

The Corporation of the Township of North Frontenac

By-law # 2024-06

Being a By-law to Establish a Notice Requirement Policy and Repeal By-law #101-19

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;

And Whereas it is deemed expedient to set out reasonable minimum notice requirements for those actions by the municipality for which the notice requirements are not prescribed under the provisions of the Act or its regulations;

And Whereas Council deems it expedient to update the Township's notice provisions;

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

1. Short Title

This By-law may be cited as the "Public Notice Policy".

2. Definitions

"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.

"Social Media" shall refer to the Township of North Frontenac's official accounts on internet-based technologies and site specifically designed for the public dissemination of information, news, opinion, and other matters of interest in a freely available manner. These include, but are not limited to, Facebook, YouTube and Twitter.

"Township" shall mean The Corporation of the Township of North Frontenac.

"Treasurer" shall mean the person appointed as the Treasurer for the Township of North Frontenac.

"Website" shall mean posting notification or announcement on the Township's Website.

"Written Notice" shall mean published in a weekly newspaper that, in the opinion of the Clerk, has such circulation within the Municipality as to provide reasonable notice to those affected thereby.

3. Application and Provisions

- a) Where the Township is required to give Public Notice under a Provision of the Municipal Act, Planning Act or any other applicable Act, the notices 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.

- d) Where there is conflict between this By-law and a provision of any Act or of another By-law, the provisions providing for the greatest notice shall apply.
- e) Where a notice is required under any Act but is not provided specifically in this By-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates shall be deemed to be adequate and in compliance with this By-law.

4. Content of Notice

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;
- Date, time and location of any meeting at which the subject matter will be considered;
- 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;
- A description of how and where comments and/or objections may be made;
- Contact Information for the purposes of submitting written comments prior to the meeting including any submissions deadlines; and
- Where further information can be obtained.

5. Notice of Subsequent Meeting

No additional Notice will be required for subsequent meetings where a matter has been deferred to a subsequent meeting of Council, unless where an Act or By-law provides; or otherwise determined by Council.

6. Emergency Provision

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.

7. Responsibility

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.

8. Amendments

Over time, additional notice requirements may be determined. In such cases, Schedule 'A' shall be amended and updated, if required. Delay in amending Schedule 'A' does not preclude the implementation of notice requirements as determined by Council; staff; or legislation.

9. Repeal Previous By-laws

By-law #101-19 and all previous resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

10. Effective Date

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

Read a first and second time January 12, 2024.

Read a third time and finally passed this January 12, 2024.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Subject of Notice	F- Form / M – Manner / T - Time	Responsibility
Budget – Adoption of Operating and Capital Budget (Section 291, Municipal Act) Notice of Intent to Pass a By-law	F – Website/Social Media M – Post on Internet T – 7 days prior to Council consideration on the matter	Treasurer
Publication of Financial Statements (Section 295 (1)(2), Municipal Act)	F – As required by the Act M – As required by the Act T – As required by the Act	Treasurer
Procedural By-law (Section 238, Municipal Act) Notice of Intent to Pass a By-law	F – Website/Social Media M – Post on Internet T – 7 days prior to Council consideration on the matter	Clerk
Notice of Public Meetings (Section 238 (2.1)) Municipal Act	F –Website/Social Media M – Post on Internet T – In accordance with the Township’s Procedural By-law	Clerk
Fees and Charges By-law Notice of Intent to Pass a By-law	F – As required by the applicable legislation or Act M – As required by applicable legislation or Act T – As required by the applicable legislation or Act If no legislative requirements then: F – Website/Social Media M – Post on Internet and Newspaper T – 7 days prior to Council consideration on the matter	Relevant Manager, Clerk, and/or Treasurer
Proposal to Restructure the Municipality (Section 173, Municipal Act, 2001)	F – Website/Social Media and Written Notice M – Post on Internet and Newspaper T – 14 days prior to Public Meeting	Clerk
Change of Name of Municipality (Section 187, Municipal Act, 2001)	F – Website/Social Media and Written Notice M – Post on Internet T – 14 days prior to Public Meeting	Clerk
Changes to Composition of Council (Section 217, Municipal Act, 2001)	F – Website/Social Media and Newspaper M – Post on Internet and Newspaper T – 14 days prior to Public Meeting	Clerk
Establishment of Wards (Section 222 (1)(3), Municipal Act, 2001)	Before Passing of By-law F – Website/Social Media; Written Notice M – Post on Internet; Publish in Newspaper	Clerk

	<p>T – 14 days prior to Public Meeting</p> <p>After Passing of By-law</p> <p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	
Licensing By-law (Section 151, Municipal Act, 2001)	<p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	Clerk
Changing or Naming the Name of Private Road (Section 48, Municipal Act, 2001)	<p>F – As per the Civic Addressing By-law</p> <p>M – As per the Civic Addressing By-law</p> <p>T – As per the Civic Addressing By-law</p>	Clerk
Permanent Closure of a Highway (Section 34, Municipal Act, 2001)	<p>F – As per the Sale and Disposition of Land Policy</p> <p>M – As per the Sale and Disposition of Land Policy</p> <p>Publish in Newspaper T – As per the Sale and Disposition of Land Policy</p>	Clerk
Permanent Alteration of a Highway (Section 34, Municipal Act, 2001)	<p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	Clerk
Sale and Other Disposition of Land (Section 270.1, Municipal Act, 2001)	<p>F – As per the Sale and Disposition of Land Policy</p> <p>M – As per the Sale and Disposition of Land Policy</p> <p>Publish in Newspaper T – As per the Sale and Disposition of Land Policy</p>	Clerk
Advertising Devices (Section 99, Municipal Act, 2001)	<p>F – As required by the Act</p> <p>M – As required by the Act</p> <p>T – As required by the Act</p>	Clerk