

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

BY-LAW NO. 2015-69

**"A BY-LAW TO PRESCRIBE THE FORM AND MANNER AND TIMES FOR THE
PROVISION OF NOTICE TO THE PUBLIC"**

WHEREAS the *Municipal Act, 2001*, SO 2001, c.25, s. 270(1) provides that a municipality shall adopt and maintain policies with respect to providing notice to the public;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. The Notice Policy attached hereto as Schedule "A" and forming part of this bylaw is hereby adopted.
2. By-law 2013-10 is hereby repealed.
3. This by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 23rd day of November, 2015.

Read a third time and finally passed, signed and sealed in open Council this 23rd day of November, 2015.

Mayor

Clerk

**TOWNSHIP OF EDWARDSBURGH CARDINAL
POLICY FOR THE PROVISION OF NOTICE TO THE PUBLIC**

1. Definitions:

"Act" means the Municipal Act, 2001, SO 2001, c. 25

"Clerk" means the Clerk of the Township of Edwardsburgh Cardinal or his/her designate.

"Newspaper" means a printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than one week, consisting in great part of news or current events of general interest and provided to the public.

"Published" means published in a daily or weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected, and "publication" has a corresponding meaning.

"Website" means the official Corporation of the Township of Edwardsburgh Cardinal municipal website.

2. Manner of Notice:

Where notice of intention to pass a by-law or notice of a public meeting is required to be given in a newspaper by legislation the Clerk shall cause such notice to be published in a newspaper. Where no notice is required by legislation the Clerk shall cause such notice to be published in a newspaper where time permits and on the municipal website.

3. Form of Notice:

Unless otherwise prescribed in the *Act* or Regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of notice shall include the following information:

- Description of the purpose of the meeting, or description of the purpose and effect of the proposed by-law.
- Date, time and location of the meeting at which the by-law will be considered or the public meeting.
- Name and address of the person who will receive written comments on the issue which is the subject of the meeting or by-law and the deadline for receiving such comments.
- Such other information as may be deemed appropriate.

4. Adoption of Annual Budget:

The notice provisions set out in Sections 2 and 3 shall apply to the adoption of the annual budget in total.

5. General:

- a) Where separate by-laws have been enacted in accordance with provisions contained in the *Act*, the notice provisions set out in such by-laws shall prevail.
- b) No notice shall be required under this by-law where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the *Act*.
- c) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

Schedule "A"
By-law 2015-

6. Emergency Provision:

If a matter arises, which 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 which could affect the health or well-being of the residents of the Township of Edwardsburgh/Cardinal, 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 Clerk shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.