

The Corporation of the City of Kawartha Lakes

By-Law 2023-XXX

A By-Law To Outline the Form, Manner and Timing of the Provision of Notices Required Under the Municipal Act, 2001

Recitals

1. The Municipal Act, 2001, as amended, states that a municipality shall adopt and maintain a policy with respect to notices to the public.
2. Section 270 outlines the notice policy shall include 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.
3. Other Acts relating to other matters such as drainage, environmental assessments, heritage, municipal elections, and planning specify prescribed regulations regarding notice requirements.
4. Council deems it expedient to repeal previously adopted Notice By-laws that this by-law replaces.
5. Council considers it advisable to adopt the notice standards by by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2023-.

Section 1.00: Definitions and Interpretation

1.01 **Definitions:** In this by-law,

“CAO” or “Chief Administrative Officer” means the person who holds the position of Chief Administrative Officer and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“City”, “City of Kawartha Lakes” or “Kawartha Lakes” means The Corporation of the City of Kawartha Lakes and its entire geographic area.

"City Clerk" means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001.

“City Solicitor” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“City Website” - means the Official City of Kawartha Lakes website
www.kawarthalakes.ca

“Corporate Services Manager Revenue and Taxation” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“Council” or “City Council” means the municipal council for the City.

“Director of Corporate Services” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“Director of Development Services” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“Manager of Communications, Advertising and Marketing” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“Manager, Municipal Law Enforcement” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

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

“Senior Licensing Officer” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

“Social Media” means web-based applications that allow users to interact, share and publish content such as text, links, photos, audio and video using media platforms including but not limited to Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, wikis, blogs, and other similar applications and websites.

“Third Party Media” means a non-City publication in print or digital format with reasonable reach to community affected by the notice. This may include but not be limited to: paid social media, digital advertising, traditional media (radio, television, outdoor) and printed publications such as newspapers, magazines, or other direct mail publications. This does not include unpaid social media posts, press releases, or emails from the City.

“City Treasurer” means the person appointed by Council to carry out the duties of the treasurer described in section 286 of the Municipal Act, 2001.

1.02 **Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Application

2.01 **Form and Manner Exception:** Where the City is required to give notice to the public under a provision of the Municipal Act or another Act, the notice shall be given in a form and manner and at the times indicated, unless:

- a) The Municipal Act, another Act or a regulation prescribes otherwise for the notice to the public.
- b) The requirements for notice to the public are prescribed in another by-law;
- c) Council directs that some other form and manner of public notice is to be given that Council considers adequate to give reasonable notice under the provision.
- d) The required form of the required notice is not available due to lack of third party media resources, technological changes, or other government or industry regulation.

2.02 **Third Party Media:** Where a provision of this by-law requires notice by Third Party Media, the Director (or their delegate) of the Department issuing the notice shall determine the most reasonable and appropriate method of third party media delivery in consultation with the Manager of Communications, Advertising and Marketing.

2.03 **Notice of Motion:** This by-law does not apply to notices that are otherwise provided for in the Procedural by-law that is in effect at the time of giving

notice, including a notice of motion that deals with the giving of public notice.

Section 3.00: Notice to the Public

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

- a) a notice posted on the website is sufficient even if there are times during the posting when the City’s website is not accessible.
- b) a notice shall contain the following information:
 - i) a general description of the matter;
 - ii) where the matter relates to a defined location, sufficient particulars of the location such as reference to a municipal address or street intersection, or to a legal description or key map;
 - iii) the date, time and location of the Standing Committee, Council or other meeting at which the matter will be considered;
 - iv) instructions on obtaining additional information, submitting comments or attending a Council meeting; and
 - v) the options for participation for any meetings relating to the matters (whether it be in-person, electronic, or hybrid)
- c) If the matter is deferred at the Council meeting, no additional notice is required, except where the Municipal Act or Council provides otherwise.
- d) If the same matter referred to in 3.01 c) is considered at a subsequent Council meeting, no additional notice is required, except where the Municipal Act, other legislation, or Council provides otherwise.
- e) the requirements in 3.01 a) to d) are minimum requirements, and the City Clerk is authorized to give notice to the public in an extended manner, if in the opinion of the CAO, City Clerk or under the direction of Council, the extended manner is considered reasonable and necessary in the circumstances.
- f) at least once per year, the Communications, Advertising and Marketing division shall cause a notice to be published in Third Party Media setting out information on how to access the City’s website, social media, and/or how to subscribe to email notifications.

- g) the schedule of meetings as adopted by Council from time to time shall be posted on the City's website, and the posted schedule may be revised by the City Clerk to include additional information on the meeting and any other public meetings of the City.
- h) where separate by-laws have been enacted in accordance with provisions contained in the Municipal Act, the notice provisions set out in such by-laws shall prevail.
- i) nothing in this by-law shall prevent the CAO, City Clerk, or Director of Corporate Services from using more comprehensive methods of notice or providing for a longer notice period.

Section 4.00: Notice to the Public (Specific Requirements)

- 4.01 Notwithstanding the general notice provisions contained in Section 3.00 of this by-law, notice with respect to those matters set out in Schedule "A" shall be given in accordance with the specific provisions contained therein.

Section 5.00: Closed Session

- 5.01 No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session in accordance with Section 239 of the Municipal Act, 2001.

Section 6.00: Emergency Provision

- 6.01 If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, is considered to be of an urgent or time sensitive nature or which could affect the health or well-being of the residents of the City of Kawartha Lakes or if a State of Emergency is declared, or is so advised by a Provincial Ministry, the notice requirements of this by-law may be waived by the Mayor, and the City Clerk shall make best efforts to provide notice as soon as possible thereafter and the reasons for waiving or varying from the requirements.

Section 7.00: Notwithstanding Provision

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

Section 9.00: Administration, Repeal and Effective Date

- 9.01 **Administration of the By-law:** The individuals identified in Schedule 'A' for giving notice are responsible for the administration of this by-law.
- 9.02 **Repeal:** By-law 2015-095 being A By-Law To Outline the Form, Manner and Timing of the Provision of Notices Required Under the Municipal Act, 2001, is hereby repealed.
- 9.03 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 12th day of December, 2023.

Doug Elmslie, Mayor

Cathie Ritchie, City Clerk

Schedule "A"

The following shall be established as the Notice Provisions – Statutory Notice
 Per Municipal Act, 2001

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 34(1) Permanent Closure of a Highway	No Statutory Requirement for Notice	Notice of intent to persons and agencies directly affected by the by-law to be provided at least fourteen (14) days prior to enactment of the by-law by prepaid mail to last known address. Included on Agenda published prior to the meeting and posted on the City's website City website	City Solicitor
Naming a Street or Highway or Changing the Name of a Street or Highway	No Statutory Requirement for Notice	Notice of intent to persons and agencies directly affected by the by-law to be provided at least fourteen (14) days prior to enactment of the by-law by prepaid mail to last known address Included on Agenda published prior to the meeting Posted on the City's website	City Clerk
Section 48 Change/ Naming of Private Roads	Statutory Requirement for Notice 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.	Notice of intent to persons and agencies directly affected to be provided at least fourteen (14) days prior to the enactment of the by-law by prepaid mail to last known address Included on Agenda published prior to the meeting Posted on the City's website	City Clerk

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 81(3) Shut Off of Public Utilities	<p>Statutory Requirement for Notice</p> <p>A municipality shall provide reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place.</p>	Written notice by personal service or prepaid mail to the last known address or posting notice to the owner and occupants at least five (5) days prior to the proposed shut-off	Corporate Services Manager Revenue and Taxation
Section 99 Advertising Devices	<p>No Statutory Requirement for Notice</p>	Included on Agenda published prior to the meeting Posted on the City's website	City Clerk
Section 110(5) Agreements for Municipal Capital Facilities	<p>Statutory Requirement for Notice</p> <p>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 Finance</p>	Written notice to the Minister of Finance by prepaid mail within ten (10) days of the passing of the by-law.	Corporate Services Manager Revenue and Taxation
Section 110(8) Tax Exemption By-law	<p>Statutory Requirement for Notice</p> <p>Upon the passing of a By-law under subsection (6), the Clerk of the municipality shall give written notice of the contents of the By-law to:</p> <ul style="list-style-type: none"> a) the assessment corporation b) the Clerk of any other municipality that would, but for the By-law, have had authority to levy rates on the assessment for the land exempted by the By-law; and c) the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the By-law. 	Written notice by prepaid mail within ten (10) days of the passing of the by-law, to all persons identified by the Act as requiring notice.	Corporate Services Manager Revenue and Taxation

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 132	<p>Statutory Requirement for Notice The owner or occupant of the land shall provide reasonable notice of the proposed entry to the occupier of the adjoining land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place</p>	<p>Written notice by personal service or prepaid mail to the last known address or posting notice to the owner and occupants at least five (5) days prior to the proposed work</p>	
Section 151 General Business Licensing Powers	<p>No Statutory Requirement for Notice</p>	<p>Notice of intent to persons and agencies directly affected to be provided at least fourteen (14) days prior to the enactment of the by-law by prepaid mail to last known address Included on Agenda published prior to the meeting Posted on the City's website</p>	Senior Licensing Officer
Section 173(3) Restructuring Proposal	<p>Statutory Requirement for Notice Before the Council of the municipality votes on whether to support or oppose the 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> <ul style="list-style-type: none"> a) Council shall consult with the public by giving notice of, and by holding, at least one public meeting. b) Council shall consult with such persons or bodies as the Minister may prescribe c) Council may consult with such other persons and bodies as the municipality considers appropriate 	<p>Notice of public meeting to be provided by third party media over two (2) consecutive weeks prior to the meeting Included on Agenda published prior to the meeting Posted on the City's website As determined by the Minister As directed by resolution of Council</p>	City Clerk

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 174(12) Commission on Restructuring	<p>Statutory Requirement for Notice The commission shall give notice to the public in the prescribed geographic area advising them of the opportunity to inspect the restructuring proposal.</p>	As determined by the Commission	City Clerk
Section 187(3) Change Name of Municipality	<p>No Statutory Requirement for Notice Shall send a copy of the by-law to the Director of Titles appointed under the Land Titles Act and to the Minister of Municipal Affairs and Housing promptly after a by-law's passage.</p>	As directed by resolution of Council	City Clerk
Section 206 Powers to Establish Corporations (Improvement Areas)(BIA)	<p>Statutory Requirement for Notice A board of management shall give reasonable notice to the general membership of the improvement area of meeting to hold a vote under clause 204(3)(b) or for the purposes of a discussion under subsection 205(1)</p>	Written notice by prepaid mail or personal delivery to the general membership to the last known address at least two (2) weeks prior to the meeting where a vote is to be conducted. The notice shall include the date, time and place of the meeting as well as the contact person for the BIA.	BIA

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 210 BIA By-law	<p>Statutory Requirement for Notice Before passing a By-law under subsection 204(1), clause 208(2)(b), subsection 208(3) or section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located,</p> <p>a) Where the improvement area already exists, in the improvement area and in the geographic area the proposed by-law would add to the improvement area;</p> <p>b) Where a new improvement area would be created by the proposed by-law, in the proposed improvement area</p>	<p>Personal notice by prepaid mail at least two (2) weeks prior to the passage of the by-law to the Board of Management area (existing, or proposed, as the case may be) and every person assessed for rateable property within the improvement area. Included on Agenda published prior to the meeting</p>	City Clerk
Section 211(1) BIA – Repealing By-law	<p>Statutory Requirement for Notice 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>Personal notice by prepaid mail within sixty (60) days after receiving the resolution or request and at least two (2) weeks prior to the passing of the by-law to the Board of Management of the BIA area and every person assessed to rateable property within the improvement area. Included on Agenda published prior to the meeting</p>	City Clerk

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 216(4) Dissolution of Local Boards (Exception of Police Services Board)	No Statutory Requirement for Notice	Notice of intent to pass a by-law to dissolve to be provided at least two (2) weeks prior to enactment of the by-law to those persons directly affected: <ul style="list-style-type: none"> • Personal service or prepaid mail to all board members Included on Agenda published prior to the meeting Posted on the City website	City Clerk
Section 217- 219 Council Composition – Local	No Statutory Requirement for Notice	Notice of public meeting to be provided at least two (2) weeks prior to the meeting with Third Party Media. Included on Agenda published prior to the meeting Posted on the City website	City Clerk
Section 222 Wards – Establishment of Wards	No Statutory Requirement for Notice	Council shall hold at least one public meeting. Notice of public meeting to be provided at least two (2) weeks prior to the meeting Notice by Third Party Media Included on Agenda published prior to the meeting Posted on the City website	City Clerk
Section 222(3) Establishment of Wards – Following Adoption of By-law.	Statutory Requirement for Notice 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).	Notice of by-law passing not later than fifteen (15) days following enactment: Notice by Third Party Media. Posted on the City website	City Clerk
Section 238(2.1) Giving of Notice	Statutory Requirement for Notice The Procedural By-law shall provide for public notice of meetings	See Procedural By-law	City Clerk
Section 270(1) Sale and Disposition of Land	No Statutory Requirements for Notice	See Sale and Disposition of Land Policy	City Solicitor

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 291(1) Yearly Budget	No Statutory Requirements for Notice	Included on Agenda published prior to the meeting Posted on the City website	Director of Corporate Services
Section 295 Financial Statements – Publication	Statutory Requirement for Notice Within 60 days after receiving the audited financial statements of the municipality for the previous year, the Treasurer of the municipality a) Shall publish in a newspaper having general circulation in the municipality 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 ii. A notice that the information in subclause (i) will be made available to no cost to any taxpayer or resident of the municipality upon request; 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.	Public notice in accordance with the Act	City Treasurer
Section 297 Auditor's Right to Attend – Right of Access	Statutory Requirement for Notice 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 b) to make representation at that meeting on any matter that concerns him/her as auditor	Auditor to be provided, upon their request, with a list of Council/Committee /Local Board schedule together with agenda title pages for information purposes.	City Treasurer

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 331(9) Taxes on Eligible Properties	<p>Statutory Requirement for Notice 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 60 days after the date the list is received by the local municipality.</p>	<p>Personal notice by prepaid mail or personal delivery to the eligible property owner within 60 days after receipt of the list from MPAC.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 343 Notice of Tax Bill	<p>Statutory Requirement for Notice The Treasurer shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.</p>	<p>Personal notice by prepaid mail to every taxpayer, at their last known address, at least 21 days before any taxes shown on the tax bill are due, or electronically if the property owner has registered for the service through Canada Post.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 348(2) Tax Status	<p>Statutory Requirement for Notice On making the determination required by subsection (1), the Treasurer shall sent to every taxpayer who owes taxes from a proceeding year a notice of those taxes and of the related late payment charges.</p>	<p>Personal notice by prepaid mail to each affected taxpayer by February 28th in each year.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 350 Obligations of Tenant – Taxes Owed	<p>Statutory Requirement for Notice Where taxes owed in respect of any land occupied by 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.</p>	<p>If notice is given it shall be personal notice by prepaid mail to the tenant with a copy forwarded by certified mail to the owner/taxpayer at the last known address</p>	<p>Corporate Services Manager Revenue and Taxation</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 351(8) Seizure Personal Property – Public Auction	<p>Statutory Requirement for Notice 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>Personal notice by prepaid Registered Mail to affected party at the last known address Public notice with Third Party Media over two weeks prior to the public auction Posted on the City website.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 356(4)(5) Division of Land into Parcels	<p>Statutory Requirement for Notice (4) On or before September 30 of the year following the year in which the application is made, council shall, a) hold a meeting at which the applicants and owners of any part of the land may make representation to Council b) notify the applicants and owners of the meeting by mail sent at least fourteen (14) days before the meeting (5) Within fourteen (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>(4) Personal notice by prepaid first class mail to the applicants and owners at the last known address at least fourteen (14) days before the meeting. (5) Personal notice by prepaid mail to the applicants and owners at the last known address within fourteen (14) days after the decision has been made by Council.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 357(5)(6) Cancellation, Reduction, Refund of Taxes	<p>Statutory Requirement for Notice (5) On or before September 30 of the year following the year in which the application is made, council shall a) hold a meeting at which the applicants may make representations to Council b) notify the applicants of the meeting by mail sent at least fourteen (14) days before the meeting. (6) Within fourteen (14) days after making its decision, Council shall notify the applicants of the decision and specify the last day for appealing the decision.</p>	<p>(5) Personal notice by prepaid mail to the applicants at the last known address and owners at least fourteen (14) days before the meeting. (6) Personal notice by prepaid mail to the affected party at the last known address within fourteen (14) days of Council decision.</p>	<p>Corporate Services Manager Revenue and Taxation</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 358(8) Application Not Valid – Taxation	<p>Statutory Requirement for Notice If an application is not valid under subsection (5), the treasurer shall notify the applicant in writing of the reasons it is not valid.</p>	<p>Personal notice by prepaid mail to the applicant at the last known address within fourteen (fourteen (14)) days of decision.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 358(9) (10) Overcharges – Meeting and Decision – Taxation	<p>Statutory Requirement for Notice (9) On or before September 30 off the year following the year in respect of which the application is made, council shall, a) hold a meeting at which the applicant may make representation to Council b) notify the applicants of the meeting by mail sent at least fourteen (14) days before the meeting. (10) Within fourteen (14) days after making its decision, Council shall notify the applicants of the decision and specify the last day for appealing the decision</p>	<p>(9) Personal notice by prepaid mail to the applicants and owners at least fourteen (14) days before the meeting. (10) Personal notice by prepaid mail to the affected party within fourteen (14) days of Council decision.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 358(15) Overcharges Caused by a Gross or Manifest Error – Taxation	<p>Statutory Requirement for Notice The treasurer shall send copy of application to the Assessment Corporation and the registrar of the Assessment Review Board.</p>	<p>Personal notice by prepaid mail to the Assessment Corporation, Assessment Review Board.</p>	<p>Corporate Services Manager Revenue and Taxation</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
<p>Section 359(3)(4) Increase of Taxes as a Result of any Undercharge Cause by a Gross Manifest Error But not an error in Judgment in Assessing the Land</p>	<p>Statutory Requirement for Notice (3) Council shall a) hold a meeting at which the Treasurer and the person in respect of whom the application is made may make representation to Council. b) Hold the Treasurer and the person in respect of whom the application is made of the meeting by mail sent at least fourteen (14) days before the meeting.. (4) Within fourteen (14) days after making its decision, council shall notify the Treasurer and the person in respect of whom the application is made of the decision and specify the last day for appealing the decision.</p>	<p>3) Personal notice by prepaid mail to the applicants and owners at least fourteen (fourteen (14)) days before the meeting. 4) Personal notice by prepaid mail to the applicant within fourteen (fourteen (14)) days of decision.</p>	<p>Corporate Services Manager Revenue and Taxation</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 374(1) Notice of Registration of Tax Arrear Certificate	<p>Statutory Requirement for Notice</p> <p>Within sixty (60) days after the registration of a tax arrears certificate, the Treasurer shall send a notice of the registration of the certificate to the following persons:</p> <ul style="list-style-type: none"> a) the assessed owners of the land b) where the land is registered under the <i>Land Titles Act</i>, every person appearing by the parcel register and by the index of executions for the area in which the land is situate to have an interest in the land on the day the tax arrears certificate was registered, other than a person who has an interest referred to in clause 379(7.1)(a) or (b). c) where the <i>Registry Act</i> applies to the land, every person appearing by the abstract index and by the index of executions for the area in which the land is situate to have an interest in the land on the day the tax arrears certificate was registered, other than a person who has an interest referred to in clause 379 (7.1)(a) or (b). 2001, c.25, s.374(1); 2006, c.32, Sched. A, s. 153 	Notice of registration certificate by prepaid registered mail within 60 days after registration to parties specified in the Act.	Corporate Services Manager Revenue and Taxation

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 379(1) Public Sale (Tax Arrears Certificate)	<p>Statutory Requirement for Notice</p> <p>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.</p>	<p>Final notice that the land will be advertised for public sale to be given by prepaid registered mail to persons entitled to receive notice within 30 days after the expiry of the 280 day period.</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 379(2) Public Sale – Advertisement Regulation 181/03 Section 5	<p>Statutory Requirement for Notice</p> <p>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 tender, as the Treasurer shall decide, and the Treasurer shall immediately,</p> <ul style="list-style-type: none"> a) make a statutory declaration stating the names and addresses of the persons to whom notice was sent under subsection (1); and b) advertise the land for sale in accordance with the regulations. 	<p>Public notice one week in The Ontario Gazette Printed notice posted in City Hall and all Municipal Service Centres Notice provided on Third Party Media over four weeks Posted on the City website.</p>	<p>Corporate Services Manager Revenue and Taxation</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 380(3) Payment into Court – Proceeds of Sale	<p>Statutory Requirement for Notice 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 send notice under subsection 379(1).</p>	Copy of statement to be sent 60 days after payment into court by prepaid registered mail.	Corporate Services Manager Revenue and Taxation
Section 380.1(2) No Successful Purchaser from Tax Sale	<p>Statutory Requirement for Notice At least 30 days before the land is readvertised for public sale, the treasurer shall send to the persons entitled to receive notice under subsection 379(1) a notice that the land will be readvertised for public sale.</p>	Notice in accordance with the Act, at least 30 days before readvertisement.	Corporate Services Manager Revenue and Taxation
Section 386.2(1)2. Inspection without Warrant	<p>Statutory Requirement for Notice At least seven days before entering to carry out an inspection, the municipality shall by personal service or by prepaid mail, serve a written notice of the inspection on the owners and occupants of the land as shown by the records of the land registry office and by the last returned assessment roll of the municipality in which the land is located.</p>	Notice shall be given in accordance with Section 386.2(1) of the Municipal Act, 2001	Corporate Services Manager Revenue and Taxation

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 400 – Regulations Fees and Charges imposed by a municipality on a person constitute a debt of the person – amount owing added to tax roll	<p>Statutory Requirement for Notice</p> <p>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 the 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</p>	<p>Notice of intent to pass a by-law in the manner and form and at the times as prescribed by the Minister. Public Notice with Third Party Media over a two (2) consecutive week period prior to the passing of the by-law. Posted on the City website Included on Agenda published prior to the meeting</p>	<p>Corporate Services Manager Revenue and Taxation</p>
Section 402 Incur Debt	<p>Statutory Requirement for Notice</p> <p>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.</p>	<p>Notice as prescribed by the Ontario Municipal Board.</p>	<p>City Treasurer</p>
Section 408 By-laws – Debentures	<p>Statutory Requirement for Notice</p>	<p>Notice provisions to be included in the required by-law.</p>	<p>Director of Corporate Services</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 435(2) Conditions Governing Power of Entry	<p>Statutory Requirement for Notice</p> <p>Where subsection (1) requires that notice of a proposed exercise of a power of entry be given, the notice must satisfy the following requirements:</p> <ul style="list-style-type: none"> a) The notice must be given to the occupier of the land in respect of which the power of entry will be exercised. b) The notice must be given within a reasonable time before the power of entry will be exercised. c) The notice must be given by personal service in the case of a proposed exercise of a power of entry under section 79, 80 or 446 in respect of a room or place actually used as a dwelling d) In the case of a proposed exercise of a power of entry other than one described in paragraph 3, the notice must be given by personal service or prepaid mail or by posting the notice on the land in a conspicuous place. 2006, c.32, Sched. A, s.184 	<p>Seven (7) days prior to entry, inform occupier of the land by personal service or prepaid first class mail or by posting the notice on the land in a conspicuous place.</p> <p>Notice shall be by personal service in the circumstance identified (c)</p>	<p>Manager, Municipal Law Enforcement</p>

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Section 441(1) Collection of Unpaid Licensing Fines	<p>Statutory Requirement for Notice</p> <p>If any part of a fine for a contravention of a business licensing by-law remains unpaid after the fine becomes due and payable under section 66 of the <i>Provincial Offences Act</i>, including any extension of time for payment ordered under that section, the authorized officer may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice.</p>	Written notice by registered mail giving 20 days notice be sent to the person against whom the fine was imposed, specify in the amount of the fine payable and the final date on which it is payable.	Manager, Municipal Law Enforcement
Section 447(3) Closing Premises, Public Nuisance	<p>Statutory Requirement for Notice</p> <p>Notice to the Attorney General...Upon the application of a municipality, where activities or circumstances constitute a public nuisance...The Superior Court of Justice may make an order...Be closed to any use. Not to exceed two years.</p>	As directed by the Court	As directed by the Court
Section 473 Terms in Other Acts	<p>No Statutory Requirement for Notice</p>	Notice to the City Clerk is deemed to be notice to the City Treasurer	City Clerk City Treasurer
Local Improvement Charges – Priority Lien Status o.Reg.586 4.(1)	<p>Statutory Requirement for Notice</p> <p>Any person or body that is required to give notice under this Regulation shall, except as otherwise provided, give notice in the form, in the manner and at the time that the person or body considers adequate to give reasonable notice.</p>	Notice given in accordance with 4.(2) of O.Reg 586	City Treasurer

Section/ Subject Matter	Requirement in the Municipal Act	City of Kawartha Lakes Policy	Individual or designate Accountable for Notice
Local Improvement Charges – Priority Lien Status O.Reg.586 6(1)	Statutory Requirement for Notice Before passing a by-law to undertake work as a local improvement under section 5, the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged.	Notice given in accordance with 4(2) of O.Reg 586 and 6(2) of O.Reg 586 Public notice by Third Party Media a minimum of ten (10) days prior to passage. Included on Agenda published prior to the meeting Posted on the City website a minimum of ten (10) days prior to passage.	Corporate Services Manager Revenue and Taxation
Local Improvement Charges – Priority Lien Status O.Reg.586 8.(2)	Statutory Requirement for Notice Within 30 days after the municipality gives notice to the public under section 6 indicating that it intends to apply to the Ontario Municipal Board for approval under this section, any owner liable to be specially charged may file an objection to the work being undertaken as a local improvement.	As directed by the Act.	Corporate Services Manager Revenue and Taxation
Local Improvement Charges – Local Improvements on Private Property by Agreement O.Reg.586 36(6)	Statutory Requirement for Notice Before passing a by-law to undertake a work as a local improvement under section 36.5, the municipality shall give notice to the public of its intention to pass the by-law	Notice given in accordance with 4(2) of O.Reg 586 and 6(2) of O.Reg 586 Public notice by Third Party Media and on the City website minimum of ten (10) days prior to passage. Notice of intent to persons and agencies directly affected to be provided at least fourteen (14) days prior to the enactment of the by-law by prepaid mail to last known address Included on Agenda published prior to the meeting	Corporate Services Manager Revenue and Taxation