



# Municipality of Dysart et al

## Policies and Procedurals Manual

### Public Notice Policy

Policy No. 24

#### SCOPE:

The Municipal Act, 2001, as amended, 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 the form, manner and times notice shall be given.

#### POLICY STATEMENT:

This policy will outline the circumstances of notice and form, manner and times that notice shall be given on matters where there is a statutory notice required pursuant to the Municipal Act, 2001 and the Planning Act, as amended. This policy does not intend to address notice requirements that may be required by other legislation or policies (i.e. Municipal Elections Act, Policy No. 23 – Sale and Other Disposition of Land).

This policy has been developed to comply with the Act and to reflect greater operating efficiencies, maintain principles of openness, transparency and accountability, and to implement greater flexibility to Staff and Council in the public consultation processes.

#### IMPLEMENTATION OF POLICY:

1. In this Policy:
  - **Municipality** means the Corporation of the Municipality of Dysart et al
  - **Municipal Website** means the official website of the Municipality of Dysart et al
  - **Newspaper** means a printed publication having general circulation in the Municipality
  - **Notice** means a written, published or printed notification
2. The minimum public notice requirements and times are set out in Schedule “A” attached.

3. Notices that are to be published on the Website shall be the responsibility of the appropriate Municipal staff member (ie. affected department).
4. Notices shall be written in plain language and in an accessible manner.
5. Notices shall include the following information as appropriate:
  - a) A description of the proposed action or the purpose and effect of proposed By-law;
  - b) The date, time and location of the meeting;
  - c) The name and contact information of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments;
  - d) The name and contact information of the person who can provide additional information related to the issue.
6. If a matter for which notice was given under this policy is deferred, adjourned or continued to a future Council or Committee meeting, no further notice is required, (unless there is a statutory requirement dictating otherwise), if:
  - a) A public statement is made at the meeting advising that the matter has been deferred, adjourned or continued to a future meeting specified in the statement; or
  - b) A written statement is posted at the meeting location advising that the matter has been deferred, adjourned or continued to a future meeting specified in the statement.

**URGENCY PROVISION:**

If a matter arises which in the opinion of the Chief Administrative Officer, or Designate; in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, the notice requirements of this policy shall be waived and the appropriate staff shall make best efforts to provide as much notice as is reasonable under the circumstances.

**AMENDMENTS:**

Schedule "A" to this policy may be amended from time to time in order to add to or enhance the notice provisions.

## SCHEDULE "A"

### NOTICE POLICY

CIRCUMSTANCES	SUMMARY OF REQUIREMENT	FORM, MANNER AND TIMES
Meetings of Council and Committees	N/A	As noted in the Procedural By-law.
Procedural By-law	Section 238, Municipal Act, 2001	One notice published in a newspaper and on the Municipal Website a minimum of 7 days prior to the Council meeting.
Change in Composition of Council and Changes to Ward Boundaries	Section 217 and 222, Municipal Act, 2001  Public notice required to advise of a Council meeting to consider changing the composition of Council or the Ward Boundaries.	One notice published in a newspaper and on the Municipal Website a minimum of 14 calendar days prior to the Council meeting.
Statutory Public Meetings	See legislated requirements in the Planning Act.  See also Procedural By-law.	See legislated requirements in the Planning Act.  See also Procedural By-law.
Mail outs – Notices Planning	See legislated requirements in the Planning Act.	See Planning Act for details on notice – dependent on type of planning matter.
Adoption or Amendment of the Budget	Section 290 and 291, Municipal Act, 2001  Public notice required to advise of a minimum of one Council meeting to consider enactment of the Budget By-law.  Despite any other provision of this By-law, no separate or additional public notice shall be required for a fee or charge that forms part of the Budget By-law for which public notice has been given under this provision.	One notice published in a newspaper and on the Municipal Website a minimum of 14 calendar days prior to the first scheduled Budget meeting.

Fees and Charges By-law	<p>Section 391, Municipal Act, 2001</p> <p>Public notice required to advise of a minimum of one Council meeting to consider the enactment of a Fee and Charges By-law.</p> <p>Despite any other provision of this By-law, no separate or additional public notice shall be required for a fee or charge for which public notice has been given under this provision.</p>	One notice published in a newspaper and on the Municipal Website a minimum of 14 calendar days prior to the Council meeting.
Naming or Re-Naming a Private Road	<p>Section 48, Municipal Act, 2001</p> <p>Public notice required to advise of intention to pass a By-law naming or renaming a private road.</p>	<p>As set out in the County of Haliburton 9-1-1 Civic Addressing By-law</p> <p>One notice published in a newspaper and on the Municipal Website a minimum of 14 calendar days prior to the Council meeting.</p>
Temporary Closure of a Public Highway	N/A	Notice of planned infrastructure works or temporary closure due to events will be posted on the website, and may also be provided by hand delivering written notice to those individuals who in staff's opinion, will be directly affected by the closure, and/or notice published by general advertising wherever possible.
Permanent Altering of a Public Highway	Section 34, Municipal Act, 2001	Notice in writing will be provided by regular mail to those affected.