



POLICY

TITLE: Provision of Notice Policy
NUMBER: ADM-004
CATEGORY: Administration
DATE: July 25th, 2018
REFERENCES: By-Law 2018-74
Section 270 (1) (4) of the Municipal Act, 2001

1.0 Purpose:

In accordance with the provisions contained in the Municipal Act, this policy sets out the minimum notice requirements, a list of matters for which public notice is required, the form and the manner in which notice is to be given, with the minimum time for providing such notice.

2.0 Policy Statements:

The Corporation of the Municipality of Centre Hastings is an accountable and transparent organization that believes that its residents should be made aware of the business of the municipality. Section 270 of the Municipal Act 2001 affirms that the 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.

3.0 Application:

3.1 The municipality shall give notice to the public in respect of the matters listed in Appendix A attached hereto, as well as in every instance where public notice is required by the Act or any other applicable legislation.

3.2 Unless otherwise prescribed in the Act or other applicable legislation, the form of the notice of intention to pass a by-law or a public meeting shall include but not be limited to: the date, time and location of the meeting; a statement of the purpose of the meeting or the effect of the proposed by-law and municipal contact information for receiving comments and deadlines, where appropriate.

3.3 Where matters arise that Council considers urgent, time sensitive, affecting health or well-being or during a state of emergency, the requirements of this policy may be waived.

3.4 Notice of meetings of Council or any of its Local Boards or Committee shall be given in the manner provided in Procedural Policy (COU-001, section 5.2).

3.5 The notice provisions contained herein shall be considered the minimum. Council may direct more comprehensive notice as it sees fit.

3.6 This Policy applies to the Corporation of the Municipality of Centre Hastings and its Boards and Committees.

4.0 Definitions:

Act – Means the Municipal Act, 2001 S.O 2001, c.25 as amended from time to time, and includes any regulation made there under.

Municipality - The Corporation of the Municipality of Centre Hastings and its Boards and Committees.

Council - The Council of the Corporation of the Municipality of Centre Hastings.

Local Board - A Local Board as defined by section 269 of the Act.

Meeting - Any regular, special, committee or other meeting of Council, of a Local Board or of a Committee of either of them.

Notice - A written announcement containing information about a future event.

Procedural Policy - A policy for governing the calling, place and proceedings of meetings, including public notice of such meetings.

Schedule "A"
Municipality of Centre Hastings
Notice Provisions
*Denotes notice required by the Act

Subject	Public Meeting Requirement	Provision of Notice	Time of Notice
Financial			
Agreements for Municipal Capital Facilities- Assistance by Municipality Municipal Act-Section 110 (3)*	No	Written	As prescribed by the Act
Agreement for Municipal Capital Facilities – Tax Exemption By-law Municipal Act-Section 110 (8)*	No	Written	As prescribed by the Act
Financial Statements Within 60 days after receiving the audited financial statements Municipal Act-Section 295 (1)*	No	Post on website	As prescribed by the Act
User Fee By-law Amendment	No	Post on website	Friday prior to date of consideration of Standing Committee
Governance			
Proposal to Restructure Municipal Act-Section 173*	Yes	Post on website	14 days prior to public meeting
Change of Name of Municipality Municipal Act-Section 187*	No	Post on website	
Change Composition of Council Municipal Act-Section 218(2) & 219*	Yes	Post on website	14 days prior to public meeting
Number of Votes for Council Members Municipal Act-Section 218 (3) & 219*	Yes	Post on website	14 days prior to public meeting
Procedural By-law Amendments Municipal Act-Section 238*	No	Post on website and give notice on previous agenda	Notice on prior council agenda and on website Friday prior to meeting
Regulatory			
Sale of Land (Policy ADM-002) Municipal Act-Section 270*	No	As directed by Policy ADM-002	
Power of Entry Municipal Act – Section 435*	No	As directed by the Act	As directed by the Act
Transportation Services			
Permanent Closure of a Highway Municipal Act-Section 34(1)*	No	Signage posted Post on website	30 days prior to enactment of by-law
Temporary closure of a highway for construction	No	Post on website Signage posted Written to adjacent property owners	Update website as necessary Signage posted as soon as practical
Changing Name of Highway	No	Post on website Signage posted	30 days prior to enactment of by-law
Planning			
Minor Variance Applications O.reg 200/96 Zoning By-Laws O.reg 545/06 Hold By-Laws O.reg 545/06 Interim Control By-Laws O.reg 545/06 Consent Applications O.reg 197/96	Yes	As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended	As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended