## 1. Policy Statement

The Corporation of the Municipality of Trent Lakes acknowledges the importance of having an informed public. The Municipality of Trent Lakes is an accountable and transparent organization that believes that its residents should be made aware of the business of the municipality. 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.

This policy will increase public awareness and municipal transparency for aggregate related Planning Act applications.

## 2. 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.

The requirements to give reasonable Notice to the public shall be deemed to be fulfilled upon completion of the actions dictated in this Policy.

## 3. Definitions

Act means the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time, and includes any regulation made under said Act.

**Council** means the Municipal Council of The Corporation of the Municipality of Trent Lakes.

**Day** means calendar day.

**Municipality** means the Corporation of the Municipality of Trent Lakes.

**News and Notices** means the subdirectory on the Municipality of Trent Lakes' website where Notices are electronically disseminated to the public. (https://www.trentlakes.ca/Modules/News/en)

**Newspaper** means a printed publication, published at regular intervals and is of sufficiently general circulation within the municipality as to provide reasonable Notice to those affected.

**Notice** means a written, published or printed notification or announcement.

**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.

**Social Media** means social networking websites where the Municipality of Trent Lakes share information with the public.

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

**Website** means the website maintained by the Corporation of the Municipality of Trent Lakes.

## 4. Scope

This policy applies to public Notices issued by the Corporation of the Municipality of Trent Lakes, pursuant to the Municipal Act, 2001 and other applicable legislation 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 Notice or deems that Notice is not required;

c) Where Notice requirements may need to be altered pursuant to an emergency provision.

Where the giving of Notice to the public is not required by legislation, Council may waive the Notice requirements dictated in this Policy by passage of a resolution at a duly called meeting of Council.

## 5. Policy

### 5.1 Responsibility

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.

### 5.2 Provision of Notice

Where Notice is required, for the intention to pass a by-law or the holding 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 Municipality's website, however, Notice may also be provided in the form of direct delivery, including hand delivery, direct mail, facsimile, email, newspapers,

location signs, radio and television.

### 5.3 Time of Notice

Where Notice is required, for the intention to pass a by-law or the holding of a public meeting, the Notice shall be provided in the time frame prescribed in the legislation or its regulations. If it is not prescribed, Notice shall be given pursuant to Appendix A, as attached.

### 5.4 Minimum Requirements

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

### 5.5 Additional Notice

No additional Notice shall be required for subsequent meetings where a matter has been deferred, adjourned or continued to a future meeting by Council.

### 5.6 Emergency Provision

If a matter or situation arises that, in the opinion of the CAO 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 municipal infrastructure, seriously impact service delivery, if a State of Emergency is declared, or when so advised by a Provincial or Federal Ministry, the Notice requirements of this policy may be waived and the staff shall make best efforts to provide as much Notice as is reasonable under the circumstances.

### 5.7 Content of Notices

Notice to the public shall be written in plain language and in an accessible manner and shall contain the following information, when applicable:

a) A general description of the subject matter under consideration, the proposed action or the purpose and effect of the proposed by-law;

b) The date, time and location of the meeting;

c) 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, plan or key map;

d) The name and contact information of the person who can provide additional information and who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments.

### 5.8 Amendments

The Clerk shall be authorized to make any changes to Appendix ‘A’ to this policy to align with legislative amendments or to add to or enhance the Notice provisions.

## 6. Review Cycle

This policy will be reviewed every four years or as legislation requires.

## 7. Repeals

This Policy repeals a previous version, and all revisions.

This Policy was previously referred to as AD-32.

## 8. Related Information

| # | Document Title |
|---|---|
| B2021-124 | A by-law to adopt a Public Notice Policy |

## 9. Policy Revisions

| Version | Date Approved | Council Resolution |
|---|---|---|
| 1 | September 3, 2013 | R2013-495 |
| 2 | August 9, 2016 | B2013-070 |
| 3 | August 9, 2016 | R2016-470 |
| 4 | November 16, 2021 | R2021-756 |
| 5 | November 19, 2024 | R2024-503 |

| Circumstances | Legislation Reference | Summary | Form, Manner and Times |
|---|---|---|---|
| Naming or Renaming of a Highway<br>(This does not include the naming of a highway through the subdivision approval process) | Section 11 of the Municipal Act | Public Notice to advise of the intention to pass a by-law naming or renaming of a highway. | Notice shall be:<br>• published on the Municipality's website;<br>• posted in the vicinity of the subject land; and<br>• direct mail to property owners abutting the highway.<br>Notice shall be published/posted at least 14 days in advance of the Council Meeting at which the by-law will be considered. |
| Permanent Closure of a Highway | Section 34 of the Municipal Act | Public Notice to advise of the intention to pass a by-law to permanently close a highway. | Notice shall be:<br>• published on the Municipality's website; and<br>• posted in the vicinity of the subject land.<br>Notice shall be published/posted at least 14 days in advance of the Council Meeting at which the by-law will be considered. |
| Name or Change of name of Private Road | Section 48 of the Municipal Act | Public Notice is required to advise of the intention to pass a by-law naming or re-naming a private road. | Notice shall be:<br>• published on the Municipality's website.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| Advertising Devices | Section 99 of the Municipal Act | Public Notice to advise of the intention to pass a by-law respecting advertising devices. | Notice shall be:<br>• published on the Municipality's website.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |

| Circumstances | Legislation Reference | Summary | Form, Manner and Times |
|---|---|---|---|
| Licensing By-law | Section 151 of the Municipal Act | Public Notice to advise of the intention to pass a licensing by-law. | Notice shall be:<br>• published on the Municipality's website.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| Proposal to Restructure the Municipality | Section 173 of the Municipal Act | Public Notice is required to advise of the holding of a public meeting prior to Council voting on whether to support or oppose a restructuring proposal. | Notice shall be:<br>• published on the Municipality's website; and<br>• published in a newspaper.<br>Notice shall be published at least 14 days in advance of the Council Meeting at which the public meeting will occur. |
| Change of Name of the Municipality | Section 187 of the Municipal Act | Public Notice to advise of the intention to consider a by-law to change the name of the municipality. | Notice shall be:<br>• published on the Municipality's website; and<br>• published in a newspaper.<br>Notice shall be published at least 14 days in advance of the Council Meeting at which the by-law will be considered. |
| Business Improvement Areas | Section 204-210 of the Municipal Act | Public Notice required before passing a by-law designating an area as an improvement area and establishing a board of management. | Notice shall be:<br>• published on the Municipality's website; and<br>• direct mail to the board of management of the improvement area, if any, and to every person who is assessed for rateable property that is in a prescribed business property class which is located in the area being designated.<br>Notice shall be published/sent as |

| Circumstances | Legislation Reference | Summary | Form, Manner and Times |
|---|---|---|---|
| | | | determined by the Clerk in order to meet the timeliness stipulated in the Municipal Act. |
| Changes to the Composition of Council | Section 217 of the Municipal Act | Public Notice to advise of the holding of a public meeting prior to considering a by-law to change the composition of Council. | Notice shall be:<br>• published on the Municipality's website; and<br>• published in a newspaper.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the public meeting will occur.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| Establishment of Wards | Section 222 of the Municipal Act | Public Notice to advise of the intention to consider a by-law to establish or dissolve wards. | Notice shall be:<br>• published on the Municipality's website.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| | | Public Notice to advise of the passing of the by-law to the public specifying the last date for filing a notice of appeal. | Notice shall be:<br>• published on the Municipality's website; and<br>• published in a newspaper.<br>Notice shall be published within 15 days after the by-law is passed. |
| Procedure By-law | Section 238 of the Municipal Act | Public Notice to advise of the intention to consider a change to the Procedure By-law or the introduction of a new Procedure By-law. | Notice shall be:<br>• published on the Municipality's website.<br>Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| Notice of Meetings – | Sections 238 and 290 | Public Notice to advise of Regular, | Notice shall be: |

| Circumstances | Legislation Reference | Summary | Form, Manner and Times |
|---|---|---|---|
| Regular, Special. Emergency and Budget | of the Municipal Act | Special, Emergency and Budget meetings. | • published on the Municipality's website in the form of an agenda.<br>Notice shall be published in accordance with the timelines outlined in the Procedure By-law. |
| Publication of Financial Statements | Section 295 of the Municipal Act | Public Notice is required to advise a copy of the audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review will be made available at no cost to any taxpayer or resident of the municipality upon request. | Notice shall be:<br>• published in a newspaper; and<br>• published on the Municipality's website.<br>Notice shall be published within 60 days after receiving the audited financial statements of the municipality for the previous year. |
| Seizure of Personal Property – Public Auction | Section 351 of the Municipal Act | Public Notice required to advise of the time and place of the public auction and of the name of the person whose personal property is to be sold. | Notice shall be:<br>• published on the Municipality's website;<br>• sent by regular pre-paid mail, mailed to the sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy; and<br>• published in a newspaper.<br>Notice shall be published/sent at least 21 days in advance of the auction. |
| Fees and Charges By-law | Section 391 of the Municipal Act | Public Notice to advise of the intention to consider a change to the Fees and Charges By-law or the introduction of a new Fees and Charges By-law | Notice shall be:<br>• published on the Municipality's website in the form of an agenda; or<br>• published on the Municipality's website. |

| Circumstances | Legislation Reference | Summary | Form, Manner and Times |
|---|---|---|---|
| | | | Notice shall be published at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| Local Improvement By-law | O. Reg 586 under the Municipal Act | Public Notice is required to advise of the intention to pass a by-law to undertake a work as a local improvement. | Notice shall be:<br>• published on the website; and<br>• direct mail to the owners of the lots liable to be specially charged.<br>Notice shall be published/sent including the information prescribed in Section 6(2) at least 7 days in advance of the Council Meeting at which the by-law will be considered. |
| Aggregate Related Planning Act Applications | O. Reg 543 and O. Reg 545 under the Planning Act | Public Notice to advise of a Notice of Complete Application and Notice of Public Meeting for any aggregate related Official Plan or Zoning By-law Amendment application. | Notice shall be:<br>• direct mail to property owners within 2,000 m of the property boundary of the lands subject to the application;<br>• direct mail to property owners along a proposed haul route which are municipal roads;<br>• posted on the subject land with a minimum 11”x17” yellow, laminated sign;<br>• published on the Municipality’s website;<br>• published in a local newspaper; and<br>• Use of municipal Social Media.<br>Notice shall be published/sent at least 30 days in advance of the Council Meeting at which the public meeting will occur. |