



The Town of Arnprior Corporate Policies and Procedures Manual

Policy Name: Public Notice

Policy Manual Section:
Administrative Standards – Corporate
Procedures

Revision Date:

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Organizational Coverage: All Town
Employees

Effective Date: November 14, 2016

1.0 Policy Statement

The Corporation of the Town of Arnprior acknowledges the importance of having an informed public. The Town of Arnprior is an accountable and transparent organization that believes that its residents should be made aware of the business of the municipality, and as such, that commitment is characterized in the Town of Arnprior's values of Accountability, Dependability, Reliability, being Open and Transparent. 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

2.0 Purpose

This policy describes the circumstances in which notice shall be provided to the public and the form, manner, and times notice shall be given as required under section 270(1)4 of the *Municipal Act*, 2001.

3.0 Scope

This policy applies to public notices issued by the Corporation of the Town of Arnprior, pursuant to the *Municipal Act*, 2001, with the following exceptions:

- a) Where notice is otherwise prescribed by statute, regulation, by-law or other policy;
- b) Where Council directs an alternate form or manner of public notice or deems that notice is not required;

c) Where notice requirements may need to be altered pursuant to an Emergency Provision.

4.0 Responsibility

It is the responsibility of the appropriate Department Head and/or their designates to consider the application of this policy when determining whether notice is appropriate, as well as the form and manner in which such notice should be given. The Clerk's office will provide advice related to notice provisions

5.0 Definitions

“Council” means the Municipal Council of The Corporation of the Town of Arnprior.

“Day” means calendar day.

“News and Notices” means the subdirectory on the Town of Arnprior's website where notices are electronically disseminated to the public. (<http://arnprior.ca/town/notices/>)

“Newspaper” means a printed publication, published at regular intervals and circulated within the municipality as to provide reasonable notice to those affected

“Notice” means a written, published or printed notification.

“Posted” means the erection of a sign in the vicinity of the lands that are subject of the notice.

“Published” means published on the Website, or in the Newspaper, as required.

“Subject Matter” means the issue, measure, *requirement*, meeting or other matter in respect of which a notice is being given.

“Town” means the Corporation of the Town of Arnprior.

“Website” means the website maintained by the Corporation of the Town of Arnprior.

6.0 Application

Department Heads and/or their designates are to adhere to and consider the application of this policy when determining whether notice is appropriate, as well as the form and manner in which such notice should be given

Provision of Notice

Where notice is required, for the intention to pass a by-law, or notice of a public meeting; the notice shall be given pursuant to Appendix A as attached. The provision of notice shall primarily be by publishing on the Town's website, however, notice may also be provided in the form of direct delivery, including hand delivery, direct mail, facsimile and email, newspapers, location signs, radio and television (e.g. media releases).

Time of Notice

Where notice of intention to pass a by-law or notice of public meeting is required to be given, such notice shall be provided in the time frame prescribed in the legislation or its regulations and if it is not prescribed, notice shall be given pursuant to Appendix "A" as attached.

Minimum Requirements

This policy sets out the minimum requirements for providing notice; nothing in this policy shall prevent the use of additional methods of Public Notice or for providing for a longer Public Notice period.

Additional Public Notice

No additional notice shall be required for subsequent meetings where a matter has been deferred to a subsequent meeting by Council, or a Committee of Council.

Emergency Provisions

If a matter arises, which in the opinion of the Chief Administrative Officer is considered to be of an urgent, or time sensitive nature, or which could affect the health, safety or well-being of the public, impact the welfare or security of public or private property or Town infrastructure, seriously impact service delivery, if a State of Emergency is declared, or when so advised by a Provincial or Federal Ministry, the Public 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.

Content of Public Notices

Notice to the Public shall contain the following information when applicable:

- i) A general description of the subject matter under consideration or otherwise involved;
- ii) The date, time and location of the meeting;

- iii) 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 street intersection, or a legal description or plan or key map;
- iv) The name and address of the person who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments.

7.0 Attachments

Appendix A – Public Notice Requirements

Public Notice Requirements		
Circumstances	Summary	Form, Manner, and Times
<p>Naming or Renaming of a Highway (Section 11 of the Municipal Act)</p> <p>(This does not include the naming of a highway through the subdivision approval process)</p>	Public notice to advise of the intention to pass a by-law naming or re-naming of a highway.	Notice of the intention to pass a by-law to name or rename a highway shall be published on the Town's website; and posted in the vicinity of the subject land; and by direct mail to property owners abutting the highway at least thirty (30) days in advance of the Council Meeting at which the by-law will be considered.
<p>Permanent Closure of a Highway (Section 34 of the Municipal Act)</p>	Public Notice to advise of the intention to pass a by-law to permanently close a highway.	Notice of the intention to pass a by-law to permanently close a highway shall be published on the Town's website and shall also be posted in the vicinity of the subject land at least thirty (30) days in advance of the Council Meeting at which the by-law will be considered.
<p>Name or Change of Name of Private Road (Section 48 of the Municipal Act)</p>	Public notice to advise of the intention to pass a by-law naming or re-naming a private road.	Notice of the intention to pass a by-law to name or rename a private road shall be published on the Town's website at least ten (10) days in advance of the Council Meeting at which the by-law will be considered.
<p>Advertising Devices (Section 99 of the Municipal Act)</p>	Public notice to advise of the intention to pass a by-law respecting advertising devices.	Notice of the intention to pass a by-law respecting advertising devices shall be published on the Town's website at least ten (10) days in advance of the Council Meeting at which the by-law will be considered.

Public Notice Requirements		
Circumstances	Summary	Form, Manner, and Times
Licensing By-law (Section 151 of the Municipal Act)	Public notice required to advise of the intention to consider a licensing by-law.	Notice of the intention to pass a by-law respecting licensing shall be posted on the Town's website at least ten (10) days in advance of the Council Meeting at which the by-law will be considered.
Proposal to Restructure the Municipality (Section 173, Municipal Act, 2001)	Public Notice required to advise of the holding of a public meeting prior to Council voting on whether to support or oppose a restructuring proposal.	Notice to advise of a public meeting to consider a restructuring proposal shall be published on the Town's website and shall also be published in a newspaper at least thirty (30) days in advance of the public meeting to consult with the public on the restructuring proposal.
Change of Name of the Municipality (Section 187, Municipal Act, 2001)	Public notice required to advise of the holding of a meeting to consider the enactment of a by-law to change the name of the municipality	Notice to advise of a Council meeting to consider the enactment of a by-law to change the municipality's name shall be published on the Town's website and shall also be published in a newspaper at least thirty (30) days in advance of the public meeting to consult with the public on the change of name.
Business Improvement Areas (Section 204-210)	Public notice required before passing a by-law designating an area as an improvement area and establishing a board of management	As per the requirements stipulated in the Municipal Act, 2001, as amended.
Dissolution or Change to Local Board (Section 216, Municipal Act, 2001)	Notice to a local board to advise of a Council meeting to consider a by-law to dissolve or change the local board	A notice sent by regular mail to be mailed to the local board at least ten (10) days prior to the Council meeting

Public Notice Requirements		
Circumstances	Summary	Form, Manner, and Times
		at which the by-law is to be considered.
Changes to the Composition of Council (Section 217, Municipal Act, 2001)	Public notice to advise of the holding of a public meeting prior to council voting on potential changes to the composition of council	Notice to advise of a Council meeting to consider potential changes to council composition shall be published on the Town's website and published in a newspaper at least ten (10) days in advance of the public meeting to consult with the public on the changes in composition.
Establishment of Wards Section 222, Municipal Act	Public notice required to advise of a public meeting to consider a by-law dividing, or dissolving wards	Notice to advise of a Council meeting to consider the enactment of a by-law dividing, re-dividing, or dissolving wards shall be published on the Town's website and published in a newspaper at least ten (10) days in advance of the Council meeting at which the by-law is to be considered.
New Procedure By-law (Section 238, Municipal Act, 2001)	Public notice to advise of a council meeting to consider enactment of a new Procedure By-law	Notice to advise of a Council meeting to consider the enactment of a new Procedure By-law shall be published on the Town's website at least ten (10) days in advance of the Council meeting at which the by-law is to be considered.
Schedule of Meetings – Regular and Special (Section 238 (2)(2.1) Municipal Act, 2001) Annual Schedule of Regular Council and Committees of Council	Public notice to advise of the annual schedule of regular meetings of Council and Advisory Committees	Notice of the annual schedule of regular meetings of Council and Advisory Committees shall be in accordance with the procedure by-law, as may be amended or superseded from time to time, and

Public Notice Requirements		
Circumstances	Summary	Form, Manner, and Times
(Section 240, Municipal Act, 2001) Special Meetings of Council and Committees of Council	Public notice to advise of special meetings of Council, Advisory Committees	shall be published on the Town's website ten (10) days prior to bringing the report forward to Council Notice of any special or emergency meetings of Council or Advisory Committees outside of the annual schedule of regular meetings shall be in accordance with the procedure by-law and shall be published on the Town's website.
Budget (Section 290, Municipal Act) Adoption of Annual Operating and Capital Budgets of the Town Budget public consultation meeting(s)	Public notice of intent to adopt the budget Notice of public consultation meetings with respect to the budget	Notice of intent to adopt the budget shall be published on the Town's website and shall also be published once in a newspaper at least ten (10) days in advance of the Council meeting at which the budget will be considered for adoption. Notice of any public consultation meetings with respect to the budget shall be published on the Town's website and shall also be published once in a newspaper at least ten (10) days in advance of the public participation meeting.
Publication of Financial Statements (Section 295, Municipal Act, 2001)	Notice to advise of the Audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for	As per the requirements stipulated in the Municipal Act, 2001, as amended.

Public Notice Requirements		
Circumstances	Summary	Form, Manner, and Times
	the current and previous year as contained in the financial review.	
Seizure Personal Property – Public Auction (Section 351)	Notice of the time and place of public auction and of the name of the person whose property is to be sold.	Notice shall be published on the Town's website and shall also be published in a newspaper at least ten (10) days prior to the auction. Written notice by mail mailed to the sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy 21 days prior to auction.
Fees and Charges By-law (Section 391, Municipal Act, 2001)	Public notice to advise of a Council meeting to consider the enactment of a fees and charges by-laws	Notice of the intention to pass a fees and charges by-law shall be published on the Town's website at least ten (10) days in advance of the Council Meeting at which the by-law will be considered.
Local Improvement By-law O. Reg 586	Public notice of intention to pass a local improvement by law and to owners of lots liable to be specifically charged.	Notice of the intention to pass a local improvement by-law shall be published on the Town's website; published in a newspaper and by direct mail to owners of lots liable to be specifically charged at least ten (10) days in advance of the Council Meeting at which the by-law will be considered.
Sale Disposition of Land	Public notice required to advise of the intention to sell or otherwise dispose of municipally-owned land	Notice shall be in accordance with the Sale and Other Disposition of Land Policy
Temporary Program or Service Disruption	Public notice to advise of temporary program or service disruption	Notice shall be in accordance with the Integrated Accessibility Standards Regulation (IASR) Policy, including

Public Notice Requirements		
Circumstances	Summary	Form, Manner, and Times
		but not limited to posting on the Town's website and if available audio messages will also be provided, by the automated telephone attendant, for the facility where the service disruption is going to take place. If deemed appropriate and time permits, planned disruptions of services may also be published in the local newspapers.