

THE CORPORATION OF THE UNITED TOWNSHIPS OF DYSART ET AL

Revised Policy No. 24

**BEING A POLICY TO PRESCRIBE THE FORM, MANNER AND THE TIMES
FOR THE PROVISION OF NOTICE TO THE PUBLIC**

1. **PURPOSE:**

The purpose of this policy is to establish standards for the giving of reasonable notice when not prescribed by legislation.

2. **DEFINITIONS:**

"Act" mean the Municipal Act, 2001, as amended, S.O. 2001, c.25.

"Clerk" means the Clerk of the Municipality.

"Council" means the Council of the Municipality.

"Meeting" means any regular, special or other meeting of Council or Committee.

"Municipality" means the Corporation of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde (often abbreviated as Dysart et al).

"Published" means published in a daily or weekly newspaper that, in the opinion of the Clerk, has such circulation within the Municipality as to provide reasonable notice to those affected thereby, and a "publication" has a corresponding meaning.

"Website" means the official internet website for the Municipality.

3. **POLICY STATEMENT/APPLICATION:**

The *Municipal Act, 2001*, as amended, Section 270 (1) 4. requires that all municipalities 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 and manner and time notice shall be given. This policy has been developed in order to comply with the Act and upon completion of the actions stated in this Policy, the requirement to give reasonable public notice shall be fulfilled.

4. NOTICE REQUIREMENTS:

- a) Where the Municipality is required to give notice under a provision of any Act or regulation, the notice shall be given in a form and manner and at times indicated in the applicable legislation.
- b) Certain notice requirements previously contained in the *Municipal Act* are no longer required; however, Council deems it expedient to continue with some form of notice in particular situations. Accordingly, Schedule “A” attached hereto and forming part of this policy outlines the purpose for which notice shall be provided and the method for providing notice.
- c) Nothing in this Policy prevents Council from determining additional notice for a particular situation or circumstance.

5. CONFLICT:

Where there is a conflict between this Policy and provision of an Act, regulation or a by-law, the requirements that provide the most notice shall apply.

6. NOTICE CONTENT:

A “Notice” shall contain the following information when applicable:

- A general description of the subject matter under consideration or otherwise involved;
- Purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action;
- Identification of the authority under which notice is being given;
- Date, time and location of any meeting at which the subject matter will be considered of which notice is required to be given;
- Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a civic address or road intersection, or a legal description or plan;
- Instruction on obtaining any additional information which may be made available by the Municipality, including name, address, phone number and fax number of any office providing notice;
- Details on required actions and timeframes; and
- Be clearly identified as a notice given by the Municipality.


7. ADDITIONAL NOTICE:

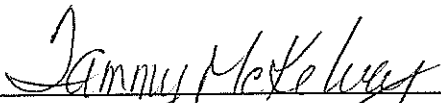
- If the matter is deferred at the meeting of which notice has been given, no additional notice is required, except where an act or by-law provides otherwise or the Council directs otherwise.

Revised Policy No. 24 – Provision of Public Notice

- If the matter is considered at a subsequent meeting, no additional notice is required, except where an act or by-law provides otherwise or the Council provides otherwise.

Adopted by Council this 11th day of February, 2008.


Murray Fearrey, Reeve


Tammy McKelvey, CAO/Clerk

Schedule “A” to Revised Policy No. 24

PURPOSE AND METHOD OF NOTICE

PURPOSE OF NOTICE	METHOD OF NOTICE
Change/Naming of Highway pursuant to Section 47 of the <i>Municipal Act, 2001</i> , as amended	Notice provisions of the County of Haliburton Road Naming By-Law shall apply.
Change/Naming of Private Roads pursuant to Section 48 of the <i>Municipal Act, 2001</i> , as amended	Notice provisions of the County of Haliburton Road Naming By-Law shall apply.
Establishment of Wards pursuant to Section 222 of the <i>Municipal Act, 2001</i> , as amended	Before a by-law has been passed, Notice shall be published once a week for two (2) consecutive weeks in local newspaper; and posted to website.
Fees and Charges pursuant to Section 400 of the <i>Municipal Act, 2001</i> , as amended.	Notice shall be published once in a local newspaper; and posted to website.
Sale and other Disposition of Land, including a highway.	Notice shall be as outlined in the Municipal Policy governing the sale and other disposition of land.
Meetings	Notice shall be as outlined in the Municipal By-Law governing the calling, place and proceedings of meetings.