

**THE CORPORATION OF THE TOWN OF GREATER NAPANEE  
BY-LAW NO. 2026-0042**

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**Being a By-Law to Adopt a Public Notice Policy for the Corporation of the Town of  
Greater Napanee, and to Repeal By-law No. 2019-0038**

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**WHEREAS** Section 270 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states that a municipality shall adopt and maintain a policy with respect to the circumstances in which notice shall be given to the public and, if notice is to be provided, the form, manner and times notice shall be given;

**AND WHEREAS** the Town of Greater Napanee believes citizens should be aware what, when and where the business of the municipality is being discussed, whether it will have an impact on them, and adequate time so citizens can make submissions;

**AND WHEREAS** Council deems it expedient to update such notice provisions;

**NOW THEREFORE** the Council of the Corporation of the Town of Greater Napanee enacts as follows:

1. That the Public Notice Policy as drawn up under Schedule "A" attached hereto and forming part of this by-law is now in effect.
2. That By-law No. 2019-0038 and all other by-laws or parts of by-laws previously passed which are inconsistent with the provisions of the attached Policy are hereby repealed.
3. That this by-law shall come into force and take effect on the passing thereof.

Read a first and second time and finally passed this 28<sup>th</sup> day of April 28, 2026.

\_\_\_\_\_  
Terry Richardson, Mayor

\_\_\_\_\_  
Jessica Walters, Clerk

By signing this by-law on \_\_\_\_\_, I Mayor Richardson confirm that I will not exercise the power to veto this by-law and the by-law is deemed approved.

# Town of Greater Napanee

## Public Notice Policy



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Approval Date:	April 28, 2026	Resolution #	
Revised Date:		Resolution #	
Review Scheduled:	2029		
Department:	Legislative Services	Contact:	Clerk
Approval Authority:	Council	Policy No:	LS-2026-04

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### 1. Introduction

The Council of the Town of Greater Napanee is committed to ensuring that:

- a) It continuously strives to be transparent and accountable in all of its operations and its decision making processes and that the municipality is operated effectively, efficiently, and with integrity;
- b) Citizens should be aware of what, when and where the business of the municipality is being discussed;
- c) Citizens should be aware that they can have an impact on the decision-making process by making appropriate submissions and representations to Council; and
- d) Adequate time should be provided to citizens so that they can make submissions.

### 2. Purpose

In accordance with the provisions of Section 270(1) of the *Municipal Act, 2001*, this policy provides the details regarding the circumstances in which notice shall be given to the public and, if notice is to be provided, the form, manner and times the notice shall be given.

### 3. Scope and Application

This policy applies to all matters for which the Town has determined that the giving of public notice is warranted.

Where the requirements of this policy conflict with the notice requirements in any other municipal policy, by-law, or any other applicable legislation, the more expansive notice requirements shall apply.

### 4. Definitions

**Act** means the *Municipal Act, 2001* as amended.

**Clerk** means the Clerk of the Town of Greater Napanee, or their designate, as appointed under Section 228 of the *Municipal Act*.

**Communications Staff** means the person(s) assigned the responsibility for producing and coordinating official communications on behalf of the Town.

**Newspaper** means the local printed publication containing news and advertisements having the highest circulation, in the opinion of the Clerk, within the Town of Greater Napanee.

**Public Meeting** means a meeting held for the purpose of obtaining submissions or representations from the public on a subject matter within the authority or jurisdiction of Council.

**Public Notice** means notice given to the public generally, but does not include notice given only to specified persons.

**Town or Municipality** means the Corporation of the Town of Greater Napanee.

**Website** means the Town of Greater Napanee official website at [www.greaternapanee.com](http://www.greaternapanee.com)

## **5. Responsibilities**

### **5.1. Council of the Corporation of the Town of Greater Napanee**

Council is responsible for:

- a) Establishing the policy on the form, manner and time of public notices, and approving any amendments to this policy; and
- b) Providing the financial and administrative resources to meet the requirements of this policy.

### **5.2. Chief Administrative Officer (CAO)**

Responsibility and authority is delegated to the CAO, or designate, to:

- a) Approve the waiver of public notice due to an emergency situation, as defined within this policy.

### **5.3. Clerk**

Responsibility is delegated to the Clerk, or designate, to:

- a) Recommend updates to this policy as a result of changes to the Act or other provincial legislation; and
- b) Interpret this policy to determine the minimum public notice requirements for a specific subject.

### **5.4. Communications Staff**

Responsibility and authority is delegated to Communications Staff to:

- a) Review and approve all communications, including public notices, prior to their publication;

- b) Recommend the most appropriate communication tools to be used for specific notice types or subjects; and
- c) Require additional public notice beyond the minimum threshold established in this policy where, in the opinion of Communications Staff, the additional notice is reasonable and necessary in the circumstances.

#### **5.5. Department Heads**

Management staff are responsible within their department for:

- a) Ensuring staff are aware of and comply with this policy;
- b) Working with Communications Staff to ensure appropriate notice is given, including by providing advance notice of projects that are anticipated to require public notice; and
- c) Obtaining written approval for the waiver of public notice due to an emergency situation, as defined within this policy.

#### **5.6. All Staff**

All municipal staff are responsible for:

- a) Understanding and complying with this policy; and
- b) Working with Communications Staff to ensure appropriate notice is given.

### **6. Policy**

#### **Circumstances**

**6.1.** The Town shall give public notice under the following circumstances:

- a) Where public notice is required by provincial or federal statute or regulation;
- b) Where directed by a municipal Council policy, by-law, management directive, or standard operating procedure that requires public notice; or
- c) Where, in the opinion of Communications Staff, the matter is of sufficient public interest to warrant the giving of public notice.

**6.2.** For greater clarity, Appendix A of this Policy details the ordinary circumstances in which public notice will be given.

**6.3.** When determining whether a matter is of sufficient public interest to warrant the giving of public notice, staff shall consider:

- a) The number of people affected by the matter;
- b) The financial implications of the matter for the Town;
- c) The time period, or duration, for which the matter is applicable; and
- d) The extent of any geographic area affected.

#### **Form**

**6.4.** Where public notice is deemed to be required, the notice shall contain, at minimum:

- a) The authority and/or legislation under which the notice is being given, if applicable;
- b) A description of the matter, and any decision to be made in relation to it;
- c) Where the matter relates to a defined location, sufficient details to reasonably identify the land in question, such as a map, civic address, or description of the location;
- d) Where the notice relates to a meeting, the date, time and location of the meeting, and method(s) of attendance available;
- e) A description of how comments, questions or requests to register as a delegation regarding the matter may be submitted, and the deadline to do so if applicable;
- f) The name and contact information of the person who can provide additional information or answer questions on the matter of the notice;
- g) How to exercise any applicable rights of appeal; and
- h) Any other information deemed necessary by staff or as directed by Council.

**6.5.** Wherever possible, notices shall be written in plain language and feature an accessible and easily legible design.

### **Manner**

**6.6.** Notice shall be posted electronically on the Town's website on a page dedicated to the purpose of giving public notice. In certain circumstances as detailed in Appendix A, or at the discretion of Communications Staff, notice may also be given by regular letter mail to affected parties, by publication in print or online media, by posting to the Town's social media accounts or applications, by posting physical signage, or by any other medium deemed to be appropriate.

### **Time**

**6.7.** Unless a longer legislated timeline applies, public notices shall be posted and/or distributed a minimum of fourteen (14) calendar days prior to the matter being considered, or prior to any referenced action coming into effect (whichever is applicable in the circumstances).

**6.8.** In calculating the notice period, the day of giving notice is excluded, and the day on which the relevant action is to be taken is included.

### **Additional Notice**

**6.9.** Notwithstanding the preceding section 6.7, if a matter does not occur at the specified time and is rescheduled, additional notice shall be provided to the public to advise of the newly scheduled date when the matter will be considered. Where the timeline to give notice is not legislated, any subsequent public notice shall not be required to adhere to the minimum time requirements above.

- 6.10.** If the matter is deferred at the open meeting of which notice has been given, no additional notice is required, except where an act or by-law provides, or Council directs otherwise.
- 6.11.** If the matter is considered at a subsequent open meeting, no additional notice is required, except where an act or by-law provides, or Council directs otherwise.
- 6.12.** Nothing shall prevent the Town, acting reasonably, from exceeding the minimum notice requirements established in this policy at its discretion.
- 6.13.** A decision to exceed the minimum notice requirements for one matter does not require the Town to exceed the minimum notice requirements for future similar matters.

### **Exceptions**

- 6.14.** If a matter arises which, in the opinion of the Chief Administrative Officer in consultation with the Mayor:
- a) is considered to be of an urgent or time sensitive nature;
  - b) could affect the health or well-being of the residents of the Town; or
  - c) if a Declaration of Emergency has been made by the Town or advised by a provincial ministry;
- then, providing there is no provincial or federal legislation requiring otherwise, the notice requirements of this by-law may be suspended and best efforts will be made to provide as much notice as is reasonably possible under the circumstances.
- 6.15.** Where satisfying a statutory requirement is an impossibility (for example, where legislation requires notice in a 'newspaper having general circulation in the municipality' if no such newspaper exists or where notice is required to be delivered by regular mail and a postal strike is in effect), the Town shall make reasonable efforts to satisfy the intent of legislation by providing notice through other means.
- 6.16.** Where a notice is required under legislation but the form of notice is not provided for specifically within the legislation or in this policy, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates shall be deemed to be adequate and in compliance with this policy.
- 6.17.** Failure to conform to the standards of this policy shall not invalidate the matter, or any decision made regarding the matter, absent any strict legislative requirement to the contrary.

## 7. Related Documents

- Social Media Policy
- Corporate Communications Strategy
- Communications Policy

## Appendices

- Appendix A – Minimum Public Notice Requirements

## Revision History

Date	Number	Description
April 28, 2026	By-law No. 2026-0042	Updated Policy to define Town website as the primary method for providing notice in all circumstances; moved prescribed notice to an expanded Appendix.
May 28, 2019	By-law No. 2019-0038	Updated Public Notice Policy By-law
December 17, 2007	By-law No. 07-58	Public Notice Policy By-law

## Appendix A – Minimum Public Notice Requirements

Subject	Legislated Requirement and/or Source of Authority	Town Requirement	Responsible Department
<b>Administration</b> – Sale of land	<p>Section 270.1 <i>Municipal Act</i>, The municipality shall maintain policies regarding the sale of land</p> <p>No prescribed notice or public meeting requirement.</p>	<p>In accordance with Sale of Land By-law 2025-0048, a listing of all declared surplus land is posted to the Town’s website. At the time of surplus declaration, notice is also posted on the website and local newspaper.</p> <p>Class I land sales require signage posted on the property, and are normally listed with a realtor. Class I sales may also be made through public tender or RFP with minimum posting period of 21 days.</p> <p>Class II land sales require direct notice to all eligible purchasers of the land in question.</p>	Growth & Infrastructure
<b>Administration</b> – Adoption or amendment of Sale of Land Policy	<p>Section 270.1 <i>Municipal Act</i>, The municipality shall maintain policies regarding the sale of land</p> <p>No prescribed notice or public meeting requirement.</p>	Notice posted on the website 14 days prior to the meeting where the by-law to replace or amend the Sale of Land By-law will be considered.	Legislative Services
<b>Administration</b> – Notice of Council meetings	<p>Section 238(2)(2.1) <i>Municipal Act</i> The municipality shall adopt a procedure by-law and the by-law shall provide for public notice of meetings</p>	<p>In accordance with Procedure By-law 2023-0060, the primary method of notice is the publication on the online Meeting Portal of:</p> <ul style="list-style-type: none"> <li>• all regular meeting dates at the beginning of each year;</li> </ul>	Legislative Services

		<ul style="list-style-type: none"> <li>• all regular agendas a minimum of 72 hours before the meeting;</li> <li>• all special and committee agendas a minimum of 24 hours before the meeting.</li> </ul> <p>Notice of regular and special Council meetings is also shared on the Town's social media page.</p>	
<b>Administration</b> – Adopting or amending a procedural by-law	Section 238(2) <i>Municipal Act</i> No prescribed notice or public meeting requirement	Notice posted on the website 14 days prior to the meeting where the by-law to replace or amend the procedure by-law will be considered.	Legislative Services
<b>Administration</b> – Temporary closure of municipal facility	N/A	In accordance with the Town's Inclement Weather Policy, details of any facility closure are to be posted on the Town website as soon as possible.  Notice will also be posted on the Town's social media.	Executive Services
<b>By-laws, Licensing</b> – Adopting or amending a licensing by-law	Section 150, <i>Municipal Act</i>  No prescribed notice or public meeting requirement.	Notice posted on the website 14 days prior to the meeting where the by-law will be considered.  Notice to also be published in a local newspaper at least 14 days prior to the meeting for any newly established licensing by-law.  Notice of staff reports proposing new or amended license structure is provided through publication of public Council agendas.	Legislative Services
<b>By-laws, Regulatory</b> – Adopting or amending a	Section 425, <i>Municipal Act</i> A municipality may pass by-laws	Notice posted on the website 14 days prior to the meeting where the	

<p>by-law which regulates the activities of the public</p>	<p>providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence.</p> <p>No prescribed notice or public meeting requirement.</p>	<p>by-law will be considered.</p> <p>Notice to also be published in a local newspaper at least 14 days prior to the meeting for any newly established regulatory by-law.</p> <p>Notice of staff reports proposing new or amended license structure is provided through publication of public Council agendas.</p>	
<p><b>By-laws, Cemetery</b> – Adopting or amending a by-law to regulate cemetery operations</p>	<p>Section 151, O. Reg 30/11 under the <i>Funeral, Burial, and Cremation Services Act</i></p> <p>Notice of a by-law or by-law amendment must be published once in a local newspaper, posted on a sign at the cemetery entrance, and delivered to suppliers of markers if the by-law pertains to makers or their installation.</p>	<p>Notice posted on the website 14 days prior to the meeting where the by-law will be considered.</p> <p>Notice to also be published in a local newspaper 14 days prior to the meeting.</p> <p>Physical signage to be posted at the main cemetery entrance of every active cemetery prior to the meeting and is to remain in place for at least four weeks after the date of installation.</p> <p>Notice to suppliers is sent by email to the most recent contact on file.</p>	<p>Legislative Services</p>
<p><b>Cemetery</b> – Accepting the license transfer of a new active cemetery</p>	<p>N/A</p>	<p>Notice posted on the website within 14 days of a license transfer being finalized.</p> <p>Notice to also be published in a local newspaper.</p> <p>Physical signage to be posted at the</p>	<p>Legislative Services</p>

		cemetery entrance.	
<b>Emergency Work</b> – Unplanned repairs, closures, or other situations where immediate action is required to protect health and safety or public infrastructure	N/A	No notification will be given prior to commencement of emergency work.  Where possible, notice will be provided through the Town’s social media and the Town website during or after the emergency work.	Affected Department
<b>Finance</b> – Adopting a budget	Section 290 <i>Municipal Act</i> requires the adoption of an annual budget  No prescribed notice or public meeting requirement.	Notice posted on the website of the anticipated budget timeline 14 days prior to the meeting where the budget will first be introduced.  Notice also posted on the website of any public comment or participation opportunities.	Finance
<b>Finance</b> – Issuing tax notices	Section 343 <i>Municipal Act</i> requires tax bills to be sent at least 21 days prior to the due date and to contain prescribed information	Bills are mailed by regular mail or emailed based on the most recent information submitted by the owner. No additional notice is posted.	Finance
<b>Finance</b> – Publication of financial statements, etc.	Section 295(1)(2), <i>Municipal Act</i>  Within 60 days of receiving the audited financial statements, the treasurer shall publish in a newspaper having general circulation a notice advising that a copy of the information will be made available to taxpayers and residents at no cost.	Notice posted on website and local newspaper advising where the documents can be found.  A copy of the audited financial statements is made available on the Town website. Printed copies will be provided at no cost in person on request.	Finance
<b>Finance</b> – Adopting or amending service fees or charges	Section 391, <i>Municipal Act</i>  No prescribed notice. The minister may prescribe regulations.	Notice posted on the website 14 days prior to the meeting where the by-law will be considered.  Notice of staff reports proposing fee	Finance and / or Affected Department

		revisions or new fees is provided through publication of public Council agendas.	
<b>Finance</b> – Notice of Issuance of Open Competition Opportunities	N/A	Town of Greater Napanee Procurement Procedures 4.3.3 - Advertising  Open competition opportunities will be posted on the Town's electronic tendering platform, with one-time notification issued through the Town's news feed alerts for a minimum of 21 days.	Finance (Purchasing)
<b>Heritage</b> – Notices required under the <i>Heritage Act</i>	Part IV and Part V, <i>Heritage Act</i>  Notices required to be served on the owner and to be published in a newspaper having general circulation in the municipality, unless municipal policy provides for alternate notice.	Notice posted on the website after the meeting where a decision is made.  Notice also published in the local newspaper at the first opportunity after a decision is made.  Notices to property owners will be sent by regular mail.	Legislative Services
<b>Local Improvement Charges</b> – New or improved infrastructure proposed to be funded through a local improvement levy	Section 400, <i>Municipal Act</i> ; Section 6, O. Reg 586/06  Public notice of Council's intention to pass the by-law imposing fees and charges to the public and to the owners of the lots liable to be specially charged is required	Notice issued by direct mail to those owners of lots liable to the special charge  Notice also posted on the website at least 14 days prior to the Council meeting at which the by-law will be considered	Growth & Infrastructure
<b>Planning</b> – Official Plan amendment	<i>Planning Act</i> , O. Reg 543/06 Before passing a by-law under this section, a public meeting must be held to hear public submissions, and notice of the meeting and	Notice issued by direct mail to all land owners within 120 metres of the site at least 20 days prior to the public meeting.	Planning

	<p>application must be issued by either:</p> <ul style="list-style-type: none"> <li>•by personal service or direct mail to every land owner within 120 m and signage posted on the site clearly visible and legible from a public highway or other place to which the public has access; or</li> <li>•by publication in a local newspaper, or on the municipal website if no newspaper exists</li> </ul>	<p>Signage also posted on the site facing the public right-of-way.</p> <p>In the case of an amendment affecting a broad number of properties, notice may instead be posted in the local newspaper</p>	
<b>Planning</b> – Zoning By-law amendment	<p><i>Planning Act</i>, O. Reg 545/06 Before passing a by-law under this section, a public meeting must be held to hear public submissions, and at least 20 days notice of the meeting and application must be issued by either:</p> <ul style="list-style-type: none"> <li>•by personal service or direct mail to every land owner within 120 m and signage posted on the site clearly visible and legible from a public highway or other place to which the public has access; or</li> <li>•by publication in a local newspaper, or on the municipal website if no newspaper exists</li> </ul>	<p>Notice issued by direct mail to all land owners within _120 metres of the site at least 20 days prior to the public meeting.</p> <p>Signage also posted on the site facing the public right-of-way.</p> <p>In the case of an amendment affecting a broad number of properties, notice may instead be posted in the local newspaper</p>	Planning
<b>Planning</b> – Subdivision Application	<p><i>Planning Act</i>, O. Reg 544/06 Within 15 days after deeming an application complete, notice shall be given to prescribed parties and either:</p> <ul style="list-style-type: none"> <li>•by personal service or direct mail to every land owner within 120 m and signage posted on the site clearly visible and legible from a</li> </ul>	<p>Notice issued by direct mail to all land owners within 120 metres of the site at least 20 days prior to the Council meeting.</p> <p>Signage also posted on the site facing the public right-of-way</p>	Planning

	<p>public highway or other place to which the public has access; or</p> <ul style="list-style-type: none"> <li>•by publication in a local newspaper, or on the municipal website if no newspaper exists</li> </ul>		
<b>Planning</b> – Minor Variance Application	<p><i>Planning Act</i>, O. Reg 200/96 At least 10 days before hearing an application, notice shall be given to prescribed parties and either:</p> <ul style="list-style-type: none"> <li>•by personal service or direct mail to every land owner within 60 m and signage posted on the site clearly visible and legible from a public highway or other place to which the public has access; or</li> <li>•by publication in a local newspaper, or on the municipal website if no newspaper exists</li> </ul>	<p>Notice issued by direct mail to all land owners within 60 metres of the site at least 10 days prior to the Committee meeting or date a decision will be made.</p> <p>Signage also posted on the site facing the public right-of-way.</p>	Planning
<b>Planning</b> – Consent Application	<p><i>Planning Act</i>, O. Reg 197/96 At least 14 days before hearing an application, notice shall be given to prescribed parties and either:</p> <ul style="list-style-type: none"> <li>•by personal service or direct mail to every land owner within 60 m and signage posted on the site clearly visible and legible from a public highway or other place to which the public has access; or</li> <li>•by publication in a local newspaper, or on the municipal website if no newspaper exists</li> </ul>	<p>Notice issued by direct mail to all land owners within 60 metres of the site at least 14 days prior to the Committee meeting or date a decision will be made.</p> <p>Signage also posted on the site facing the public right-of-way.</p>	Planning
<b>Planning</b> – Official Plan Revision	<p>Section 26, <i>Planning Act</i> Before revising the official plan council shall,</p> <ul style="list-style-type: none"> <li>•consult with the approval authority and with the prescribed</li> </ul>	<p>Notice published in newspaper in accordance with the requirements of the Act.</p> <p>Notice also posted on the Town</p>	Planning

	<p>public bodies with respect to the revisions that may be required; and</p> <ul style="list-style-type: none"> <li>• hold a special meeting of council, open to the public, to discuss the revisions that may be required.</li> </ul> <p>Notice of the public meeting must be published in a local newspaper for two consecutive weeks at least 30 days prior to the meeting.</p>	<p>website.</p> <p>Dedicated online project page created for sharing information and receiving comments.</p>	
<b>Roads</b> – Permanently closing or altering a highway, or designating a highway as a controlled-access highway	<p>Section 34, <i>Municipal Act</i></p> <p>No prescribed notice or public meeting requirement.</p>	<p>Notice posted on the website 14 days prior to the meeting where the by-law will be considered.</p> <p>Direct notice also mailed to all property owners adjacent to or primarily serviced by the road in question prior to the meeting.</p>	Growth & Infrastructure
<b>Roads</b> – Temporarily closing a road or part of a road	<p>Section 23.2(5), <i>Municipal Act</i></p> <p>No prescribed notice requirement;</p> <p><i>Highway Traffic Act</i> prescribes physical signage requirements</p>	<p>Notice posted on the website and social media with a target of 2 days prior to the closure for planned events or maintenance, and as soon as reasonably possible for emergency closures.</p>	Growth & Infrastructure
<b>Roads</b> – Naming or changing the name of a highway or private road	<p>Section 48, <i>Municipal Act</i> (Private Roads)</p> <p>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.</p> <p>No prescribed notice for public roads.</p>	<p>Notice posted on the website and newspaper 14 days prior to the meeting where the by-law will be considered.</p> <p>Direct notice mailed to all property owners on the road in question.</p>	Growth & Infrastructure
<b>Roads</b> – Permanently closing and conveying an	<p>No prescribed notice or public meeting requirement.</p>	<p>Notice posted on the website 14 days prior to the meeting where the</p>	Legislative Services

unopened road allowance		request will be considered.  Direct notice also mailed to all property owners adjacent to or primarily serviced by the road in question in accordance with the Town's Road Closure and Sale Policy	
<b>Town</b> – Changing the composition of Council	Section 217, <i>Municipal Act</i> No prescribed notice or public meeting requirement. Public notice and at least one public meeting are required for an upper tier, but not a lower tier municipality	Notice posted on the website and in the local newspaper at least 14 days prior to the public meeting where the matter will be discussed.	Legislative Services
<b>Town</b> – Changing the Town's name	Section 187, <i>Municipal Act</i> A copy of the by-law must be sent to the Director of Titles appointed under the <i>Land Titles Act</i> and to the Minister  No public notice requirement	Notice posted on the website and in the local newspaper at least 14 days prior to the public meeting where the matter will be discussed.	Legislative Services
<b>Town</b> – Changing the Town's ward structure or boundaries	Section 222, <i>Municipal Act</i>  No prescribed advance notice requirement.  Within 15 days after a by-law 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.	At least one public meeting to be held.  Notice posted on the website and in the local newspaper at least 14 days prior to the public meeting where the matter will be discussed.  Notice to be posted on the website and in the local newspaper within 15 days of the by-law being passed.	Legislative Services
<b>Town</b> – Restructuring proposal	Section 173(3), <i>Municipal Act</i> Before the council of a municipality votes on whether to support or	At least one public meeting to be held.	Legislative Services

	<p>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:</p> <ol style="list-style-type: none"> <li>1. Council shall consult with the public by giving notice of, and by holding, at least one public meeting.</li> <li>2. Council shall consult with such persons or bodies as the Minister may prescribe.</li> <li>3. Council may consult with such other persons and bodies as the municipality considers appropriate.</li> </ol>	<p>Notice posted on the website and in the local newspaper at least 14 days prior to the public meeting where the matter will be discussed.</p>	
<p>The following sections of the <i>Municipal Act, 2001</i> also require notice, and the notice requirements are prescribed in the Act (department responsible for notice):</p> <ul style="list-style-type: none"> <li>• Section 206, 210(1), and 211(1) regarding Business Improvement Areas (Legislative Services)</li> <li>• Section 331 (10) regarding Taxes on Eligible Property (Finance)</li> <li>• Section 348 (2) regarding Determination of Tax Status (Finance)</li> <li>• Section 356 (4) &amp; (5) regarding Division of Parcels (Finance)</li> <li>• Section 357 (5) &amp; (6) regarding Cancellation, reduction, refund of taxes (Finance)</li> <li>• Section 358 (8), (9) &amp; (10) regarding Overcharges (Finance)</li> <li>• Section 359 (3) &amp; (4) regarding Increase of taxes (Finance)</li> <li>• Section 379 (1), (2),(4) and 380 (3) regarding Public Sale, Advertisement and Payment (Finance)</li> <li>• O. Reg 181/03 regarding Municipal Tax Sales (Finance)</li> </ul>			