

**Schedule "A"**  
**Notice Requirements**

**Schedule A**

**How to use this Schedule:** Read across each row of the table to determine the Subject Matter for which notice is required to be given, the manner in which it must be given, and any additional requirements. The first column contains, written vertically, a heading to group similar Subject Matters together. It is there for ease of reference only.

The second column details the Subject Matter for which notice is required to be given.

The third column prescribes the manner in which Council requires the notice be given. Reference to Section 1 of the By-law is required to particularly define the "notice method". Note that the third column may have more than one requirement, in which case, all must be fulfilled.

The fourth (final) column provides any specific or additional notice requirements, including time frames, related to that Subject Matter.

**General Example:** reading across the table, you use the words in the column to fill in the parentheses in the following paragraph:

With respect to (insert words in "Subject Matter" column) notice shall be (insert the meaning for the words in "Notice Method" column) (insert words in "Special Provisions" column).

**Specific Example:** with respect to Subject Matter "Amendment of an existing licensing by-law that will affect license-holders", the requirement reads as follows:

With respect to the amendment of an existing licensing by-law that will affect license-holders, notice shall be mailed to all affected license holders two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered. The address for each license holder for the purpose of this notice is the address on file with the Manager of Licencing & Enforcement.

**Specific Example with more than one requirement:** with respect to Subject Matter "Permanent highway closings", the requirements read as follows:

With respect to permanent highway closings, notice shall be published in a Newspaper twice, once in each of two (2) successive weeks, prior to the date of the meeting at which the Subject Matter is to be considered and notice shall be placed electronically on the City Web Site continuously, for two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered.

	Subject Matter	Notice Method	Special Provisions
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<b>Roads and Highways</b>
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1.	Temporary Highway Closings	Mailed .....	...to Property Owners whose properties abut the highway in question, two weeks prior to the date that the highway will be closed. Notice shall include the dates and times for closure and the reason for closure.
2.	Permanent Highway Closings	Newspaper..... and Online.....	...twice, once in each of two (2) successive weeks, prior to the date of the meeting at which the Subject Matter is to be considered. ...Continuously, for two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered.
3.	Naming or re-naming Private Roads (per Section 48 of the Act)	Mailed..... and Online..... and/or City News ....	...to each Property Owner and Occupant affected by the naming or re-naming. ...continuously, for two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered.  ...once, in an edition published within the two (2) months prior to the date of the meeting at which the Subject Matter is to be considered.
4.	Naming an addition to an existing highway, for example, a section of property purchased to extend or widen an existing road, where the name of the addition will be identical to the name of the existing highway	None	
5.	Naming a highway that the City is assuming under a Plan of Subdivision, where the name of the highway will not change from that shown on the Plan of Subdivision	None	

<b>6.</b>	Naming a highway that has been granted to the Corporation by another order of government, where no addresses are affected by the naming.	None	
<b>7.</b>	Naming a highway that has been granted to the Corporation by another order of government, where addresses will be affected by the naming.	Mailed.....	...to Property Owners and Occupants whose addresses will be affected, three (3) weeks prior to the date of the meeting at which the Subject Matter will be addressed.
<b>8.</b>	Naming a new highway that has just been constructed.	Mailed.....	...to Property Owners whose properties about the new highway, three (3) weeks prior to the date of the meeting at which the Subject Matter will be addressed.
<b>9.</b>	Naming a highway which had not historically been lawfully named through passage of a by-law, where no addresses are affected as a result.	None	
<b>10.</b>	Naming a highway which had not historically been lawfully named through passage of a by-law, where individuals' addresses are affected as a result.	Mailed.....	...to Property Owners and Occupants whose addresses will be affected, three (3) weeks prior to the date of the meeting at which the Subject Matter will be addressed.
<b>11.</b>	Controlled Access Highways	Mailed.....	...to Property Owners whose properties about the highway that is proposed to have controlled access, three (3) weeks prior to the date of the meeting at which the Subject Matter will be addressed.

**Licensing**

<p><b>1.</b></p>	<p>Passage of a new by-law to license businesses</p>	<p>City News..... and Online.....</p>	<p>...once, in an edition published within the two (2) months prior to the date of the meeting at which the Subject Matter is to be considered. ...continuously, for two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered.</p>
<p><b>2.</b></p>	<p>Amendment of an existing licensing by-law that will affect license-holders</p>	<p>Mailed.....</p>	<p>...to all affected license holders two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered. The address for each license holder for the purpose of this notice is the address on file with the Manager of Licensing &amp; Enforcement.</p>
<p><b>3.</b></p>	<p>Amendment of an existing licensing by-law that will affect both license-holders and members of the general public</p>	<p>Mailed..... and  City News..... and  Online.....</p>	<p>...to all affected license holders two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered. The address for each license holder for the purpose of this notice is the address on file with the Manager of Licensing &amp; Enforcement. ...once, in an edition published within the two (2) months prior to the date of the meeting at which the Subject Matter is to be considered. ...continuously, for two (2) weeks prior to the date of the meeting at which the Subject Matter is to be considered.</p>

## Restructuring

<b>1.</b>	A proposal to restructure (per Section 173 of the Act) or a proposal to change the Corporation's name	City News..... and Newspaper..... and Online.....	...once, in an edition published within the two months prior to the date of the required public meeting at which the Subject Matter is to be considered. ...once three (3) weeks prior to the date of the meeting at which the Subject Matter is to be considered. ...continuously, for three (3) weeks prior to the date of the meeting at which the Subject Matter is to be considered.
<b>2.</b>	Changes to the composition of council (per Section 219 of the Act) or the establishment or restating the boundaries of wards (per Section 222 of the Act – see also next line of table)	City News..... and Newspaper..... and Online.....	...once, in an edition published within the two months prior to the date of the required public meeting at which the Subject Matter is to be considered. ...once three (3) weeks prior to the date of the meeting at which the Subject Matter is to be considered. ...continuously, for three (3) weeks prior to the date of the meeting at which the Subject Matter is to be considered.
<b>3.</b>	Establishment or restating the boundaries of wards	City News..... and Newspaper..... and Online.....	...once, in an edition published within the month next following the date of the passage of a by-law affecting a change. ...once within fifteen (15) days of the passage of a by-law affecting a change. ...continuously, for three (3) weeks following the date of the passage of the by-law affecting a change. In all three (3) cases, the notice must include the last date for filing a notice of appeal.
<b>4.</b>	Change of Corporation's name (per Section 187 of the Act)	Mailed.....	...to the Director of Land Titles and to the Minister of Municipal Affairs and Housing within five (5) days of the date of the passage of the by-law effecting the change. Notice shall include a copy of the by-law itself.

**Financial**

<b>1.</b>	Publication of financial statements (per Section 295 of the Act)	Online.....	... within sixty (60) days of the date that the annual audited statements are made available to the Treasurer
<b>2.</b>	Notice that the financial statements have been made available on the Web and are otherwise available at no cost	Newspaper....	... on or within five (5) days of the date that the financial statements are placed electronically on the City Web Site. The notice must describe how to access the statements on the City Web Site and provide a contact name and information for a person from whom copies can be made available.

**Taxes**

<b>1.</b>	Notice of demand for payment of taxes in respect of which there is a phase-in under Section 318 of the Act	Mailed.....	... to the person who owes the taxes payable three weeks prior to the date they are due. This notice must include: the amount that would have been payable without the phase-in, the amount of taxes that are payable and the difference.
<b>2.</b>	Notice of taxes due for prior year (per Subsection 348(2) of the Act)	Mailed.....	... within five (5) days of the date of determination of the tax status, to every taxpayer who owes taxes, notice of the amount due, including related late payment charges and/or interest.
<b>3.</b>	Notice to Occupant that taxes are due (by the Property Owner) with respect to the occupied property (per Subsection 359(1) of the Act)	Mailed.....	... upon determination by Treasurer that it is appropriate to attorn rents to pay outstanding taxes. The notice must specify that all future rent payments shall be made to the Treasurer rather than to the Property Owner until further notice from the Treasurer that attornment is no longer required.
<b>4.</b>	Notice of a meeting where the Council will consider an application for division of a tax account between legally conveyable land parcels (per Section 356 of the Act)	Mailed.....	... to the applicants and the affected Property Owners on or before the twenty-first (21 <sup>st</sup> ) day prior to the date the meeting is to be held.

5.	Notice of a decision made at a meeting where the Council considered an application for division of a tax account between legally conveyable land parcels (per Section 356 of the Act)	Mailed.....	.... to the applicants and the affected Property Owners within fourteen (14) days of the date of the decision. This notice shall specify the last day for appealing the decision.
6.	Notice of a meeting where the Council will consider an application for cancellation, reduction, or refund of taxes (per Section 357 of the Act)	Mailed.....	...to the applicants on or before the twenty-first (21 <sup>st</sup> ) day prior to the date the meeting is to be held.
7.	Notice of a decision made at a meeting where the Council considered an application for cancellation, reduction, or refund of taxes (per Section 357 of the Act)		.... to the applicants within fourteen (14) days of the date of the decision. This notice shall specify the last day for appealing the decision.

**General**

1.	Removal of Public Utility service (per Section 81 of the Act)	Mailed or Delivered or Posted.....	...to the affected Property Owners and Occupiers ten (10) days prior to the cessation of the service. Notice shall include instructions on what to do to prevent cessation of the service.
2.	Agreements for municipal capital facilities (per Section 110 of the Act)	Mailed.....	...to the Minister of Education, to the assessment corporation, to 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 to the secretary of any school board in the area of jurisdiction of the board that includes the land exempted by the by-law, all within five (5) days of the passage of the by-law authorizing the agreement.
3.	Information about how the Corporation provides notice to the public	City News.... and  Online.....	...once annually in September of each year (or, where there is no edition published in September, the edition first published after September). This notice shall specify where on the City Web Site to get information on how notice is sent.  ...continuously, at all times. This notice shall consist of access to a copy of this By-law, together with any instructional information related to it.
4.	A Municipal building or facility that temporarily closed to the public	Posted or Online or	... at least three weeks prior to the closure. The notice

		Newspaper or City News or Delivered ....	shall include the time period within which the facility will be closed and the reason for the closure.
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