

Administration

Chapter 0180 - Public Notice

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Whereas the *Municipal Act, 2001* was amended by the *Municipal Statute Law Amendment Act, 2006*, S.O. 2006, c. 32 to, among other things, change some of the public notice requirements and to stipulate in paragraph 4 of subsection 270 (1) that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice and, if notices are to be provided, the form, manner and times notice shall be given;

And Whereas the Council of The Corporation of the City of Woodstock deems it advisable to set out the minimum notice requirements for those actions for which notice requirements are not prescribed under the provisions of the *Municipal Act, 2001* or its regulations.

Article 1 - Short Title

180.1.1 Citation

This Chapter may be cited as the "Public Notice By-law."

Article 2 - Interpretation

180.2.1 Act - defined

"Act" shall mean the *Municipal Act, 2001*, S.O. 2001, c. 25.

180.2.2 Clerk - defined

"Clerk" shall mean the Clerk of the City of Woodstock.

180.2.3 Mail - defined

"mail" means prepaid, first-class mail unless legislation requires otherwise.

180.2.4 Newspaper - defined

"newspaper" shall mean the local printed publication containing news, advertisements and correspondence having the highest circulation, in the opinion of the Clerk, within the City of Woodstock.

180.2.5 Website -defined

"website" shall mean the official City of Woodstock website.

Article 3 – General Provisions

180.3.1 Notice Provided – as required

Public notice shall be provided in accordance with the Act or all other applicable federal, provincial and municipal legislation and regulations that may apply, unless otherwise specified in a Schedule attached to this Chapter.

180.3.2 Emergency - notice provisions waived - modified

If a matter arises, which in the opinion of the Clerk is considered to be of an urgent or time sensitive nature or which could affect the health or wellbeing of the residents of the City of Woodstock or if a state of emergency is declared, or is so advised by a provincial ministry, the notice requirements of this Chapter may be waived and the Clerk shall make best efforts to provide notice as soon as possible thereafter and the reasons for waiving or varying from the requirements.

180.3.3 Form of notice

Unless otherwise prescribed in the Act or its regulations, where notice is required to be given, the content of the notice shall include the following information unless otherwise noted in this Chapter:

- a) the relevant section of the Act/Regulation and its requirements;
- b) an explanation of the issue;
- c) the Clerk's name and title;

- d) the contact information for receipt of comments on the issue and the deadline for receiving such comments; and
- e) sign language interpretation is available where required with at least seven days written notice in advance of the public meeting to the Clerk;
- f) accommodations will be made to provide a document in a form acceptable to a person with a disability if requested.

Article 4 - Repeal - Enactment

180.4.1 By-law - previous

By-law 8222-06 is hereby repealed.

180.4.2 Effective date

This Chapter shall become effective as of third and final reading. By-law 8708-11, August 11, 2011; By-law 8991-15, August 13, 2015; By-Law 9837-26, August 13, 2026.

Schedule

Schedule 'A' - Public Notice - Municipal Act, 2001

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 34 Permanent closure of a highway	No public notice requirement.	Notice shall be in the form of a report to Council which shall be posted in the regular agenda of Council as prescribed by Municipal Code Chapter 16 - Procedure.
Section 47 Change/ naming of highway	No public notice requirement	Notice shall be provided by mail to impacted property owners/occupants, utility providers and other applicable agencies, and a minimum of 30 days shall be provided for comment.
Section 48 Change/ naming of private roads	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 by mail shall be provided to owners of property that abut the road and shall be posted in the City website two weeks prior to decision being made.
Section 99 By-law - advertising devices	No public notice requirement.	Notice shall be in the form of a report to Council which shall be posted in the regular agenda of Council as prescribed by Municipal Code Chapter 16 - Procedure.

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 150 General Licensing Powers	No public notice requirement. No public meeting requirement.	Notice shall be the form a report to Council which shall be posted in the regular agenda of Council as prescribed by Municipal Code Chapter 16 - Procedure.
Section 173 Restructuring Proposal	Before the council of a municipality votes on whether to support or 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: 1) Council shall consult with the public by giving notice of, and by holding, at least one public meeting. 2) Council shall consult with such persons and bodies as the Minister may prescribe. 3) Council may consult with such other persons and bodies as the municipality considers appropriate.	Council shall hold at least one public meeting. Posting shall be placed on website two weeks prior to meeting and will remain posted until a decision is made. One notice in newspaper two weeks prior to public meeting.
Section 187 Change of name of municipality	No public notice requirement.	Council shall hold as least one public meeting. Posting shall be placed on website two weeks prior to meeting and will remain posted until a decision has been made. One notice in newspaper two weeks prior to public meeting.

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 204 - 210 Business Improvement Areas	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 216 Dissolution of Local Boards (excluding Police Services Board)	No public notice requirement.	Provide two weeks notice to the local board by mail and provide public notice in the form of a report to Council which shall be posted in the regular agenda of Council as prescribed by Municipal Code Chapter 16 - Procedure.
Section 217 Council Composition	No public notice requirement.	Council shall hold at least one public meeting. Posting shall be placed on website two weeks prior to meeting and will remain posted until a decision is made. One notice in newspaper two weeks prior to public meeting.
Section 222 Establishment of Wards	No requirement for public meeting. Within 15 days after the 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.	Notice of passing as required by the Act. Council shall hold at least one public meeting. Posting shall be placed on website two weeks prior to meeting and will remain posted until a decision is made. One notice in newspaper two weeks prior to public meeting.
Section 238 Procedural By-laws	No public notice requirement prior to passage of procedural by-law.	Notice shall be in the form of a report to Council which shall be posted in the regular agenda of Council as prescribed by Municipal Code Chapter 16 - Procedure.

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 270.1 Sale of Land	A municipality shall adopt and maintain policies with respect to the sale and other disposition of land.	In accordance with Municipal Code Chapter 185 - Sale-Disposal of Real Property.
Section 291 Budget - Adopt or Amend	No public notice requirement.	Notice of budget meetings and the time at which the budget is to be adopted will be provided in accordance with the provisions of Municipal Code Chapter 16 - Procedure.
Section 295 Financial Statements - Publication	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 299 Municipal Operations	A municipality shall publish all or such portion of the information as may be designated by the Minister at the times designated by the Minister but in the manner and form determined by the municipality.	Notice shall be posted on City's website and in newspaper at the times designated by the Minister.
Section 308 Establishment of Tax Ratios	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 318 Phase-in of Tax Changes Resulting from	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 331 Taxes on Eligible Properties	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 343 Determination of Tax Status	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 348 Determination of Tax Status	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 350 Obligations of tenant - taxes owed	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 351 Seizure personal property - Public Auction	Subject to certain conditions, the treasurer may seize personal property to recover the taxes and costs of the seizure. 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.	Notice shall be posted in a form and manner determined by the Treasurer.
Section 356 Division of Land into Parcels	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 357 Cancellation, reduction, refund of taxes	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 358 Overcharges caused by a gross or manifest error	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 359 Increase of Taxes as a result of any undercharge caused by a gross or manifest error	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 374 Notice of Registration of tax arrears certificate	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 379 Public Sale (tax arrears certificate)	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 391 Fees and Charges	No public notice requirement.	Notice shall be in the form of a report to Council which shall be posted in the regular agenda of Council as prescribed by Municipal Code Chapter 16 - Procedure.
Section 400 Regulations - Local Improvements Charges - Priority Lien Status	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.

Municipal Act, Section and Subject	Requirement of Municipal Act	The form, matter and times notice shall be given by the City of Woodstock
Section 435 Conditions governing powers of entry	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.
Section 441 Collection of unpaid licensing fines	See Act.	As per the provisions of the current <i>Municipal Act, 2001</i> at the time of proposed action.

By-law 8708-11, August 11, 2011; Schedule 'A.'
By-law 9837-26, August 13, 2026; Schedule 'A.'

Schedule 'B' - Public Notice - Other Provincial Legislation and Regulations

Legislation Regulation	Requirements	City of Woodstock Requirements
<i>Ontario Heritage Act - Section 29</i>	As per the provisions of the current <i>Ontario Heritage Act</i> at the time of proposed action.	As per the <i>Ontario Heritage Act</i> .
<i>Public Libraries Act</i> Section 11 - Notice of vacancies	The clerk of the appointing municipality shall give public notice of vacancies on the board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality.	Notice of vacancies shall be given by posting on website until the vacancies have been filled. Notice shall also be placed in a newspaper for which shall be at the Clerk's discretion.

Legislation Regulation	Requirements	City of Woodstock Requirements
Ontario Regulation 429/07 Accessibility Standards for Customer Service Section 5 - Notice of temporary disruptions	If, in order to obtain, use or benefit from a provider's goods or services, persons with disabilities usually particular facilities or services in whole or in part, the provider shall give notice of the disruption to the public. See regulation for further details.	In accordance with City Policy GA0021.
Ontario Regulation 429/07 Accessibility Standards for Customer Service Section 8 - Notice of availability of documents	Notify persons whom it provides goods or services that the documents required by this Regulation are available upon request. The notice may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.	In accordance with City Policy GA0021.
<i>Highway Traffic Act</i> - any proposed permanent installations of traffic calming measures in an established neighbourhood	No public notice requirement.	Notice by mail shall be provided to owners of property within a 120 metre radius of the installation to allow for a 30 day comment period prior to approval.

By-law 8708-11, August 11, 2011; Schedule 'B.'
By-law 8991-15, August 13, 2015; Schedule 'B'.