

THE CORPORATION OF THE TOWNSHIP OF MCGARRY

BY-LAW NO. 2007-20

**BEING A BY-LAW TO ESTABLISH PROCEDURES FOR NOTICE AS
REQUIRED UNDER THE MUNICIPAL ACT, 2001, AS AMENDED BY THE
MUNICIPAL STATUTE LAW AMENDMENT ACT, 2006.**

WHEREAS certain provisions of the Municipal Act 2001, as amended require Council to give notice to the public;

AND WHEREAS Council is desirous to provide policies for notice;

NOW THEREFORE Council of the Township of McGarry enacts as follows:

1. That the "Procedure Schedule attached to and forming part of this by-law be adopted as reasonable notice to the public.
2. 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 prescribed in the Act or its regulations or addressed in a By-law, notice shall be given as outlined in the Township Procedural By-Law.
3. That By-Law 2003-13 is hereby repealed.

BY-LAW READ A FIRST, SECOND TIME AND THIRD TIME AND FINALLY
PASSED ON THIS 15th DAY OF MAY, 2007.

THE CORPORATION OF THE TOWNSHIP OF MCGARRY


REEVE


CLERK-TREASURER

SCHEDULE "1" TO BY-LAW NO. 2007-20
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

- Notice posted or mailed at least one month in advance of the meeting.
- 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 if required
- Municipal Library
- Administration Office Bulletin Board & Web Site

SCHEDULE "2" TO BY-LAW NO. 2007-20

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 or by letter
- 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

- 1st Reminder Notice: By prepaid mail to all unpaid accounts with one month of arrears.
- 2nd Notice: By prepaid mail to all unpaid account with two months of arrears.
- Disconnection Notice: By prepaid mail to all unpaid accounts with three months of arrears and no arrangements made for payment to pay in full or disconnection will occur without further notice. Notice to be provided of the proposed shut-off to the owners and occupants by personal service, or prepaid mail or by posting the notice on the land in a conspicuous place.

SCHEDULE "3" TO BY-LAW NO. 2007-20

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 News within 60 days of receipt of audited financial statements
- Administration Office Bulletin Board