

THE CORPORATION OF TOWN OF MISSISSIPPI MILLS

BY-LAW NO. 07 - 78

BEING a by-law to establish a Public Notice Policy.

WHEREAS pursuant to the Municipal Act 2001 S.O. 2001 c.25, a municipality shall adopt and maintain a policy with regard 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 notices shall be given;

NOW THEREFORE the Council of the Corporation of Town of Mississippi Mills enacts as follows:

1. Council hereby adopts the Public Notice Policy attached hereto as Schedule "A".
2. The requirement to give reasonable notice to the public shall be deemed to be fulfilled upon completion of the actions dictated in the Policy.
3. Additional methods of giving notice may be undertaken at the discretion of the appropriate Department Head.
4. Where the giving of notice to the public is not required by legislation, Council may waive the notice requirements dictated in the Policy by passage of a resolution at a duly called meeting of Council prior to the date on which the specified activity shall occur.
5. Schedule "A" attached hereto shall be read as an integral part of this by-law as if its terms and conditions were contained herein.
6. The provisions of this by-law shall come into force and take effect on the day of its passing.
7. THAT By-law 02-97 shall be and is hereby repealed.

Read a first and second time this 3rd day of December, 2007.

Read a third time, passed, signed and sealed in Open Council, this day 3rd of December, 2007.

J.A. (Al) Lunney, Mayor

Cynthia Halcrow, Clerk

BY-LAW 07 – 78

SCHEDULE A

PUBLIC NOTICE POLICY

In accordance with the Municipal Act 2001 S.O. 2001 c.25, a municipality shall adopt and maintain a policy with regard 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 notices shall be given.

CIRCUMSTANCES

A. Public Meetings

Public meetings provide the opportunity for members of council to obtain comments from the public on issues facing the municipality, whether legislated or not.

Legislated public meetings

Includes but not limited to public meetings under the Planning Act, Developments Charges Acts, Building Code Act, Environmental Assessment Act

Where a public meeting is required to be held in accordance with provincial statute or a municipal by-law, notice will be given in accordance with the Act or By-law. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

If the Act or By-law does not specify notice requirements, the notice will be given in accordance with non-legislated public meetings.

Non Legislated public meetings

Examples include pre-budget meetings, road construction/design meetings, drug awareness or special events.

Where a public meeting is to be held, notice is required to be given at least twenty calendar days prior to the meeting. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

B. Setting Fees and Rates

Before passing a by-law to set fees or rates, Council shall give public notice of its intention to pass the by-law at least seven calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

C. Business Licensing

Before passing a by-law to licence a business, Council shall give public notice of its intention to pass the by-law at least twenty days prior to the Council meeting where it will

be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

D. Council/Committees and Sub-Committee Meetings

The complete agenda package including background materials will be posted on the website three business days prior to each meeting of Council, Standing Committee and Sub-Committee.

Agenda Packages of the Council, Standing Committees and Committee of the Whole will be placed in the Almonte and Pakenham Branch libraries

Agenda highlights for Council, Standing Committees and Committee of the Whole meetings will be published in the Town's weekly block ad

E. Financial Statements/Reports/Budget/Audit

Where major financial documents such as but not limited to the annual financial statement, the adoption of the budget, receiving of the annual Auditor's Report are presented or considered at a meeting, notice is required to be given at least one week prior to the meeting. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

F. Highways/Roads

Permanent Road Closures

Before passing a by-law to permanently close a highway, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. In addition, notice shall be mailed to any person owning property along the highway, 20 days prior to passing the by-law.

The appropriate Department Head or CAO shall also cause such notice to be published in the weekly block ad and placed on the Town's website.

Change Name of Highway

Before passing a by-law changing the name of a highway, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. In addition, notice shall be mailed to any person owning property along the highway, 20 days prior to passing the by-law.

The appropriate Department Head or CAO shall also cause such notice to be published in the weekly block ad and placed on the Town's website.

G. Establishment of Wards

Before passing a by-law to amend the ward boundaries, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

H. Change Composition of Council

Before passing a by-law to change the composition of council, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

I. Change of Name of Municipality

Before passing a by-law to change the name of the municipality, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

J. Restructuring Proposal

Where Council is contemplating a restructuring proposal and the passage of a by-law to authorize the restructure, notice is required to be given at least twenty calendar days prior to the meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

FORM OF NOTICE

K. Unless otherwise prescribed by statute, the form of notice shall include the following information

1. A brief description of the purpose for the meeting and/or effect of the proposed by-law
2. The date, time and location of the meeting
3. The name and contact information
4. Deadline for receiving comments where applicable.

EMERGENCY PROVISION

L. If a matter arises, that in the opinion of the Chief Administrative Officer in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or that could affect the health or well-being of the residents of the Town of Mississippi Mills, or if a State of Emergency is declared, or if so advised by a provincial ministry, the notice requirements of this by-law may be waived and the CAO shall provide as much notice as is reasonable under the circumstances.

Notwithstanding the above, notice to the public will be the manner and form contained within this policy as soon as reasonably practical after the matter.