

**VISION**

A place for people to prosper -
alive with opportunity

MISSION

Working together
Committed to our values
Serving our community

VALUES

INTEGRITY
RESPECT
INCLUSIVENESS
SERVICE



POLICY TITLE	Public Notice Policy
CATEGORY	Governance
POLICY NUMBER	TBD
DEPARTMENT	Corporate Services
POLICY AUTHOR	City Clerk
POLICY TYPE	City Policy
APPROVED BY	Council
EFFECTIVE DATE	(09/03/2024)
REVIEW DATE	(09/03/2026)

POLICY STATEMENT

This policy establishes notice provisions for matters directly affecting the public that are prescribed by legislation or deemed by the City to warrant public notice. The standardized templates included as schedules to this policy are to be used by City staff when providing notice to affected persons and public bodies.

PURPOSE

This policy sets out a list of matters for when public notice is to be given, the minimum form, manner and time for providing such notice along with the Division head responsible for providing notice. Beyond being a legislative requirement, a Public Notice policy strengthens and reinforces the City's commitment to accountability and transparency. The City values and encourages input on the issues that matter to and affect residents. A Public Notice policy ensures the public is adequately informed of matters affecting them through clear communication and consistency in format.

DEFINITIONS

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

“City” means The Corporation of the City of Cambridge;

“Council” means the Council of The Corporation of the City of Cambridge;

“Division Head” means an officer or employee of the City who will generally hold the title of “Director” to oversee a division, or a person appointed or designated to act in place of the Director when the Director is absent or refuses to act.

“Head of Council” means the Mayor of the Corporation of the City of Cambridge or their designate.

“Newspaper” means a document that:

- a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public; and
- b) consists primarily of news of current events of general interest

“Public Notice” means a written, printed, published, or posted notification or announcement.

“Website” means the City of Cambridge website at www.cambridge.ca

AUTHORITY

Section 270(1)(4) of the *Municipal Act, 2001*, requires that a municipality shall adopt and maintain a policy with respect to 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.

SCOPE

This policy applies to matters outlined in “Schedule A” attached to this policy unless:

1. The Act or any other legislation requires notice to be provided otherwise, in which case notice will be provided as prescribed by that legislation.
2. Council directs that some other form and manner of notice is to be provided, in which case notice shall be provided as directed by Council resolution.

This Policy shall apply to Public Notice signs to be posted on site where a development is to occur such as matters falling under the Planning Act and its regulations.

POLICY

Schedule A below sets out the minimum notice requirements for a number of matters the City 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 four (4) types of notice contained within Schedule A:

- Notice prescribed directly by the *Municipal Act, 2001*;
- Notice required in the *Municipal Act, 2001* but where the City designates the form, manner and timing;
- Subjects where notice is not prescribed or required by the *Municipal Act, 2001* but the City designates notice requirements for; and
- Notice directly prescribed by another provincial statute, i.e. the *Ontario Heritage Act, 1990*, the *Planning Act, 1990*, etc.

General

Where the City is required to give notice under the Act or other legislation, the notice shall be given in a form, manner and timeframe as set out in “Schedule A” of this policy, unless:

- The notice required in the Act or other legislation is greater in scope or timeframe than required by this policy;
- Notice for the matter is provided for in the Act or other legislation and is not referenced in “Schedule A”, in which case notice shall be provided in accordance with the Act or other legislation; or,
- Notice for the matter is not provided for in “Schedule A”, the Act, or other legislation, and Council, by resolution, or staff determine that notice is desirable.

Notice Content

Every notice given shall contain the following information, when applicable:

- a) Identification of the authority under which the notice is given, if legislated;
- b) The nature and purpose of the decision to be made regarding the subject of the notice;
- c) The date, time and place of the meeting at which the matter is intended to be discussed, if applicable;
- d) A description of how and where comments can be made, including any submission deadlines;
- e) Information on how to access the related staff report and when it will be available to the public;
- f) The name and contact information of the staff person or division to which comments or questions may be addressed;
- g) The process and information on how an individual can register to speak before Council, or the relevant committee, and the deadline to register;
- h) Where the notice is related to identifiable lands, a key map showing the location of the lands or a sufficient description of the lands so they may be readily identified.
- i) Contact information for obtaining the notice in an accessible format.

Use of Plain Language

Where possible, Public Notice shall be provided in plain language and incorporate the following strategies:

- Accessibility: design, wording and formatting done in a manner based on best practices for enhancing accessibility.
- Ability to scan for information: short sentences and paragraphs, use of headers
- Ease of reading: simple sentence structure and grammar.
- Deliberate word choice: simple everyday words instead of technical jargon. The use of active voice rather than passive voice.
- Consistency: use of City templates and approved fonts and logos.
- Imagery: use of images, maps and icons to assist in communicating the notice, especially if it helps readers understand the messaging.
- Clear and direct messaging: tell the reader exactly how the subject matter of the notice will affect them. Convey what the reader will want to know in viewing the notice and what changes it will cause for them.

Exceeding Notice Requirements

Nothing in this policy shall prevent the City from using more comprehensive methods of notice or for providing for a longer notice period.

Form of Notice

Any form of Public Notice that is provided by the City under this policy, inclusive of on-site signage, shall adhere to the requirements of this policy utilizing the required templates and colour coding system.

Colour Coding of Notices

Standardized templates have been developed to be used by staff when preparing Public Notices. The templates use a colour coding system which follows the below parameters:

Green – Notices related to Forestry matters, including tree cutting work.

Yellow – Notices related to construction work, including road work, local improvements, water / wastewater work.

Light Blue – Planning related notices, including heritage matters.

Red – Emergency related notices having high priority and time sensitivity where there is a risk to public safety.

Dark Blue – Notices related to General City of Cambridge matters where notice is required.

Notice Templates

The templates included as Schedules B through C of this Policy shall be the standard used for any notice provided under this Policy as follows:

- Legislated Notices required under a statute and/or any related regulations that are required to be delivered to property owners and tenants shall utilize the postcard template in Schedule B to this Policy;
- On site signage for all Planning matters shall utilize the same look and format as the postcard template in Schedule B of this Policy; and
- Notifications for construction and emergency matters works shall use the door hanger templates in Schedule C of this Policy.

Public Meetings

Public Meetings shall be held for those matters with a legislative requirement to do so. All other matters will be included on the Council agenda with the public able to make delegations in accordance with the Council's Procedure By-law.

Notice of Subsequent Meetings

If a matter for which Public Notice was given under this Policy is deferred, adjourned or continued to a future meeting, no further notice is required, unless there is a statutory requirement otherwise or unless directed by Council. A reasonable effort should be made to provide a statement at the meeting advising that the matter has been deferred, adjourned or continued to a future meeting.

Public Notice Webpage

Any Public Notices that are issued by the City under this Policy shall be posted in full on the City's website on the Public Notice webpage and City Hall on site Notice Board, including notices of short-term work relating to temporary closures and service disruptions. Public notice, utilizing the City's website, shall be sufficient even if the City website is not accessible at all times during the public notice posting period. Where appropriate, notices (with the exception of door hangers) shall be circulated to City facilities and displayed in publicly accessible areas.

Publication Requirements

Due to the discontinuation of printed local newspapers, where there is a legislative requirement to publish notice in a printed newspaper, the Waterloo Region Record

and/or on the City's Public Notice webpage shall be the standard used in accordance with this Policy.

Deviations from Policy

No deviations are permitted from the prescribed Policy and notice requirements. When the form, manner and time of notice is not prescribed by legislation, any deviation from this policy shall be brought to the attention of the City Clerk.

Emergency Provisions

If a matter arises, that in the opinion of the Clerk, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the City of Cambridge, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Public Notice requirements of this policy may be waived and the Clerk shall make best efforts to provide as much notice as is reasonable under the circumstances using all means at their disposal.

Sufficiency of Notice

Notice required in accordance with the provisions of this policy shall be and is hereby considered by Council to be adequate and reasonable notice.

Changes to Templates

The City Clerk shall have the authority to edit the templates, as required, to ensure compliance with legislation.

POLICY COMMUNICATION

This policy will be communicated internally to all City staff and will be posted publicly on the City's website. City staff will receive training on the policy to ensure they are aware of the changes affecting their respective areas and understand how the notice templates are to be used.

RELATED PROCEDURES

There are no related procedures.

RELATED DOCUMENTS/LEGISLATION

- *Building Code Act*, 1992, S.O. 1992, c. 23
- *Cemeteries Act (Revised)*, R.S.O. 1990, c. C.4
- *Development Charges Act*, 1997, S.O. 1997, c. 27
- *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9

- *Municipal Act, 2001, S.O. 2001, c. 25*
- *Ontario Heritage Act, R.S.O. 1990, c. O.18*
- *O. Reg. 30/11: General under Funder, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33*
- *O. Reg. 82/98: General under Development Charges Act, 1997, S.O. 1997, c. 27*
- *O. Reg. 197/96: Consent Applications under Planning Act, R.S.O. 1990, c. P.13*
- *O. Reg. 200/96: Minor Variance Applications under Planning Act, R.S.O. 1990, c. P.13*
- *O. Reg. 332/12: Building Code under Building Code Act, 1992, S.O. 1992, c. 23*
- *O. Reg. 543/06: Official Plans and Plan Amendments under Planning Act, R.S.O. 1990, c. P.13*
- *O. Reg. 545/06: Zoning By-laws, Holding By-laws and Interim Control By-laws under Planning Act, R.S.O. 1990, c. P.13*
- *O. Reg. 586/06: Local Improvement Charges – Priority Lien Status under Municipal Act, 2001, S.O. 2001, c. 25*
- *Planning Act, R.S.O. 1990, c. P.13*

Attachments:

- Schedule A – Notice Requirements
- Schedule B – Public Notice Templates
- Schedule C – Door Hanger Templates



Public Notice Policy – Schedule A

Notice Requirements

For some Subject Matter, information unrelated to notice requirements has been removed for brevity and ease-of-reading. The relevant legislation or by-law should always be referenced in advance of public notice or consultation.

Legend

Please use the following legend when referencing “Notice to be Given”

F = Form of notice; M = Manner of notice; T = Time of notice

Colour Coding

Please use the following colour coding in determining which Public Notice template to use:

Light Blue – Planning (including Heritage) related notices

Yellow – Construction and/or maintenance work related notices

Red – Emergency related notices / matters of urgent nature

Dark Blue – General governance related notices, including but not limited to Council meetings, finance/tax matters, sale and/or disposition of land matters, development charges, building code matters, business improvement and business licensing matters, cemeteries, local improvements, water and waste water matters, etc.

Green – Forest related notices, including tree cutting

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Building

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Annual Report</p> <p>Section 7 (4) of the <i>Building Code Act</i></p>	<p>(4) Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause (1) (c) and costs of the principal authority to administer and enforce th[e] Act in its area of jurisdiction.</p>	<p>F – Council agenda</p> <p>M – Included on agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: Chief Building Official</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Building

Required	Subject of Notice	Notice Requirement	Notice to be Given
Yes – Act Notice Template: Dark Blue	<p>Building Code – Change of Fees</p> <p>Section 7(7) (8), Ontario Building Code Act Section 1.9.1.2(1), <i>Ontario Regulation 332/12, Building Code</i></p> <p>7(7) The notice of proposed changes in fees must contain the prescribed information, including information about the public meeting, and must be given in the prescribed manner.</p> <p>(8) The public meeting concerning proposed changes in fees must be held within the period specified by regulation before the regulation, by-law or resolution to implement the proposed changes is made.</p>	<p>O. Reg 332/12 1.9.1.2 (1) Before passing a by-law or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall,</p> <p>(a) hold the public meeting required under subsection 7 (6) of the Act,</p> <p>(b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the principal authority provide the person or organization with such notice and has provided an address for the notice,</p> <p>(c) ensure that the notice under Clause (b), (ii) is sent by regular mail to the last address provided by the person or organization that requested the notice in accordance with Clause (b)</p>	<p>F – City website, Council agenda and mail</p> <p>M – Included on the agenda for the meeting where the matter will be discussed. Notice shall be added to the Public Notice webpage and provided by regular mail as required by the Act, regulations or additional municipal policies</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Building Official</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Building

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Code of Conduct for Building Officials</p>	<p>7.1 (1) A principal authority shall establish and enforce a code of conduct for the chief building official and inspectors.</p> <p>(2) The following are the purposes of a code of conduct:</p> <ol style="list-style-type: none"> 1. To promote appropriate standards of behaviour and enforcement actions by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code. 2. To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code. 3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under this Act or the building code by the chief building official and inspectors. <p>(4) The principal authority shall ensure that the code of conduct is brought to the attention of the public. 2002, c. 9, s. 12.</p>	<p>F – City website</p> <p>M – Publicly disclosed on the City’s website</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Building Official</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Business Improvement Areas

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Establishing or Restructuring of Boundaries</p> <p>Section 204-210, <i>Municipal Act</i></p> <p>A municipality may designate an area as an improvement area and may establish a board of management.</p>	<p>210 (1) Before passing a by-law...notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment role, is assessed for rateable property that is in a prescribed business property class which is located,</p> <p>(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and</p> <p>(b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – Written notice of the proposed by-law sent at least sixty (60) days prior to passage of by-law</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Business Improvement Areas

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Repealing By-law</p> <p>Section 211, Municipal Act</p> <p>Council shall give notice of a proposed by-law to repeal a by-law establishing a business improvement area.</p>	<p>211 (1) Council shall give notice in accordance with subsection 210 (1) of a proposed by-law to repeal a by-law under subsection 204 (1) if the municipality has received,</p> <p>(a) a resolution from the board of management requesting the repeal; or</p> <p>(b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for the purposes of the general local municipality levy on retable property in all prescribed business property classes in the improvement area.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Business Licensing

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>New Class of Business Licences OR Changes to the By-law Regulating Existing Licences</p> <p>Section 151, <i>Municipal Act</i></p> <p>A municipality may pass a by-law to provide for a system of licences with respect to any business wholly or partially carried on within the municipality.</p>	<p>No public notice requirement.</p>	<p>F – City website, Council agenda and written notice</p> <p>M – Included on the agenda for the meeting where the matter will be discussed, posted on the Public Notice webpage, regular mail to local BIAs, Chambers of Commerce, where appropriate, and any known local businesses directly impacted</p> <p>T – Seven (7) days prior to public meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

By-laws of a Regulatory Nature or Related Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>By-laws of a regulatory nature</p> <p>New City regulatory by-laws and amendments to existing City regulatory by-laws.</p>	<p>No public notice requirement.</p>	<p>F – Council agenda</p> <p>M – Included on the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: Relevant Division Head</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Capital Facility Agreements

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Agreements for Municipal Capital Facilities</p> <p>Section 110 (5), <i>Municipal Act</i></p>	<p>No public notice requirement.</p>	<p>F – As required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Director of Economic Development</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Cemeteries

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Establishment of Cemetery or Crematorium</p> <p>Notice of Application</p> <p>Section 83 (1), <i>Funeral, Burial and Cremation Services Act</i>, Section 2, <i>Cemeteries Act</i>, and 148 (1), O. Reg 30/11</p> <p>A person who requires the registrar’s consent to establish, alter or increase the capacity of a cemetery shall, before applying for the consent, give notice.</p>	<p>148. (1) A person who requires the registrar’s consent under subsection 83 (1) of the Act to establish, alter or increase the capacity of a cemetery shall, before applying for the consent,</p> <p>(a) give written notice of the person’s intention to apply for consent to each interment and scattering rights holder if the lot or scattering ground to which the rights relate is within 9.14 metres or 30 feet of the area in which the proposed establishment, alteration or increase is to take place, by mailing it to the last address known to the person, unless the registrar directs another means of giving the notice;</p> <p>(b) ensure that notice of the intention to apply for consent is published once a week for two consecutive weeks in a newspaper with general circulation in the locality in which the cemetery is to be established or is located; and</p> <p>(c) post notice of the intention to apply for consent in a conspicuous place...for four consecutive weeks.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Cemeteries

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Notice of Decision</p> <p>Section 84 (4), <i>Funeral, Burial and Cremation Services Act</i></p> <p>Upon deciding to approve or refuse a request for an approval, a local municipality shall provide notice of the decision.</p>	<p>84 (4) Upon deciding to approve or refuse a request for an approval, a local municipality shall,</p> <p>(a) send a copy of the decision together with the reasons for it to the registrar and to the person making the request; and</p> <p>(b) publish notice of the decision in a local newspaper.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Cemeteries

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Cemetery By-law Amendment</p> <p>Section 151, O. Reg 30/11</p>	<p>151. (1) No cemetery by-law or by-law amendment is effective until,</p> <p>(a) the cemetery operator has filed it with the registrar in a form and manner approved by the registrar and has complied with subsection (3); and</p> <p>(b) the registrar has approved it, except if subsection (2) does not require it to have the registrar’s approval....</p> <p>(3) The cemetery operator shall ensure that notice of the filing of the by-law or by-law amendment is,</p> <p>(a) published once in a newspaper with general circulation in the locality in which the cemetery is located;</p> <p>(b) conspicuously posted on a sign at the entrance of the cemetery; and</p> <p>(c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.</p>	<p>F – City website, newspaper and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Cemeteries

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Closing a Cemetery</p> <p>Section 172, O. Reg 30/11</p> <p>A cemetery owner or operator shall give the notice of intention to close a cemetery in accordance with this section.</p>	<p>172. (2) The notice shall be published,</p> <p>(a) once in <i>The Ontario Gazette</i>; and</p> <p>(b) once a week for two consecutive weeks in a newspaper with general circulation in the locality in which the cemetery is located.</p> <p>(3) The notice shall be given to,</p> <p>(a) each interment and scattering rights holder if the lot or scattering ground to which the rights relate is situated in the part of the cemetery subject to the application for closure;</p> <p>(b) the local municipality in which the cemetery is located;</p> <p>(c) the municipal heritage committee... in which the cemetery is located;</p> <p>(d) the Archives of Ontario, the Ontario Historical Society, the Ontario Archaeological Society and the Ontario Genealogical Society; and</p> <p>(e) the Minister responsible for the administration of the <i>Ontario Heritage Act</i>.</p>	<p>F – City website, newspaper and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Council Compensation

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Composition of Council of Local Municipality</p> <p>Section 217, <i>Municipal Act</i></p> <p>A municipality may change the composition of its Council.</p>	<p>No public notice requirement.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – Seven (7) days prior to consideration of by-law</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Emergency Management

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Red</p>	<p>City of Cambridge Emergency Plan</p> <p>Sections 4 (1) and (2), <i>Emergency Management and Civil Protection Act</i></p>	<p>No public notice requirement.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As soon as possible when an emergency is declared or cancelled</p> <p>Responsibility: Head of Council</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Enforcement Powers

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Red</p>	<p>Conditions Governing Power of Entry</p> <p>Section 435, <i>Municipal Act</i></p> <p>A municipality may exercise a power of entry under the Act.</p>	<p>No public notice requirement.</p>	<p>F – As required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Relevant Division Head</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Enforcement Powers

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Collection of Unpaid Licensing Fines Section 441, <i>Municipal Act</i></p> <p>A municipality may authorize the treasurer or their agent to give the notice.</p>	<p>No public notice requirement.</p>	<p>F – As required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Solicitor / Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Establishment of Wards

Required	Subject of Notice	Notice Requirement	Notice to be Given
No Notice Template: Dark Blue	Establishment of Wards (Prior to dividing or dissolving wards) <i>Section 222, Municipal Act</i>	No public notice requirement.	F – Council agenda and City website M – Included on the agenda for the meeting where the matter is to be discussed T – Seven (7) days prior to Council meeting Responsibility: City Clerk

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Establishment of Wards

Required	Subject of Notice	Notice Requirement	Notice to be Given
Yes Notice Template: Dark Blue	Establishment of Wards (After dividing or dissolving wards) Section 222(3), <i>Municipal Act</i>	222 (3) Within 15 days after a by-law described in subsection (1) 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 under subsection (4).	F – City website M – Post on Public Notice webpage T – As required by Act, regulations or additional municipal policies Responsibility: City Clerk

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Development Charges

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Development Charges – Before By-law Passed – Background Study</p> <p>Section 10 (4), <i>Development Charges Act</i></p>	<p>10 (4) The council shall ensure that a development charge background study is made available to the public at least 60 days prior to the passing of the development charge by-law and until the by-law expires or is repealed by posting the study on the website of the municipality or, if there is no such website, in the municipal office.</p>	<p>F – As required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Development Charges

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Development Charges – Before Passing By-law</p> <p>Section 12 (1), <i>Development Charges Act</i> and Section 9 (1) of O. Reg. 82/98</p>	<p>12 (1) Before passing a development charge by-law, the council shall, (a) hold at least one public meeting; (b) give at least 20-days notice of the meeting or meetings in accordance with the regulations; and (c) ensure that the proposed by-law and the background study are made available to the public at least two weeks prior to the meeting or, if there is more than one meeting, prior to the first meeting.</p> <p>O. Reg. 82/98 9 (1) The notice of the public meeting the council is required to give under clause 12 (1) (b) of the Act shall be given...2. By publication in a newspaper that is, in the clerk’s opinion, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting.</p>	<p>F – City website, Council agenda and Newspaper</p> <p>M – Included on the agenda where the matter will be discussed and posted on Public Notice webpage. Notice shall be given in a local newspaper having general circulation in the municipality</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Development Charges

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Development Charges – Appeal of By-law</p> <p>Section 13(1) (2) (3) (4), Development Charges Act</p> <p>Section 10(2) (4), O. Reg. 82/98</p>	<p>13 (1) The clerk of a municipality that has passed a development charge by-law shall give written notice of the passing of the by-law, and of the last day for appealing the by-law, which shall be the day that is 40 days after the day the by-law is passed.</p> <p>(3) Every notice required under this section must be given not later than 20 days after the day the by-law is passed.</p> <p>O. Reg. 82/98 Sections 10 (2) and (4) Provide direction who how notice is to be proved and who it is to be given to.</p>	<p>F – City website, newspaper and as required by Act, regulations or additional municipal policies</p> <p>M - Notice shall be given in a local newspaper having general circulation in the municipality, on the Public Notice webpage and as required by Act, regulations or additional municipal policies</p> <p>T - As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Finance Administration, Budgets, Debt, Rates and Fees, etc.

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No Notice Template: Dark Blue</p>	<p>Yearly Budget, Local Municipalities <i>Section 290, Municipal Act</i></p> <p>Multi Year Budget <i>Section 291(1), Municipal Act</i></p> <p>Other Years, Mandatory Review of Annual Budget <i>Section 291(4), Municipal Act</i></p> <p>Advertising a budget or amending the budget.</p>	<p>No public notice requirement.</p>	<p>F – City website and Council agenda</p> <p>M – Included in the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council consideration of the matter</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Finance Administration, Budgets, Debt, Rates and Fees, etc.

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Publication of Financial Statements, etc.</p> <p>Section 295(1), Municipal Act</p> <p>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.</p>	<p>295 (1) Within 60 days after receiving the audited financial statements of the municipality for the previous year, the treasurer of the municipality,</p> <p>(a) shall publish in a newspaper having general circulation in the municipality,</p> <p>(i) a copy of the audited financial statements, the notes to the financial statements, the auditor’s report and the tax rate information for the current and previous year as contained in the financial review, or</p> <p>(ii) a notice that the information described in subclause (i) will be made available at no cost to any taxpayer or resident of the municipality upon request; and</p> <p>(b) may provide the information described in subclause (a) (i) or (ii) to such persons and in such other manner as the treasurer considers appropriate.</p>	<p>F – City website and Council agenda</p> <p>M – Included in the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council consideration of the matter</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Finance Administration, Budgets, Debt, Rates and Fees, etc.

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Public Auction for the Seizure of Personal Property</p> <p>Section 351(8), Municipal Act</p> <p>If taxes on land remain unpaid after the due date, the treasurer or the treasurer’s agent may seize...to recover the taxes can costs of the seizure.</p>	<p>351 (8) The treasurer or the treasurer’s agent shall give the public notice of the time and place of the public auction and the name of the person whose personal property is to be sold.</p>	<p>F – City website</p> <p>M – Post on Public Notice webpage</p> <p>T – At least fourteen (14) days prior to the auction</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Finance Administration, Budgets, Debt, Rates and Fees, etc.

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Public Sale of Land in Arrears Section 379 (2), Municipal Act</p> <p>Section 5(2) (5), 13(2) (5), O. Reg 571/17, Municipal Tax Sales Rules</p>	<p>379 (2) If, at the end of the one-year period following the date of the registration of the tax arrears certificate registered under section 373, the cancellation price remains unpaid and there is no subsisting extension agreement, the land shall be offered for public sale by public auction or public tender, as the treasurer shall decide, and the treasurer shall immediately, (b) advertise the land for sale...</p> <p>O. Reg 571/17 Section 5 - Sale by Public Tender O. Reg 571/17 Section 13 - Sale by Public Auction (the same clauses are used for both O. Regs) establish that the treasurer shall advertise the land for sale once in The Ontario Gazette and once a week for four weeks in a newspaper that, in the opinion of the treasurer, has such circulation within the municipality as to provide reasonable notice of the sale or, if there is no such newspaper, post a notice in the municipal office and one other prominent place in the municipality.</p>	<p>F – As required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Finance Administration, Budgets, Debt, Rates and Fees, etc.

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No Notice Template: Dark Blue</p>	<p>Rates and Fees Section 391, <i>Municipal Act</i></p> <p>Regulations Section 400, Municipal Act</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>No public notice requirement.</p>	<p>F – City website and Council agenda</p> <p>M – Included in the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council consideration of the matter</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Finance Administration, Budgets, Debt, Rates and Fees, etc.

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Debt Section 401, <i>Municipal Act</i></p> <p>Notice Section 402, <i>Municipal Act</i> A municipality may incur debt. 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 Tribunal determines.</p>	<p>402 (1) Upon receipt of an 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 Tribunal determines.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Land

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Sale and Other Disposition of Land</p> <p>Section 270(1), <i>Municipal Act</i></p>	<p>No public notice requirement.</p>	<p>F – Council agenda and City website</p> <p>M – Included in agenda for Council meeting where matter is to be discussed and post on Public Notice webpage</p> <p>T – Seven (7) days prior to meeting where matter is to be discussed</p> <p>Responsibility: City Solicitor and Manager of Realty Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Local Boards

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Local Boards</p> <p>Section 216, <i>Municipal Act</i></p> <p>Power to dissolve or change Local Boards.</p>	<p>No public notice requirement.</p>	<p>F – City website and Council agenda</p> <p>M – Included on the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Local Improvements

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Local Improvement Charges By-Law Section 400, <i>Municipal Act</i> and Section 6, O. Reg. 586/06</p>	<p>O.Reg. 586/06</p> <p>6. (1) Before passing a by-law to undertake a work as a local improvement under section 5, the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged.</p>	<p>F – City website and written notice</p> <p>M – Post on Public Notice webpage and by regular mail to those owners of lots liable to the special charge</p> <p>T – At least seven (7) days in advance of the Council meeting at which the by-law will be considered</p> <p>Responsibility: Director of Engineering</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Municipal Restructuring

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Proposal to Restructure the Municipality</p> <p>Section 173(3), Municipal Act</p> <p>A municipality or local body in a geographic area may, subject to subsection (2), make a restructuring proposal to restructure municipalities and unorganized territory in the geographic area by submitting to the Minister a restructuring report</p>	<p>173 (3) 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 or bodies as the Minister may prescribe. 3. Council may consult with such other persons and bodies as the municipality considers appropriate</p>	<p>F - Council agenda and City Website</p> <p>M - Included on the agenda for the meeting where the matter will be discussed. Notice shall be posted on the Public Notice webpage</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Municipal Restructuring

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Change of Municipality's Name Section 187, Municipal Act</p> <p>A municipality may change its name so long as the new name is not the same as the name of another municipality.</p>	<p>No public notice requirement.</p>	<p>F – Council agenda</p> <p>M – Included on the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Parks, Trees and Trails

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Closing / Removing of Park Amenity</p> <p>Includes soccer fields, baseball diamonds, tennis courts, splash pads, etc.</p>	<p>No public notice requirement.</p>	<p>F – City website and information sign</p> <p>M – Post on Public Notice webpage</p> <p>T – 30 days in advance for planning removal, provided there are no immediate safety concerns</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Parks, Trees and Trails

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Closing of Trails</p>	<p>No public notice requirement.</p>	<p>F – City website, social media and information sign</p> <p>M – Post on Public Notice webpage, on-site signage at location and through social media posts</p> <p>T – 14 days in advance of closure</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Parks, Trees and Trails

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Green</p>	<p>Public Tree Removal</p> <p>City Tree By-law 71-06 and amending by-law 21-068</p>	<p>No public notice requirement.</p>	<p>F – Door hanger only</p> <p>M – Post on tree (70 cm diameter or greater) and personal delivery of door hangers to adjacent property</p> <p>T – At least 48 hours prior to scheduled removal for trees 70 cm in diameter or greater, provided no immediate hazards or safety concerns</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Parks, Trees and Trails

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Temporary Closing of Park Amenity</p> <p>Temporary closing of soccer fields, baseball diamonds, tennis courts, splash pads, etc.), as required, for maintenance or due to weather conditions.</p>	<p>No public notice requirement.</p>	<p>F – City website and e-mail notification</p> <p>M – Post on Public Notice webpage and e-mail notification to those subscribed to receive notices of closures</p> <p>T – As required due to required maintenance or weather conditions</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Parks, Trees and Trails

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Temporary Closing of Trails</p> <p>Temporary closings due to maintenance or weather conditions.</p>	<p>No public notice requirement.</p>	<p>F – City website, social media and information sign</p> <p>M – Post on Public Notice webpage, on-site signage at location and through social media posts</p> <p>T – As required due to maintenance or weather conditions</p> <p>Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Committee of Adjustment (Consent Applications)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Hearing</p> <p>Section 3(1), O. Reg. 197/96 and Section 53(5)(a)(b), <i>Planning Act</i></p>	<p>Before the day of the hearing on an application for a consent, notice shall be given in accordance with the Act and Regulation.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Committee of Adjustment (Consent Applications)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Decision</p> <p><i>Section 6(1), O. Reg. 197/96 and Section 53(17), Planning Act</i></p>	<p>After the making of the decision on an application for a consent, notice of the decision shall be provided in accordance with the Act and Regulation.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Committee of Adjustment (Minor Variance)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Hearing</p> <p>Section 3(1), <i>O. Reg. 200/96</i></p>	<p>Before the day of the hearing on an application for a minor variance or permission under subsection 45 (5) of the Planning Act, notice shall be given.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Committee of Adjustment (Minor Variance)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Decision</p> <p><i>Section 45(1) Subsection (10), Planning Act</i></p>	<p>After the making of the decision on an application for a minor variance a certified copy of the decision shall be provided together with notice of the last day for appealing to the Ontario Land Tribunal.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Intention to Designate Section 29(1) (1.1), <i>Ontario Heritage Act</i></p>	<p>If council intends to designate a property within the municipality to be of cultural heritage value or interest, it shall cause notice of intention to designate be given in accordance with Section 29(3).</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Withdrawal of Intention to Designate</p> <p>Section 29(7), <i>Ontario Heritage Act</i></p>	<p>If council decides to withdraw the notice of intention to designate a property it shall provide notice.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Passing of Designation By-law</p> <p>Section 29(8), <i>Ontario Heritage Act</i></p>	<p>If no notice of objection is served or council decides not to withdraw notice of intention to designate the property upon receipt of a notice of objection, it must pass a by-law designating the property and shall cause a copy of the by-law and notice to be served on the owner of the property, on any person who objected and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Withdrawal for Notices of Passing of Designation By-law</p> <p>Section 29(9), <i>Ontario Heritage Act</i></p>	<p>If a by-law is not passed designating the property in the prescribed time limit, the notice of intention to designate is deemed withdrawn and notice of withdrawal shall be served on the owner of the property, on any person who objected and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
Yes – Act Notice Template: Light Blue	Notice of Amendment of Designating By-law Section 30.1 (4), <i>Ontario Heritage Act</i>	If the council of a municipality proposes to make an amendment, the council shall give the owner of the designated property written notice of the proposed amendment.	F – Written notice to property owner only M – By Registered Mail to registered owner T – As required by Act, regulations or additional municipal policies Responsibility: City Clerk (Delegated to Chief Planner)

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Withdrawal for By-law Amendment</p> <p>Section 30.1 (8), <i>Ontario Heritage Act</i></p>	<p>If the council of the municipality decides to withdraw the notice of the proposed amendment, the council shall withdraw the notice by causing a notice of withdrawal to be served on the owner of the property and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>No Notice of Objection or No Withdrawal</p> <p>Section 30.1 (9), <i>Ontario Heritage Act</i></p>	<p>If no notice of objection is filed or a notice of objection is served but the council decides not to withdraw the notice of the proposed amendment, the council may pass an amending by-law and shall cause a copy of the amending by-law and notice to be served on the owner of the property and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Intent to Repeal Designation By-law, Council’s Initiative</p> <p>Section 31 (1), <i>Ontario Heritage Act</i></p>	<p>Where the council of a municipality intends to repeal a by-law or part thereof designating property, it shall cause notice of intention to repeal the by-law or part thereof to be provided to be served on the owner of the property and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes - Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Withdrawal of Notice of Intent to Repeal, Council’s Initiative</p> <p>Section 31 (7), <i>Ontario Heritage Act</i></p>	<p>If the municipality decides to withdraw the notice of intention, either of its own initiative or after considering an objection, council shall withdraw the notice by causing notice of withdrawal to be served on the owner of the property, on any person who objected and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Passing for Notice of Intent to Repeal, Council’s Initiative</p> <p>Section 31 (8), <i>Ontario Heritage Act</i></p>	<p>If no notice of objection is filed within the 30-day period or a notice of objection is served but the council decides not to withdraw the notice of intention, the council may pass a by-law repealing the by-law or part thereof designating the property and if it does so shall cause notice along with a copy of the repealing by-law to be served on the owner of the property, on any person who objected and on the Ontario Heritage Trust.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Application to Repeal By-law, Owner’s Initiative</p> <p>Section 32 (2), <i>Ontario Heritage Act</i></p>	<p>Upon receiving an application to repeal a designation by-law the council of the municipality shall cause notice of the application to be given by the clerk of the municipality in accordance with the Act.</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Council’s Decision on Application to Repeal By-law, Owner’s Initiative</p> <p>Section 32 (5), <i>Ontario Heritage Act</i></p>	<p>After consultation with its municipal heritage committee, the council shall consider an application and any objections served and shall either refuse or consent to the application by passing a by-law repealing the by-law or part thereof designating the property. Where the council refuses the application it shall cause notice of its decision to be served on the owner of the property, on any person who objected and the Ontario Heritage Trust. Where it consents to the application, it shall cause a copy of the repealing by-law and notice to be served on the owner of the property, any person who objected and on the Ontario Heritage Trust.</p>	<p>Refusal to Repeal OR Consent to Repeal</p> <p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage (Designation of Property)

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Council’s Decision on Application to Demolish or Remove</p> <p>Section 34 (4.2), <i>Ontario Heritage Act</i></p>	<p>The council, after consultation with its municipal heritage committee shall serve notice of its decision on the owner of the property and on the Ontario Heritage Trust.</p>	<p>Refusal to Repeal OR Consent to Repeal / Consent with Conditions</p> <p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage Conservation Districts

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Passage of By-law Designating Study Area</p> <p>Section 40.1 (1), <i>Ontario Heritage Act</i></p>	<p>If the council of a municipality undertakes a study under section 40, the council may by by-law designate the area specified in the by-law as a heritage conservation study area for a period of up to one year and shall, after the by-law is passed, cause notice to be served on each owner of property located in the heritage conservation study area and on the Ontario Heritage Trust.</p>	<p>F – City website, as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage Conservation Districts

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of By-Law Designating Heritage Conservation District</p> <p>Section 41 (3), <i>Ontario Heritage Act</i></p>	<p>If the council of a municipality passes a by-law designating the municipality or any defined area or areas of the municipality as a heritage conservation district it shall cause notice of the passage of the by-law to be served on each owner of property located in the heritage conservation district and on the Ontario Heritage Trust.</p>	<p>F – City website as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Heritage Conservation Districts

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Heritage Conservation District Plan</p> <p>Section 41.1 (3), <i>Ontario Heritage Act</i></p>	<p>If the council of a municipality passes a by-law adopting a heritage conservation district plan it shall cause notice of the by-law to be served on each owner of property located in the heritage conservation district and on the Ontario Heritage Trust.</p>	<p>F – City website, as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Official Plan Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Public Meeting and Open House</p> <p>Section 17(17), <i>Planning Act</i> and Section 3(1), O. Reg. 543/06</p>	<p>(17) Notice of the public meeting required under clause (15) (d) and of the open house, if any, required under subsection (16) shall,</p> <p>(a) be given to the prescribed persons and public bodies, in the prescribed manner; and</p> <p>(b) be accompanied by the prescribed information.</p> <p>Note: Additional notification requirements are referenced in O. Reg 543/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Official Plan Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Adoption of Official Plan Amendment</p> <p>Section 17(23), Planning Act and Section 13, O. Reg. 543/06</p>	<p>(23) The council shall ensure that written notice of the adoption of the plan is given in the prescribed manner...</p> <p>(a) to the appropriate approval authority...;</p> <p>(b) to each person or public body that filed with the clerk of the municipality a written request to be notified...</p> <p>(c) to any other person or public body that is prescribed.</p> <p>Note: Additional notification requirements are referenced in O. Reg 543/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – No later than fifteen (15) days after adoption</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Official Plan Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Refusal of Request</p> <p>Section 22 (6.6), <i>Planning Act</i> and Section 12(1), O. Reg. 543/06</p>	<p>(6.6) A council or planning board that refuses a request to amend its official plan shall ensure that written notice of the refusal is given in the prescribed manner...</p> <p>(a) to the person or public body that made the request;</p> <p>(b) to each person or public body that filed a written request to be notified of a refusal;</p> <p>(c) to the appropriate approval authority; and</p> <p>(d) to any prescribed person or public body.</p> <p>Note: Additional notification requirements are referenced in O. Reg 543/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – No later than fifteen (15) days after the day of the refusal</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Zoning By-law Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Refusal</p> <p>Section 34(10.0), <i>Planning Act</i> and Section 4(1), O. Reg. 545/06</p>	<p>(10.9) When a council refuses an application to amend its by-law, it shall ensure that written notice of the refusal is given in the prescribed manner....</p> <p>(a) to the person or public body that made the application;</p> <p>(b) to each person and public body that filed a written request to be notified of a refusal; and</p> <p>(c) to any prescribed person or public body.</p> <p>Note: Additional notification requirements are referenced in O. Reg 545/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – No later than fifteen (15) days after the day of the refusal</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Zoning By-law Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Public Meeting and Open House</p> <p>Section 34(13), <i>Planning Act</i> and Section 5(1), O. Reg. 545/06</p>	<p>(13) Notice of the public meeting required under subclause (12) (a) (ii) and of the open house, if any, required by clause (12) (b),</p> <p>(a) shall be given to the prescribed persons and public bodies, in the prescribed manner; and</p> <p>(b) shall be accompanied by the prescribed information.</p> <p>Note: Additional notification requirements are referenced in O. Reg 545/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – As required by Act, regulations or additional municipal policies</p> <p>Responsibility: Chief Planner</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Zoning By-law Amendments

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Passing</p> <p>Section 34(18), <i>Planning Act</i> and Section 6(1), O. Reg. 545/06</p>	<p>(18) If the council passes a by-law under this section...the council shall ensure that written notice of the passing of the by-law is given in the prescribed manner...</p> <p>(a) to the person or public body that made the application, if any;</p> <p>(b) to each person and public body that filed a written request to be notified of the decision; and</p> <p>(c) to any prescribed person or public body.</p> <p>Note: Additional notification requirements are referenced in O. Reg 545/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – No later than fifteen (15) days after the by-law is passed</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Planning – Interim Control By-laws

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Light Blue</p>	<p>Notice of Passing</p> <p>Section 38(3), <i>Planning Act</i> and Section 9(1), O. Reg. 545/06</p>	<p>(3) No notice or hearing is required prior to the passing of a by-law under subsection (1) or (2) but the clerk of the municipality shall, in the manner and to the persons and public bodies and containing the information prescribed, give notice of a by-law passed under subsection (1) or (2)...</p> <p>Note: Additional notification requirements are referenced in O. Reg 545/06</p>	<p>F – City website and as required by Act, regulations or additional municipal policies</p> <p>M – As required by Act, regulations or additional municipal policies and post on Public Notice webpage</p> <p>T – Within twenty (20) days of the by-law’s passing</p> <p>Responsibility: City Clerk (Delegated to Chief Planner)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Procedure By-laws for Council and Committee Meetings

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Public Notice of Meetings</p> <p>Section 238(2), (2.1), <i>Municipal Act</i></p>	<p>238(2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.</p> <p>(2.1) The Procedure by-law shall provide for public notice of meetings.</p>	<p>F – Council agenda</p> <p>M – Included on agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Changing the Name of a Highway (Street)</p> <p>(Formerly Section 47 of <i>Municipal Act</i> – repealed)</p>	<p>No public notice requirement.</p>	<p>F – Council agenda</p> <p>M – Included on the agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Naming or Changing the Name of Private Roads</p> <p>Section 48, <i>Municipal Act</i></p>	<p>A local municipality may change the name of a private road after giving public notice of its intention to pass the by-law.</p>	<p>F – City website and written notice to landowner / condo corporation</p> <p>M – By-law included on the agenda for the meeting where the matter will be discussed. Notice mailed to landowner / condo corporation</p> <p>T – Seven (7) days prior to Council meeting for the by-law. Notice mailed ten (10) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Closing of Private Roads</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 - City website, written notice and information sign</p> <p>M – Post on Public Notice webpage and personal delivery or by mail to Landowner and abutting owners, and post on property</p> <p>T – Fourteen (14) days prior to consideration of the by-law</p> <p>Responsibility: Director of Engineering</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Permanently Altering a Highway</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 highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F – City website, written notice, information signs and social media</p> <p>M – Post on Public Notice webpage, written notice to affected landowners / tenants, sign to be posted on side of highway visible to all traffic using the highway and social media posts</p> <p>T – Seven (7) days prior to consideration of by-law</p> <p>Responsibility: Director of Engineering</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Permanently Closing a Highway</p> <p>Section 34, <i>Municipal Act</i></p>	<p>No public notice requirement.</p>	<p>F – Council agenda</p> <p>M – Included on agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: Director of Engineering</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Temporary Road Closings for Non-Filming Events</p> <p>Temporary Road closings for community events, street parties and/or filming within the City’s right-of-way and on City property.</p>	<p>No public notice requirement.</p>	<p>F – City website and information sign</p> <p>M – Post on Public Notice webpage and in a location determined by the Director of Engineering</p> <p>T – At least five (5) business days prior</p> <p>Responsibility: Director of Engineering</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Temporary Road Closings for Filming Events</p> <p>Temporary Road closings for community events, street parties and/or filming within the City’s right-of-way and on City property.</p>	<p>No public notice requirement.</p> <p>Notification for Filming Events shall adhere to the requirements of the Corporate Film Program Administration Policy ADM 047.</p>	<p>Filming Events</p> <p>F- City website and written notice</p> <p>M – Post on Public Notice webpage and personal delivery or by mail to affected residents, occupants, businesses and BIA’s, where applicable</p> <p>T – At least five (5) business days prior to filming start date</p> <p>Responsibility: Director of Economic Development</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No Notice Template: Yellow</p>	<p>Temporary Road Closings for Maintenance (Emergency / Short Notice / Short Duration Temporary road closings for maintenance less than eight (8) hours in duration, i.e. spot repair of roads or infrastructure in the right-of-way.</p>	<p>No public notice requirement.</p>	<p>F – City website and Information signs M – Post on Public Notice webpage and on local road signs and distribution of Door Hangers on affected properties T – As much notice as possible will be provided, local access to be maintained for residents where feasible Responsibility: Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Temporary Road Closings for Road Work</p> <p>Temporary road closings for major construction works lasting several weeks, i.e. road reconstructions, etc.</p>	<p>No public notice requirement.</p>	<p>F – City website and Information signs, notice shall be hand delivered to all impacted residents</p> <p>M – Post on Public Notice webpage and local road signs</p> <p>T – Minimum of five (5) business days prior to start date of closure</p> <p>Responsibility: Director of Engineering</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Roads and Highways

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Temporary Restoration Work and Minor Repairs (Short Duration with Minimal Traffic Impact)</p> <p>Includes work happening on boulevard adjacent to property, on or near the property line due to water/sewer or utility repairs, i.e. grass, sidewalk, driveway, and roadway repairs. Schedules of work dependent on weather conditions, contractor availability and other external factors.</p>	<p>No public notice requirement.</p>	<p>F – Door Hangers</p> <p>M – Distribution of Door Hangers to affected properties</p> <p>T – As much notice as possible will be provided, local access to be maintained for residents where feasible</p> <p>Responsibility: Director of Operations and/or Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Structures, including Fences and Signs

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Advertising Devices</p>	<p>Before passing a by-law respecting advertising devices including signs, the municipality shall give public notice of its intention to pass the by-law.</p>	<p>F – City website and Council agenda</p> <p>M – Post on Public Notice webpage and included on agenda for the meeting where the matter will be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: City Clerk</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Notice of Tax Exemption By-law</p> <p>Section 110 (8), <i>Municipal Act</i></p>	<p>(8) Upon the passing of a by-law under subsection (6), the clerk of the municipality shall give written notice of the contents of the by-law to,</p> <p>(a) the assessment corporation;</p> <p>(b) the clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted by the by-law; and</p> <p>(c) the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: City Clerk (Treasurer or Deputy Treasurer)</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
Yes – Act Notice Template: Dark Blue	By-laws re: Installments Section 343, <i>Municipal Act</i>	343 (1) The treasurer shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.	F – A required by Act, regulations or additional municipal policies M – A required by Act, regulations or additional municipal policies T – A required by Act, regulations or additional municipal policies Responsibility: Treasurer or Deputy Treasurer

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Determination of Tax Status</p> <p>Section 348, <i>Municipal Act</i></p>	<p>348 (1) The treasurer shall by the last day of February in each year determine the position of every tax account as of December 31 of the preceding year.</p> <p>(2) On making the determination required by subsection (1), 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.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Obligations of Tenant</p> <p>Section 350(1), <i>Municipal Act</i></p>	<p>350 (1) 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.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Division Into Parcels</p> <p>Section 356, <i>Municipal Act</i></p>	<p>356 (1) Upon application by the treasurer of a local municipality or to the treasurer by an owner of land, the local municipality may,</p> <p>(a) divide, for the purposes of this section, land which is assessed in one block into two or more parcels if each parcel is one that can be legally conveyed under the <i>Planning Act</i>;</p> <p>(b) apportion the unpaid taxes on the land among the parcels...</p> <p>(c) direct what proportion of any part payment of taxes on the land is to be applied to each of the parcels.</p> <p>(5) Within 14 days after making its decision, council shall notify the applicants and owners of the decision and specify the last day for appealing the decision.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Cancellation, Reduction, Refund of Taxes</p> <p>Section 357, <i>Municipal Act</i></p>	<p>357 (1) Upon application to the treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made...</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Overcharges</p> <p>Section 358, <i>Municipal Act</i></p>	<p>358 (1) Upon application to the treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce or refund all or part of the taxes levied on land...</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Tax Collection

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Increase of Taxes</p> <p>Section 359, <i>Municipal Act</i></p>	<p>359 (1) Upon application made by the treasurer of the local municipality, a local municipality may increase the taxes levied on land in the year in respect of which the application is made to the extent of any undercharge caused by a gross or manifest error that is a clerical or factual error, including the transposition of figures, a typographical error or similar error, but not an error in judgement in assessing the land.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Taxes – Sale of Land for Tax Arrears

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Tax Arrears Certificate</p> <p>Notice of Registration Section 374 (1), <i>Municipal Act</i></p> <p>Spouse of Owner Section 374 (2), <i>Municipal Act</i></p>	<p>374 (1) Within 60 days after the registration of a tax arrears certificate under section 373, or within 30 days after the registration of a tax arrears certificate under section 373.1, the treasurer shall send a notice of the registration of the certificate...</p> <p>(2) If a notice is sent under this section to a person appearing by the records of the land registry office to be the owner of the land, a notice shall also be sent to the spouse of that person and, where this subsection is complied with, section 22 of the <i>Family Law Act</i> shall be deemed to have been complied with.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Taxes – Sale of Land for Tax Arrears

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Public Sale</p> <p>Section 379, <i>Municipal Act</i></p>	<p>379 (1) 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 persons entitled to receive notice...a final notice that the land will be advertised for public sale unless the cancellation price is paid...</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Taxes – Sale of Land for Tax Arrears

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Application of Proceeds Section 380 (1), <i>Municipal Act</i></p> <p>Payment Into Court Section 380 (2), <i>Municipal Act</i></p> <p>Notice Section 380 (3), <i>Municipal Act</i></p> <p>Proceeds from sale of property for tax arrears.</p>	<p>380 (3) Within 60 days after making a payment into court..., the treasurer shall send a copy of the statement to the prescribed persons and public bodies.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Taxes – Sale of Land for Tax Arrears

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>Yes – Act</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Power of Entry Section 386.1 (1), <i>Municipal Act</i></p> <p>Inspection Warrant Section 386.3, <i>Municipal Act</i></p>	<p>386.3 (1) The municipality may apply to a provincial judge or a justice of the peace for a warrant...to inspect land.</p> <p>386.3 (2) The municipality shall give the owners and occupiers of the land seven days written notice of,</p> <p>(a) the time when and the place where the application for the issuance or extension of a warrant is to be considered;</p> <p>(b) the purpose of the application and the effect of the application...;</p> <p>(c) the length of time the municipality is asking for a warrant to be issued or extended;</p> <p>(d) the right of an owner or occupant or a representative...to appear and make representations; and</p> <p>(e) the fact that if the owner, occupant or representative fails to appear, the judge or justice of the peace may issue or extend the warrant in their absence.</p>	<p>F – A required by Act, regulations or additional municipal policies</p> <p>M – A required by Act, regulations or additional municipal policies</p> <p>T – A required by Act, regulations or additional municipal policies</p> <p>Responsibility: Treasurer or Deputy Treasurer</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Red</p>	<p>Boil Water Advisory / Drinking Water Advisory</p>	<p>No public notice requirement.</p>	<p>F – City website, social media, radio/television, public sign boards, door to door notices</p> <p>M – Post on Public Notice webpage, hand delivery of notices; social media posts, radio/ television ads, information boards placed at side of arterial roads</p> <p>T - As directed by Ministry</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Water Service Outage</p> <p>Notification dependent on scale of impact and system configuration.</p>	<p>No public notice requirement.</p>	<p>F – City website, social media, door to door notices</p> <p>M – Post on Public Notice webpage, hand delivery of door hangers to each affected home; social media posts, if required</p> <p>T – As required where emergency work is required or one (1) week advance notice for non-emergency work</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Yellow</p>	<p>Swabbing / Flushing</p>	<p>No public notice requirement.</p>	<p>F – City website, social media, sign boards, door to door notices</p> <p>M – Post on Public Notice webpage, hand delivery of door hangers to each affected home, information posted through social media posts and sign boards</p> <p>T – One (1) week prior to affected homes and two (2) weeks prior to start of program</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Water Meter Replacement and/or Maintenance</p>	<p>No public notice requirement.</p>	<p>F – City website, social media, water billing stuffers, written notice</p> <p>M – Post on Public Notice webpage, social media posts and other ads to advise of program and general information, regular mail to homeowners when maintenance/replacement identified for their meter</p> <p>T – Ongoing (general awareness program), two (2) month process until compliance achieved</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Water Sampling Requests i.e. Lead, chlorine, bacteria, etc.</p>	<p>No public notice requirement.</p>	<p>F – City website, social media, billing stuffers, written notice M – Post sampling information on Public Notice webpage, in person door-to-door delivery of sampling request information T – Bi-annually for lead sampling, as regulated, and as required for other sampling types</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Regulatory Reporting Requirements</p>	<p>No public notice requirement.</p>	<p>F – Council agenda and City website</p> <p>M – Included on the agenda for the meeting where the matter is to be discussed</p> <p>T – Seven (7) days prior to Council meeting</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Stormwater Pond Use / Prohibitions</p> <p>i.e. no skating or fishing</p>	<p>No public notice requirement.</p>	<p>F – City website, social media, on-site signage</p> <p>M – website banner, social media posts and information signs</p> <p>T – Annually, beginning of winter / pond freeze-up</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water / Public Works Open Houses

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Public Works Open Houses</p>	<p>No public notice requirement.</p>	<p>F – City website, social media</p> <p>M – Post on main landing page and through social media posts</p> <p>T – Annually, starting in April for mid-May event</p> <p>Responsibility: Director of Environmental Services and Director of Operations</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice

Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
<p>No</p> <p>Notice Template:</p> <p>Dark Blue</p>	<p>Pump Station Upgrades</p> <p>Notice requirements regarding Noise</p>	<p>No public notice requirement.</p>	<p>F – Localized written notice</p> <p>M – Door-to-door delivery of written notice with letter providing information on project and requirement for noisy equipment</p> <p>T – Pre-construction (2-3 weeks ahead of project start)</p> <p>Responsibility: Director of Environmental Services</p>

Legend

F = Form of notice; M = Manner of notice; T = Time of notice


Water and Waste Water

Required	Subject of Notice	Notice Requirement	Notice to be Given
No Notice Template: Dark Blue	Various Public Education Campaigns	No public notice requirement.	F – City website, social media, pamphlets M – Social media posts, billing pamphlets and website updates to share information on water, wastewater and stormwater concerns and measures to identify, avoid and mitigate potential issues T – N/A Responsibility: Director of Environmental Services

Public Notice Policy – Schedule B – Public Notice Templates

1. Planning Notice Template - Development Applications and Heritage Matters


Front of Mail Out Planning Notices and On-Site Signage



DEVELOPMENT NOTICE

Map of Affected Area

INSERT SITE
IMAGE HERE


 **XXX Storeys**
XXXX Metres

 **XXXX m2 Office**
XXXX m2 Retail


 **XXX Cars**
XXX Bikes

As of dd/mm/yy,
A change is proposed for this site.
The city has received an application to change the Official Plan and Zoning By-Law to allow the construction of a residential building with retail at street level.

Applicant: ABC Holdings Inc & XYZ Ontario Limited
Location: 123 Any Street & 456 Busy Boulevard
Call or visit cambridge.ca for more information.

 **A Public Meeting for this application will be held on dd/mm/yy at Old City Hall, Council Chambers, located at 46 Dickson Street.**

 **Council Calendar where meetings are posted and agenda materials can be found at calendar.cambridge.ca/council**

 **Questions? Contact Name Contact Number E-mail address**



Current Status	Next steps
<p>1 Notice of development sent and feedback requested.</p>	<p>3 Staff consolidating all feedback in order to finalize a recommendation to be considered by Planning Committee and City Council.</p>
<p>2 Public meeting to be held.</p>	<p>4 Council decision communicated back to residents who requested a notice of decision.</p>

If you require an alternative format, please contact us at accessibility@cambridge.ca, 519-623-1340, ext. 4309.

24-045-CRS - Appendix A - Comprehensive Public Notice Policy

Back of Mail Out Planning Notices (Space for Additional Information)



Destination Address Name
Street
City, Prov. Postal Code

2. Construction Notice Template (for Mail Outs and On-Site Signage)



CONSTRUCTION NOTICE

Map of Affected Area



Subject of Notice

Insert notice details here.



Call or visit the City's website for more information and project updates.



Construction activity will begin the week of dd/mm/yy and proceed as detailed below.



Questions?
Contact Name
Contact Number
E-mail address



Current Status (or alternate text)

1 Insert text here.

2 Insert text here.

Next steps (or alternate text)

3 Insert text here.

4 Insert text here.

If you require an alternative format, please contact us at accessibility@cambridge.ca, 519-623-1340, ext. 4309.

Back of Mail Out Construction Notices (Space for Additional Information)



Destination Address Name
Street
City, Prov. Postal Code

3. General Governance Notice Template

General governance related notices, including but not limited to: Council meetings, finance/tax matters, sale and/or disposition of land, business improvement and business licensing matters.



Map of Affected Area



Subject of Notice

Insert notice details here.

Call or visit cambridge.ca for more information and updates.



A Public Meeting for this matter will be held on dd/mm/yy at Old City Hall, Council Chambers, located at 46 Dickson Street.



Council Calendar where meetings are posted and agenda materials can be found at calendar.cambridge.ca/council



Questions?
Contact Name
Contact Number
E-mail address



Current Status (or alternate text)		Next steps (or alternate text)	
------------------------------------	--	--------------------------------	--

1

Insert text here.

2

Insert text here.

3

Insert text here.

4

Council decision communicated back to residents who requested a notice of decision.

If you require an alternative format, please contact us at accessibility@cambridge.ca, 519-623-1340, ext. 4309.

Back of General Governance Notices (Space for Additional Information)



Destination Address Name
Street
City, Prov. Postal Code

4. Forestry Notice Template

Forestry notices relating to review of by-laws and other policies governing trees (not to be used for tree cutting and other works of a temporary nature).



Map of Affected Area



Subject of Notice

Insert notice details here.

Call or visit cambridge.ca for more information and updates.



Cambridge City Council will consider [Subject] at its meeting of dd/mm/yy at Old City Hall, Council Chambers, located at 46 Dickson Street.



Council Calendar where meetings are posted and agenda materials can be found at calendar.cambridge.ca/council



Questions?
Contact Name
Contact Number
E-mail address



Current Status (or alternate text)

1 Insert text here.

2 Insert text here.

Next steps (or alternate text)

3 Insert text here.

4 Insert text here.

If you require an alternative format, please contact us at accessibility@cambridge.ca, 519-623-1340, ext. 4309.

Back of Forestry Notices (Space for Additional Information)



Destination Address Name
Street
City, Prov. Postal Code

Public Notice Policy – Schedule C

Door Hanger Templates

1. Water and Waste Water Door Hanger Sample – Front (left) and back (right)

**A Crew was at your property today,
completing work related to:**

Workorder # _____

<input type="checkbox"/> Water Repair	<input type="checkbox"/> Sanitary Repair
--	---

Due to this work, restoration is required for the:

<input type="checkbox"/> Driveway	<input type="checkbox"/> Walkway
--	---

<input type="checkbox"/> Lawn	<input type="checkbox"/> Garden
--------------------------------------	--

Comments:

For more information call 519-XXX-XXXX

**If you require an alternative
format, please contact us at:
accessibility@cambridge.ca
519-623-1340, ext. 4309**



Restoration Policies and Procedures

The City will make a reasonable effort to complete the work in a timely manner. Timing will vary based on time of year and weather conditions.

Driveway

If driveway restoration work is required, the City will only restore with white brushed concrete or asphalt material. The City may be able to share the cost of restoring your coloured, stamped, or exposed concrete driveway. To discuss this option, call Service Cambridge for more details.

Lawn

Damage to your lawn (on either public or private property) will be repaired by the City with sod or topsoil and seed.

Walkway

Contact Service Cambridge to discuss impacts to private walkways.

Gardens or Landscaping

Contact Service Cambridge to discuss gardens or landscaping on private property. Note that these are not permitted in the public right-of-way and will not be restored unless an easement or encroachment agreement has been previously established.

cambridge.ca/publicnotices



2. Forestry – Tree Planting Door Hanger Sample – Front (left) and back (right)

A new tree is scheduled for planting on City-owned land adjacent to your property.

Spring

Fall

Selected Species:

- Tree planting is subject to utility locates, minimum spacing requirements and species availability.
- Where sufficient soil volume and space exist, trees will be **planted in the boulevard.**
- Tree location will be marked on site prior to planting.
- Information requiring tree placement, care and watering will be provided when tree location is marked.

For more information call 519-XXX-XXXX

If you require an alternative format, please contact us at accessibility@cambridge.ca, 519-623-1340, ext. 4309.

For more information on City tree planting programs visit cambridge.ca/forestry/treeplanting

Please visit cambridge.ca/forestry for more information on city tree maintenance, removals, and planting programs.

Private tree removal requires a permit for all trees over 20 cm diameter.

Please see cambridge.ca/forestry/bylaw

Notes:

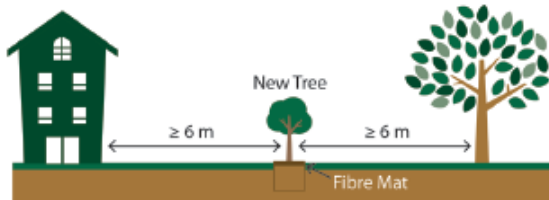
cambridge.ca/forestry



3. Forestry – Tree Planting Instructions Door Hanger Sample

Planting Instructions

- Plant tree on your private property, at the side or back of your home
- Call or click before you dig - OntarioOneCall.ca
- Trees like space. It's recommended you plant yours at least 6 metres from buildings, structures or other trees
- Dig a hole as deep as the pot and 1 ½ times as wide as the pot
- Carefully remove tree from pot to avoid damage



- Loosen lower roots
- Place tree in hole and place soil back around the tree, avoiding air gaps
- Plant the tree level with surrounding soil
- Place a fibre mat around the tree to prevent weeds
- Water thoroughly – once per week for several weeks

**For more information call 519-XXX-XXXX
cambridge.ca/forestry**

**If you require an alternative format, please
contact us at accessibility@cambridge.ca,
519-623-1340, ext. 4309.**



4. Forestry – Tree Inspection Door Hanger Sample – Front (left) and back (right)

The City of Cambridge has inspected trees at your location and determined:

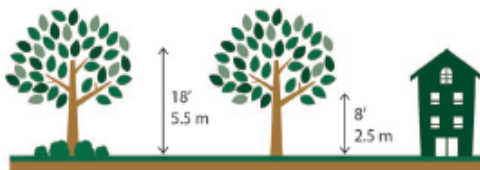
Tree Ownership

- Public (Tree located entirely on public property)
- Private (Tree located entirely on private property)
- Tree ownership could not be determined during site visit*

*Ownership determination is subject to confirmation via survey. The City of Cambridge will arrange survey and follow up with property owner once completed.

Tree Pruning

- Tree will be pruned to meet City standards for clearance and tree health



Tree Removal

- Tree will be removed**

**Trunk and wood may be removed at a later date, stump removal and tree replacement will follow. Stump will be ground and soil and seed installed.

No work is required

- Tree meets City maintenance standards

For more information call 519-XXX-XXXX
cambridge.ca/forestry

Timing of Work

All tree maintenance work is completed in order of date received and condition of tree.*

- As soon as possible (Emergency)
- 1-3 months
- 3-6 months
- 9-12 months

*Timing is subject to change based on seasonal peaks.

Please note: There is a Private Tree Removal By-Law in effect. Private tree removal requires a permit for all trees over 20 cm diameter.

Please visit cambridge.ca/forestry for more information on city tree maintenance, removals, and planting programs.

Notes:

If you require an alternative format, please contact us at accessibility@cambridge.ca, 519-623-1340, ext. 4309.



5. Roads – Restoration Work Door Hanger Sample – Front (left) and back (right)

**A crew was at your property today,
completing work related to:**

Driveway

Walkway

Lawn

Garden

Comments:

Restoration Policies

All boulevard turf grass and vegetation restoration work will be completed in accordance with By-Law 21-050 (Corridor Management).

Concrete – Driveway or Walkway

Please allow up to 5 days for completion and curing of curb, sidewalk, and/or driveway ramp.

Asphalt – Driveway or Walkway

Upon completion of concrete, any asphalt restoration work will then take place.

Grass Seed or Sod

Sod crew will follow asphalt and concrete crews to repair any damage with either seed or sod to the grass area. Please help us by watering.

Parking

An exemption for overnight parking on the road may be requested by calling 519-740-4613 ext. 4217.

For more information call 519-XXX-XXXX

**If you require an alternative format, please
contact us at accessibility@cambridge.ca,
519-623-1340, ext. 4309.**

cambridge.ca/publicnotices



6. Emergency Matters – Front (left) and back (right)

Emergency Notice

Map of Affected Area



Subject of Notice

Insert notice details here.



Details on how or where to obtain more information.



Pertinent date details.



Questions?

Contact Name

Contact Number

E-mail address

Current Status (or alternate text)

1 Insert text here.

2 Insert text here.

Next steps (or alternate text)

3 Insert text here.

4 Insert text here.

For more information call 519-XXX-XXXX

If you require an alternative format, please contact us at:
accessibility@cambridge.ca
519-623-1340, ext. 4309

cambridge.ca/publicnotices

