

## Notice Policy

**Approved by:** County Council

**Policy:** G-GEN-004

**By-law:** By-Law 4767-12, 5063-19

**Date Approved:** June 27, 2019

**Replaces:** G-GEN-004, G-GEN-004-001

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**Section:** Governance

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## Policy Statement

The Corporation of the County of Grey (“the County”) is vitally interested and committed to ensuring an accountable, transparent, and open corporation.

## Purpose

Accountability, transparency, and openness are standards of good government that enhance public trust. The County of Grey is committed to accountable, transparent, and open governance through the provision of notice which enables citizens to be aware of the business of the municipality.

## Scope

This policy applies to The Corporation of the County of Grey.

## 1.0 Definitions

- 1.1 “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*.
- 1.2 “CAO” means the person appointed as Chief Administrative Officer of The Corporation of the County of Grey.
- 1.3 “Clerk” means the person appointed as the Clerk of The Corporation of the County of Grey.
- 1.4 “Council” means Council of The Corporation of the County of Grey.
- 1.5 “County” means The Corporation of the County of Grey.
- 1.6 “Day” means calendar day.

- 1.7 “*Planning Act*” means the *Planning Act*, R.S.O. 1990, c.P.13.
- 1.8 “Posted” means electronically publishing the notice on the County of Grey web site.
- 1.9 “Website” means the County of Grey website [www.grey.ca](http://www.grey.ca).
- 1.10 “Written” means correspondence mailed or emailed to specific individual(s) and/or organization(s).

## 2.0 Legislated Requirements

- 2.1 Section 270 (1) of the *Municipal Act*, 2001, as amended, requires that municipalities adopt and maintain a policy with respect to 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.

## 3.0 Provision of Notice

- 3.1 Where notice is required, including notice of intention to pass a by-law or notice of a public meeting, the notice shall be given pursuant to Schedule “A” as attached.
- 3.2 The provision of notice may also be in the form of direct delivery, including hand delivery, ordinary mail, courier, facsimile and email; posting on website; newspapers; location signs; radio and television (i.e. media releases).

## 4.0 Time of Notice

- 4.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the *Act* or its regulations and if it is not prescribed, notice shall be given pursuant to Schedule “A” as attached.
- 4.2 Notice as required under the *Planning Act* shall be in accordance with the time frames set out in the *Planning Act*.

## 5.0 General

- 5.1 Where separate by-laws and/or policies have been enacted in accordance with legislation, the notice provisions set out in such by-laws and policies shall prevail over this Notice Policy.
- 5.2 No notice shall be required under this Notice Policy where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed meeting under Section 239 of the *Act*.

- 5.3 Notwithstanding the notice requirements in this Notice 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 duly called meeting of Council, provided that the motion specifies an alternate method of giving notice deemed to be in a form and manner adequate to the circumstances.
- 5.4 Notwithstanding the notice requirements in this Notice Policy, where the giving of notice to the public is not required by legislation, Council may waive the notice requirements of this Notice Policy by passage of a resolution at a duly called meeting of Council.

## 6.0 Application

- 6.1 The requirement to give reasonable notice to the public shall be fulfilled upon the completion of the actions specified in this Notice Policy.
- 6.2 The manner and form of notice in this Notice Policy shall be the minimum requirements. Additional methods of giving notice may be undertaken at the discretion of the Clerk.
- 6.3 Where newspapers are utilized to provide notice, the Clerk shall determine the most appropriate newspaper(s) to use in a particular notice. The decision shall be based on the citizens affected by particular subject matter. The Director of Planning shall determine the most appropriate newspaper(s) for providing notice under the *Planning Act*.
- 6.4 Where public notice is desired but not legislated through this Notice Policy or other legislative means, the notice undertaken by the County should reflect the magnitude and complexity of the issue/initiative and the desired goal or outcome. In selecting the appropriate notice beyond the scope of this Notice Policy the following four recognized types of public engagement will be considered:
  - a) To inform-provide information to assist in understanding the initiative, alternatives, opportunities and/or solutions;
  - b) To consult-obtain feedback on analysis, alternatives and/or decisions;
  - c) To involve-work directly with the community throughout the process to ensure concerns and aspirations are understood; and
  - d) To collaborate-partner with the community in the development of a decision to seek alternatives and/or a preferred solution.

- 6.5 The determination of appropriate notice beyond the scope of this Notice Policy will be at the discretion of the Clerk.

## 7.0 Emergency Provision

- 7.1 The requirements to provide notice apply except where the Warden, in consultation with the Chief Administrative Officer (CAO), determines that notice should be waived due to emergency, urgency, time sensitive situations, or situations which could affect the health and well-being of the residents of Grey County.
- 7.2 Council members shall be informed as soon as possible by electronic mail if an exemption in 7.1 is applied.

## 8.0 Responsibility

- 8.1 It is the responsibility of the appropriate Director in conjunction with the Clerk to ensure that the notice requirements applicable to each department are met.

## 9.0 Updating Procedure

- 9.1 The Clerk is hereby authorized to update this Notice Policy with changes to by-law and policy/procedure references for those by-laws and policies listed in this Policy.
- 9.2 Any additions or deletions to this Notice Policy shall be endorsed by County Council.

## 10.0 Schedule

- 10.1 Schedule "A", as attached, forms part of this Notice Policy.
- 10.2 If Schedule "A" does not include all instances where the County is required to provide notice and where the provision of notice and term of notice is not identified in legislation, the following shall apply:
- a) Provision of Notice: Post on the County's website;
  - b) Term of Notice: 21 days prior to passing the By-law and seven days prior to holding a public meeting.

**Schedule "A"**  
**COUNTY OF GREY NOTICE PROVISIONS**  
*\* Denotes notice required by the Act*

Subject	Public Meeting Requirement	Provision of Notice	Time of Notice
<b>TRANSPORTATION SERVICES</b>			
<b>34(1) Permanent Closure of Highway</b>	N/A	Signage posted, Post on website, Newspaper	21 days prior to enactment of by-law
<b>Temporary Closure of Highway for Construction</b>	N/A	Signage posted, Post on website under seasonal construction plan	Update website as necessary Signage posted as soon as practical
<b>Changing Name of Highway</b>	N/A	Post on website, Signage posted, Media release	21 days prior to enactment of by-law
<b>FINANCIAL</b>			
<b><i>Agreements for Municipal Capital Facilities – Assistance by Municipality</i></b> <b><i>110(3)* Assistance by Municipality</i></b> A municipality may enter into agreements for the provision of municipal capital facilities by any person, including another municipality.	N/A	Written	As prescribed by the <i>Act</i>
<b><i>110(8)* Agreements for Municipal Capital Facilities – Tax Exemption By-law</i></b> A municipality may exempt from taxation for municipal, and school purposes land or a portion of it on which capital facilities are or will be located (under specific conditions)	N/A	Written	As prescribed by the <i>Act</i>
<b>289 Adoption of Budget</b>	N/A	Post on website	21 days prior to anticipated date of consideration by Standing Committees
<b><i>295(1)* Financial Statements</i></b>	N/A	Newspaper or in such other manner	As prescribed by the <i>Act</i> - Within 60 days after

**Schedule "A"**  
**COUNTY OF GREY NOTICE PROVISIONS**  
 \* Denotes notice required by the Act

Subject	Public Meeting Requirement	Provision of Notice	Time of Notice
		as the treasurer considers appropriate. (i.e. posted to County website)	receiving the audited financial statements of the municipality for the previous year, the treasurer of the municipality shall publish in a newspaper having general circulation in the municipality or in such other manner as the treasurer considers appropriate. (i.e. posted to County website)
<b>GOVERNANCE</b>			
<b>173* Proposal to Restructure</b> (for County proposals and proposals of lower tier municipalities)	Yes	Post on website Newspaper Media Release	21 days prior to public meeting
<b>187 Change of Name of Municipality</b>	N/A	Post on website Newspaper Media Release Written	Copy of by-law to the Director of Titles appointed under the <i>Land Titles Act</i> & to the Minister after by-law enacted
<b>218(2)* &amp; 219* Change Composition of Council</b>	Yes	Post on website Newspaper Media Release	21 days prior to public meeting
<b>218(3)* &amp; 219* Number of Votes for Council Members</b>	Yes	Post on website Newspaper Media Release	21 days prior to public meeting
<b>218(4) &amp; 219* Term of Office of Warden</b>	Yes	Post on website Newspaper Media Release	21 days prior to public meeting
<b>238(2)* Procedural By-laws respecting Meeting Notice</b>	N/A	Post on web site	As directed by By-law 5003-

**Schedule "A"**  
**COUNTY OF GREY NOTICE PROVISIONS**  
 \* Denotes notice required by the *Act*

Subject	Public Meeting Requirement	Provision of Notice	Time of Notice
			18
<b>REGULATORY</b>			
<b>135(6)* Woodlands</b>	N/A	Post by-law on website	As directed by the <i>Act</i>
<b>270 Sale of Land</b>	N/A	As directed by Policy G-GEN-003	As directed by Policy G-GEN-003
<b>435* Power of Entry</b>	N/A	As directed by the <i>Act</i>	As directed by the <i>Act</i>
<b>PLANNING</b>			
<b>*Notice requirements under the <i>Planning Act</i> where the County is the approval authority will be provided in accordance with the <i>Planning Act</i></b> Official Plans and Official Plan Amendments (*Section 17 of the <i>Planning Act</i> ) Plan of Subdivisions and Plan of Condominiums (*Section 51 of the <i>Planning Act</i> )	Yes	Written Newspaper (as required) Post on website Email	As prescribed by the <i>Planning Act</i>