

# Public Notice and Engagement

Procedure number:	G-COM-001-001
Parent policy number:	G-COM-001
Section:	Governance
Sub-section:	Communications
Author(s):	Strategy, Policy and Communications [ ]
Authority:	CAO
Effective date:	2010-08-30
Review by date:	2021
Last modified:	2016-11-14

## Purpose statement

This procedure establishes guidelines for public notice and engagement undertaken on behalf of the Corporation of the Town of Oakville (town).

## Scope

This procedure applies to all forms of public engagement undertaken on behalf of the town.

The town shall give public notice in accordance with Appendices A and B attached to this procedure and as required by applicable statutes or regulations or by-laws.

## Procedure

The town is committed to the public notice and engagement guiding principles, established in the Public Notice and Engagement Policy. In every process, regardless of the scope, the principles should guide all public engagement activities.

### Types of public engagement

Public engagement efforts undertaken on behalf of the town should reflect the magnitude and complexity of the issue/initiative and the desired goal or outcome. The International Association for Public Participation (IAP2) Federation has developed a spectrum of

engagement to help define the community's role in any public participation process. It includes five stages: inform, consult, involve, collaborate, and empower. The five broadly recognized types of public engagement are:

- To inform – provide balanced and objective information to assist in understanding the issue/initiative, alternatives, opportunities and/or solutions, in a timely manner
- To consult – obtain input, advice and feedback on analysis, alternatives and/or decisions
- To involve – work directly with the community throughout the process to ensure concerns and aspirations are understood
- To collaborate – partner with the community in the development of options and/or a preferred solution
- To empower – place final decision-making in the hands of the community

The town considers applying one or more of these types of engagement depending on the type of issue/initiative. The order of engagement is not necessarily sequential. The spectrum outlines what is involved at each level and helps staff consider the most appropriate type(s) of engagement and tactics to use depending on the objectives and complexity of the issue/initiative. Although “empower” is listed on the spectrum, the town's governance structure leaves final decision-making to Council and Council delegates. An example of empower is voting in a municipal election.

### **Approach to Public Engagement**

The purpose for public engagement and the extent of engagement should be clearly articulated to the public and Council early in the process. The purpose should address why staff are undertaking the policy, program, project, service, by-law initiative and establish the scope of work (i.e. is this town initiated, a result of new or changed legislation or regulations, is there a mandated timeline for which the work needs to be completed, etc.). For those matters presented before Council, staff will ensure their “ask of Council” is clear regarding whether the item is for: a decision, information, to call a public meeting or other request.

For larger, more complex issues/initiatives staff should develop a public engagement plan that explains the purpose for engaging with the public, explains the public engagement process and when and how the public can become involved including timelines. Adequate timelines should be given to allow participants reasonable time to prepare, provide input and, in some cases, consult others within their organizations and community. Staff should also establish a budget and resources for public engagement work.

Depending on the initiative, it may be necessary to engage with councillors and the community before beginning to clarify the scope and purpose and to get their feedback on these areas. Informal education sessions at the beginning of the initiative should be

considered to provide details of the engagement plan and the opportunities for engagement throughout the duration of the initiative.

Policy, program, project, service and by-law initiatives that include public engagement activities should be reported on and included in reports to Council in a timely manner after the engagement occurs. The report should include a fulsome, accurate, and transparent assessment of what was heard during the engagement sessions, including themes that emerged, conflicting opinions, how and why the staff recommendation(s) may have changed based on the feedback received, etc.

Informal engagement, such as public open house events, should clearly indicate the intent and objective of the session, particularly that no decisions have been made or will be made at the session and that the purpose is to share and collect information.

Use of the town's website and town approved social media channels should be used to promote engagement activities. Additional information on notice requirements ~~Use of additional tactics~~ are detailed in Appendices A and B.

### **Indigenous Engagement**

The Town of Oakville is committed to building its relationship with Indigenous peoples.

For those matters where the duty to consult with Indigenous peoples is a duty of the Provincial government, the Provincial government may delegate procedural aspects of this duty to project proponents at the town while retaining oversight of the consultation process. Staff will be required to adhere to instructions from the Province will be when provided ~~and staff will be required to adhere to them.~~

### **Public Notice**

In notifying the public, staff will consider the following factors:

- Statutory requirements – legislation that specifies notice requirements
- Financial considerations – budget availability/allocation will be a high priority consideration
- Geographic area of impact – town-wide or area-specific impacts
- Community impact – town-wide impact or impact limited to certain groups
- Target audience – individuals who are directly or indirectly affected
- Timeframe of notification – ensure sufficient lead time and recognize seasonal constraints
- Council decisions – as it relates to form and/or timing (e.g. standard 14-day notice requirement reduced to 7-days for notice to residents of a noise exemption for Film Pilot Program)
- Nature of issue/initiative – may be high profile, controversial or routine in nature
- Type of engagement – inform, consult, involve and collaborate

- Form of notice – online and electronic means will be used as the primary form of notification; other forms of notification may be considered to reflect the scope of the issue/initiative
- Health and public safety risk – demand the highest standard
- Accessibility – in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* requirements

All town public notices will be posted on the Town of Oakville website under the [News & Notices](#) section. Departments may also choose to place a digital public notice ad in an Oakville online news outlet in addition to posting on the town's website. While online news outlets will be preferred, if a department determines there is a requirement for a printed newspaper notice, staff will contact Corporate Communications for placing the notice in an area newspaper, subject to department budget availability. The use of town approved social media outlets is also encouraged.

Public notices shall incorporate the following strategies to enhance participatory opportunities for the public:

- Ability to scan for information: Make use of short sentences and paragraphs, and headers.
- Readability: Use simple sentence structure and grammar.
- Plain language: Use simple everyday words with limited technical language. Use active voice rather than passive voice.
- Target audiences: Anticipate their interests and address potential enquiries. Provide notice in an accessible manner.
- Images: Use images, especially if it helps readers understand the message and provide written descriptions of the images.

All Members of Council will be informed for matters of town-wide interest and the Mayor and Ward Councillors will be informed for matters that are area/location specific at the time the notice is released to the public on the town's website. Every effort will be taken by staff to notify Councillors of local matters with as much advance notice as possible.

### **Content of Notice**

At a minimum, unless otherwise prescribed in the *Municipal Act, 2001* or its Regulations, a notice of the intention to pass a by-law or notice of a public meeting, other than an information sign, shall include the following information:

- A description of the purpose and effect of the proposed by-law or matter
- The date, time and location of the meeting at which the matter will be considered
- A description of how and where comments and/or objections may be made
- Contact information for the purposes of submitting written comments prior to the meeting including any submission deadlines
- If applicable, a key map or other description of the lands affected by the proposal.

Information signs shall at a minimum include the following information:

- A description of the purpose of the notice
- The date and location of the proposed meeting, if applicable
- Contact information for the purpose of obtaining additional information.

### **Notice of Subsequent Meetings**

If a decision is not made at the meeting specified in the public notice, a statement may be made at the meeting specifying the date, time, location and type (if known) of any subsequent meeting where the matter will be considered.

No additional prescribed notice will be required for subsequent meetings where a matter has been deferred for consideration unless otherwise determined by Council.

In the case of service disruptions, notice shall be provided in accordance with the town's Accessible Customer Service procedure and service disruption guidelines.

Staff will use the town approved notice templates that adhere to the town's Corporate Identity Standards.

*Exemption:* This policy applies except where, the Mayor determines that notice should be waived due to emergency, urgency or time sensitivity situations or situations which could affect the health and well-being of the residents of Oakville.

Council shall be informed by email if an exemption is applied.

## **References and related documents**

Appendix A – Municipal Act Public Notice Requirements

Appendix B –Public Engagement Level of Impact and Notice Guidelines

Public Notice and Engagement Policy

[Public Engagement Guide](#)

Accessibility Policy

Planning Accessible Meetings Procedure

Communications Procedure

Council Remuneration, Resources and Expenses Policy

Council Remuneration, Allowances, Benefits, Expenses, Conferences and Seminars Procedure

Customer Service Standards Procedure

Corporate Identity Standards Procedure

Translation and Interpretation Procedure

Rzone Procedure

Town of Oakville Procedure By-law 2020-011, as amended

Corporate Grants, Sponsorship, Naming Rights and Advertising Sales policy

[Oakville Inclusion Lens](#)

*Ontario Human Rights Code*

*Municipal Act, 2001*

*Municipal Freedom of Information and Protection of Privacy Act*

*Accessibility for Ontarians with Disabilities Act, 2005*

Other relevant applicable legislation including the *Planning Act* and the *Ontario Heritage Act* and their Regulations

Oakville Official Plan(s) Alternative Notice Procedures

[Council Code of Conduct Policy](#)

## Definitions

Community – represents the most general and inclusive term for participants in public engagement in the municipal context. This term includes but is not limited to residents, companies, individuals, businesses, not-for-profit organizations, interested parties, and Resident Associations.

Digital public notice ad – means a town notice provided on an Oakville online news outlet.

Information sign – means a sign erected securely by stakes or other means in the vicinity of, or on site, containing a printed message that should be visible to both pedestrian and motor traffic in the area.

Interested parties – refers to individuals, groups, or organizations that have a vested interest in a particular policy, program, project or service.

Newspaper – means printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers in accordance with the *Interpretation Act*.

Notice by mail/email – unless otherwise specified, notice by mail means notification forwarded through Canada Post first class delivery service and courier to the last known address of the person being notified, which shall be deemed to be effective on the date sent. Notice by email may be used where interested parties have requested notice by email or where someone has given the town permission to send information related to a matter to their email address.

Public engagement – a process whereby the town facilitates information sharing and interactive discussion with the community and interested parties on a policy, program, project, service or legislative requirement with the aim to collect input and feedback used

to inform staff recommendations and Council decision-making. The process includes various methods by which information is exchanged and collected from the community. Types of public engagement include but are not limited to online channels (e.g. websites, social media, online chats), public meetings (e.g. in-person and virtual), open houses, focus groups, and surveys.

## **Responsibilities**

Participants are responsible for:

- Following the town's Rzone procedure when attending or participating in town public engagement activities

Departments are responsible for:

- Complying with this procedure
- Meeting accessibility requirements for public engagement activities
- Following the town's Customer Service Standards and Customer Conduct Policy and procedures when leading town public engagement activities
- Leading engagement initiatives as required
- Representing the interests of the corporation
- Complying with the Employee Code of Conduct
- Complying with legislative requirements

Members of Council:

- As a best practice, Members of Council should clearly identify where they are expressing individual views, and not necessarily the views of the town or Council
- Abide by the Council Code of Conduct Policy

## Appendix A – Municipal Act Public Notice Requirements

Pursuant to Section 270 (1) of the *Municipal Act*, a municipality shall adopt and maintain policies concerning the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given as well as the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

The information below sets out the minimum notice requirements for a number of matters the town is involved in and outlines the form and manner in which notice is to be given, and the minimum time for giving such notice.

There are two types of notice contained within this appendix:

- Notice prescribed directly by the *Municipal Act, 2001*
- Notice required in the *Municipal Act, 2001* but the town decides on the form, manner and timing

All other types of notice and public engagement undertaken by the town shall be provided based on the town's public notice and engagement guidelines in Appendix B.

~~Staff will inform all Members of Council for matters of town-wide interest and the Mayor and Ward Councillors will be informed for matters that are area/location specific.~~

### Content of Notice

~~At a minimum, unless otherwise prescribed in the *Municipal Act, 2001* or its Regulations, a notice of the intention to pass a by-law or notice of a public meeting, other than an information sign, shall include the following information:~~

- ~~• A description of the purpose and effect of the proposed by-law or matter~~
- ~~• The date, time and location of the meeting at which the matter will be considered~~
- ~~• A description of how and where comments and/or objections may be made~~
- ~~• Contact information for the purposes of submitting written comments prior to the meeting including any submission deadlines~~
- ~~• If applicable, a key map or other description of the lands affected by the proposal.~~

~~Information signs shall at a minimum include the following information:~~

- ~~• A description of the purpose of the notice~~
- ~~• The date and location of the proposed meeting, if applicable~~
- ~~• Contact information for the purpose of obtaining additional information.~~



## Notice of Subsequent Meetings

~~If a decision is not made at the meeting specified in the public notice, a statement should be made at the meeting specifying the date, time, location and type (if known) of any subsequent meeting where the matter will be considered.~~

~~No additional prescribed notice will be required for subsequent meetings where a matter has been deferred for consideration unless otherwise determined by Council.~~

## Notice Requirements

No deviations are permitted from the prescribed notice where required by the *Municipal Act, 2001*. When the form, time, and manner of notice is not prescribed by the *Municipal Act 2001*, deviations shall be brought to the attention of Council.

The following tables list all the notice requirements as per the *Municipal Act*, along with the form, manner and timing in which the notice is to be given and the town representative responsible. For those matters where discretion is given to the town to determine the form, manner and time, the tables indicate the town's minimum requirements. Form refers to the tool to be used (what will be used). Manner refers to the how the tool will be shared. Time refers to the number of consecutive days for which the notice is to be posted before the meeting or event, not including the day of the meeting or event.

### **Business Improvement Areas**

<b>Subject of notice</b>	<b>F-Form / M-Manner / T-Time</b>	<b>Responsibility</b>
<b>Business Improvement Areas</b> Section 204-210, <i>Municipal Act</i>  A municipality may designate an area as an improvement area and may establish a board of management.	<b>Establishing or Restructuring of Boundaries</b> F - As required by the Act M - As required by the Act T - Written notice of the proposed by-law sent at least 60 days prior to passage of by-law	Town Clerk
<b>Repeal of By-law</b> Section 211, <i>Municipal Act</i>  Council shall give notice of a proposed by-law to repeal a by-law establishing a business improvement area.	<b>Repeal of By-law</b> F - As required by the Act M - As required by the Act T - As required by the Act	Town Clerk

## Council

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Composition of Council of Local Municipality</b> Section 217, <i>Municipal Act</i>  A municipality may change the composition of its Council.	F - Town website M - Post on Internet T - 14 days prior to consideration of by-law	Town Clerk

## Enforcement

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Conditions Governing Power of Entry</b> Section 435, <i>Municipal Act</i>  A municipality may exercise a power of entry under the Act.	F - As required by the Act M - As required by the Act T - As required by the Act	Relevant department director

## Finance (Administration)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Yearly Budget, Local Municipalities</b> Section 290, <i>Municipal Act</i>  <b>Multi Year Budget</b> Section 291(1), <i>Municipal Act</i>  <b>Other Years, Mandatory Review of Annual Budget</b> Section 291 (4), <i>Municipal Act</i>  Advertising a budget or amending the budget.	F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter  <b>Amendments to budget over \$1 Million</b> F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter	Town Treasurer, or designate   Town Treasurer, or designate
<b>Publication of Financial Statements, etc.</b> Section 295 (1), <i>Municipal Act</i>	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
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.		

#### Finance (Debt and Investment)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>Debt</b> Section 401, <i>Municipal Act</i></p> <p><b>Notice</b> Section 402, <i>Municipal Act</i> A municipality may <a href="#">apply to the Ontario Land Tribunal to incur a debt beyond the obligation limits</a>. Upon receipt of application of a municipality to incur a debt, the Ontario Land Tribunal may direct the municipality to give notice of the application to such persons and in such manner as the Board determines.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

#### Finance (Fees and Charges)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>By-laws re: Fees and Charges</b> Section 391, <i>Municipal Act</i></p> <p><b>Regulations</b> Section 400, <i>Municipal Act</i></p> <p>Section 391 gives the municipality the authority to impose fees and charges. Under Section 400, the Minister may make regulations regarding fees and charges.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Relevant department director and/or Town Treasurer, or designate

## Local Boards

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Power to dissolve or change local boards.</b> Section 216, <i>Municipal Act</i>  Power to dissolve or change Local Boards	F – Written notice M - By mail T - 14 days prior to Council consideration	Town Clerk

## Municipal Restructuring

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Proposal to Restructure</b> Section 173(1), <i>Municipal Act</i>  <b>Consultation</b> Section 173(3), <i>Municipal Act</i>  The Council of a municipality votes on whether to support or oppose a restructuring proposal.	F - Town website M - Post on Internet T - 14 days prior to public meeting  <b>and</b> F - Written notice M - Mail to persons prescribed by Minister T - 14 days prior to consideration of by-law	Town Clerk

## Municipal Restructuring (Change of Name)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Change of Name</b> Section 187 (1), <i>Municipal Act</i>  <b>Notification</b> Section 187(3), <i>Municipal Act</i>  Changing the name of a municipality.	F - Town website M - Post on Internet T - 14 days prior to public meeting  <b>Notification of Passing</b> F - As required by the Act M - As required by the Act T - As required by the Act	Town Clerk   Town Clerk

## Policies and Procedures

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Adoption of Policies</b> Section 270, <i>Municipal Act</i> A municipality shall adopt and maintain policies with respect to: <ul style="list-style-type: none"> <li>• Sale and other disposition of land</li> <li>• Hiring of employees</li> <li>• Procurement of goods and services</li> <li>• Public Notice (form, manner, time)</li> <li>• Accountability and transparency</li> <li>• Delegation of powers and duties</li> </ul>	F - Town website M - Post on Internet T - Upon adoption of policy  Where the subject matter of a policy requires public notice it shall be provided in accordance with the adopted policy	Town Clerk

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Procedure By-Law</b> Section 238(1), <i>Municipal Act</i> <b>Procedure By-laws Respecting Meetings</b> Section 238(2), <i>Municipal Act</i>  A municipality shall pass a procedure by-law for governing the calling, place, proceedings and providing public notice of meetings of Council and Committees of Council.	F - Town website M - Post on Internet T - 14 days prior to its passage	Town Clerk
<b>Notice</b> Section 238(2.1), <i>Municipal Act</i>  The Procedure by-law shall provide for public notice of meetings.	F - Town website M - Post on Internet T - 48 hours prior to consideration of matter	Town Clerk

## Roads and Highways

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Temporary Road Closings</b> Section 23(2) of the <i>Municipal Act</i>	F - Town website and written notice M - Post on Internet and personal delivery or by mail to abutting owners	Director, Transportation and Engineering

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Temporary road closings for maintenance and/or construction of roads	T - 14 days prior to temporary road closures <b>And</b> F - Information sign M - Post on property T - 14 days prior to temporary road closures	
<p><b>Temporary Road Closings</b> By-law 2007-135, under section 23.2 of the <i>Municipal Act</i></p> <p>Temporary road closings for community events, street parties and/or filming</p>	<p><b>Community Events</b> F - Town website and information sign M - Post on Internet and sign posted in a location determined by the Director of Transportation and Engineering T - 14 days prior to event *****</p> <p><b>Filming and street parties</b> F - Town website and written notice M - Post on Internet and personal delivery or by mail to affected area T - 7 days prior to filming start date or street party</p>	Director, Transportation and Engineering
<p><b>Highway Closing Procedures</b> Section 34(1) – <i>Municipal Act</i></p> <p>Before passing a by-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Information sign M - Sign to be posted on side of highway and visible to all traffic using the highway T - 14 days prior to consideration of by-law</p>	Director, Transportation and Engineering
<p><b>Permanently Altering a Highway</b> Subsection 34(2), <i>Municipal Act</i></p> <p>Before passing a by-law for permanently altering a highway, if the alteration is likely to deprive any person of the sole means of motor vehicle access to and from the person's land over any</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to abutting owners T - 14 days prior to consideration of the by-law <b>And</b> F - Information sign</p>	Director, Transportation and Engineering

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>M – Post on property T - 14 days prior to consideration of by-law</p>	
<p><b>Closing of Private Roads</b> Subsection 34 (3), <i>Municipal Act</i></p> <p>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.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to land owner and abutting owners T - 14 days prior to consideration of by-law <b>And</b> F - Information sign M - Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Transportation and Engineering</p>
<p><b>Changing the Name of a Highway</b> Section 37, <i>Municipal Act</i></p> <p>Before passing a by-law changing the name of a highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to land owner and abutting owners T - 14 days prior to consideration of the by-law <b>And</b> F - Information sign M - Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Transportation and Engineering</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>Naming or Changing the Name of Private Roads</b> Section 48, <i>Municipal Act</i></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><b>Naming of a Private Road</b> F - Town website notice and email to registered interested parties M - Post on Internet and email to registered interested parties T - 14 days prior to naming ..... <b>Changing the Name of a Private Road</b> F - Town website and written notice M - Post on Internet and personal delivery or mail to land owner and abutting owners T - 14 days prior to naming <b>And</b> F - Information sign M - Post on property T - 14 days prior to naming</p>	<p>Director, Transportation and Engineering</p> <p>Director, Transportation and Engineering</p>

#### Tax Collection

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>Notice of Tax Exemption by-law</b> Section 110(8), <i>Municipal Act</i></p> <p>The municipality may exempt from taxation for municipal and school purposes land or a portion of it on which municipal capital facilities are or will be located (under specific conditions).</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Clerk
<p><b>By-laws re: Installments</b> Section 342, <i>Municipal Act</i></p> <p><b>Tax Bill</b> Section 343, <i>Municipal Act</i></p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate



Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Payment of taxes. The treasurer shall send a tax bill to every taxpayer.		
<b>Determination of Tax Status</b> Section 348, <i>Municipal Act</i>  Notification to each taxpayer that owes taxes from a preceding year.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
<b>Obligations of Tenant</b> Section 350(1), <i>Municipal Act</i>  Where taxes are owed in respect of any land occupied by a tenant, the treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with the notice.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
<b>Division Into Parcels</b> Section 356, <i>Municipal Act</i>  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.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
<b>Cancellation, Reduction, Refund of Taxes</b> Section 357, <i>Municipal Act</i>  Upon receipt of an application, and subject to certain conditions, the	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
municipality may cancel, reduce or refund all or part of taxes levied.		
<p><b>Overcharges</b> Section 358, <i>Municipal Act</i></p> <p>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.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>
<p><b>Increase of Taxes</b> Section 359, <i>Municipal Act</i></p> <p>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.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>
<p><b>Rebates for Charities</b> Section 361(1), <i>Municipal Act</i></p> <p><b>Change of Assessment</b> Section 361(10.1), <i>Municipal Act</i></p> <p>Property assessment – tax collection</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>
<p><b>Cancellation, Reduction or Refund of Taxes</b> Section 365 (1), <i>Municipal Act</i></p> <p><b>Notice to Upper-Tier Municipality, etc.</b> Section 365 (2), <i>Municipal Act</i></p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>.....</p> <p><b>Cancellation of Taxes, Rehabilitation and Development Period</b> Section 365.1, <i>Municipal Act</i></p>	<p>.....</p> <p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

#### Taxes (limitations)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>Taxes on Eligible Property</b> Section 331, <i>Municipal Act</i></p> <p>The municipality shall determine the taxes for municipal and school purposes for each eligible property for the year or portion of the year.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

#### Taxes (municipal taxation)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>Establishment of Tax Ratios</b> Section 308, <i>Municipal Act</i></p> <p><b>Regulations</b> Section 308 (22)(b), <i>Municipal Act</i></p> <p>The Minister may make regulations requiring municipalities that establish tax ratios to give notice of the tax ratios to such persons and in such manner as prescribed.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

#### Taxes (sale of land for tax arrears)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p><b>Notice of Registration</b> Section 374 (1), <i>Municipal Act</i></p> <p><b>Spouse of Owner</b> Section 374 (2), <i>Municipal Act</i></p> <p><b>Limitation</b> Section 374 (5), <i>Municipal Act</i> Tax arrears certificate.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Public Sale</b> Section 379, <i>Municipal Act</i> Sale of property for tax arrears.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
<b>Application of Proceeds</b> Section 380 (1), <i>Municipal Act</i>  <b>Payment Into Court</b> Section 380 (2), <i>Municipal Act</i>  <b>Notice</b> Section 380 (3), <i>Municipal Act</i>  Proceeds from sale of property for tax arrears.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
<b>Power of Entry</b> Section 386.1 (1), <i>Municipal Act</i>  <b>Inspection without Warrant</b> Section 386.2, <i>Municipal Act</i>  A municipality may enter a property to carry out an inspection without a warrant.  ..... <b>Inspection Warrant</b> Section 386.3, <i>Municipal Act</i>  The municipality may apply to a provincial judge or a justice of the peace for a warrant authorizing a person named in the warrant to inspect land.	F - As required by the Act M - As required by the Act T - As required by the Act       ..... F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate          Town Treasurer, or designate

## Wards

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<b>Establishment of Wards</b> Section 222, <i>Municipal Act</i>  A municipality may divide or re-divide the municipality into wards or dissolve existing wards.	<b>Before passing of the by-law</b> F - Town website M - Post on Internet T - 14 days prior to public meeting	Town Clerk
	<b>After passing of the by-law</b> F - Town website M - Post on Internet T - As required by the Act	Town Clerk

## Appendix B –Public Engagement Level of Impact and Notice Guidelines

This appendix provides a framework to allow staff, or anyone undertaking public engagement on behalf of the town, to assess the level of impact they wish to achieve through engagement and the appropriate notice requirements for each. The level of community impact of the project or initiative is an important component to determine the appropriate public notice.

The table below sets out the notice requirements for initiatives undertaken by the town that are not stipulated in the *Municipal Act, 2001* as listed in Appendix A. Public engagement for any policy, program, project, service and by-law initiative that has related notice requirements contained in Appendix A – Municipal Act Public Notice Requirements, shall comply with the notice requirements referenced in Appendix A.

Public notice requirements for *Planning Act* applications are determined through the *Planning Act* and recommendations from Council. Statutory public meetings for Draft Plans of Subdivision, Official Plan Amendments, and Zoning By-law Amendments require a mail-out notice to all properties within 240 metres of the subject property, which exceeds the statutory requirements.

This appendix applies to all town-initiated policies, programs, projects, services and by-laws that require public engagement, including public meetings and notice requirements as stated in applicable legislation (other than the *Municipal Act, 2001*).

~~Staff will inform all Members of Council for matters of town-wide interest and the Mayor and Ward Councillors will be informed for matters that are area/location specific.~~

The table below lists the level of impact for engagement. Staff are responsible for determining the appropriate level of impact for their respective type of project or initiative. The criteria used to determine the level of impact is listed in the second column. The required public notice and optional notice are also indicated for each level in the third and fourth columns. Timeframe, in the fifth column, refers to the number of consecutive days the notice is to be posted before the meeting or event, not including the day of the meeting or event.

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
<b>Level 1</b>				
Low impact Local area/group  Inform <del>stakeholders</del> <u>interested parties</u> of the issue or project	<ul style="list-style-type: none"> <li>• Lower level of real/perceived impact or risk on local area, small community or user group(s) of a specific program, service or facility</li> <li>• Small change or improvement to a program, service or facility in local area</li> <li>• Low or no risk of controversy or conflict in local area</li> <li>• Issues or initiatives that are routine</li> </ul>	<ul style="list-style-type: none"> <li>• Town website and notification subscriptions</li> <li>• Email to registered interested parties</li> <li>• Confirm notice requirements per applicable legislation</li> </ul>	Written notice to affected area, minimum 120 metres from the subject site	14 days
<b>Level 2</b>				
Low impact Town-wide  Inform <del>stakeholders</del> <u>interested parties</u> of the issue or project	<ul style="list-style-type: none"> <li>• Lower, although still some real or perceived risk across the town</li> <li>• Potential for some controversy or conflict</li> <li>• Potential for some impact, although not significant</li> </ul>	As required in level 1	<del>Printed newspaper</del> or Oakville online news outlet Social media	14 days
<b>Level 3</b>				
High impact Local area/group  Inform and Involve,	<ul style="list-style-type: none"> <li>• High level of real/perceived impact or risk on local area, small community or user group(s) of a specific service or facility</li> </ul>	<ul style="list-style-type: none"> <li>• Town website and notification subscriptions</li> <li>• Social media</li> <li>• Email to registered interested</li> </ul>	Written notice to affected area, minimum 120 metres	14 days

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
Consult, Collaborate with <u>stakeholders interested parties</u> on the issue or project	<ul style="list-style-type: none"> <li>• Loss of or significant change to any facility, program or service to a local community</li> <li>• Potential high degree of controversy or conflict</li> <li>• Any impact on health, safety or well-being</li> </ul>	parties, target resident's associations, target business associations <ul style="list-style-type: none"> <li>• TV screens and/or posters in town facilities and properties</li> <li>• Confirm notice requirements per applicable legislation</li> </ul>	from the subject site  And/or  Mobile sign	
<b>Level 4</b>				
High impact Town-wide  Inform and Involve, Consult, Collaborate with <u>stakeholders interested parties</u> on the issue or project	<ul style="list-style-type: none"> <li>• High level of real/perceived impact or risk across the town</li> <li>• Significant impact on attributes that are of high value to the town, such as Council's strategic goals</li> <li>• Any impact on health, safety <u>or well-being</u></li> <li>• Potential high level of interest across Oakville</li> <li>• Potential high impact at provincial or national level</li> </ul>	As required in level 3	Printed newspaper or Oakville online news outlet  And/or  Mobile sign	14 days