

**TOWN OF GEORGINA – CLERK’S DEPARTMENT
POLICY No.**

Subject: PUBLIC NOTICE REQUIREMENT	Authority, Ref. & Sec.		
Policy Classification:	Pages:	Year	Month Day
		2007	
Recommended/Approved by: Town Clerk	Contact Position for Inf. Town Clerk		

POLICY STATEMENT:

A policy to establish the circumstances, manner, time and form in which the Town of Georgina shall provide notice to the public if specifically required, in the course of conducting its business.

APPLICATION:

The principle established in this policy apply generally to the conduct of all Town business. Where the requirements of this policy conflict with any applicable statute or regulation, the statute or regulation shall prevail.

PURPOSE:

The Municipal Act, 2001, as amended, Section 238 (2.1) required that the procedural by-law provide for public notice of meetings.

The Municipal Act, 2001, as amended by Bill 130, Section 270(1) para. 4 requires that the municipality 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”. The purpose of this policy is to set out the Town’s notice requirements in accordance with the legislative requirements.

DEFINITIONS:

In this policy;

“**Public Meeting**” means a meeting, other than a regularly scheduled meeting of Council or Committee, held primarily for the purpose of consulting with the public and for inviting comments on a matter within the jurisdiction of Town Council.

DESCRIPTION:

The requirement to give reasonable notice to the public shall be deemed to be fulfilled upon completion of the actions dictated in this policy.

Appendix “II” details the notice classification wherein Appendix “III” establishes the statutory notice requirements as per the revised Municipal Act, 2001.

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The manner and form of notice dictated in this policy shall be deemed minimum requirements. Additional methods of giving notice may be undertaken at the discretion of the Chief Administrative Officer (CAO).

Notwithstanding the notice requirements dictated in this policy, where the giving of notice to the public is required by legislation, Council may provide additional notice, reduce or amend such requirements upon passage of a resolution at a meeting of Council, provided the motion dictates an alternate method of giving Notice deemed to be in a form and manner adequate to the circumstances. Where the giving of notice to the public is not required by legislation, Council may waive the Notice requirements dictated in the Policy by passage of a resolution at a meeting of Council.

Town Council supports the principles of accountability and transparency in the conduct of its affairs and recognizes that providing full and fair notice to the public of Council's decisions is necessary to support these objectives.

The notice provisions set out in this policy are founded on the following principles:

- constituents and interested parties should be made fully aware of when and where Town business is being conducted and whether matters under consideration may have an impact on them.
- constituents shall be afforded adequate opportunity to participate fully in decision making by making informed submissions to Committee and Council.

The following guidelines shall govern the selection of the appropriate form of notice in individual cases.

- notice shall be given by a variety of means, to reach the broadest audience, in an accessible manner and in an appropriate format
- although recognizing the value of the internet to facilitate speedy distribution of information, it is acknowledged that access to the internet is not universal or fully accessible.
- where a matter is known to affect identified individuals, direct notice shall be given to such individuals
- where a matter affects a particular property or section of a highway, notice shall be given by signage on the subject property or section of highway
- newspaper publication is costly and administratively cumbersome, and should be limited to those matters of particular significance affecting a larger community
- the notice requirements set out in this policy shall not affect specific statutory notice requirements which govern any particular matter, including requirements under the Planning Act, the Development Charges Act and the Environmental Assessment Act

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Notice provided by the Town shall contain, at a minimum, the following information:

- adequate detail of the subject matter to enable interested parties to understand the nature of the issue
- the date, time and location of the meeting at which the matter will be considered
- information as to the manner in which submissions may be made, whether in person or in writing
- a contact person at the Town who will be available to respond to inquiries

SPECIFIC NOTICE REQUIREMENTS:

Council and Committee Meetings:

Notice of the majority of Council business will be given through advance publication of Council and Committee agendas

Notice of Council and Committee meetings shall be given as provided in the Town procedure by-law.