

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #37-2013

Being a by-law to prescribe the form, manner and the times for the provision of notice.

WHEREAS Section 270(1) of the *Municipal Act*, S.O. 2001, as amended, requires that a 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.

NOW THEREFORE the Council of the Corporation of the Township of Armour enacts as follows:

1. Short Title

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

2. Definitions

In this By-law:

"**Clerk**" shall mean the person within the municipality's administration who fulfills the function of the Municipal Clerk as required by the *Municipal Act*, or his or her designate;

"**Council**" shall mean the Council of the Corporation of the Township of Armour;

"**Municipality**" shall mean the Corporation of the Township of Armour;

"**Notice to the Public**" or "**Public Notice**" shall mean notice given to the public generally, but does not include notice given to specified persons;

"**Local Posting Sites**" shall mean the bulletin board at the Municipal Office;

"**Open Meeting**" shall mean the regular meeting of Council of the Corporation of the Township of Armour, which is open to the Public;

"**Township Web Site**" shall mean the official Township of Armour internet website.

3. Application

3.1 Where the municipality is required to give notice under a provision of any act or regulation, the notice shall be given in a form and manner and at the time indicated in this by-law, unless:

- (a) The applicable act or regulation prescribes or permits otherwise;
- (b) The requirements for notice are prescribed in another by-law or resolution; or

- (c) Council directs by resolution a method by which notice is to be given that Council considers adequate to give reasonable notice under the provision.
- 3.2 Where there is a conflict between this by-law and provision of an act or of another by-law, the act or the other by-law shall apply.
- 3.3 Where a notice does not strictly comply with the provisions hereof but would substantially inform a reasonable person of the subject matter to which the notice relates, the notice shall be deemed to be adequate and in compliance with this by-law.
- 3.4 Where a notice is required under any act but is not provided for 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 Notices

- 4.1 A “notice to the public” shall contain the following information when applicable:
 - (a) A general description of the subject matter under consideration or otherwise involved;
 - (b) Purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action;
 - (c) Identification of the authority under which notice is being given;
 - (d) Date, time and location of any meeting at which the subject matter will be considered of which notice is required to be given;
 - (e) 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 road intersection, or a legal description or plan;
 - (f) General provision guiding the submission of information by delegation to any meeting referred to in the notice;
 - (g) Instruction on obtaining any additional information which may be made available by the Township, including name, address, phone number and fax number of any office providing notice;
 - (h) Details on required actions and time frames; and
 - (i) Be clearly identified as a notice given by the Township of Armour.

5. Additional Notice

- 5.1 If the matter is deferred at the open meeting of which notice has been given, no additional notice is required, except where an act or by-law provides otherwise or the Council directs otherwise.

- 5.2 If the matter is considered at a subsequent open meeting, no additional notice is required, except where an act or by-law provides otherwise or the council provides otherwise.

6. Method of Notice

Notice shall be given in the following manner no less than seven (7) days prior to the consideration or occurrence of the subject matter:

- (a) Posting at the Municipal Office; and
- (b) Posting on the Township web site.

7. Purpose of Notice

Notice shall be given for the purposes of any of the following:

- (a) Road Closings
- (b) Naming Roads
- (c) Sale of Land
- (d) Adoption of Budget and Budget Amendments
- (e) Amendments to Waste Disposal Site Procedures / Hours
- (f) Office Hours
- (g) Service Fees and Charges
- (h) Council Vacancy Declaration
- (i) Publication of Financial Statements
- (j) Any other matter that may arise that Council identifies as warranting public notice

8. Emergency Provisions

- 8.1 In the event of a circumstance, which in the opinion of the Head of Council, is considered to be of an urgent or time sensitive nature, and which may affect the health, safety or physical security of residents in the Township of Armour, or if a State of Emergency is declared, the requirements of the by-law may be suspended by the Head of Council and best efforts shall be made by the Clerk to provide as much notice as is reasonable under the circumstances.

8.2 If a by-law is passed in the case of an emergency without complying with the provisions of this by-law, the Council shall, as soon as is practical after its passage, hold the meeting and give the required notice and may, after that meeting, amend or repeal the by-law without the requirement of a further meeting.

9. That by-laws #6-2003 and #43-2007 are hereby repealed.

10. This by-law shall come into force and effect on the date of passing hereof.

Read a first, second and third time,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council this
27th day of August, 2013.

(original signed by Bob MacPhail)
REEVE

(original signed by Wendy Whitwell)
CLERK-ADMINISTRATOR