of a sign by-law has implications throughout the</i></p>

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				<i>municipality and requires broad circulation</i>
110 (5) Agreements for Municipal Capital Facilities	Upon the passing of a by-law permitting a municipality to enter into an agreement under this section, the Clerk of the municipality shall give written notice of the by-law to the Minister of Education.	Written notice to the Minister of Education by prepaid first class mail within fifteen (15) days of the passing of the by-law.	Public Notice Still Required	Written notice to the Minister of Education by prepaid first class mail within fifteen (15) days of the passing of the by-law
110 (8) Tax Exemption By-law	Upon the passing of a by-law under subsection (6), the Clerk shall give written notice of the contents of the by-law to: <ul style="list-style-type: none"> <li>• the assessment corporation;</li> <li>• the Clerk of any other municipality that would, but for the by-law, have had the authority to levy rates on the assessment for the land exempted by the by-law; and,</li> <li>• the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law.</li> </ul>	Written notice by prepaid first class mail upon the passing of the by-law to all persons/agencies identified within the Act no later than fifteen (15) days following the passage of the by-law.	Public Notice Still Required	Written notice by prepaid first class mail upon the passing of the by-law to all persons/agencies identified within the Act no later than fifteen (15) days following the passage of the by-law.
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 specified, the municipality shall have the work done at the expense of the owner. Before the municipality enters on the land to do the work, the order shall be served on the	Personal service and/or prepaid registered mail or placing of a placard in accordance with the order given.  Note: The placing of a placard shall be deemed to be sufficient service of the order, but shall be	Section Repealed Notice not required	None

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	owner of the land personally or by 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 section 144 (8), it may place a placard containing the terms of the order on the land and may enter on the land for this purpose.	the required form of notice only if the municipality is unable to effect service under subsection 144(8).		
144 (8) (9) (10) Authority of Municipality	Notice under subsection 144 (8) or (9) shall be deemed to be sufficient notice for the purpose of section 431(a) of the proposed entry on the land.	Personal service or prepaid registered mail - notice as set out in the order to comply.	Section Repealed Notice not required	None
<b>Part IV – Licensing and Registration</b>				
150 (4) (b) General Licensing Powers	Before passing a by-law under this section, the Council of the municipality shall, except in the case of an emergency, <ul style="list-style-type: none"> <li>• hold at least one public meeting at which any person who attends has an opportunity to make representation on the matter, and,</li> <li>• ensure that notice of the public meeting is given.</li> </ul>	Public Notice within a newspaper at least twenty (20) days prior to the date of the public meeting and prepaid first class mail to all persons who made written submissions and/or made oral representations at the public meeting at least ten (10) days prior to the date of the intended passing of the by-law.	Notice not required	Notice of public meeting to be provided at least twenty (20) days prior to the meeting: <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> <li>• Township website</li> <li>• Personal service or prepaid first-class mail to those persons who are in possession of business licence issued by the municipality for the affected issue</li> </ul> Personal service or prepaid first-class mail to those persons who

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				<p>request further notice following the public meeting</p> <p><i>Notice to persons &amp; agencies directly affected by by-law as well as the general public who may be affected or are considering a licence</i></p>
<p>150 (5) Emergency - Public Meeting - Licensing Power (Post Activity)</p>	<p>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 it is practicable after its passage, hold the meeting and give the notice referred to in subsection (4) and may, after that meeting, amend or repeal the by-law without the requirement of a further meeting.</p>	<p>Public Notice within a newspaper at least twenty (20) days prior to the public meeting within fifteen (15) days of the passage of the by-law.</p>	<p>Notice not required</p>	<p>Notice of public meeting to be provided at least twenty (20) days prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> <li>• Township website</li> <li>• Personal service or prepaid first-class mail to those persons who are in possession of business licence issued by the municipality for the affected issue</li> </ul> <p>Personal service or prepaid first-class mail to those persons who request further notice following the public meeting</p> <p><i>Notice to persons &amp; agencies directly affected by by-law as well as the general public who may be affected or are considering a licence</i></p>
<p>157 (3) Registry of Business</p>	<p>Before passing a by-law under this section, the Council of the</p>	<p>Public Notice within a newspaper at least twenty (20) days prior to</p>	<p>Section repealed Notice not required</p>	<p>None</p>

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	municipality shall, except in the case of an emergency, <ul style="list-style-type: none"> <li>• hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter, and,</li> <li>• ensure that notice of the public meeting is given</li> </ul>	the date of the public meeting and prepaid first class mail to all persons who made written submissions and/or made oral representations at the public meeting at least ten (10) days prior to the date of the intended passing of the by-law.		
157 (4) Registry of Business - Special Case (post Activity)	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 it is practicable after its passage, hold the meeting and give the notice referred to in subsection (3) and may, after that meeting, amend or repeal the by-law without the requirement of a further meeting.	Public Notice within a newspaper at least twenty (20) days prior to the public meeting within fifteen (15) days of the passage of the by-law.	Section repealed Notice not required	None
<b>Part V – Municipal Reorganization</b>				
173 (3) Restructuring Proposal	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: <ul style="list-style-type: none"> <li>• Council shall consult with the public by giving notice of and holding at least one public meeting;</li> </ul>	Public Notice within a newspaper once per week for four (4) consecutive weeks prior to the public meeting.  Public notice shall also be given in the time, manner, and form as may be prescribed by the Minister.	Public notice and public meeting still required	Notice of public meeting to be provided: <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation for two (2) consecutive weeks prior to the meeting;</li> <li>• Township website</li> </ul> Personal service or prepaid first-class mail to those persons who

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	<ul style="list-style-type: none"> <li>• Council shall consult with such persons or bodies as the Minister may prescribe; and,</li> <li>• Council may consult with such other persons and bodies as the municipality considers appropriate.</li> </ul>			<p>request further notice following the public meeting</p> <p><i>Municipal restructuring proposals have broad implications which affect all ratepayers within the municipality</i></p>
174 (12) Commission on Restructuring	The Commission shall give notice to the public in the prescribed geographic area advising them of the opportunity to inspect the restructuring proposal.	As determined by the Commission.	No changes	As determined by the Commission.
187 (2) Change of Name	Prior to 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 (1) public meeting to consider the matter.	Public Notice within a newspaper once per week for four (4) consecutive weeks prior to the public meeting.	Notice and public meeting not required	<p>Notice of public meeting to be provided:</p> <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation for two (2) consecutive weeks prior to the meeting;</li> <li>• Township website</li> </ul> <p>Personal service or prepaid first-class mail to those persons who request further notice following the public meeting</p> <p><i>Changing the name of the municipality has broad implications which affect all ratepayers within the municipality</i></p>
210 Business Improvement Areas	Before passing a by-law under subsection 204(1), clause 208(2)(b), subsection 208(3) or	Personal service and/or prepaid first class mail to all persons who would be affected by the	No changes	Personal service and/or prepaid first class mail to all persons who would be affected by the



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	<p>section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which it is located,</p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• where a new improvement area would be created by the proposed by-law, in the proposed improvement area.</li> </ul>	<p>proposed by-law at least sixty (60) days prior the date of the passing of the by-law.</p>		<p>proposed by-law at least sixty (60) days prior the date of the passing of the by-law.</p>
<p>211 Business Improvement Area - Repealing By-law</p>	<p>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> <ul style="list-style-type: none"> <li>• a resolution from the board of management requesting the repeal; or,</li> <li>• a request for the repeal signed by persons who are responsible for at least one-third of the taxes</li> </ul>	<p>Personal notice by prepaid first class mail within sixty (60) days after receiving the resolution or request and at least twenty (20) days prior to the passing of the by-law to the Board of Management of the improvement area and every person assessed for rateable property within the improvement area.</p>	<p>No changes</p>	<p>Personal notice by prepaid first class mail within sixty (60) days after receiving the resolution or request and at least twenty (20) days prior to the passing of the by-law to the Board of Management of the improvement area and every person assessed for rateable property within the improvement area.</p>

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	levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area.			
216 (4) Dissolution of Local Boards (Exception of Police Service Boards)	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.	Personal notice by prepaid first class mail at least twenty (20) days prior to the passage of the by-law.  Note: The Minister may establish criteria.	Notice not required	Notice of intent to be provided at least twenty (20) days prior to enactment of the by-law: <ul style="list-style-type: none"> <li>• Personal service or prepaid first-class mail to all board members</li> <li>• Township website</li> </ul> <i>Notice to persons directly affected by by-law</i>
217 Council Composition - Local	Before passing a by-law under this section, the municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting.	Public Notice within a newspaper at least twenty (20) days prior to the date of the public meeting and prepaid first class mail to all persons who made written submissions and/or made oral representations at the public meeting at least ten (10) days prior to the date of the intended passing of the by-law.	Notice not required	Notice of public meeting to be provided at least twenty (20) days prior to the meeting: <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> <li>• Township website</li> </ul> Personal service or prepaid first-class mail to those persons who request further notice following the public meeting
222 Establishment of Wards	Before passing a by-law under subsection (1), the municipality shall give notice of its intention to pass the by-law and hold at least one public meeting.	Public Notice within a newspaper at least twenty (20) days prior to the date of the public meeting and prepaid first class mail to all persons who made written submissions and/or made oral	Notice of Council's intention not required  Notice of by-law enactment required within 15 days of by-law enactment	Notice of public meeting to be provided at least twenty (20) days prior to the meeting: <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> </ul>

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		<p>representations at the public meeting at least ten (10) days prior to the date of the intended passing of the by-law.</p> <p>Public Notice within a newspaper no later than fifteen (15) days following the passage of the by-law specifying the last date for filing an appeal to the by-law.</p> <p>Note: The Minister may establish criteria.</p>		<ul style="list-style-type: none"> <li>• Township website</li> </ul> <p>Personal service or prepaid first-class mail to those persons who request further notice following the public meeting</p> <p>Notice of by-law passing not later than fifteen (15) days following enactment:</p> <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> <li>• Township website</li> <li>• Personal service or prepaid first-class mail to those persons who have requested notice</li> </ul>
<b>Part VI – Practices and Procedures</b>				
238 Procedural By-laws	Before passing a by-law under subsection (2), a municipality shall give notice of its intention to pass the by-law.	Public Notice within a newspaper at least twenty (20) days prior to the date of the intended passing of the by-law.	Notice not required (Procedural by-law to indicate that notice of meetings to be provided)	None
251 Notice	Where a municipality is required to give notice under a provision of this Act, the municipality shall, except as otherwise provided, give the notice in a form and in the manner and at the time that the Council considers adequate to give reasonable notice under the provisions.	As approved by Council in this by-law from time to time.	Section repealed (in favour of policy)	None

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260 & 262 Council member resignation	Notice in writing filed with the Clerk; however, it is not effective if it would reduce the number of members to less than a quorum.	Council shall declare the vacancy at its next regular meeting. If the vacancy occurs as a result of death, the declaration may be made at either of its next two regular meetings. Such vacancy must be filled within 60 days of the declaration except if the vacancy occurs within 90 days of an election in which case the municipality is not required to fill the vacancy and in accordance with the <i>Municipal Elections Act</i> .	No changes	Council shall declare the vacancy at its next regular meeting. If the vacancy occurs as a result of death, the declaration may be made at either of its next two regular meetings. Such vacancy must be filled within 60 days of the declaration except if the vacancy occurs within 90 days of an election in which case the municipality is not required to fill the vacancy and in accordance with the <i>Municipal Elections Act</i>
268 Sale of Land	Every municipality and local board with the authority to sell land shall pass a by-law establishing procedures, including the provision of notice to the public governing the sale of land.	Public Notice within a newspaper at least two (2) weeks prior to the date of the intended passing of the by-law.	Notice not required (to be addressed in sale of land policy)	<p>Notice of Public Meeting to be provided at least forty (40) days and Notice of Intention to be provided at least twenty (20) days prior to enactment of the by-law authorizing the sale:</p> <ul style="list-style-type: none"> <li>• Personal service or prepaid first-class mail to all persons who are within a distance of 120 metres of the affected land;</li> <li>• Township website;</li> </ul> <p><i>Notice to persons directly affected by by-law</i>  <i>Requires amendment to the "Sale of Land" by-law</i></p>
<b>Part VII – Financial Administration</b>				

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291 Budget - Adoption or Amendment	Before adopting all or part of a budget, a municipality shall give the public notice of its intention to adopt the budget at a meeting specified in the notice.	Public Notice within a newspaper at least twenty (20) days prior to the date of the intended passing of the by-law to adopt the budget.	Section repealed No notice required	Notice of public meeting to be provided at least twenty (20) days prior to the meeting: <ul style="list-style-type: none"> <li>• Publication within a newspaper having sufficient circulation;</li> <li>• Township website</li> </ul>
295 Financial Statement - Publication	Within 60 after receiving the audited financial statements of the municipality for the previous year, the Treasurer of the municipality <ul style="list-style-type: none"> <li>a) shall publish in a newspaper having general circulation in the municipality <ul style="list-style-type: none"> <li>i) a copy of the audited financial statements, the notes to the financial statement, the auditor's report and the tax rate information for the current and previous year as contained in the financial review; or</li> <li>ii) a notice that the information in subclause (i) will be made available at no cost to any taxpayer or resident of the municipality upon request, and</li> </ul> </li> <li>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.</li> </ul>	Public Notice within a newspaper within sixty (60) days of receipt of the financial statement.	No changes	Public Notice within a newspaper within sixty (60) days of receipt of the financial statement.

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297 (4) Auditors right to attend - Right of Access	The auditor may attend any meeting of Council or local board and is entitled to a) receive all notices relating to the meeting that any member is entitled to receive; and, b) to make representation at that meeting on any matter that concerns him as auditor.	Auditor, upon written request to the Municipality, shall receive the Council/Committee schedule together with agenda title pages for information purposes.	No changes	Auditor, upon written request to the Municipality, shall receive the Council/Committee schedule together with agenda title pages for information purposes.
<b>Part VIII – Municipal Taxation</b>				
300 Improvements in Service	A municipality shall, at least once in each calendar year, provide notice to the public of a) improvements in the efficiency and effectiveness of the delivery of services by the municipality and its local boards; and, b) barriers identified by the municipality and its local boards in the efficiency and effectiveness of the delivery of services by them.	Public Notice within a newspaper.  Note: Minister may designate manner and form of notice.	Section repealed No notice required	None
<b>Part IX – Limitation on Taxes for Certain Property Classes</b>				
331 Taxes on Eligible Properties	The local municipality shall mail to the owner of each eligible property the list of the comparable properties and the determination made under subsection (2) with respect to that eligible property within sixty (60) days after the date the list is received by the local municipality.	Personal notice by prepaid first class mail to the eligible property owner within sixty (60) days following receipt from the assessment corporation.	No changes	Personal notice by prepaid first class mail to the eligible property owner within sixty (60) days following receipt from the assessment corporation.

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<b>Part X – Tax Collection</b>				
342 Tax Instalments	The use by a taxpayer of the alternative instalments and due dates under 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.	Personal notice by prepaid first class mail to the affected taxpayer as determined by the Treasurer.	No changes	Personal notice by prepaid first class mail to the affected taxpayer as determined by the Treasurer.
348 Determination of Tax Status	The Treasurer shall send to every taxpayer who owes taxes from a preceding year a notice of those taxes and of the related late payment charges.	Personal notice by prepaid first class mail to the affected taxpayer by February 28 <sup>th</sup> in each year.	No changes	Personal notice by prepaid first class mail to the affected taxpayer by February 28 <sup>th</sup> in each year.
350 (1) Obligations of tenant - Taxes Owed	Where taxes are owed in respect of any land occupied by a tenant, the Treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the Treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with the notice.	Personal notice by prepaid first class mail to the tenant with a copy forwarded by registered mail to the owner/taxpayer.	No changes	Personal notice by prepaid first class mail to the tenant with a copy forwarded by registered mail to the owner/taxpayer.
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 to recover the taxes and costs of the seizure.	Personal notice by prepaid registered mail to the affected party and Public Notice within a newspaper at least twenty (20) days prior to the public auction.	Notice required	Personal notice by prepaid registered mail to the affected party and Public Notice within a newspaper at least twenty (20) days prior to the public auction.
356 Division of Land	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	Personal notice by prepaid first class mail to the applicants and owners at least fourteen (14) days prior to the meeting.	No changes	Personal notice by prepaid first class mail to the applicants and owners at least fourteen (14) days prior to the meeting.

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	<p>applicants and owners of any part of the land may make representations to Council; and,</p> <p>b) notify the applicants and owners of the meeting sent at least 14 days before the meeting; and,</p> <p>c) make its decision.</p>	<p>Council shall also notify the applicants and owners of the decision by prepaid first class mail within fourteen (14) days after making its decision and specify the last day for appealing Council's decision.</p>		<p>Council shall also notify the applicants and owners of the decision by prepaid first class mail within fourteen (14) days after making its decision and specify the last day for appealing Council's decision.</p>
<p>357 Cancellation, reduction, refund of taxes</p>	<p>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 may make representations to Council; and,</p> <p>b) notify the applicants of the meeting by mail sent at least 14 days before the meeting; and,</p> <p>c) make its decision.</p>	<p>Personal notice by prepaid first class mail to the applicants at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicants of the decision by prepaid first class mail within fourteen (14) days after making its decision and specify the last day for appealing Council's decision.</p>	<p>No changes</p>	<p>Personal notice by prepaid first class mail to the applicants at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicants of the decision by prepaid first class mail within fourteen (14) days after making its decision and specify the last day for appealing Council's decision.</p>
<p>358 Overcharges caused by a gross or manifest error</p>	<p>Treasurer to send copy of application to the Assessment Corporation and registrar of the Assessment Review Board and to notify applicant of invalid application.</p> <p>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 may make</p>	<p>Personal notice by prepaid first class mail to the applicants at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicants of the decision by prepaid first class mail within fourteen (14) days after making its decision and specify the last day for appealing Council's decision.</p>	<p>No changes</p>	<p>Personal notice by prepaid first class mail to the applicants at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the applicants of the decision by prepaid first class mail within fourteen (14) days after making its decision and specify the last day for appealing Council's decision.</p>



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	<p>representations to Council; and, b) notify the applicants of the meeting by mail sent at least 14 days before the meeting; and, c) make its decision.</p>			
<p>359 Increase of taxes (as a result of any undercharge caused by a gross or manifest error) . . . but not an error in judgment assessing the land.</p>	<p>Council shall: a) hold a meeting at which the Treasurer and the person in respect of whom the application is made may make representations to Council; and, b) notify the Treasurer and the person in respect of whom the application is made of the meeting by mail sent at least 14 days before the meeting; and, c) make its decision.</p>	<p>Personal notice by prepaid registered mail to the person in respect of whom the application is made and notification to the Treasurer at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the Treasurer and provide personal notice by registered mail to the person in respect of whom the application is made of the decision within fourteen (14) days after making its decision and specify the last day for appealing the decision.</p>	<p>No changes</p>	<p>Personal notice by prepaid registered mail to the person in respect of whom the application is made and notification to the Treasurer at least fourteen (14) days prior to the meeting.</p> <p>Council shall also notify the Treasurer and provide personal notice by registered mail to the person in respect of whom the application is made of the decision within fourteen (14) days after making its decision and specify the last day for appealing the decision.</p>
<p>365 Cancellation, reduction or refund of taxes</p>	<p>If a lower tier municipality has passed a by-law under subsection (1), it shall give notice of that fact to the upper-tier municipality and the upper-tier municipality may pass a by-law to provide a similar cancellation, reduction or refund of taxes levied for upper-tier purposes.</p>	<p>Written notice by prepaid first class mail to the upper-tier municipality as possible after passing the by-law.</p>	<p>No changes</p>	<p>Written notice by prepaid first class mail to the upper-tier municipality as possible after passing the by-law.</p>

<b>Section/Subject Matter</b>	<b>Former Requirement in Act</b>	<b>Former Manner of Notice</b>	<b>New Requirement in Act</b>	<b>Recommended Policy</b>
365.1 (4)(5) Cancellation of taxes, rehabilitation, and development period	If a lower-tier municipality intends to pass a by-law under subsection (2), it shall give notice of its intention to the upper-tier municipality and the Minister of Finance	Copy of proposed by-law forwarded by prepaid first class mail to upper-tier municipality and to Minister of Finance.  Note: Information to be provided to Minister of Finance as per the Act.	No changes	Copy of proposed by-law forwarded by prepaid first class mail to upper-tier municipality and to Minister of Finance.  Note: Information to be provided to Minister of Finance as per the Act.
365.1 (7)(25) Cancellation of taxes, rehabilitation, and development period	If a local municipality passes a by-law under subsection (2) or (3), it shall, within 30 days, give a copy of the by-law to the Minister and Minister of Finance	By-law to be forwarded to the Minister and Minister of Finance by prepaid first class mail within thirty (30) days of passage.	No changes	By-law to be forwarded to the Minister and Minister of Finance by prepaid first class mail within thirty (30) days of passage.
365.1 (9)(11) Cancellation of taxes, rehabilitation, and development period	Upon approval of an application under subsection (8), local municipality to advise owner of the commencement date of tax assistance and amount of tax assistance. Minister of Finance to be provided above information within 30 days of advising the owner	Personal notice by prepaid first class mail to the owner and by prepaid first class mail to the Minister of Finance within thirty (30) days of providing notice to the owner.  Note: Minister of Finance may specify additional information to be provided by local municipality.	No changes	Personal notice by prepaid first class mail to the owner and by prepaid first class mail to the Minister of Finance within thirty (30) days of providing notice to the owner.  Note: Minister of Finance may specify additional information to be provided by local municipality.
365.1 (23) Cancellation of taxes, rehabilitation, and development period	Owner to notify municipality within 30 days of filing a Record of Site Condition and local municipality, within 30 days of receipt, to advise Minister of Finance.	Written notice by prepaid first class mail within thirty (30) days of receipt of notice from owner.	No changes	Written notice by prepaid first class mail within thirty (30) days of receipt of notice from owner.
365.2 (5)(6) Tax Reduction - Eligible Heritage Properties	A local municipality shall deliver a copy of a by-law passed under subsection (4) to the Minister of Finance within 30 days of its passage and notify the upper-tier municipality of the amount of taxes to be reduced or refunded	Copy of by-law to be forwarded by prepaid first class mail to the Minister of Finance and upper-tier municipality within thirty (30) days of its passing.	No changes	Copy of by-law to be forwarded by prepaid first class mail to the Minister of Finance and upper-tier municipality within thirty (30) days of its passing.

Section/Subject Matter	Former Requirement in Act	Former Manner of Notice	New Requirement in Act	Recommended Policy
<b>Part XI – Sale of Land for Tax Arrears</b>				
374 (1) Notice of Registration	Within 60 days after the registration of a tax arrears certificate, the Treasurer shall send a notice of the registration of the certificate to the assessed owner of the land; if under Land Titles to persons appearing on the parcel register and if under the Registry Act, to persons appearing by the abstract index and by the index of writs received for execution by the sheriff . . .	Notice of registration certificate by registered mail within sixty (60) days following registration.	No substantive changes	Notice of registration certificate by registered mail within sixty (60) days following registration to parties specified in the Act.
379 (1) Public Sale	If the 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.	Final notice that the land will be advertised for public sale to be given by registered mail to persons entitled to receive notice within thirty (30) days after the expiry of the 280 day period.	No changes	Final notice that the land will be advertised for public sale to be given by registered mail to persons entitled to receive notice within thirty (30) days after the expiry of the 280 day period
379 (2) Public Sale - Advertisement	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 no subsisting extension agreement, the land shall be offered for public sale by public auction or public	A Public Notice within the Ontario Gazette and a public notice within a newspaper once per week for four (4) consecutive weeks.	No changes	A Public Notice within the Ontario Gazette and a public notice within a newspaper once per week for four (4) consecutive weeks.

Section/Subject Matter	Former Requirement in Act	Former Manner of Notice	New Requirement in Act	Recommended Policy
	tender, as the Treasurer shall decide, and the Treasurer shall immediately 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.			
379 (5)(b) and (15) No Registration of Notice of Vesting	If there is no successful purchaser, the Treasurer may prepare and register, in the name of the municipality, a notice of vesting.	Notice of Vesting to be registered within one (1) year after the public sale is conducted.	No notice changes – Act now provides for up to 2 years for vesting to occur	Notice of Vesting to be registered within two (2) years after the public sale is conducted.
380 (3) Application of Proceeds - Payment into Court	Within 60 days after making a payment into court under subsection (2), the Treasurer shall send a copy of the statement to the Public Guardian and Trustee and to the persons to whom the Treasurer sent notice under subsection 379(1).	Copy of statement to be sent by registered mail within sixty (60) days after payment into court.	No changes	Copy of statement to be sent by registered mail within sixty (60) days after payment into court.
<b>Part XII – Fees and Charges</b>				

Section/Subject Matter	Former Requirement in Act	Former Manner of Notice	New Requirement in Act	Recommended Policy
400 Regulations re: Fees and Charges	The Minister may make regulations providing for any matters which, in the opinion of the Minister, are necessary or desirable for the purposes of this Part, including: f) requiring a municipality or local board to give the prescribed notice of its intention to pass a by-law imposing fees and charges which have priority lien status under (d) which are added to the tax roll, to the prescribed persons in the manner and form and at the times prescribed.	Notice of intent to pass a by-law in the manner and form and at the times prescribed by the Minister.	No changes	Notice of intent to pass a by-law in the manner and form and at the times prescribed by the Minister
<b>Part XIII – Debt and Investment</b>				
402(1) Notice of Debt	Upon receipt of an application of a municipality to incur a debt, the Ontario Municipal Board may direct the municipality to give notice of the application to such persons and in such manner as the Board determines.	Notice of debt to such persons and in such manner as determined by the Ontario Municipal Board.	No changes	Notice of debt to such persons and in such manner as determined by the Ontario Municipal Board.
408 Debenture By-law	When a municipality authorizes long term borrowing by the issue of debentures or through another municipality under Section 403 or 404.	Personal notice by prepaid first class mail to persons issuing the debenture.	No changes	Personal notice by prepaid first class mail to persons issuing the debenture.
<b>Part XIV – Enforcement</b>				
431 Where Power of Entry Exercised	Where a municipality exercises a power of entry under this Act, the Municipality shall a) except with respect to an entry to determine whether a by-law,	Personal notice by registered mail to the occupier of land at least seven (7) days prior to entry and/or the posting of a notice on the land in a conspicuous place.	No substantive changes	Notice provided to: <ul style="list-style-type: none"> <li>• occupier of land</li> <li>• within a reasonable time before power of entry exercised</li> </ul>

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	<p>order or condition to a permit has been complied with or an entry under section 87, 97, 122 or 166 or clause 430(a)(b)(c), provide reasonable notice of the proposed entry to the occupier of land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place</p> <p>b) despite clause (a), in the case of an entry described under clause 430(d), give reasonable notice of the proposed entry to the occupier of the land by personal notice.</p>			<ul style="list-style-type: none"> <li>• by personal service, in respect of room or place used as personal dwelling</li> <li>• by personal service or prepaid mailing or posting in other circumstances</li> </ul>
433 – now 447(3) Closing premises, public nuisance	Notice to the Attorney General. After obtaining a consent under subsection (2) but before making an application under subsection (1), the municipality shall give 15 days notice of its intention to make an application under subsection (1) to the Attorney General.	Notice to the Attorney General by prepaid first class mail at least fifteen (15) days prior to submitting an application to the Superior Court of Justice.	No changes	Notice to the Attorney General by prepaid first class mail at least fifteen (15) days prior to submitting an application to the Superior Court of Justice.
440 Collection of unpaid licensing fines	If any part of a fine for a contravention of a licensing by-law passed under this Act remains unpaid after the fine becomes due and payable under section 66 of the Provincial Offences Act, including any extension of time for payment ordered under that section, the authorized officer may give the	Written notice by registered mail specifying the amount of the fine payable and the final date to pay which shall not be less than twenty-one (21) days after the date of notice.	No substantive changes	Written notice by registered mail specifying the amount of the fine payable and the final date to pay which shall not be less than twenty-one (21) days after the date of notice.

Section/Subject Matter	Former Requirement in Act	Former Manner of Notice	New Requirement in Act	Recommended Policy
	<p>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 which shall not be less than 21 days after the date of the notice.</p>			