

SCHEDULE “B”

NOTICE TO THE PUBLIC POLICY

Table of Contents

Policy Statement _____	1
Definitions _____	1
Purpose _____	2
Application _____	2
Policy Requirements _____	2
Responsibilities _____	3
Monitoring _____	3
Legislative and Administrative Authorities _____	3
Appendix “A” Public Notice Requirements Table _____	4

Policy Statement

The County of Perth promotes accountability and transparency through the establishment of a notice policy that promotes public participation in the local democratic process.

Definitions

“Act” means the *Municipal Act, 2001*, as amended;

“County” means the Corporation of the County of Perth;

“Legislative Powers” includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision-making authority;

“Meeting” has the same meaning as defined in the *Municipal Act, 2001*;

“Newspaper” shall mean a document that:

- (a) Is printed in sheet form, published at regular intervals of a week or less and is available through general circulation; and
- (b) Consists primarily of news of current events of general interest

“Notice” means an announcement containing information about a future event;

“Website” means the County of Perth official website at www.perthcounty.ca

Purpose

This policy provides guidance with respect to the circumstances in which the County shall provide notice to the public and the form, manner and times notice shall be given.

Application

This policy is required by section 270 of the *Municipal Act, 2001*, and applies to all operations for the County of Perth.

1. Notice to the public shall be provided in the circumstances and in the form, manner, and times as follows:
 - i. All circumstances set out and in the form, manner, and times as set out in Appendix “A”, attached;
 - ii. If required by any Act or Regulation, in the form, manner, and times as prescribed by the Act or Regulation;
 - iii. If required by another by-law, in the form, manner and times as set out in the said by-law;
 - iv. If directed by Council, in the form, manner and times as specified by Council;
or
 - v. In circumstances where, in the opinion of the County Clerk, notice is reasonable and necessary, in the form, manner and times as determined by the County Clerk.

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

The notice requirements under this Policy are a minimum requirement and the County Clerk may give notice in an extended manner if, in the opinion of the County Clerk, the extended manner is reasonable and necessary in the circumstances.

Where any of the form, manner or times of notice are not specified in Appendix “A”, an Act, Regulation or by-law, or where Council directs that notice be given, or the County Clerk determines that notice be given, the form, manner or times of the public notice shall be determined by the County Clerk.

Policy Requirements

Council supports accessible public notice for municipal matters which may not otherwise be prescribed to encourage public participation and ensure that the public has

the opportunity to make submissions, attend and/or request to appear as a delegate before Council and/or Committees of Council. Notice provisions for such matters shall provide clear details related to the matter for which notice is being given.

Nothing in this policy shall prevent the County from exceeding the notice provisions as set out in this policy.

Responsibilities

County of Perth staff are responsible for adhering to the parameters of this policy and for ensuring the appropriate notice is provided to the public.

Monitoring

The Chief Administrative Officer for the County of Perth shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of such complaint and/or concern, the Chief Administrative Officer shall notify Council.

Legislative and Administrative Authorities

Section 270 of the *Municipal Act, 2001*, requires that the County 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.

Municipal Act, 2001

Procedure By-law

Accessibility Policies

Enquiries

Chief Administrative Officer

County of Perth

Telephone: 519-271-0531

Appendix “A” Public Notice Requirements Table

PUBLIC NOTICE REQUIREMENTS TABLE		
Circumstances	Summary	Form, Manner and Times
<p>BUDGET (Section 289, <i>Municipal Act, 2001</i>) Adoption of Annual Operating and Capital Budgets of the County</p>	<p>Public notice of intent to adopt the budget.</p>	<p>Notice of intent to adopt the budget shall be posted on the County’s website at least six (6) days in advance of the Council meeting at which the budget will be considered for adoption.</p>
<p>SCHEDULE OF MEETINGS – REGULAR AND SPECIAL (Section 238 (2)(2.1), <i>Municipal Act, 2001</i>) (Section 240, <i>Municipal Act, 2001</i>)</p>	<p>Public notice to advise of the annual schedule of regular meetings of Council and Committees.</p> <p>Public notice to advise of special or emergency meetings of Council.</p>	<p>Notice of the annual schedule of regular meetings of Council and Committees shall be in accordance with the procedure by-law, and shall be posted on the County’s website.</p> <p>Notice of any special or emergency meetings of Council outside of the annual schedule of regular meetings shall be in accordance with the procedure by-law, and shall be posted on the County’s website.</p>

PUBLIC NOTICE REQUIREMENTS TABLE

Circumstances	Summary	Form, Manner and Times
<p>E OR CHARGE BY-LAW (Section 391, 400(f), <i>Municipal Act, 2001</i>)</p>	<p>Public notice to advise of a Council meeting to consider the enactment of a fee or charge by-law, including the enactment of fees and charges by-laws regarding items in the annual property tax-supported budget, which shall include information about how information about the by-law may be obtained.</p>	<p>Notice to advise of a Council meeting to consider the enactment of fees and charges by-laws, including items in the annual property tax-supported budget shall be posted on the County's website at least six (6) days in advance of the Council meeting at which the fee or by-law is to be considered.</p>
<p>PROPOSAL TO RESTRUCTURE THE MUNICIPALITY (Section 173, <i>Municipal Act, 2001</i>)</p>	<p>Public Notice to advise of the holding of a public meeting prior to Council voting on whether to support or oppose a restructuring proposal.</p>	<p>Notice to advise of a public meeting to consider a restructuring proposal shall be posted on the County's website and shall also be published once in a newspaper of general circulation in the County of Perth at least six (6) days in advance of the public meeting to consult with the public on the restructuring proposal.</p>
<p>CHANGE OF NAME OF THE MUNICIPALITY (Section 187, <i>Municipal Act, 2001</i>)</p>	<p>Public notice to advise of the holding of a meeting to consider the enactment of a by-law to change the name of the municipality.</p>	<p>Notice to advise of a public meeting to consider the enactment of a by-law to change the municipality's name shall be posted on the County's website and shall also be published once in a newspaper of general circulation in the County of Perth at least six (6) days in advance of the public meeting where the matter is to be considered.</p>

PUBLIC NOTICE REQUIREMENTS TABLE

Circumstances	Summary	Form, Manner and Times
<p>DISSOLUTION OR CHANGE TO LOCAL BOARD (Section 216, <i>Municipal Act, 2001</i>)</p>	<p>Notice to a local board to advise of a Council meeting to consider a by-law to dissolve or change the local board.</p>	<p>A notice sent by regular mail to be mailed to the local board at least fourteen (14) days prior to the Council meeting at which the matter is to be considered.</p>
<p>CHANGES TO THE COMPOSITION OF COUNCIL (Section 218 and 219 (1) <i>Municipal Act, 2001</i>)</p>	<p>Public Notice to advise of the holding of a public meeting prior to Council voting on potential changes to the composition of Council.</p>	<p>Notice to advise of a public meeting to consider potential changes to Council composition shall be posted on the County's website at least six (6) days in advance of the public meeting to consult with the public on the restructuring proposal.</p>
<p>NEW PROCEDURE BY-LAW (Section 238, <i>Municipal Act, 2001</i>)</p>	<p>Public Notice to advise of a Council meeting to consider enactment of a new Procedure By-law.</p>	<p>Notice to advise of a Council meeting to consider the enactment of a new Procedure By-law shall be posted on the County's website at least six (6) days in advance of the Council meeting at which the matter is to be considered.</p>

PUBLIC NOTICE REQUIREMENTS TABLE

Circumstances	Summary	Form, Manner and Times
<p>PERMANENT HIGHWAY CLOSURE OR PERMANENT ALTERATION – ACCESS DENIED TO ANY PROPERTY</p>	<p>Public notice to advise of a Council meeting to consider the enactment of a by-law to close or permanently alter a highway.</p> <p>Notice to affected property owners to advise of a Council meeting to consider the enactment of a by-law to close or permanently alter a highway.</p>	<p>Notice to advise of a public meeting to consider the enactment of a by-law to close or permanently alter a highway shall be posted on the County’s website at least six (6) days in advance of the Council meeting at which the by-law is to be considered.</p> <p>One notice sent by registered mail, mailed to the last known address of the affected property owner(s), at least fourteen (14) days before the Council meeting at which the by-law is to be considered.</p>
<p>PLANNED PROGRAM DISRUPTION OR PLANNED LIFECYCLE RENEWAL/REPLACEMENT THAT REQUIRE THE CANCELLATION OF EVENT(S) OR PROGRAM(S) OR TEMPORARY CLOSURES OF MORE THAN ONE DAY</p>	<p>Public notice to advise of the commencement of construction and/or temporary closure of space.</p>	<p>Notice to advise the public of the commencement of construction and/or temporary closure of space shall include signage onsite a minimum of seven (7) days prior to the commencement of work, and information about the nature of the work, the estimated timing of construction and contact information shall be posted on the County’s website.</p>
<p>TEMPORARY PROGRAM DISRUPTION OR SERVICE DISRUPTION</p>	<p>Public notice to advise of temporary program disruption or service disruption.</p>	<p>Notice to advise the public of a temporary program or service disruption shall include postings in conspicuous places at the affected premises, other County facilities, and the County’s website, as per the Corporate Accessibility Policy.</p>