

The Corporation of the Township of North Frontenac

By-law #101-19

Being a By-law to Establish a Notice Requirement Policy and Repeal By-law #68-07

Whereas Section 270 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality shall adopt and maintain a policy with respect to 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;

Now Therefore the Council of The Corporation of the Township of North Frontenac enacts as follows:

1. Definitions

For the purpose of this By-law:

“Act” shall mean Municipal Act, 2001, S.O. 2001, c. 25 as amended.

“Clerk” shall mean the person appointed as the Clerk for the Township of North Frontenac.

“Council” shall mean the Council of The Corporation of the Township of North Frontenac.

“Notice” shall mean a written, printed, published or posted notification or announcement.

“Township” shall mean The Corporation of the Township of North Frontenac.

“Website” shall mean posting notification or announcement on the Township’s Website.

2. Application

- a) Where the Township is required to give Notice under a provision of the Municipal Act the Notice shall be given in a form and manner and at times indicated in this By-law unless:
 - The Act, another statute, or a regulation prescribes or permits otherwise;
 - The requirements of Notice are prescribed in another policy, Resolution or By-law; or
 - Council directs by Resolution that other Notice is to be given as Council considers necessary in the circumstances.
- b) Notice shall be given in accordance with requirements set out in Schedule “A”.
- c) The form, manner and timing for giving Notice as set out in this By-law shall be deemed to be the minimum requirement and nothing in this By-law shall prevent the use of more comprehensive methods of Notice or for providing longer periods of Notice.

3. Notice of Subsequent Meeting

- a) No additional Notice will be required for subsequent meetings where a matter has been deferred to a subsequent meeting of Council, unless otherwise determined by Council.

4. Emergency Provision

- a) If a matter arises, which in the opinion of the Clerk, in consultation with the Mayor, is considered to be of an urgent or of a time sensitive nature, or which could affect the health or wellbeing of the residents of North Frontenac, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the 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.

5. Content of Public Notices

- a) Notice to the Public shall contain the following information, when applicable, unless otherwise prescribed:
 - The purpose of any meeting of which Notice is required to be given or the purpose and effect of the proposed action;
 - Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a municipal address or intersection; a legal description; or a key map;
 - Date, time and location of any meeting at which the subject matter will be considered;
 - Where further information can be obtained; and
 - Where written submissions may be made, the name and title of the person to whom they are to be sent, together with the address of the official and the deadline for receipt of such submissions.

6. Responsibility

- a) It is the responsibility of the appropriate Manager in coordination with the Clerk to ensure Notice requirements applicable to their Department are met and that the Notices meet the Township's Accessibility requirements.

7. Conflict

- a) In the event that provisions within this By-law are inconsistent with the provisions of the Act or any Act, the provisions of the Act shall prevail.
- b) All resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

And That By-law 68-07 is repealed in its entirety;

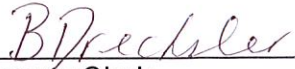
And That this By-law shall come into force and take effect on the date of final passing.

Read a first and second time this 13th day of December, 2019.

Read a third time and passed this 13th day of December, 2019.



Mayor



Deputy Clerk

Schedule 'A' to By-law #101 -19
Notice Requirement Policy

Matter (Section references are from the Municipal Act)	Summary of Requirement	Manner and Time Notice is to be Given
SPECIFIC MUNICIPAL POWERS		
Permanent Closure of a Highway – s. 34 (1) (Not including Shore Road Allowances and Concession/Lot Road Allowances)	Notice of intent to permanently closing a highway	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
Permanent Closure of a Highway – s. 34 (1) (Includes Shore Road Allowances and Concession Road Allowances)	Notice of intent to permanently closing a highway	Per the Sale of Land Policy
Changing/Naming of Private Roads s. 48	Notice of intent to change the name of a private road	Per Road Naming/Renaming Policy
Advertising Devices By-law – s. 99	Notice of intent to pass a By-law respecting advertising devices (signs, etc.)	Published on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
MUNICIPAL REORGANIZATION		
Change of Name of Municipality – s. 187	Notice of Public Meeting and intent to pass a By-law changing the name of the municipality	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
Dissolution of Local Boards – s. 216	Notice of intent to dissolve a local board	Notice by electronic mail, prepaid mail or personal service to local board secretary at least ten (10) days before the Council meeting where the By-law will be considered.

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Change Composition of Council – s. 217	Notice of Public Meeting and intent to pass a By-law changing the composition of Council	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered. (Notice of Passing in accordance with the Act)
Establishment of Wards – s. 222	Notice of Public Meeting and intent to pass a By-law establishing, altering or dissolving wards	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
PRACTICES AND PROCEDURES		
Procedural By-law – s. 238	Calling, place and proceeding of Council Meetings	Per the Procedural Policy
FINANCIAL ADMINISTRATION AND TAXATION		
Adoption of Annual Budget – s. 290	Notice of Public Meeting and intent to pass a By-law adopting the budget	Published in a local newspaper and on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.
FEES AND CHARGES		
Fees and Charges – s. 391	Notice of Public Meeting and intent to pass a By-law respecting Fees and Charges	If no Legislative Requirement, Notice to be published on the Township Website at least ten (10) days before the Council meeting where the By-law will be considered.