

THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO

BY-LAW 08-29

**A BY-LAW FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL,
THE CONDUCT OF ITS MEMBERS AND THE CALLING OF MEETINGS
FOR THE CORPORATION OF THE TOWNSHIP OF ADJALA-
TOSORONTIO**

Procedure By-law

WHEREAS Section 238 of the Municipal Act, 2001, S.O. 2001, c.25, provides that every municipal Council pass a by-law for governing the calling of Meetings and the proceedings of Council;

NOW THEREFORE the Council of the Corporation of the Township of Adjala-Tosorontio enacts as follows:

1. **MAYOR**

1.1 The Mayor as Head of Council shall chair all meetings of Council or Committee unless otherwise provided for. The Mayor is a Member, ex officio, of all other Committees of the Council and shall be entitled to vote on all questions, except when disqualified to vote by reason of interest or otherwise. The Mayor shall designate the Chair and any Vice Chair of any Standing Committee of Council for the current calendar year and any members that are required to be appointed by By-law to any special purpose Committee of Council for the current calendar year.

1.2 The Mayor shall designate the Chair and Vice Chair for the current calendar year and the Council shall adopt a resolution to confirm the appointments of the Members that shall act as the focus point of those service areas so identified.

2. **PLACE OF MEETINGS**

2.1 Meetings of the Council shall be held at the Council Chambers in the Municipal Centre or any other location designated by the Council from time to time for such purposes.

3. **REGULAR COUNCIL MEETINGS**

3.1 The Council shall hold a regular Council meeting on the first Monday of each month unless otherwise provided for by resolution of Council. Notwithstanding the foregoing, the meetings in July and August shall be held on the third Monday of the month.

3.2 The meetings shall be held throughout the calendar year, commencing at 6:30 p.m., local time, unless otherwise provided for by resolution of Council.

3.3 When the day for a regular meeting of Council is a public or civic holiday, the Council shall meet at the same hour on the regular working day immediately following the public or civic holiday; unless otherwise provided for by resolution of Council.

3.4 The Mayor shall retain control of the meeting – however during consideration of matters under correspondence on the Agenda the Chair or Vice Chair of the service function areas or divisions of the Corporation shall chair that portion of the Meeting for the purpose of processing and coordinating those matters or items that may fall under that division. The Chair or Vice Chair is responsible

to Council to represent and report on all matters before Council that may fall under their Chair of the service function of the Corporation.

4. SPECIAL COUNCIL MEETINGS

- 4.1 The Mayor may at any time summon a special meeting of Council on written or oral notice to the Members.
- 4.2 Upon receipt of a signed or verbal petition of the majority of the Members, the Clerk shall summon a special meeting for the purpose and at the time specified in the petition.
- 4.3 At least twenty-four (24) hours written or oral notice of all special meetings of Council shall be given to the Members through the Clerk's office. An agenda constitutes such notice.
- 4.4 Notwithstanding the foregoing, Council, by majority vote of the Members present, may suspend the rules or procedure under clause 4.3 to convene a Special Council meeting during or at the conclusion of a Council meeting if an item of an urgent nature arises which requires Council action forthwith.

5. NOTICE OF MEETINGS

- 5.1 The form, manner and times when Notice will be provided to the public regarding specific by-laws and the holding of certain Meetings is outlined in the attached Schedule to this By-law.
- 5.2 Notice of Regular Council meetings will be posted on the Township Website the Friday before the meeting is held.
- 5.3 Notice of Special Council meetings will be posted on the Township Website at least twelve (12) hours before the meeting is held.
- 5.4 Lack of receipt of the notice shall not affect the validity of holding the meeting nor any action taken at the meeting. An agenda constitutes such notice.

6. QUORUM

- 6.1 As soon after the hour fixed for the holding of the meeting of the Council and a quorum is present, the Mayor shall take the Chair and call the meeting to order.
- 6.2 A majority of the Members are required to be present to constitute a quorum.
- 6.3 If no quorum is present one half (1/2) hour after the time appointed for a meeting of the Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

7. ABSENCE OF THE MAYOR

- 7.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on his duties through illness or otherwise, or when the Mayor is absent from the office in the course of his duties, or on vacation or an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor.
- 7.2 The Deputy Mayor shall be the Acting Mayor if the need arises.
- 7.3 The Council may appoint an Acting Mayor from time to time who shall have all the powers of the Mayor in the event the Deputy Mayor is absent for reasons stated in 7.1.

- 7.4 In the event the Mayor is unable to attend a Council meeting within fifteen (15) minutes after the time appointed for the meeting, the Deputy Mayor shall be Chairman and call the Members to order and the Acting Mayor shall preside until the arrival of the Mayor, while presiding the Deputy Mayor shall have all the powers of the Mayor.
- 7.5 In the event the Deputy Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Council may appoint by a motion of Council an Acting Mayor under the foregoing clause 7.3 who shall be Chairman for the purposes of the meeting.
8. AGENDA
- 8.1 The Clerk shall prepare for the use of the Members of Council, an agenda under the following headings:
1. Call to Order
 2. Lords Prayer, Non-Denominational Prayer, or personal moment of silence
 3. Acceptance of Agenda
 4. Declarations of direct or indirect pecuniary interest and the general nature thereof
 5. Adoption of Minutes
 6. Deputations, Public Hearings (Meetings) and Presentations and Time for Adjala-Tosorontio Ratepayers
 7. Correspondence and Reports
 8. Resolutions
 9. By-laws
 10. General/Unfinished Business
 11. Date of Next Meeting
 12. Adjournment
- 8.2 A change in the order of items listed on the agenda may be permitted by the Mayor.
- 8.3 Members of Council or Staff may be permitted to add items for discussion to the agenda prepared by the Clerk and such additions must be approved at the commencement of the meeting by a majority of the Members of Council present.
- 8.4 The minutes of the meeting shall record, without note or comment:
1. The place.
 2. The record of attendance of the Members which shall indicate reason for absence, if known.
 3. The reading, if requested, correction and adoption of the minutes of prior meetings.

4. All the other proceedings of the meeting.
 5. Wherever practicable it shall be the duty of the Clerk to ensure that the minutes of the last regular Council meeting and all special meetings and Committee meetings held shall be prepared more than five (5) days prior to a regular meeting, together with the agenda prepared in accordance with subsection 8.1, are mailed or delivered to each Member not later than Thursday at 4:30 p.m. prior to the Council meeting.
 6. Any structural change in the reporting format from that set out in the agenda does not conflict nor change the purpose and effect of either the agenda or the minutes as reported.
- 8.5 Deputations desiring to appear before Council shall:
1. Give notice to the Clerk in writing no later than 12:00 noon local time on the Thursday before a Monday or Tuesday meeting.
 2. Be allowed to speak for five (5) minutes which may be followed by a ten minute question period by Members.
 3. Notwithstanding Section 8.5.2., delegates shall consist of no more than two (2) persons with a total speaking time of not more than five (5) minutes.
 4. Notwithstanding the foregoing and by consent of the Council Members present, any deputation in addition to those listed, may be heard.
 5. Time for Adjala – Tosorontio Ratepayers shall be allowed to address council and be limited to provide brief information on items of community interest and upcoming events.
 6. The Chair may curtail any deputation, any questions of a deputation and/or debate during a deputation for disorder or any other breach of this by-law and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw.
- 8.6 Every written communication, including petitions and deputations to be presented to the Council shall:
1. Be legibly written or printed and shall not contain any obscene or improper matter or language and must indicate the topic to be discussed and any questions that would be asked of Council in order to have the appropriate responses to any inquires and shall be signed by a least one person and lodged with the Clerk.
 2. Be received by the Clerk by 12:00 noon local time on the Thursday before a Monday or Tuesday meeting of the Council and if, in the opinion of the Mayor, it contains any obscene or improper matter, language or does not meet the requirements of section 8.6.1 of this By-law, the Mayor shall decide whether it should be included in the agenda for a Council meeting and if not, the person shall be notified.
 3. Be the property of the Corporation.

4. Be made available to the public and press only on a direct request to Council and only related to those matters or items that are not exceptions to the Freedom of Information and Protection of Privacy Act. Any communications, whether written or verbal, from Staff, Consultants or Representatives with business before Council is also considered to be the property of the Corporation and may only be made available through a direct request to Council and may only be made available where and when the release of such material does not offend the Freedom of Information and Protection of Privacy Act.
- 8.7 By-laws, except a by-law to confirm the proceedings of Council, shall:
1. Be introduced upon motion specifying the title of the by-law.
 2. Be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the date thereof.
 3. Have three readings in order to be passed. Upon direction of Council, by-laws may be given one or two readings when introduced with the third reading taking place on another or subsequent motion that may be at the same meeting or at a future regular meeting of Council.
 4. Be taken as read a third time if so determined by Council.
 5. Be endorsed by the Clerk with the date of the several readings and passage thereof.
 6. Be dated and shall be signed by the Mayor and the Clerk, sealed with the seal of the Corporation, indexed in the By-law Book and be maintained by the Clerk for safekeeping.
- 8.8 Unfinished items on the agenda not disposed of by Council shall be noted and repeated on each subsequent agenda, together with the date of their first appearance, until disposed of by Council, unless removed from the agenda upon a motion of Council.
- 8.9 If a matter has been previously considered by Council, it shall not be reconsidered by Council within the next six (6) months of the next regularly scheduled Meeting after the Meeting at which it was originally considered, without the consent of at least Fifty Percent plus One vote of the Members present. If such consent is given, the matter shall only be brought forward at the next regularly scheduled Meeting after the Meeting at which the reconsideration is authorized.
- 8.10 The use of audio and video recording equipment in the Council Chambers by the public or the media shall not be permitted unless approved by the Chair.
9. **RESOLUTIONS**
- 9.1 Copies of all resolutions will be circulated to all Members of Council, the Chief Administrative Office and the appropriate Department Head.
 - 9.2 Any resolution may be placed on a Council agenda at the request of a Member of Council or the Chief Administrative Officer.
 - 9.3 All requests for endorsement of resolutions from municipalities outside of the County of Simcoe shall be acknowledged by the Clerk or his/her designate, with the advise that the Township does not take action on resolutions received from other municipalities, but rather makes its position known through the

appropriate municipal association and/or directly to the relevant Minister or government leader.

- 9.4 Resolutions from charitable or non profit organizations shall be acknowledged by the Mayor and subject to the nature of the resolution, the Mayor may direct that the request be added to the Council agenda for consideration.

10. DUTIES OF THE MAYOR

10.1 It shall be the duty of the Mayor or Deputy Mayor or Acting Mayor:

1. To open the meeting of Council by taking the Chair and calling the Members to order.
2. To announce the business before the Council in the order in which it is to be acted upon.
3. To receive and submit, in the proper manner, all motions presented by the Members.
4. To put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings and to announce the result.
5. To decline to put to a vote motions that infringe upon the rules of procedure.
6. To restrain the Members when engaged in debate within the rules of order.
7. To enforce, on all occasions, the observance of order and decorum among the Members.
8. To ensure that all members attend Council and Committee meetings diligently.
9. To do all matters to permit the meetings to proceed in an orderly and efficient manner.
10. To authenticate by his signature, when necessary, all by-laws, resolutions and minutes of Council.
11. To adjourn the meeting when the business is concluded.
12. To adjourn the meeting without question, or put or suspend the meeting for a time to be named by him, if he considers it necessary, because of grave disorder.

11. CONDUCT OF MEMBERS IN COUNCIL

11.1 No Member shall:

1. Speak disrespectfully of the reigning Sovereign, or any of the Royal Family, of the Governor-General, or of the Lieutenant Governor of any Province.
2. Use offensive words or unparliamentary language in or against the Council or against any Member.

3. Speak on any subject other than the subject in debate.
 4. Criticize any decision of the Council except for the purpose of moving in accordance with the provisions of subsection 12.1 that a resolution be reconsidered.
 5. Disobey the rules of the Council, a decision of the Mayor, or of the Council on a question of order or practice or upon the interpretation of the rules of the Council.
- 11.2 If a Member persists in any such disobedience after having been called to order by the Mayor, the Mayor may forthwith put the question, with no amendment, adjournment or debate being allowed, “that such Member be ordered to leave or her/his seat for the duration of the meeting of the Council”, but if the Member apologizes, he or she may by vote of the Council, be permitted to retake his or her seat.

12. MOTIONS

- 12.1 All motions except for motions in respect to matters listed in section 12.13 shall be moved and seconded before being debated. Immediately preceding the taking of a vote, the Mayor may state the question in the form introduced and in which it is to be recorded in the minutes and shall, if required by a Member, restate the question in the precise form.
- 12.2 After a motion is stated by the Mayor it shall be deemed to be in possession of the Council but May, with the permission of the Council, be verbally withdrawn by the mover and seconder at any time before decision or amendment.
- 12.3 A motion properly put before the Council for decision must receive disposition before any other motion can be received, except motions in respect of matters listed in section 13.12.
- 12.4 A motion to refer or defer a matter under discussion by the Council to the General Government Committee shall preclude all amendments of the main question until it is decided.
- 12.5 A motion to amend:
1. May be introduced orally and put to a vote by the Mayor but shall be committed to writing by the Clerk indicating the mover and seconder.
 2. Shall be disposed of by Council before a previous amendment or the question.
 3. Shall not be further amended more than once, provided that further amendment may be made to the main question.
 4. Shall be relevant to the question to be received.
 5. Shall not be received if it is directly negative to the question.
 6. May propose a separate and distinct disposition of a question.
 7. Shall be put in the reverse order to that in which it is moved.

- 12.6 A motion to adjourn shall always be in order except as provided by this section:
1. When resolved in the negative it cannot be made again until after some intermediate proceedings shall have been completed by Council.
 2. When a Member is speaking or during the period immediately after a vote is called and the disposition declared by the Mayor.
- 12.7 A motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and when settled, the question so interrupted shall be resumed from the point where it was suspended.
- 12.8 A motion to refer a subject back to a Committee, with or without instructions, may be amended but must be disposed of by Council before the question on or an amendment to any other motion on the subject.
- 12.9 A motion containing distinct proposals shall be divided at the oral request of any Member. A separate vote shall be taken upon each proposal contained in a question divided.
- 12.10 No resolution or decision, once voted on or made by Council, may be reconsidered at the same meeting, unless approved by a majority of the Members present.
- 12.11 No discussion of the main question shall be allowed upon an accepted motion to reconsider unless and until the Council shall have voted to reconsider the main question, but the Member who moves the motion may have the privilege of stating his or her reasons for doing so.
- 12.12 No motion or decision shall be reconsidered more than once at the same meeting.
- 12.13 A motion to adjourn is not debatable and any business, motion or resolution not resolved, shall be carried forward to the next regular meeting.
13. RULES OF DEBATE
- 13.1 Every Member, prior to speaking to any question or motion shall first be recognized by the Mayor.
- 13.2 When two or more Members wish to be recognized at the same time, the Mayor shall designate the order in which Members are recognized to speak.
- 13.3 Every Member present at a meeting of the Council, when a question is put, shall in accordance with the Municipal Act, vote thereon unless prohibited by statute or by reason of conflict of interest.
- 13.4 If any Member present at a meeting of the Council when a question is put forward or a recorded vote taken does not vote, he shall be deemed as voting in the negative, except where he is prohibited from voting by law.
- 13.5 A request for a recorded vote can only be made before an unrecorded vote is taken.
- 13.6 If a Member disagrees with the announcement of the Mayor that a question is carried or lost he may, but only immediately after the declaration by the Mayor object to the Mayor's declaration and request that the vote be retaken.

- 13.7 When the Mayor calls for the vote on a question, each member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Mayor and during such time no Member shall walk across the room or speak to any other Member or make any noise or disturbance.
- 13.8 When a Member is speaking, no other Member shall pass between him and the Mayor or interrupt him or her except to raise a point of order or personal privilege.
- 13.9 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 13.10 Any Member may speak initially on a motion for a maximum of five (5) minutes followed by any other Member, including the mover of the motion wishing to speak a second time for a further five (5) minutes. The mover may reserve the right to be the last speaker on a motion.
- 13.11 When a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Mayor on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak to the motion.
- 13.12 The following matters and motions with respect thereto, may be introduced by oral notice and without leave, except as otherwise provided by these rules of procedure:
1. A point of order or matter of personal privilege,
 2. To table or defer,
 3. To postpone indefinitely or to a certain day,
 4. To refer,
 5. To adjourn,
 6. To suspend the rules of procedure,
 7. To receive and file,
 8. To go "in camera",
 9. To provide direction to Staff to act upon a certain matter or thing that the Council deems appropriate, in the circumstances at the time.
- 13.13 A motion to amend may be introduced orally and without notice, however, shall be committed by the mover and seconder by the end of the meeting.
- 13.14 Motions to defer, to adjourn, to refer or to table are not debatable.
- 13.15 The vote on a motion may only be called after each Member who wished to speak has spoken once.
14. POINTS OF ORDER AND PRIVILEGE
- 14.1 The Mayor shall preserve order and decide questions of order.
- 14.2 Only a Member of Council, Clerk or CAO can rise on a point of order when he/she considers that:
1. There has been a breach of the rules of order of Council.
 2. A meeting is not properly constituted.
 3. Improper, offensive or abusive language has been used.
 4. The matter under discussion is not within the scope of the motion.

5. There has been any other informality or irregularity in the proceedings of Council.

14.3 When a Member rises on a point of order, he shall ask leave of the Mayor to raise a point of order and after leave is granted he shall state the point of order to the Mayor and then remain silent until the Mayor has decided the point of order.

Thereafter, a Member shall only address the Mayor for the purpose of appealing to the Council from the Mayor's decision.

If no Member appeals, the decision of the Mayor shall be final.

The Members, if appealed to, shall decide the question without debate and their decision shall be final.

14.4 When a Member considers that his integrity or the integrity of the Council as a whole has been impugned, he may as a matter of personal privilege, rise at any time with the consent of the Mayor for the purpose of drawing the attention of the Council to the matter.

15. METHOD OF VOTING

15.1 In considering unrecorded votes, the manner of determining the decision of the Council on a motion shall be at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

15.2 Any Member of Council may at any time request a recorded vote on any question, motion, resolution or by-law before Council. The request for a recorded vote on a by-law may be on any one of the three readings of a by-law, or all three, or in the instance where a single motion is provided for first, second and third reading, a recorded vote may be requested.

15.3 In considering recorded votes the Clerk shall ask each Member in turn going around the table from left to right if they are in favour or opposed. The Clerk shall record the names of those who voted for and of those who voted against the matter in the minutes and announce the result.

16. PROCEEDINGS IN "IN CAMERA"

16.1 All regular and special meetings of the Council and Committees of Council shall be open to the Public. During the meeting, Council may resolve itself in Committee of the Whole and such Committee of the Whole meeting shall remain open to the Public unless the subject matters to be considered relate to:

1. The security of the property of the Municipality or local board.
2. Personal matters about an identifiable individual, including municipal or local board Employees.
3. A proposed or pending acquisition or disposition of land by the Municipality or local board.
4. Labour relations or employee negotiations.
5. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board.
6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

7. A matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act.
 8. A matter which relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, board, commission or other body is the head of an institution for the purposes of that Act.
 9. The educating or training of the Members, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of Council.
- 16.2 The Clerk shall record in the minutes of the meeting the reason for Council retiring into Committee of the Whole "In Camera".
 - 16.3 Upon coming out of "In Camera", the Mayor shall verbally report the progress made.
 - 16.4 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee of the Whole "In Camera" so far as they are applicable except that no motions shall be adopted and no minutes recorded of these sessions.
17. **COMMITTEES**
 - 17.1 Council may at any time appoint a Committee, Standing Committee, Special Committee or Ad Hoc Committee to enquire into and report on any matter.
 - 17.2 The names of Members required to serve on Committees shall be determined by resolution of Council.
 - 17.3 Members of Council may attend Committee meetings that they are not a Member of and may only take part at the invitation of the Committee.
 - 17.4 The Rules of Debate are relaxed but due regard shall be held to section 10 Conduct of Members in Council, to maintain decorum.
18. **LENGTH OF MEETINGS**
 - 18.1 A Council or Committee meeting shall not carry on past 10:00 p.m. except to complete an item already under consideration and shall at that time, by operation of this rule, without requiring a motion or resolution, be adjourned unless a majority of the Members present at the meeting vote by a written, signed motion (resolution) to continue the meeting until its conclusion.
19. **SUSPENSION OF RULES**
 - 19.1 Except where it is provided otherwise, any one or more of these rules of procedure may be temporarily suspended if a majority of the Members present at the meeting vote to do so.
20. **CASES NOT PROVIDED FOR**
 - 20.1 In all cases not provided for in this By-law, the question shall be decided by the Mayor or Committee Chair and in making a ruling, shall base the decision on "Bourinot's Rules of Order".

21. CITING

21.1 This By-law shall be cited as the "Procedure By-law".

22. REPEAL OF EXISTING BY-LAW

22.1 By-law 05-12, as amended, is hereby repealed.

23. IN FORCE

23.1 This By-law shall come into force and take effect from the date of passage hereof.

THAT, notwithstanding anything contrary to the rules of procedure, this By-law be introduced and read a first and second time and be considered read a third time and finally passed this 6th day of October, 2008.

"T. Walsh"

MAYOR TOM WALSH

"B. Kane"

CLERK BARBARA KANE

Schedule "A"
NOTICE PROVISIONS

(Section numbers in parentheses refer to the Municipal Act, 2001)

Subject	Notice Provision
Adoption or amendment to budget	Notice provided on Township Website and at the Municipal Centre 2 weeks prior to the enactment of the by-law.
Cancellation, reduction, refund of taxes (Section 357)	The Municipal Act provides that upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes levied. On or before September 30 th of the year following the year in which the application is made, Council shall hold a Meeting at which all applicants may make representation to Council. Applicants shall be notified of the Meeting by mail sent at least 14 days before the Meeting. Within 14 days of making its decision, Council shall notify the applicants of the decision and specify the last day for appealing the decision.
Change of name or naming of a private road (Section 48)	The Municipal Act requires provision of Notice. Posted on Township Website and at the Municipal Centre 2 weeks prior to enactment of by-law.
Determination of tax status (Section 348)	The Municipal Act provides that the Treasurer shall by February 28 th in each year determine the position of every tax account as of December 31 st of the preceding year. On making this determination, the Treasurer shall send to every taxpayer who owes taxes from a preceding year a notice of those taxes and of the related late payment charges. The notice may be sent with a tax bill.
Division of land into parcels (Section 356)	The Municipal Act provides that upon application by the Treasurer of a municipality or to the Treasurer by an owner of land, the municipality may divide land into two or more parcels. apportion unpaid taxes; and direct part payment of taxes to each of the parcels. On or before September 30 th of the year following the year in which the application is made, Council shall hold a Meeting to consider the issue. Applicants and owners of any part of the land shall be notified of the Meeting by mail sent at least 14 days before the Meeting. Within 14 days of making its decision, Council shall notify the applicants and owners of the decision and specify the last day for appealing the decision.
Financial Statements -publication (Section 295)	The Municipal Act requires publication of audited financial statements in newspaper within 60 days of receipt of audited financial statements of previous year.
Increase of taxes as a result of any undercharge caused by a gross or manifest error (Section 359)	The Municipal Act provides that upon receipt of an application by the Treasurer, the municipality may increase the taxes levied when the taxes were undercharged due to a gross or manifest error. The Council shall hold a Meeting at which the Treasurer and the person in respect of whom the application is made may make representations to Council. The Council shall notify the parties of the Meeting by mail sent at least 14 days before the Meeting. Within 14 days of making its decision, Council shall notify the parties of the decision and specify the last day for appealing the decision.
Notice of Registration of tax arrears certificate (Section 374)	The Municipal Act provides that within 60 days after the registration of a tax arrears certificate, the Treasurer shall send a notice of the registration of the certificate to assessed owner of the land and (a) where the land is registered under the Land Titles Act, to every person appearing by the parcel register and by the index of executions of the area in which the land is situate to have an interest in the land on the day the tax arrears certificate was registered; or (b) where the Registry act applies every

	person appearing on the abstract index and by the index executions for the area in which the land is situated to have an interest in the land on the day the tax arrears certificate was registered.
Notice of Tax Bill (Section 343)	The Municipal Act provides that the Treasurer shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.
Overcharges caused by a gross or manifest error (Section 358)	The Municipal Act provides that upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes which were overcharged due to a gross or manifest error in the preparation of the assessment roll. The Treasurer shall send a copy of the application to MPAC and registrar of the Assessment Review Board. If the application is deemed to be invalid, the Treasurer shall notify the applicant in writing of the reasons that is not valid. On or before September 30 th of the year following the year in which the application is made, Council shall hold a Meeting at which all applicants may make representation to Council. The applicant shall be notified of the Meeting by mail sent at least 14 days before the Meeting.
Permanent altering of a public highway	Written notice provided to those affected by mail or hand delivered. Notice provided on the Township Website and at the Municipal Centre 2 weeks prior to the enactment of the by-law.
Power of entry exercised (Section 435)	The Municipal Act provides that notice of power of entry be given to the occupier of the land within a reasonable time before power of entry is exercised by personal service in respect of a room or place used as personal dwelling or in other circumstances, by personal service or prepaid mail or posting notice on the land in a conspicuous place.
Public sale – tax arrears certificate (Section 379)	The Municipal Act provides that if the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered, the Treasurer, within 30 days after the expiry of the 280-day period, shall send to the person entitled to receive notice under section 374 a final notice that the land will be advertised for public sale unless the cancellation price is paid before the end of the one-year period following the date of the registration of the tax arrears certificate.
Sale of Land Procedures	In accordance with the Township's sale of surplus real property by-law, notice provided on Township Website and at Municipal Centre 2 weeks prior to enactment of the by-law.
Seizure of personal property -Public Auction (Section 351)	The Municipal Act provides that 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 provided in the newspaper 2 weeks prior to the auction. Written notice shall be sent by mail, posted 3 weeks prior to auction, to sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy.
Shut off of Public Utility (Section 81)	The Municipal Act requires that the municipality provide reasonable notice to the owners or occupants of land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place.
Taxes on eligible properties (Section 331)	MPAC shall provide a list of the comparable property for each eligible property (as defined in Section 331 (20) [-i.e. properties with additional assessments; properties that cease to be exempt; properties that are added to the roll due to subdivision or severance of land; or properties for which there is a change in classification]. The municipality shall mail to the owner of each eligible

	property the list of comparable properties, along with the municipality's determination of taxes, within 60 days after the date the list of comparable properties is received from the municipality.
Wards – re-divide or dissolve (Section 222)	The Municipal Act requires the Municipality to give public notice within 15 days of passage and specifying last date for notice of appeal. Notice provided on Township Website and at the Municipal Centre 2 weeks prior to the enactment of the by-law.