

THE CORPORATION OF THE TOWNSHIP OF MCGARRY

BY-LAW NO. 2003-13

BEING A BY-LAW TO ESTABLISH PROCEDURES FOR NOTICES AS REQUIRED UNDER THE MUNICIPAL ACT, 2001 FOR THE CORPORATION OF THE TOWNSHIP OF MCGARRY

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 251., (the "Act") provides that where a municipality is required to give notice under a provision of the Act, the Municipality shall, except as otherwise provided, give the notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice under the provision;

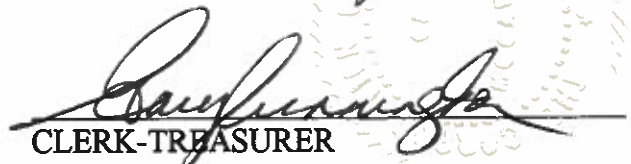
AND WHEREAS it is deemed expedient to implement procedures with respect to the giving of reasonable notice to the public from time to time under the Act;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MCGARRY HEREBY ENACTS AS FOLLOWS:

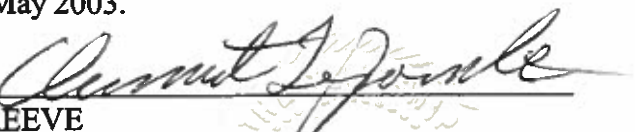
1. That the "Procedure Schedules" attached hereto and forming part of this By-Law be adopted as reasonable notice to the public as required under the Act.
2. If a matter arises, which in the opinion, of the Clerk or his designate, in consultation with the Reeve or his designate, is considered to be of an urgent or time sensitive nature, or which could effect the health or well being of the residents of the Municipality, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this By-Law may be waived and the Clerk shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.
3. Where notice of intention to pass a By-Law or Notice of Public Meeting is required to be given and the time frame for such notice is not prescribed in the Act or its regulations or otherwise addressed in this By-Law, notice shall be given at least once, no less then 10 days prior to the proposed activity to be undertaken by posting in the Municipal Library and the Administration Office Bulletin Board and by giving notice at a Council Meeting

By-Law read a first and second time this 13th day of May 2003.


REEVE


CLERK-TREASURER

Read a third time and passed this 27th day of May 2003.


REEVE


CLERK-TREASURER

SCHEDULE "1" TO BY-LAW NO. 2003-13

Procedures for Notice-Highway Closings

34. Before passing a By-Law for permanently closing a highway, a municipality shall give public notice of its intention to pass the By-Law.

Content of Notice

- Explanation of road closing, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published at least once a week for four successive weeks in the local Northern Daily News
- Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- Written Notice to all landowners fronting on the road
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "2" TO BY-LAW NO. 2003-13

Procedures for Notice-Private Road Closings

37. 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.

Content of Notice

- Explanation of private road closing, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published once at least one month in advance of the meeting in the local Northern Daily News
- Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- Notice to all ratepayers fronting the private road either personally or by prepaid registered mail to the last known address of the owner
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "3" TO BY-LAW NO. 2003-13

Procedures for Notice-Naming Highways

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| <p>47. 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</p> |
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Content of Notice

- Explanation of highway naming, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published one at least one month in advance of the meeting in the local Northern Daily News
- Notice to all ratepayers fronting the highway either personally or by prepaid mail to the last known address of the owner
- Notice to abutting municipality, if applicable
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "4" TO BY-LAW NO. 2003-13

Procedures for Notice - Naming Private Road

48. 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

Content of Notice

- Explanation of private road naming, including location and mapping section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published once at least one month in advance of the meeting in the Northern Daily News
- Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- Notice to all ratepayers fronting the private road either personally or by prepaid mail to the last known address of the owner
- notice to abutting municipality
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "5" TO BY-LAW NO. 2003-13

Procedures for Notice - Shut - Off of Public Utility for Overdue Accounts

81.(3) 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.

Content of Notice

- Printed on pre-printed municipal forms for water/sewer billings
- Amount of account due, including interest/penalty
- Due date for payment of outstanding amount
- On the FINAL Disconnection Notice-date of disconnection of service if account is not paid in full by the due date.

Manner of Notice

- Reminder Notice: By prepaid mail to all unpaid accounts with at least \$100.00 balance on or before the 15th day of February, May, August and November of each year, giving until the 23rd of that month to pay in full.
- Disconnection Notice: By prepaid mail to all unpaid accounts with at least a \$100.00 balance and no arrangements made for payment, on or before the 15th day of February, May, August and November of each year giving until the 23rd of that month to pay in full or disconnection will occur without further notice.
- Personal On-Site Notice: If the current address of the owner is not known, a notice may be posted on the land in a conspicuous place.

SCHEDULE "6" TO BY-LAW NO. 2003-13

Procedures for Notice - Licensing By-Law

- 150.(4) Before passing a By-Law under this section, the council of the municipality shall, except in the case of emergency,
- (1) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter; and
 - (2) ensure that notice of the public meeting is given.

Content of Notice

- Explanation of Licensing By-Law
- Section of Act/Regulation, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published once at least two weeks in advance of the meeting in the Northern Daily News
- Notice to all affected businesses personally or by prepaid mail at the last known address
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "7" TO BY-LAW NO. 2003-13

Procedures for Notice - Procedure By-Law

238. (4) Before passing a By-Law under subsection (2), a municipality and local board shall give notice of its intention to pass the By-Law

Content of Notice

- Explanation of procedure By-Law
- section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond prior to the public meeting
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published once at least two weeks in advance of the meeting in Northern Daily News
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "8" TO BY-LAW NO. 2003-13

Procedures for Notice - Sale of Municipal Land

268. (1)	Every municipality and local board with authority to sell land shall pass a By-Law establishing procedures, including the Giving of notice to the public, governing the sale of land.
268.(3)(c)	Before selling any land, every municipality and local board shall give notice to the public of the proposed sale.

Content of Notice

- Explanation of municipal land sale, including location and mapping Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments prior to the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published once at least one month in advance of the meeting in the Northern Daily News
- Posted on site for at least one month
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "9" TO BY-LAW NO. 2003-13

Procedures for Notice - Adoption of Budget

291. Before adopting all or part of a budget under section 289 or 290, or amending such a budget, a municipality shall give public notice of its intention to adopt or amend the budget at a council meeting specified in the notice.

Content of Notice

- Explanation of the budget public meeting
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published once at least two weeks in advance of the meeting in the Northern Daily News
- Notice to Township Auditor
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "10" TO BY-LAW NO. 2003-13

Procedures for Notice - Financial Statements

- 295.(1) Within 60 days after receiving the audited financial statements of the municipality of the previous year, the treasurer of the municipality,
- (1) shall publish in a newspaper having general circulation in the municipality,
 - (1) a copy of the audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review, or
 - (2) a notice that the information described in subclause (I) will be made available at no cost to any taxpayer or resident of the municipality upon request; and
 - (2) may provide the information described in sub-clause (a)(I) or (ii) to such persons and in such other manner as the treasurer considers appropriate.

Content of Notice

- Explanation of financial notice in that the information will be made available at no cost to any taxpayer or resident of the municipality upon request
- Section of Act, including requirements
- Contact information at Administration Office/where documents can be obtained
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published in Northern Daily News within 60 days of receipt of audited financial statements
- Administration Office Bulletin Board

SCHEDULE "11" TO BY-LAW NO. 2003-13

Procedures for Notice - Improvements in Service

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| <p>300. A municipality shall, at least once each calendar year, provide notice to the public of,</p> <ol style="list-style-type: none">(1) improvements in the efficiency and effectiveness of the delivery of services by the municipality and its local boards; and(2) barriers identified by the municipality and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them. |
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Content of Notice

- Explanation of approved public works projects, new services, etc. (include budget restraints)
- Section of act, including requirements
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

Manner of Notice

- Mailed out with the tax bills or as part of a newsletter
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "12" TO BY-LAW NO. 2003-13

Procedures for Notice - Sewage System or Consumption of Water

Reg. 244/02 - s. 12(6)(a)

Before passing a By-Law imposing a fee or charge, the municipality or local board, as the case may be shall,

- (1) hold at least on public meeting at which any person who attends has an opportunity to make representation with respect to the matter.

Content of Notice

- Set out the intention of the municipality or local board to pass the by-law and whether the by-law would impose any fee or charge which was not in effect on the day the notice is given or change any fee or charge which was in force on the day the notice is given
- Set out that the detailed information will be made available at no cost to any member of the public upon request. Said information shall include:
 - a description of the service or activity or other matter for which the fee or charge is being imposed;
 - an estimate of the costs of providing the sewage system or the water system, in respect of which the fee or charge is being imposed;
 - the amount of the fee or charge; and
 - the rationale for imposing the fee or charge.
- Section of Act/Regulation, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Contact information at Administration Office/where documents can be obtained
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published in Northern Daily News at least 21 days prior to public meeting; and/or notice by prepaid registered mail to each property owner affected by the municipal sewage system or water system which may be determined by resolution of Council.
- Notice by prepaid mail at least 21 days prior to the public meeting to every person or organization that has within five years before the day of the public meeting given the Clerk of the municipality or secretary of the Local Board, as the case may be, a written request for notice of the passing of the By-Law containing a return address
- Municipal Library
- Administration Office Bulletin Board

SCHEDULE "13" TO BY-LAW NO. 2003-13

Procedures for Notice - Inspections and Issuance of Permits for Fire Purposes

Reg. 244/02 - s. 13(6)(a)

Before passing a by-law imposing a fee or charge, the municipality or local board, as the case may be shall,

- (2) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter.

Content of Notice

- Set out the intention of the municipality or local board to pass the by-law and whether the by-law would impose any fee or charge which was not in effect on the day notice is given or change any fee or charge which was in force on the day the notice is given
- Set out that the detailed information will be made available at no cost to any member of the public upon request. Said information shall include:
 - a description of the service or activity or other matter for which the fee or charge is being imposed;
 - an estimate of the costs of providing the fire inspection and permit system in respect of which the fee or charge is being imposed;
 - the amount of the fee or charge; and
 - the rationale for imposing the fee or charge.
- Section of Act/Regulation, including requirements
- Date/Time/Place of public meeting for consideration of the By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Contact information at Administration Office/where documents can be obtained
- Clerk-Treasurer's Name/Title

Manner of Notice

- Published in Northern Daily News at least 21 days prior to public meeting
- Notice by prepaid mail at least 21 days prior to the public meeting to every person or organization that has within five years before the day of the public meeting given the Clerk of the municipality or secretary of the Local Board, as the case may be, a written request for notice of the passing of the by-law containing a return address
- Municipal Library
- Administration Office Bulletin Board